

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

PHA Plans

5 Year Plan for Fiscal Years 2007 - 2011
Annual Plan for Fiscal Year 2007

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: HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA

PHA Number: CA035

PHA Fiscal Year Beginning: (10/2007)

PHA Programs Administered:

Public Housing and Section 8 Section 8 Only Public Housing Only

Number of public housing units: 716

Number of S8 units: 1189

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 Buildings listed below:

2400 N. Ventura Avenue

1055 Johnson Drive

9050 Telephone Road

137 S. Palm Street

66 S. Ventura Avenue

1079 Johnson Drive

9620 Telephone Road

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)

5-YEAR PLAN
PHA FISCAL YEARS 2007 - 2008
[24 CFR Part 903.5]

A. 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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) 88%
- Improve voucher management: (SEMAP score) 97%
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
 1. ***Increase Self-Sufficiency opportunities for Section 8 clients***
Objective: Expand existing efforts to include assistance with homeownership
 2. ***Increase Self-Sufficiency opportunities for Public Housing clients***
Objective: Expand existing efforts to include assistance with homeownership
Objective: Continue implementation of Neighborhood Networks grant to increase empowerment opportunities for clients
Objective: Pursue ROSS grant to increase empowerment opportunities for clients and their children

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)
 1. ***Continue to administer the City's Fair Housing and Tenant/Landlord Services Program***
 2. ***Continue coordination with the Fair Housing Services provided through the Southern California Housing Rights Center***

- 3. Use the Southern California Housing Rights Center to provide ongoing training to Housing Authority staff and property managers.**

Other PHA Goals and Objectives: (list below)

PHA Goal: *Accelerate modernization of public housing units, whenever possible*
Objective: *The Housing Authority is working with Fannie Mae Direct Loan Program to obtain funding to support renovation of older public housing units. Capital Funds will be used to leverage this source of funding.*

Objective: *The Agency will continue to use energy savings measures and equipment in the offices and public housing buildings.*

PHA Goal: *Assess the condition of all public housing units, and if over-concentration is evident, or significant renovation is necessary, determine whether some units should be replaced elsewhere in the community and mixed income units developed on-site instead. This would be accomplished using various tools including HUD Mixed Financing.*

Objective: *The Housing Authority will complete the 20-year Physical Needs Assessment of all of its residential units.*

Objective: *The Housing Authority will complete the Management Assessment of the Agency.*

Objective: *Assess the feasibility of demo/disposition of various public housing units including Westview Village and the Santa Clara apartments.*

PHA Goal: *Help families move from rental housing to homeownership.*

Objective: *Continue to implement the Section 8 Voucher Homeownership Program to enable low-income renters to utilize their subsidy in conjunction with a mortgage on a home purchase.*

Objective: *Continue to implement the Family Self Sufficiency (FSS) Program for all Section 8 and Public Housing clients, in order to encourage self-sufficiency efforts in all residents.*

PHA Goal: *Assist in the preservation of affordable rental and for-sale properties within the City.*

Objective: *Continue to assist the City with its Housing Preservation loan program and Mobile Home Grant Program.*

Objective: Assist the City with its Affordable Housing Program design and implementation.

Objective: Respond favorably to any invitation to administer HUD's enhanced voucher program for project-based contract opt-outs.

PHA Goal: Partner with for-profit and non-profit developers and governmental service agencies to increase the supply of affordable housing within the City, and ensure project viability.

Objective: Pursue project-based Section 8 assistance, when feasible.

**Annual PHA Plan
PHA Fiscal Year 2007**

[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.

The Housing Authority of the City of San Buenaventura will continue to provide well-maintained units for our residents. Energy efficiency improvements will be implemented, security improvements will be installed, scheduled routine maintenance will continue, and a variety of resident initiatives will be provided.

The Housing Authority will offer enhanced services to residents of all age levels, including a homework center for children, computer repair program for adults, and exercise and health education programs for seniors. In that regard, a new department, Resident Services, has been created. Its primary goal will be to encourage and enhance resident involvement and leadership development.

The Housing Authority will continue to upgrade and expand the computer-learning center for children and adults (e.g. Internet connectivity for all existing personal computers) using HUD's Neighborhood Networks grant funding. We will increase computer learning activities/classes that reinforce and encourage computer use for empowerment, educational and employment purposes.

In order to encourage self-sufficiency efforts in all residents, the Family Self Sufficiency (FSS) Program is offered to Section 8 and Public Housing residents. We will continue to implement the FSS Program for all eligible clients. The Section 8 Homeownership Program will continue to be a tool to assist residents to move into homeownership.

The Housing Authority will continue to seek opportunities to develop additional low-income units in the community. The Agency sought and received additional Article 34 authority in the November 2004 election, enabling the development of 500 additional units throughout the City. In this regard, the Authority will continue to participate in

collaborative efforts to increase and improve the supply of affordable housing. Construction is expected to begin on a 12-unit family project in Fall 2007. All families will receive supportive services through the FSS Program and the rents will be subsidies with Project-Based Section 8 voucher assistance.

The Housing Authority will continue to ensure its public housing complexes operate effectively and efficiently. In that regard we are conducting a Physical Needs Assessment and Management Assessment to ensure each AMP is operating in a cost-effective manner. Mixed income projects could replace public housing sites and replacement units could be scattered throughout the community. These projects would be contemplated in conjunction with neighborhood Community Councils to ensure they enhance neighborhood revitalization efforts.

The Housing Authority will continue to seek cost-effective ways to renovate or modernize public housing units: The Agency plans to use the Fannie Mae direct loan to pay for the modernization of public housing units. A Fannie Mae direct loan will enable the Agency to complete the significant modernization of several units, rather than renovating a few per year. The loan will be repaid with Capital Fund monies over a 20 year period.

The Housing Authority will assess the condition of all public housing units, and if over-concentration is evident, or significant renovation is necessary, it will determine whether some units should be replaced elsewhere in the community and mixed income units developed on-site instead. This would be accomplished using various tools including HUD Mixed Financing which requires the completion of the 20-year Physical Needs Assessment, and Management Assessment of the Agency. The Agency will assess the feasibility of demo/disposition of various public housing units including Westview Village and the Santa Clara apartments.

The Housing Authority has formed a new non-profit organization that will own and manage the 21 non-HUD units in the Agency's inventory. The non-HUD units can be used to leverage other funds, enabling the development of additional low/very low income housing in the community.

The HA continues to conduct activities to affirmatively further fair housing. We initiate direct contact with local owners and property managers to ensure a diverse inventory of rental properties available outside the identified tracks that are at or below the poverty-income level to all program participants.

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.

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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:

<input checked="" type="checkbox"/>	Admissions Policy for Deconcentration	27
<input checked="" type="checkbox"/>	FY 2007 Capital Fund Program Annual Statement	41
<input type="checkbox"/>	Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	
<input checked="" type="checkbox"/>	List of Resident Advisory Board Members	Attachment A
<input checked="" type="checkbox"/>	List of Resident Board Members	Attachment B
<input checked="" type="checkbox"/>	Community Service Description of Implementation	Attachment C

<input checked="" type="checkbox"/>	Information on Pet Policy	Attachment D
<input checked="" type="checkbox"/>	Section 8 Homeownership Capacity Statement, if applicable	57
<input checked="" type="checkbox"/>	Description of Homeownership Programs, if applicable	57

Optional Attachments:

<input checked="" type="checkbox"/>	PHA Management Organizational Chart	Attachment E
<input checked="" type="checkbox"/>	FY 2007 Capital Fund Program 5 Year Action Plan	46
<input type="checkbox"/>	Public Housing Drug Elimination Program (PHDEP) Plan	
<input checked="" type="checkbox"/>	Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)	66
<input checked="" type="checkbox"/>	Other (List below, providing each attachment name)	
	• <i>FY 2005 Capital Fund Program Annual Statement</i>	Attachment F
	• <i>FY 2006 Capital Fund Program Annual Statement</i>	Attachment G
	• <i>Addendum to Housing Choice Voucher FSS Action Plan</i>	Attachment H
	• <i>RASS Follow-Up Plan</i>	Attachment I

SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

1. Form HUD-50077, Standard PHA Plan Certification of Compliance identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;
2. Certification by State and Local Official of PHA Plans Consistency with the Consolidated Plan

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

3. Form HUD-50070, Certification for a Drug-Free Workplace;
4. Form HUD-50071, Certification of Payments to Influence Federal Transactions; and
5. Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

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. (based on list from PIH 2003-21)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, standard Five-Year and Streamlined Five-Year/Annual PHA Plan	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	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
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officer and Over-Income Tenants in Public Housing Admissions & Continued Occupancy Policy (ACOP)	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing Admissions & Continued Occupancy Policy (ACOP)	Annual Plan: Rent Determination in accordance with Code of Federal Regulations
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Admissions & Continued Occupancy Policy (ACOP)	
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policy. <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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/Manual update in process
X	Results of latest Public Housing assessment System (PHAS assessment (or other applicable assessment)).	Annual Plan: Management and Operations / Manual update in process
X	Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service and Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types. <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Management and Operations
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing Admissions & Continued Occupancy Policy (ACOP)	Annual Plan: Grievance Procedures ACOP Chapter 14
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Admin Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement/Performance and Evaluation Report (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
	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation act and the Americans with Disabilities Act, See Notice 99-52 (HA)	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
	Documentation required for Initial Assessment and any additional information required by HUD for Voluntary Conversion	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing	
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)	Admissions & Continued Occupancy Policy (ACOP) Chapter 10
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
	Consortium Agreements and Certifications that agreements are in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plans for Consortia
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2406	5	5	4	5	4	NA
Income >30% but <=50% of AMI	1968	5	5	4	5	2	NA
Income >50% but <80% of AMI	2012	4	4	4	5	2	NA
Elderly	1213	5	5	4	5	2	NA
Families with Disabilities	NA	4	4	4	5	2	NA
Hispanic	3777	4	4	4	5	2	NA
Black	218	4	4	4	5	2	NA
Other	3108	4	4	4	5	2	NA
White	12,247	4	4	4	5	2	NA

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: 2005-2010 City Consolidated Plan
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset (City used this to prepare the Consolidated Plan)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

TABLE 1 - Section 8 Waiting List

Housing Needs of Families on the Waiting List As of 3/31/2007			
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	1742		125
Extremely low income <=30% AMI	1093		
Very low income (>30% but <=50% AMI)	470		
Low income (>50% but <80% AMI)	179		
Families with children	778		
Elderly families	326		
Families with Disabilities	587		
Race/Hispanic	1802		
Race/Non-Hispanic	1718		
Race/ethnicity			
Race/ethnicity			

Housing Needs of Families on the Waiting List As of 3/31/2007	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

TABLE 2 - Public Housing Waiting List

Housing Needs of Families on the Waiting List As of 3/31/2007			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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	562		85
Extremely low income <=30% AMI	337	60%	
Very low income (>30% but <=50% AMI)	127	22.6%	
Low income (>50% but <80% AMI)	38	6.8%	
Families with children	262	46.6%	
Elderly families	116	20.6%	
Families with Disabilities	212	37.7%	
Race/ethnicity	White	93.3%	
Race/ethnicity	Black	1.6%	
Race/ethnicity	Native American	0.2	
Race/ethnicity	Asian	4.9	
Race/ethnicity	Hispanic	29%	

Housing Needs of Families on the Waiting List

As of 3/31/2007

Characteristics by Bedroom Size (Public Housing Only)			
1BR	300	53.4%	
2 BR	196	34.9%	
3 BR	52	9.3%	
4 BR	14	2.5%	
5 BR			
5+ BR			
Elderly	116	20.6%	

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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)
Explore the development of housing targeted to special needs populations.

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)
Continue to contract with the City to provide Fair Housing and Tenant/Landlord counseling and referral services.

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)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	815,391	
b) Public Housing Capital Fund	1,300,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	10,832,388	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	150,000	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
FSS Coordinator - HCV	52,804	Salary & benefits
HCV Homeownership Coordinator	52,804	Salary & Benefits
ROSS	65,000	Salary & Benefits
Neighborhood Networks	\$150,000	Staff, trainers, equip.
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund 2005	91,359	Modernization
Capital Fund 2006	825,451	Modernization

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	\$2,904,800	Operating Expenditures
4. Other income (list below)		
Non-dwelling rent	\$28,710	Utility Expenses
Interest	\$15,000	Operating Expenditures
Tower Rental, Late Charges	\$76,000	Operating Expenditures
4. Non-federal sources (list below)		
Total resources	\$17,359,707	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

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.

1 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)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 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)
Provide Landlord the name and phone number of potential tenant, additional information provided upon signed permission by tenant

(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)

Section 8 satellite office located at:

11122 Snapdragon Street, Suite 100, Ventura, CA 93004

(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:

We will consider an extension up to 120 days for families with disabilities(s) and for all other families' that provide written documentation the cause was outside their control. Consideration may be given due to the high housing costs and very low vacancy rates in our city.

(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 or are hired to 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)

Special Needs Preference. The PHA has a local preference to homeless families or those at risk of being homeless that are currently living in "transitional" housing or are being served by a service agency. Eligibility criteria to be determined by local service agencies partnering with the PHA in an effort to address chronic homelessness. This preference is based on funding availability. Documented victims of Government-declared disasters with a level of assistance based on funding availability.

PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.

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

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)

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

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

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

In coordination with our partner agencies and organizations

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to

the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(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)

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	716	125
Section 8 Vouchers	1189	121
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	FUP 25 HAPWA 16 Shelter Plus Care 13	
Public Housing Drug Elimination Program (PHDEP)	NA	

Other Federal Programs(list individually)		
Capital Fund	NA	
Neighborhood Networks	716	NA
FSS	100	2

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)
Public Housing Maintenance and Management Manual update currently in progress

(2) Section 8 Management: (list below)
HCV Administration Plan
PHA Agency Annual Plan

6. 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)

Section 8 satellite office located at:

11122 Snapdragon Street Suite 100 Ventura, CA 93004

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

7. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program Grant No: CA16P035 501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	270,000			
3	1408 Management Improvements	135,000			
4	1410 Administration	135,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	70,000			
8	1440 Site Acquisition	10,000			
9	1450 Site Improvement	135,000			
10	1460 Dwelling Structures	225,000			
11	1465.1 Dwelling Equipment—Nonexpendable	5,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	5,000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			

7. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program Grant No: CA16P035 501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities	10,000			
19	1501 Collateralization or Debt Service	350,000			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,350,000			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	70,000			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	80,000			
26	Amount of line 21 Related to Energy Conservation Meas	68,500			

7. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program Grant No: CA16P035 501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA15P0035-001 &002	Westview Com. Center remodel	1450	1 bldg	50,000				
CA16P035- 003	Bathroom Storage	1460	75 units	15,000				
CA16P035- 003	Solar panel repairs	1460	75 units	6,500				
CA16P035- 006	HVAC - community room	1460	75 units	10,000				
CA16P035- 006	Replace ext. lighting	1460	75 units	11,500				
CA16P035- 006	Solar panel repairs	1460	75 units	3,500				
CA16P035- 006	Re-roof carports	1450	75 units	35,000				
CA16P035- 008	Kellogg - handicap access.	1460	1 house	50,000				
CA16P035- 009	Bathroom floors, subfloors & sinks	1460	16 units	25,000				
CA16P035- 013	Bathroom floors	1460	50 units	25,000				
CA16P035- 014 & 015	Security cameras	1460	50 units	30,000				
CA16P035- 016	Replace flooring	1460	52 units	25,000				
CA16P035- 016	Solar panel repairs	1460	52 units	3,500				
CA16P035- 020 & 22	Replace mailboxes	1450	40 units	10,000				
CA16P035- 022	Replace ext. lighting	1460	20 units	15,000				
CA16P035- 022	Bath floors & subflrs	1460	20 units	25,000				
To be determined	Site acquisition	1440		10,000				
To be determined	Development activities	1499		10,000				
HA wide	Replace stoves, rg hoods, refig	1465	15 appli.	5,000				
HA Wide	Replace locks	1460	65 units	10,000				
HA Wide	Sewer Line Repairs	1460		10,000				
HA Wide	Operations	1406		270,000				

7. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program Grant No: CA16P035 501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Administration	1410		135,000				
HA Wide	Fees and Costs	1430		70,000				
HA Wide	Management Improvements	1408		135,000				
HA Wide	Computer hardware	1475		5,000				
HA Wide	CFFP Bond/Loan Pmt	1501		350,000				

7. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program No: CA16P035 501-07 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA16P035- 001 & 002	Sept/09			Sept/11			
CA16P035- 003	Sept/09			Sept/11			
CA16P035- 006	Sept/09			Sept/11			
CA16P035- 006	Sept/09			Sept/11			
CA16P035- 006	Sept/09			Sept/11			
CA16P035- 008	Sept/09			Sept/11			
CA16P035- 009	Sept/09			Sept/11			
CA16P035- 013	Sept/09			Sept/11			
CA16P035- 014 & 015	Sept/09			Sept/11			
CA16P035- 016	Sept/09			Sept/11			
CA16P035- 020 & 22	Sept/09			Sept/11			
CA16P035- 022	Sept/09			Sept/11			
CA16P035- 022	Sept/09			Sept/11			
Area Wide	Sept/09			Sept/11			
Acquisition	Sept/09			Sept/11			

(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)

Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Housing Authority of the City of San Buenaventura			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2011
	Annual Statement				
HA Wide		1,120,000	1,160,000	\$1,150,000	\$1,150,000
CA16P035-01/02		0	0	0	0
CA16P035-03		0	0	25,000	100,000
CA16P035-06		110,000	0	0	100,000
CA16P035-08		0	0	0	100,000
CA16P035-09		0	0	0	0
CA16P035-010		105,000	110,000	70,000	0
CA16P035-012		0	0	65,000	0
CA16P035-013		40,000	35,000	0	0
CA16P035-014		0	35,000	40,000	0
CA16P035-015		0	35,000	40,000	0
CA16P035-016		30,000	25,000	60,000	0
CA16P035-017		10,000	25,000	0	0
CA16P035-018		20,000	25,000	0	0
CA16P035-020		0	0	0	0
CA16P035-022		15,000	0	0	0
CFP Funds Listed for 5-year planning		1,450,000	1,450,000	\$1,450,000.00	\$1,450,000.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : FFY Grant: 2008 PHA FY: 2008			Activities for Year: FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	CA16PO35- 006	Paint & Waterproof	50,000			0
Statement	CA16PO35- 006	Kitchen remodel	30,000			0
	CA16PO35- 006	Plumbing	30,000			0
			0			0
	CA16PO35- 010	C Unit Mod- Harrison handicap access	105,000	CA16PO35- 010	C Unit Mod- Park Row handicap access	105,000
			0	CA16PO35- 010	Park Row - block wall	5,000
			0			0
	CA16PO35- 013	Window replacement	40,000	CA16PO35- 013	Kitchen remodel	35,000
			0			0
			0	CA16PO35- 014	Kitchen remodel	35,000
			0	CA16PO35- 015	Kitchen remodel	35,000
			0			0
	CA16PO35- 016	Window replacement	20,000	CA16PO35- 016	Kitchen remodel	25,000
	CA16PO35- 016	Direct vent bath fans	10,000			0
			0			0
	CA16PO35- 017	Direct vent bath fans	10,000	CA16PO35- 017	Kitchen remodel	25,000
			0			0
	CA16PO35- 018	Window replacement	20,000	CA16PO35- 018	Kitchen remodel	25,000
			0			0
	CA16PO35- 022	Roof Repair	15,000			0
			0	HA Wide	Duct cleaning	40,000
	HA Wide	CFFP Bond/Loan Pmt	415,000	HA Wide	CFFP Bond/Loan Pmt	415,000
	HA wide	Replace stoves, range hoods, refrig	10,000	HA wide	Replace stoves, range hoods, refrig	10,000
	HA Wide	Replace locks	10,000	HA Wide	Replace locks	10,000
	HA Wide	Sewer Line Repairs	5,000	HA Wide	Sewer Line Repairs	5,000

Capital Fund Program Five-Year Action Plan

	HA Wide	Acquisition	35,000	HA Wide	Acquisition	35,000
	HA Wide	New Development	30,000	HA Wide	New Development	30,000
	HA Wide	Operations	270,000	HA Wide	Operations	270,000
	HA wide	Admin/Mgt Imp/Arch	345,000	HA wide	Admin/Mgt Imp/Arch	345,000
Total CFP Estimated Cost			1,450,000			1,450,000

Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : ____ FFY Grant: 2010 PHA FY: 2010			Activities for Year: ____ FFY Grant: 2011 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
CA16PO35- 003	Replace flooring	25,000	CA16PO35- 003	Install indiv. Elec. meters	100,000
		0			
		0	CA16PO35- 006	Install indiv. Elec. meters	100,000
CA16PO35- 010	Comprehensive Unit Modernization	70,000	CA16PO35- 008	Comprehensive Unit Modernization	100,000
CA16PO35- 012	Comprehensive Unit Modernization	65,000			0
CA16PO35- 014	Replace flooring	40,000			0
CA16PO35- 015	Replace flooring	40,000			0
CA16PO35- 016	Replace flooring	40,000			
CA16PO35- 016	Replace common area HVAC	20,000			0
		0			0
HA wide	CFFP Bond/Loan Pmt	415,000	HA wide	CFFP Bond/Loan Pmt	415,000
HA wide	Replace stoves, range hoods, refrig	5,000	HA wide	Replace stoves, range hoods, refrig	5,000
HA wide	Replace Locks	5,000	HA wide	Replace Locks	5,000
HA wide	Sewer Line Repair	10,000	HA wide	Sewer Line Repair	10,000
HA Wide	Acquisition	50,000	HA Wide	Acquisition	50,000
HA Wide	New Development	50,000	HA Wide	New Development	50,000
HA Wide	Operations	270,000	HA Wide	Operations	270,000
HA wide	Admin/Mgt Imp/Arch	345,000	HA wide	Admin/Mgt Imp/Arch	345,000
Total CFP Estimated Cost		1,450,000			1,450,000

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:

It is possible the Agency may apply for a HOPE VI grant. If so, it would be for Westview Village CA035 - 01 and 02

- 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:

Westview Village CA035 - 01 and 02
Santa Clara apartments CA035 - 10

- 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 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name: Santa Clara Apartments - scattered sites	
1b. Development (project) number: CA035-10	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(10/01/07) estimate</u>	
5. Number of units affected: 28	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Projected start date of activity:	Fall 2008
b. Projected end date of activity:	Winter 2010

Demolition/Disposition Activity Description	
1a. Development name: Westview Village (potential assessment)	
1b. Development (project) number: CA035-01 & 02	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (10/01/08) - estimate	
5. Number of units affected: 180	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Projected start date of activity:	Fall 2008
b. Projected end date of activity:	Fall 2015

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.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3. Yes 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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>	
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs may skip to component 12.**)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

The minimum qualifications for this program are:

- An active Family Self Sufficiency (FSS) Program Participant or FSS graduate who is still on the Voucher Program with a minimum escrow balance of \$5,000, or Voucher participant with personal savings of \$5,000.***
- A first-time homebuyer or have not had ownership in any home within the past three years.***
- Employed full-time (at least 32 hours per week)***
- Have been continuously employed for at least 12 months***
- Cannot owe money to any Housing Authority and must be in good standing with the Voucher program.***
- Homeownership counseling and education is required.***
- Must qualify for a mortgage loan at a financial institution.***
- Annual earned income should be at least 50% of the County Median income adjusted for family size***

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?

DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
FSS HCV	100 part.	Wait list	PHA main office	Section 8
FSS Public Housing	40 part.	Wait list	PHA main office	Public housing
HCV Homeownership	20 part.	Wait list	PHA main office	Section 8
Neighborhood Networks	100 part.	Other - interest	PHA main office	Public housing
Teen Talk TV	15 part.	Other-interest	PHA main office	both
Career Closet	7	Other-interest	PHA main office	both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 3/31/2007)
Public Housing	0 (voluntary)	14
Section 8	31	60

- 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

Refer to Attachment C: Community Service Requirement

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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

Westview Village CA035-01 & 02

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)

all public housing projects

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)]

Refer to Attachment D: Pet Policy

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)?

Audit was submitted and is now being revised.

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)
on-site staff property managers and on-site maintenance personnel
a Physical Needs Assessment is in progress

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations - *to be completed at the closed of the public review period.*

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:

The Resident Advisory Board commented that the PHA Plan 'looked good,' and they had no further suggestions or changes to make to the Plan. They stated they agreed with the Agency's plan for upcoming Capital Fund projects at the various Public Housing sites.

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
- 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: (provide name here)

City of San Buenaventura

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)

a. *The Agency will continue to implement its Family Self Sufficiency Action Plan. The Plan has been amended (refer to Page 32 of this*

document) to ensure participants are not victimized by predatory lending practices.

- b. The Housing Authority will continue to seek opportunities to develop additional low -income units in the community. In this regard, the Authority will continue to participate in collaborative efforts to increase and improve the supply of affordable housing.*
- c. The Housing Authority will continue to seek cost-effective ways to renovate or modernize public housing units: The Agency plans to issue a bond (in a pool with other housing authorities) or seek a Fannie Mae direct loan to pay for the completion of Westview modernization. Of the 180 units in Westview, 94 still need to be modernized. Issuing a bond or pursuit of a loan will enable the Agency to complete the units in less than two years, rather than renovating an average of 10 per year. The bonds or loan will be repaid with Capital Fund monies over a 20 year period.*

Other: (list below)

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

The Consolidated Plan of the City supports the PHA Plan with the following Consolidated Plan (2005-2010) strategies:

- Preserve the City's existing affordable housing stock through rehabilitation*
- Assist low-to-moderate income households secure affordable housing, whether rental or home ownership, through a variety of programs. . . . In order to help meet this demand, the City will: continue to support the Housing Authority's Section 8 voucher program and public housing program.*
- Supports the Agency's desire to respond favorably to requests to administer HUD's enhanced voucher program for project-based contract opt-outs.*
- The City continues to support the City (Housing Authority) in its modernization of public housing through the Capital Fund Program.*
- The City will continue to participate in the Five Year and One Year Planning process with the Housing Authority.*
- The City has an ongoing need for senior and youth services, including alternative schooling and employment opportunities, social/recreational activities and abuse intervention.*

- *To improve access to services and educational opportunities for low-to-moderate income persons*

The Consolidated Plan of the City supports the PHA Plan with the following actions:

- *The City collaborates with the Housing Authority through the Consolidated Plan and Agency Plan process.*
- *The City will continue to support the Agency's Annual Plan process and requests for funding, including for the Capital Fund.*
- *The City contracts with the Housing Authority to provide a wide range of housing options to residents of the City of San Buenaventura including:*
 - *Tenant/Landlord services*
 - *Fair Housing referral services*
 - *Administration of the City's Homeowner Rehabilitation Program*

D. Other Information Required by HUD

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

ATTACHMENT A

MEMBERS OF RESIDENT ADVISORY BOARD

Phyllis Demunozkozel, President

Ireneo Flores, Vice President

Robin L. Scott-Burton, Secretary

Frank Souza

George Forth

Lance Ferguson

ATTACHMENT B

MEMBERS OF RESIDENT BOARDS

Members of Resident Boards

Asset Management Project (AMP) 1

Ireneo Flores
Judy Cox
Ismael Hernandez
Pamela Mantel
Wanda Sumner
Alicia Tisnado

AMP 2

Frank Souza
Loretta Reagen
Kent Rosene
Deloris Eaton

AMP 3

Phyllis Demunozkozel
Barbara Lowenthal
Tim Hammond
Gloria Mendenhall
Mary Beaudoin

AMP 4

Robin L. Scott-Burton
Becky Dahlstrom
Anthony Flores
Linda Lorenzana

AMP 5

Lydia Diaz
Sheryl Wilson

Section 8 Representatives

Lance Ferguson
George Forth

ATTACHMENT C

COMMUNITY SERVICE REQUIREMENT

11-I.A. OVERVIEW

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). PHA's and residents must comply with the community service requirement, effective with PHA fiscal years that commenced on or after October 1, 2000. Per 903.7(l)(1)(iii), the PHA Plan must contain a statement of the how the PHA will comply with the community service requirement, including any cooperative agreement that the PHA has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, the PHA must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].

11-I.B. REQUIREMENTS

Each adult resident of the PHA, who is not exempt, must [24 CFR 960.603(a)]:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).

An individual may not skip a month and then double up the following month, unless special circumstances warrant it. The PHA will make the determination of whether to permit a deviation from the schedule.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify the PHA in writing within 5 business days of the circumstances becoming known. The PHA will review the request and notify the individual, in writing, of its determination within 10 business days. The PHA may require those individuals to provide documentation to support their claim.

Definitions

Exempt Individual [24 CFR 960.601(b)]

An *exempt individual* is an adult who:

- Is age 62 years or older
- Is blind or disabled (as defined under section 216[i][l] or 1614 of the Social Security Act), and who certifies that because of this disability s/he is unable to comply with the service provisions

- Is a primary caretaker of such an individual
- Is engaged in work activities - (The PHA will consider 20 hours per week as the minimum number of hours needed to qualify for a work activity exemption)
- Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program **OR** is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

Community Service

Community service is volunteer work which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, meals on wheels, beautification programs, other youth or senior organizations
- Work at the PHA to help improve physical conditions
- Work at the PHA to help with children’s programs
- Work at the PHA to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board
- Caring for the children of other residents so they may volunteer

NOTE: Political activity is excluded for purposes of eligible community service activities.

Economic Self-Sufficiency Program [24 CFR 5.603(b)]

For purposes of satisfying the community service requirement, an *economic self-sufficiency program* is defined by HUD as: Any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeships (formal or informal), or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Work Activities [42 U.S.C. 607(d)]

As it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

Notification Requirements [24 CFR 960.605(c)(2)]

The PHA must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for PHA verification of exempt status. The PHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.

The PHA will provide the family with a copy of the Community Service Policy found in Exhibit 11-1 of this chapter, at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On an annual basis, at the time of lease renewal, the PHA will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.

11-I.C. DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]

The PHA must review and verify family compliance with service requirements annually at least thirty days before the end of the twelve month lease term. The policy for documentation and verification of compliance with service requirements may be found at Section 11-I.D., Documentation and Verification.

Annual Determination

Determination of Exemption Status

An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].

At least 60 days prior to lease renewal, the PHA will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or the PHA has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, the PHA will notify the family of its determination in accordance with the policy in Section 11-I.B., Notification Requirements.

Determination of Compliance

The PHA must review resident family compliance with service requirements annually at least thirty days before the end of the twelve month lease term [24 CFR 960.605(c)(3)]. As part of this review, the PHA must verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

Approximately 60 days prior to the end of the lease term, the PHA will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have 10 business days to submit the PHA required documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or PHA approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 11-I.E., Noncompliance.

Change in Status Between Annual Determinations

Exempt to Non-Exempt Status

If an exempt individual becomes non-exempt during the twelve month lease term, it is the family's responsibility to report this change to the PHA within 10 business days.

Within 10 business days of a family reporting such a change, or the PHA determining such a change is necessary, the PHA will provide written notice of the effective date of the requirement, a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.

The effective date of the community service requirement will be the first of the

month following 30 day notice.

Non-Exempt to Exempt Status

If a non-exempt person becomes exempt during the twelve month lease term, it is the family's responsibility to report this change to the PHA within 10 business days. Any claim of exemption will be verified by the PHA in accordance with the policy at 11-I.D., Documentation and Verification of Exemption Status.

Within 10 business days of a family reporting such a change, or the PHA determining such a change is necessary, the PHA will provide the family written notice that the family member is no longer subject to the community service requirement, if the PHA is able to verify the exemption.

The exemption will be effective immediately.

11-I.D. DOCUMENTATION AND VERIFICATION [24 CFR 960.605(c)(4)]

The PHA must retain reasonable documentation of service requirement performance or exemption in participant files.

Documentation and Verification of Exemption Status

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 11-3. The PHA will provide a completed copy to the family and will keep a copy in the tenant file.

The PHA will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

The PHA makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with the PHA's determination, s/he can dispute the decision through the PHA's grievance procedures (see Chapter 14).

Documentation and Verification of Compliance

If qualifying community service activities are administered by an organization other than the PHA, a family member who is required to fulfill a service requirement must provide certification to the PHA, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].

If anyone in the family is subject to the community service requirement, the PHA will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to the PHA, upon request by the PHA.

If the PHA has reasonable cause to believe that the certification provided by the family is false or fraudulent, the PHA has the right to require third-party verification.

11-I.E. NONCOMPLIANCE

Initial Noncompliance

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, the PHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with the PHA.

Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].

Notice of Initial Noncompliance [24 CFR 960.607(b)]

If the PHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), the PHA must notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that the PHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the PHA to cure the noncompliance, or the family provides written assurance satisfactory to the PHA that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the PHA's determination, in accordance with the PHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of the PHA's determination.

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have 10 business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 business day timeframe, the PHA will terminate tenancy in accordance with the policies in Section 13-IV.D.

Continued Noncompliance [24 CFR 960.607(b)]

If, after the 12 month cure period, the family member is still not compliant, the PHA must terminate tenancy of the entire family, according to the PHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 13-IV.D, Form, Delivery, and Content of the Notice.

The family will have 10 business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10 business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

ATTACHMENT D

CHAPTER 10 OF ACOP

PETS AND ASSISTANCE ANIMALS

INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets/assistance animals and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes general pet policies that are common to both elderly/disabled developments and general occupancy developments. Some but not all of these policies apply to assistance animals as well.

PART I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

10-I.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to all of the PHA's pet policies described in the remainder of

this chapter [24 CFR 5.303; 960.705]. Each section in Part II designates its applicability to Assistance Animals.

10-I.B. APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal.

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability.

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHA's have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

10-I.C. CARE AND HANDLING

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

- Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws
- Residents must ensure that assistance 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 or disturb the quiet enjoyment of another resident

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

PART II: PET POLICIES FOR ALL DEVELOPMENTS

10-II.A. OVERVIEW

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets – This section applies to assistance animals

Pets must be approved by and registered with the PHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets must be licensed in accordance with State and local laws. Residents must provide proof of licensing at the time of registration and annually in conjunction with the resident's annual reexamination.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets – This section applies to assistance animals unless modified by a reasonable accommodation

The PHA will refuse to register a pet if:

- The pet is not *a common household pet* as defined in Section 10-II.C. below
- Keeping the pet would violate any pet restrictions listed in this policy
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually
- The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order
- The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

Pet/Assistance Animal Policy Agreement

Residents who have been approved to have a pet/assistance animal must enter into a pet/assistance animal policy agreement with the PHA, or the approval of the pet/assistance animal will be withdrawn.

The pet/assistance animal policy agreement is the resident's certification that he or she has received a copy of the PHA's pet/assistance animal policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet/assistance animal policy agreement that he or she understands that noncompliance with the PHA's pet/assistance animal policy and applicable house rules may result in the withdrawal of PHA approval of the pet/assistance animal or termination of tenancy.

10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

Definition of "Common Household Pet" – This section applies to assistance animals unless modified by a reasonable Accommodation

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

This PHA defines "Common household pet" as a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

- Reptiles
- Rodents (includes rabbits)
- Insects
- Arachnids
- Wild animals or feral animals
- Pot-bellied pigs
- Animals used for commercial breeding

Pet Restrictions – This section applies to assistance animals unless modified by a reasonable accommodation

- The following animals are not permitted:
- Any animal whose adult weight will exceed 25 pounds certified by a veterinarian
- Dogs of the pit bull, rottweiler, doberman, chow, or boxer breeds
- Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations
- Any animal not permitted under state or local law or code

Number of Pets – This section applies to assistance animals unless modified by a reasonable accommodation

Residents may own a maximum of 2 pets, only 1 of which may be a dog or a cat.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements – This section applies to assistance animals unless modified by a reasonable accommodation

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions will not be made for non assistance animals.

10-II.D. PET RULES – Parts of this section applies to assistance animals

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions – This does not apply to assistance animals

Pets must be maintained within the resident's unit. When outside of the unit, (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

Pets are not permitted in common areas including lobbies, playgrounds, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

Designated Pet/No-Pet Areas [24 CFR 5.318(g) – This section does not apply to assistance animals

PHA's may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

Cleanliness – This section applies to assistance animals

The pet owner shall be responsible for the removal of pet waste by placing it in a sealed plastic bag and disposing of it in a proper container. Flushing pet waste down the toilet is not permitted.

The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times. Litter box requirements:

- Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.
- Litter shall not be disposed of by being flushed through a toilet.
- Litter boxes shall be kept inside the resident's dwelling unit.

Alterations to Unit – This section applies to assistance animals unless modified by a reasonable accommodation

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

Noise – This section applies to assistance animals

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

Pet Care – This section applies to assistance animals

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties – This section applies to assistance animals

The pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

Pets Temporarily on the Premises – This section applies to assistance animals

A resident who cares for another PHA resident's pet must notify the PHA and this temporary care cannot exceed 10 days in a 12 month period.

Pets that are not owned by a PHA resident and are not being cared for by another PHA resident are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.

Pet Rule Violations – This section applies to assistance animals

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

- That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation
- That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting
- That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

Notice for Pet Removal – This section applies to assistance animals

If the pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet. The notice will contain:

- A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated
- The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice
- A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures

Pet Removal - This section applies to assistance animals

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate state or local agency and request the removal of the pet.

Termination of Tenancy – This section applies to assistance animals

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

- The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease

Emergencies – This section applies to assistance animals

The PHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

10-II.E. PET DEPOSITS/FEES/CHARGES – Upfront deposits and fees do not apply to approved assistance animals

The PHA requires a partially refundable pet deposit/fee to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)]. The PHA retains the refundable portion of the deposit/fee in a non interest bearing account.

Payment of Deposit/Fee

Pet owners are required to pay a pet deposit/fee of \$200 in addition to any other required deposits. The deposit/fee must be paid in full before the pet is brought on the premises. \$75.00 of this deposit/fee is considered a fee and is not refundable.

The pet deposit/fee is not part of rent payable by the resident.

Refundable portion of Deposit/Fee

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 21 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 21 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

Pet-Related Damages During Occupancy – This section applies to assistance animals

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of a pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit
- Repairs to common areas of the project
- The expense of flea or other pest elimination shall also be the responsibility of the resident.
- If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.
- Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge – This section applies to assistance animals

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

A separate pet waste removal charge of \$25.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 30 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

Attachment E



ATTACHMENT F

Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program Grant No: CA16P035 501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	84,000		84,000	84,000
3	1408 Management Improvements	40,000	60,126	60,126	60,126
4	1410 Administration	130,513		130,513	130,513
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	50,000	129,721	129,721	129,721
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	60,000	77,990	77,990	12,793
10	1460 Dwelling Structures	355,123	215,696	122,857	122,857
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	400,000	548,880	548,880	476,355
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0	58,200	58,200	58,200
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	185,492	0	0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,305,128		1,212,287	1,074,565
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	42,000	90,084	90,084	90,084

ATTACHMENT F

Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program Grant No: CA16P035 501-05 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Meas				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program Grant No: CA16P035 501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA16P035-003	Kitchen remodel	1460	75 units	270,123	0		0	Deleted
CA16P035-006	Replace locks	1460	75 units	15,000	15,276	15,276	15,276	Completed
CA16P035-006	Replace roof mechanical equip.	1460	1 rf system	0	92,839	0	0	In progress
CA16P035-009	Office renovation	1470	Add 2000 sf	400,000	548,880	548,880	476,355	In progress
CA16P035-009	Temp Office Relocation	1495	6 mos	0	58,200	58,200	58,200	Completed
CA16P035-010	Water-heater replacement	1460	1 WH unit	0	7,800	7,800	7,800	Completed
CA16P035-013	Upgrade Fire Alarms	1460	50 units	0	11,381	11,381	11,381	Completed
CA16P035-014	Canopies over doors	1460	2 doors	10,000	700	700	700	Completed
CA16P035-015	Canopies over doors	1460	2 doors	10,000	700	700	700	Completed
CA16P035-016	Install security fencing	1450	52 units	0	41,161	41,161	0	In progress

ATTACHMENT F

Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program Grant No: CA16P035 501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA16P035-017	Paint and Waterproof	1460	20 units	0	1,353	1,353	1,353	Completed
CA16P035-018	Drainage & sidewalks	1450	20 units	0	12,793	12,793	12,793	Completed
CA16P035-022	Paint and Waterproof	1460	20 units	0	52,000	52,000	52,000	Completed
CA16P035-022	Drainage & sidewalks	1450	20 units	25,000	24,036	24,036	0	In progress
Area Wide	CFP leverage payment	1501		185,492	0	0	0	Deleted
Area Wide	Chemical treatment - termites	1460	8 units	8,000	0	0	0	Deleted
Area Wide	Mold remediation	1460	3 units	50,000	0	0	0	Deleted
Area Wide	Administration	1410		130,513	0	130,513	130,513	Completed
Area Wide	Fees and Costs	1430		50,000	129,721	129,721	129,721	Completed
Area Wide	Mgt Improvements	1408		40,000	60,128	60,128	60,128	Completed
Area Wide	Operations	1406		84,000	0	84,000	84,000	Completed
Area Wide	Upgrade card key system	1460	6 bldgs	27,000	33,647	33,647	33,647	Completed

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule			
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program No: CA16P035 501-05 Replacement Housing Factor No:	Federal FY of Grant: 2005

ATTACHMENT G

Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program Grant No: CA16P035 501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 3/31/2007)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	84,000	250,431	230,895	230,895
3	1408 Management Improvements	127,000	125,215	115,448	37,049
4	1410 Administration	115,448	125,215	115,448	28,862
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	85,258	120,000	100,041	23,953
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	101,627	0	0
10	1460 Dwelling Structures	321,000	516,166	19,988	0
11	1465.1 Dwelling Equipment—Nonexpendable	10,029	3,500	0	0
12	1470 Nondwelling Structures	0	10,000	10,000	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	411,742	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,154,477	1,252,154		
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	125,000	90,368		
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	55,000	65,000		
26	Amount of line 21 Related to Energy Conservation Meas		0	0	0

ATTACHMENT G

Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program Grant No: CA16P035 501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA16P035-003	kitchen remodel	1460	75 units	0	78,764		0	In progress
CA16P035-003	Elevator upgrades	1460	75 units	0	19,988	19,988	0	In progress
CA16P035-006	Replace roof mech. equipment	1460	75 units	0	167,046	0	0	In progress
CA16P035-006	bath remodel	1460	75 units	56,000	20,000	0	0	In progress
CA16P035-006	Window Replacement	1460	75 units	50,000	20,000	0	0	In progress
CA16P035-006	Security Camera	1460	1 system	15,000		0	0	In progress
CA16P035-008	C Unit Mod - Santa Cruz - 3-bed handicap accessibility	1460	2 units	120,000	85,368	0	0	In progress
CA16P035-008	Santa Cruz Roof Replacement	1460	1 bldg	25,000		0	0	In progress
CA16P035-009	Replace doors and locks	1460	16 units	10,000		0	0	In progress
CA16P035-009	Office renovation	1470	16 units	10,000		10,000	0	In progress
CA16P035-013	Upgrade handicap showers	1460	9 units	5,000		0	0	In progress
CA16P035-016	Security Camera	1460	1 system	15,000		0	0	In progress
CA16P035-016	Boiler System Modification	1460	1 system	30,000		0	0	In progress
CA16P035-022	Sidewalks and Drainage	1450	20 units	0	101,627	0	0	In progress
Area Wide	Replace locks	1460	100 units	15,000		0	0	In progress
Area Wide	CFP leverage payment	1501		411,742	0	0	0	In progress
Area Wide	Administration	1410		115,448	125,215	115,448	28,862	In progress
Area Wide	Fees and Costs	1430		85,258	120,000	100,041	23,953	In progress

ATTACHMENT G

Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program Grant No: CA16P035 501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Area Wide	Management Improvements	1408	Computer, phones, hardware, mgrs in site offices, emp dev, vehicles	127,000	125,215	115,448	37,049	In progress
Area Wide	Operations	1406		84,000	250,431	230,895	230,895	completed
Area Wide	Replace stoves, refrigerators, range hoods	1465	65 appli.	10,029	3,500	0	0	In progress
Area Wide	Door alarms	1460	12 doors	10,000		0	0	In progress

ATTACHMENT G

Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report WITH CAPITAL FUND LEVERAGING Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages							
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program Grant No: CA16P035 501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work
			BOND	FANNIE MAE DIRECT LOAN	Funds Obligated	Funds Expended	
PHA Wide	CFFP Bond or Loan Amount		5,678,550	5,358,800			
	Annual payment (estimate)		\$432,204	\$411,742			
	Usage						
	CFFP Placement Agent Fee		59,550	51,590			
	CFFP Bond Counsel		40,000	12,000			
	CFFP S&P Rating Fee		13,500	0			
	CFFP S&P Management Asses.		7,500	7,500			
	CFFP Fairness Opinion		7,500	7,500			
	CFFP Trustee		7,500	0			
	CFFP FMNS Legal Counsel		2,500	5,000			
	Msc.		10,000	0			
	Debt Service Reserve			411,742			
	Capitalized Interest			60,956			
	CFFP Project Construction		5,530,500	4,802,512			
	TOTAL		5,678,550	5,358,800			
	CFFP Capitalization Interest		4.53%	4.55%			

ATTACHMENT G

Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report WITH CAPITAL FUND LEVERAGING Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages							
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program Grant No: CA16P035 501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work
			BOND	FANNIE MAE DIRECT LOAN	Funds Obligated	Funds Expended	
PHA Wide	CFFP Project Construction Usage		5,530,500	4,802,512			
	Details						
	CFFP Administration 35-0		480,000	50,000			
	CFFP Vacancy Cost 35-0		82,500	12,000			
	CFFP Contingency 35-0		168,000	168,000			
	Total 35-0		730,500	650,500			
	CFFP Construction Costs 35-1 & 35-2		4,800,000	4,572,512			
	CFFP Total Project Construction Costs		5,530,500	4,802,512			

9. Other

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Capital Fund Program No: CA16P035 501-06 Replacement Housing Factor No:			Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA16P035-003	07/18/08			07/18/10			
CA16P035-006	07/18/08			07/18/10			
CA16P035-006	07/18/08			07/18/10			
CA16P035-008	07/18/08			07/18/10			
CA16P035-008	07/18/08			07/18/10			
CA16P035-008	07/18/08			07/18/10			
CA16P035-008	07/18/08			07/18/10			
CA16P035-009	07/18/08			07/18/10			
CA16P035-009	07/18/08			07/18/10			
CA16P035-013	07/18/08			07/18/10			
CA16P035-016	07/18/08			07/18/10			
CA16P035-016	07/18/08			07/18/10			
CA16P035-022	07/18/08			07/18/10			
Area Wide	07/18/08			07/18/10			

ATTACHMENT H

Addendum to Housing Choice Voucher FSS Action Plan May 2007

- The Housing Authority will have a total of 100 Housing Choice Voucher FSS slots, which are as follows: 31 Mandatory slots, 69 Voluntary slots

(This is a reduction from last year's number of *33 Mandatory slots, 67 Voluntary slots*, due to the graduation of 2 residents who were part of the initial "mandatory" group.)

- Elderly and/or disabled families are eligible to participate in the Homeownership Program with the following exceptions to the minimum qualifications regarding earned income and full-time employment requirements: Social Security or SSI income can be counted towards the earned income requirement and there is no continuous employment requirement. However, this still may not qualify the family for a mortgage loan with a financial institution, so participation is not guaranteed.

ATTACHMENT I

RASS Follow-Up Plan May 2007

Areas of Improvement

Communication

- Continuation of Town Hall meetings with residents
- Continuation of Annual Plan outreach meetings with residents
- Implementing Resident Councils at each AMP (Asset Management Project)
- Distribution of Informational Newsletter on a quarterly basis

Neighborhood Appearance

- Assigning permanent maintenance staff to each AMP
- Graffiti removal has been assigned a higher priority