

1.0	PHA Information PHA Name: Housing Authority of the City of Lomita _____ PHA Code: _____ PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): ___07/2012_____				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: ___78_____ Number of HCV units: _____				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. NOT APPLICABLE				
5.1	Mission. State the PHA’s Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA’s jurisdiction for the next five years: Not Applicable				
5.2	Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Not Applicable				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Chapter 8 of ACOP: Lease Agreement Adopted Revised House Rules & Pet Rules (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Copies of the proposed document are available for review at the Housing Authority of the City Of Lomita: Lomita Manor, 24925 Walnut Street, Lomita CA 90717 City Of Lomita, 24300 Narbonne Ave, Lomita CA 90717				

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Not Applicable</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>See Attachment</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See Attachment</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See attachment</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>Not applicable</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Since the demand for housing assistance often exceeds the limited resources available, long waiting periods are common for Public Housing. The amount of time spent on the waitinglist often varies and can be as long as several years. The waiting list does not include special admissions.</p>

<p>9.1</p>	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The HA is a federally funded agency that administers housing assistance programs in the County for qualified very low income families, the disabled, and seniors. The HA publicizes and disseminates information to make known the availability of housing units and housing-related services for very low-income families on a regular basis. The HA communicates the status of housing availability to other service providers in the community. The HA advises them of housing eligibility factors and guidelines in order that they can make proper referrals for those who seek housing</p>
<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>PHA Goal: Increase customer satisfaction: The Housing Authority’s newly contracted management agent has been handling inquiries for potential area to improve.</p> <p>Concentrate on efforts to improve specific management functions: Improve transmission rate of 50058 forms to HUD by the use of software.</p> <p>Renovate or modernize public housing units: The Housing Authority will continue to utilize Capital Fund Program funds to maintain high property standards at Lomita Manor.</p> <p>PHA Goal: Promote self-sufficiency and asset development of assisted households. Objectives: Increase the number and percentage of employed persons in assisted families: The Housing Authority is continuing to partner with the local TANF agency and the local Workforce Initiative Board to identify opportunities for Section 8 families. The Housing Authority is continuing to increase its efforts to market and expand the Family Self-Sufficiency (FSS) program.</p> <p>Provide or attract supportive services to increase independence for the elderly or families with disabilities: The Housing Authority is currently developing a program to develop neighborhood community resources for frail/ elderly residents. Additionally, the Housing Authority will create a resource manual identifying the local resources available i.e., senior centers, hospitals, transportation, and meal programs.</p> <p>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: The Housing Authority continues to ensure that residents and applicants receive information about fair housing. Additionally, the Housing Authority will continue to aggressively market housing programs to those communities with disproportionate housing needs.</p> <p>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: The Housing Authority will continue to ensure compliance with Section 504 requirements and will continue to provide staff with customer service training to better understand residents’ diverse backgrounds and needs.</p> <p>Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The Housing Authority will ensure that persons with disabilities have equal access to housing by conducting outreach and marketing of available units.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p>

<p>11.0</p>	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.



CITY OF LOMITA HOUSING AUTHORITY REPORT

To: Commissioners

Date: April 2, 2012

From: Community Services Director

Subject: Adoption of Streamlined Public Housing Agency (PHA) Annual and Five Year Plan for FY 2012-2013 with Revisions to the Admissions and Continued Occupancy Policy

RECOMMENDATION

After conducting the Public Hearing, approve the following actions regarding the submission of the Lomita Public Housing Streamlined version of the FY 2011-2012 Agency Annual and Five Year Plan, including the addition of "House Rules" to the Admissions and Continued Occupancy Policy (ACOP).

1. Authorize the Board Chairman to sign the Annual Certification and Board Resolution;
2. Authorize the Executive Director to incorporate into the Public Housing Agency Plan public comments (if any) approved for inclusion by the Board;
3. Authorize the Executive Director to submit the Annual Public Housing Agency Plan with attached certifications to the Department of Housing and Urban Development (HUD), due to HUD by April 17, 2012.

[Available at lobby counter and in City Council office: "House Rules: addition to the Admissions and Continued Occupancy Policy for the Housing Authority of the City of Lomita"]

BACKGROUND

The Public Housing Agency Plan is a HUD-mandated reporting requirement authorized by the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The Annual Plan provides details about the Housing Authority's current operations, program participants, and services for the upcoming year.

The proposed PHA Plan with ACOP and proposed House Rules have been on display and available for public review in the lobby of Lomita City Hall since the commencement of the 45-day comment period for the annual plan beginning February 15, 2012 and ending on March 30, 2012.

In 2009, HUD changed the standard resolution for small public housing agencies (less than 250 units) to the "Civil Rights Certification," which serves as the Annual Certification and Board Resolution.

ACOP House Rules

The House Rules, proposed as an addition to the Admissions and Continued Occupancy Policy, are prepared by the current management Company, ABHOW, and are currently in use in all ABHOW-managed properties. The staff has reviewed the House Rules and recommended the addition to the ACOP, to enhance managerial capacity to better protect and preserve a congenial atmosphere for staff and tenants alike.

Capital Fund Program Funds Diverted to Operating Budget

The fiscal year 12-13 allocation of Capital Fund program (attachments 6 & 7) in the amount of \$78,703 is currently being shifted away from being used as funding for any proposed modernization project for FY 12-13 and redirected toward administrative and operating costs for FY 12-13. This move is designed to minimize the impact of the lost operating subsidy captured through HUD's Subsidy Allocation Adjustment component of HUD Notice PIH 2011-55, issued September 26, 2011.

Staff hired a consultant to respond to HUD's Subsidy Allocation Adjustment component and submit an "Exclusion Request" in order to have HUD consider excluding a portion of recorded reserves from HUD recapturing action when deriving the operating subsidy allocation for the Lomita Housing Authority (CA 139). The proposal was submitted before the due date of October 31, 2011. HUD reviewed the submittal and in a letter dated February 17, 2012, ultimately decided to deny CA 139's Exclusion Request. The decision is considered final and the procedure does not offer an appeal.

As a result, the current subsidy for CA 139 for Calendar Year 2012 is approximately \$62,000. We had applied for an operating subsidy of nearly \$145,000, creating an operating subsidy deficit of nearly \$83,000. Therefore, the entire year's allocation of the Capital Fund program is being applied toward that operating subsidy deficit. This action eliminates the ability to use the Capital Fund toward a modernization project for FY 12-13.

The mathematical deficit of \$9,297 derived from the \$83,000 exclusion recapture and the reassignment of \$73,703 of the Capital Fund can be eliminated through the transfer of approved Housing Authority contingency funds appropriated during the FY 11-12 mid-year budget review.


ALTERNATIVES

The Public Housing Agency Plan is required to be submitted and approved by HUD in order to continue to receive HUD funding for Lomita Manor.

FISCAL IMPACT

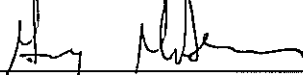
\$11,000 for the operating subsidy deficit has been approved during the FY 11-12 Mid-Year Budget review. This additional funding can be combined with the above-mentioned transfer of Capital Fund monies toward the operating subsidy deficit. The Capital Fund programming is adopted as a component of the PHA Plan, independent of the adoption of the operating subsidy.

Recommended by:



Gregory McPherron
COMMUNITY SERVICES DIRECTOR

Approved by:



Gregory McPherron
EXECUTIVE DIRECTOR

Attachments:

1. Civil Rights Certification (Annual Certification and Board Resolution)
2. Certification for a Drug-Free Workplace
3. Certification of Payments to Influence Federal Transactions
4. Disclosure of Lobbying Activities
5. Resident Advisory Board Comments and PHA Analysis [2 pgs]
6. Annual Statement / Performance and Evaluation Report (Form HUD-50075.1) [6 pgs]
7. Capital Fund Program – Five Year Action Plan (Form HUD-50075.2) [6 pgs]

Civil Rights Certification

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 08/30/2011

Civil Rights Certification**Annual Certification and Board Resolution**

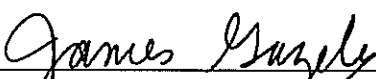
Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of the City of Lomita
 PHA Name

CA 139
 PHA Number/HA Code

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

Name of Authorized Official James Gazeley		Title Chairman	
Signature 		Date 4-3-12	

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Lomita

Program/Activity Receiving Federal Grant Funding

CA16P139-501-12

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

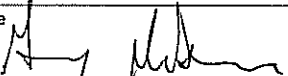
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

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

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

Name of Authorized Official Gregory McPherron	Title Executive Director
Signature 	Date April 2, 2012

Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2014)

Applicant Name

Housing Authority of the City of Lomita

Program/Activity Receiving Federal Grant Funding

CA16P139-501-12

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

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

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

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

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

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

Name of Authorized Official

Gregory McPherron

Title

Executive Director

Signature



Date (mm/dd/yyyy)

04/02/2012

Comments of Resident Advisory Board or Boards & Explanation of PHA Response

Tenant Advisory Board TAB Meeting
February 21, 2012 – 2:00 p.m.
Lomita Manor
24925 Walnut Street, Lomita, CA, 90717

Preface

The Housing Authority of the City of Lomita manages a 78-unit senior/disabled building for the City of Lomita. The residents' main concern regarding the Annual Plan are more in regards to the Capital Funds items the Housing Authority selects each year. Twenty tenants attended the meeting in which comments were recorded as testimony for the Public Housing Agency Plan.

Comments/PHA Responses

1. Comment: Resident would like to have a garden to plant flowers and vegetable. Preferably raised garden beds. Could they use the property next door (vacant lot next to Lomita Manor?)

Response: *No, the vacant lot next door is owned by the City, not the Housing Authority, and therefore shall not be used for a garden for the Housing Authority.*

2. Comment: Residents would like to request for new carpeting in the resident apartments

Response: *A needs assessment would have to be undertaken to determine how high a priority this would be based on existing prioritized work items already assessed in the five year action plan.*

3. Comment: The residents would like to wanted to know if new management agent will continue with the extermination service for the resident units

Response: *Yes. We will be continuing with the extermination services and are current requesting for proposals for the best comparable rates.*

4. Comment: Resident are requesting for camera to be installed in the common areas. It is a safety concern and that also a few belongs that have gone missing.

Response: *We agree that it would provide added safety and peace of mind to the residents and we support the installation of camera around the property.*

5. Comment: One resident was requesting that we remove one of the trees in from of the building (B-building) as it blocks view. The other residents love the tree and would not want it remove.

Response: *The request can be investigated, but the primary reason any vegetation would be removed from the premises would be due to health and safety related concerns. The tree may be in need of trimming.*

Continued...

Comments of Resident Advisory Board or Boards & Explanation of
PHA Response, Continuation...

6. Comment: Painting of the exterior and replacement of gutters. Was this ever completed?

Response: *Those projected work items are already included on the five year action plan and have yet to bid on.*

Continued...

7. Comment: Area on the wall where bee-hive was removed needs to be patched professionally.

Response: *The request will be investigated.*

8. Comment: resident would like to request for wireless internet access within their individual apartments/ units provided by management.

Response: *The request will be investigated for viability.*

9. Comment: Residents are requesting that we re-landscape the ground to add color and spruce up the look of our community.

Response: *"Color", which typically translates as flowers or flowering plants, will normally require additional maintenance and water. The reduction of water usage for landscape is a goal of the development, so native plants are normally recommended in order to achieve this goal. However, the landscape plant selection can be reviewed and a determination made if any changes are merited.*

10. Comment: residents are requesting for an antenna on the roof in order to get clear local channels as they cannot afford to pay for additional cable services on from their limited incomes.

Response: *This request has been made previously and efforts had been made to analyze the requirements since the changeover from analog to digital service. The request will continue to be investigated.*

11. Comments: Residents are requesting that management re-decorates the hallways.

Response: *The request will be investigated, but decorations are a low priority compared to health and safety related items.*

Responses to comments number 3 & 4 were provided during the meeting. All other responses are provided by the PHA for the record.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 08/31/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CA16P 139-501-12 Date of CFP:		FFY of Grant: 2012 FFY of Grant Approval:
PHA Name: HOUSING AUTHORITY OF THE CITY OF LOMITA		Replacement Housing Factor Grant No:		
Type of Grant Original Annual Statement Performance and Evaluation Report for Period Ending:		Revised Annual Statement (revision no:) Final Performance and Evaluation Report		
Reserve for Disasters/Emergencies		Total Estimated Cost		
Line	Summary by Development Account	Original	Revised ¹	Total Actual Cost ¹ Obligated Expended
1	Total non-CFP Funds	78,373		
2	1406 Operations (may not exceed 20% of line 21) ³			
3	1408 Management Improvements			
4	1410 Administration (may not exceed 10% of line 21)			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Non-dwelling Structures			
13	1475 Non-dwelling Equipment			
14	1485 Demolition			
15	1492 Moving to Work Demonstration			
16	1495.1 Relocation Costs			
17	1499 Development Activities ⁴			
18a	1501 Collateralization or Debt Service paid by the PHA			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment			
19	1502 Contingency (may not exceed 8% of line 20)			
20	Amount of Annual Grant (sum of lines 2 – 19)	78,373		
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Activities			
23	Amount of line 20 Related to Security – Soft Costs			
24	Amount of line 20 Related to Security – Hard Costs			
25	Amount of line 20 Related to Energy Conservation Measures			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary		FFY of Grant: 2012	
PHA Name: Housing Authority of the City of Lomita	Grant Type and Number Capital Fund Program Grant No. Ca16P139-501-12 Date of CRFP: _____	Replacement Housing Factor Grant No.:	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Summary by Development Account		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost
Signature of Executive Director Greg McPherron	Date 2-23-12	Original	Revised
		Obligated	Expended
		Signature of Public Housing Director K.J. Brockington	
		Date	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 08/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:		Federal FFY of Grant:			
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary						
PHA Name/Number H/A City of Lomita CA16P139		Locality (City/County & State) Lomita, CA			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
B.	Physical Improvements Subtotal	Annual Statement	\$640,128	\$530,510	\$1,166,877	\$1,033,990
C.	Management Improvements		\$25,000	\$15,000	\$15,000	\$15,000
D.	PHA-Wide Non-dwelling Structures and Equipment		\$10,000	\$10,000	10,000	\$10,000
E.	Administration					
F.	Other					
G.	Operations		\$5,000	\$5,000	5,000	\$5,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing - Debt Service					
K.	Total CPP Funds					
L.	Total Non-CPP Funds					
M.	Grand Total					

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2012	Work Statement for Year: FFY 2013			Work Statement for Year: FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Replace acoustic ceiling tile in Community Room	1	10,000	Replace sheet vinyl in kitchens	78 units	130,000
	Re-slurry parking lot and re-stripe	100%	168,111	Replace sheet vinyl in bathrooms	78 units	170,000
	Replace stucco and lath		4,000	Gas-fired furnace		5,000
	ADA Recommendations from PNA Report	8	25,000	Replace Hardboard panels		3,212
	Replace china lavatory		2,017	Replace laundry room counter and sink with accessible unit	1	4,000
	Replace aluminum gutters		6,000			
	Deck Awnings	78 units	75,000	Cut and patch asphalt	1	6,000
	Replace boilers/ storage tank (additional funds)	4	20,000	Apply elastomeric coating to concrete balconies and decks	1	25,000
	Modernize elevators (additional funds)	2	200,000			
	Replace diesel generator 100KW	1	50,000	Package units, gas heat, 10 ton cooling	1	31,000
				Paint interior walls, drywall	78 Units	147,000
				Overlay asphalt		9,298
	Subtotal of Estimated Cost		\$560,128	Subtotal of Estimated Cost		\$530,510

Capital Fund Program—Five-Year Action Plan

Work Statement for Year 1 FFY 2012	Work Statement for Year FFY 2015			Work Statement for Year FFY 2016		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Repair stucco/repaint building	1	100,000	Upgrade Sprinkler System (EPC)	1	20,000
	Replace carpet in units	78 units	126,000	Install Storage Room for Community Kitchen	1	50,000
	Replace carpet/ floor in common area	1	40,000	Replace deteriorated wood members	1	10,000
	Fire Alarm Panel 12 zone	1	4,000	Replace gas wall heaters	78 units	130,000
	Replace Ranges	78 units	45,000	Heat pump through the wall 1.5 ton	1	365,776
	Remodel kitchens	78 units	300,000	Built up roofing. Total roof replacement		20,347
	Remodel bathrooms	78 units	200,000	Replace vanity cabinets		66,150
	Replace domestic hot water boiler		56,195	Replace wood fence		256,717
	Replace domestic hot water storage tank		20,682	Residential kitchen Countertop w/sink		110,000
	Replace Hydraulic Machinery and Controls		200,000	Seal coat and strip asphalt		5,000
	Subtotal of Estimated Cost		\$1,166,877	Subtotal of Estimated Cost		\$1,033,990

