

**PHA Plans**  
**5-Year Plan for Fiscal Years 2002 -2006**  
**Annual Plan for Fiscal Year 2002**

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHAPlan  
AgencyIdentification**

**PHAName:** HousingAuthorityoftheCityofSanBuenaventura

**PHANumber:** CA035

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2002

**PublicAccessstoInformation**

**Informationregardinganyactivitiesoutlinedinthisplancanbeobtainedby contacting:(selectallthatapply)**

- X MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices

**DisplayLocationsForPHAPlansandSupportingDocuments**

ThePHAPlans(includingattachments)areavailableforpublicinspectionat:(selectall thatapply)

- X MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices
- Mainadministrativeofficeofthelocalgovernment
- MainadministrativeofficeoftheCountygovernment
- MainadministrativeofficeoftheStategovernment
- Publiclibrary
- PHAwebsite
- Other(listbelow)

PHAPlanSupportingDocumentsareavailableforinspectionat:(selectallthatapply)

- X MainbusinessofficeofthePHA
- PHAdevelopmentmanagementoffices
- Other(listbelow)

**5-YEAR PLAN  
PHAF ISCAL YEARS 2002 -2006  
[24CFRPart903.5]**

**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)*

- X 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 EN COURAGED 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.) PHA should identify these measures in the space to the right of or below the stated objectives.*

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

- X PHA Goal: Expand the supply of assisted housing  
Objectives:
- X Apply for additional rental vouchers:
  - X Reduce public housing vacancies:
  - X Leverage private or other public funds to create additional housing opportunities:
  - X Acquire or build units or developments
  - Other (list below)
- X PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - X Improve voucher management: (SEMAP score)
  - X Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - X Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - X Other: (list below)
    - Maintain public housing management: (PHAS score) **30**

- X PHAGoal: Increase assisted housing choices
- Objectives:
  - X Provide voucher mobility counseling:
  - X Conduct outreach effort to potential voucher landlords
  - X Increase voucher payment standards
  - X Implement voucher homeownership program:
  - X 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**

- X PHAGoal: Provide an improved living environment
- Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - X Implement public housing security improvements:
  - X 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**

- X PHAGoal: Promote self -sufficiency and asset development of assisted households
- Objectives:
  - X Increase the number and percentage of employed persons in assisted families:
  - X Provide or attract support services to improve assistance recipients' employability:
  - X Provide or attract support services to increase independence for the elderly or families with disabilities.
  - X Other: (list below)
    1. Expand FSS Program activities to Public Housing residents.
    2. Increase Self -Sufficiency opportunities for Section 8 clients

Objective: Expand existing effort to include assistance with transportation and homeownership

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

- X PHAGoal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
  - X 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:
  - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of units required:
  - X Other: (list below)
    1. Continue to administer the City's Fair Housing and Tenant/Landlord Services
    2. Fair Housing Services provided through coordination with the San Gabriel Fair Housing Council

### Other PHAGoals and Objectives: (list below)

- PHAGoal: Help families move from rental housing to home ownership.  
Objective: Initiate Section 8 Voucher Homeownership Program to enable low-income renter to utilize their subsidy in conjunction with a mortgage on a home purchase.
- PHAGoal: Assist in the preservation of affordable rental and for-sale properties within the City.  
Objective: Continue to monitor affordability covenants and resale restrictions on designated properties.  
Objective: Respond favorably to any invitation to administer HUD's enhanced voucher program for project-based contract opt-outs in the City.

**Annual PHA Plan  
PHA Fiscal Year 2000  
[24CFR Part 903.7]**

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24CFR Part 903.79(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, scheduled routine maintenance will continue, and other resident initiatives will continue.

The Housing Authority will continue to offer resident training programs, targeted to the interests and education level of participants. We plan to apply for a Youthbuild Program grant to provide education and employment training to assist young adults in completing their high school education and obtaining on-site construction training experience, also resulting in the rehabilitation of housing for very low and low-income persons. The youth will also be offered classes in self-esteem, anger management, and other issues impacting "at-risk" youth.

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 programs for seniors. 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) and increase computer learning activities/classes that reinforce and encourage computer use for educational and employment purposes. In addition, we are also planning to implement a computer repair class for "at-risk" teenagers to further address self-esteem issues.

In order to encourage self-sufficiency efforts in all residents, this year the Housing Authority will expand its Family Self Sufficiency Program and offer it to Public Housing residents.

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. One objective is to continue to attend Ad Hoc Housing Committee meetings at City Hall in Ventura. The purpose of the Ad Hoc Committee is to discuss affordable housing issues in general, explore development incentives and provide input regarding the City's Draft Housing Element.

### **iii. Annual Plan Table of Contents**

[24CFR Part 903.79(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 filename in parentheses in the space to the right of the title.

### Required Attachments:

- X Admissions Policy for Deconcentration **A**(ca035a01)(Page55)
- X FY2002 Capital Fund Program Annual Statement **B**(ca035b01)(Page56)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- X PHA Management Organizational Chart **C**(ca035c01)(Page60)
- X FY2002 Capital Fund Program 5 Year Action Plan **D**(ca035d01)(Page61)
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **E**(ca035e01)(Page65)
- X Other (List below, provide in each attachment name)
  - Performance and Evaluation Report Comp Grant CA16P035 -708/99 **F** (ca035f01)(Page66)
  - Performance and Evaluation Report Capital Fund CA16P035501 -00 **G** (ca035g01)(Page71)
  - Performance and Evaluation Report Capital Fund CA16P035501 -01 **H** (ca035h01)(Page76)
  - Membership of Resident Advisory Board **I** (ca035i01)(Page80)
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  - Project-basing of Section 8 Housing Choice Vouchers Statement of Intent **K** (ca035k01)(Page82)
  - Description of Community Service Requirements **L** (ca035l01)(Page83)
  - Pet Policy **M** (ca035m01)(Page84)
  - Section 8 Homeownership Capacity Statement **N**(ca035n01)(Page85)
  - Statement of Progress in Meeting Goals **O** (ca035o01)(Page86)

## 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	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
X	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 its statement of housing needs in the jurisdiction)	Annual Plan: Housing Needs
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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
NA (In Plan)	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input 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
NA	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	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
NA	Most recent self -sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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
NA	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

[24CFR Part 903.79(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 -ability	Size	Location
Income ≤ 30% of AMI	2345	4	4	2	1	3	5
Income > 30% but ≤ 50% of AMI	1789	4	4	2	1	3	3
Income > 50% but < 80% of AMI	1932	3	4	1	1	5	3
Elderly	2090	5	4	1	1	1	3
Families with Disabilities	NA	NA	4	4	4	1	1
Hispanic	1802	5	4	2	1	2	3
Black	253	4	4	2	1	2	2
Other	231	4	4	2	1	2	3
White	5829	4	4	2	1	2	2

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: 1995 -2000 and 2000 -2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset (which were the sources for the above referenced Consolidated Plans)
- American Housing Survey data  
Indicate year:
- Other housing markets 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.

Housing Needs of Families on the Waiting List			
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	1361		133
Extremely low income <=30% AMI	898	66%	
Very low income (>30% but <=50% AMI)	381	28%	
Low income (>50% but <80% AMI)	68	5%	
Families with children	762	56%	
Elderly families	177	13%	
Families with Disabilities	272	20%	
White	862	63%	
Black	79	6%	
American Indian	11	1%	
Asian	11	1%	
Hispanic	398	29%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			

Housing Needs of Families on the Waiting List			
4BR			
5BR			
5+BR			
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 re-open 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			

Housing Needs of Families on the Waiting List			
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	919		73
Extremely low income <=30% AMI	598	65%	
Very low income (>30% but <=50% AMI)	257	28%	
Low income (>50% but <80% AMI)	64	7%	
Families with children	434	47%	
Elderly families	154	17%	
Families with Disabilities	226	25%	
White	428	47%	
Black	33	4%	
American Indian	4	0.5%	
Asian	7	1%	
Hispanic	447	49%	



### Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR	437	47.5%	
2BR	290	31.5%	
3BR	165	18%	
4BR	27	3%	
5BR	-		
5+BR	-		
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 on to the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

## C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthejurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsforchoosingthisstrategy.

### (1)Strategies

#### **Need:Shortageofaffordablehousingforalleligiblepopulations**

#### **Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:**

Selectallthatapply

- Employeffectivemain tenanceandmanagementpolicies tominimizethenumber ofpublichousingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8 replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentsta ndards thatwillenablefamiliestorentthroughoutthejurisdiction
- Undertakemeasures toensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramto owners,particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheC onsolidatedPlandevelopmentprocesstoensurecoordination withbroadercommunitystrategies
- Other(listbelow)

#### **Strategy2:Increasethenumberofaffordablehousingunitsby:**

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

**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
- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- X Employment admissions preferences aimed at families with economic hardships
- X 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

- Employment admissions preferences aimed at families who are working
- X 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

- X Seek designation of public housing for the elderly
- X Apply for special -purpose voucher 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

- X Seek designation of public housing for families with disabilities
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Apply for special -purpose voucher targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**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)

**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)

## **2. Statement of Financial Resources**

[24CFR Part 903.79(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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 and 2002 grants)</b>		
a) Public Housing Operating Fund	\$658,350	
b) Public Housing Capital Fund	\$1,493,698	
c) HOPEVI Revitalization	NA	
d) HOPEVI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$8,375,928	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$176,161	
g) Resident Opportunity and Self-Sufficiency Grants	\$51,408	
h) Community Development Block Grant	NA	
i) HOME	NA	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FY 2000 ROSS	\$51,408	
FY 2000 Capital Grant	\$571,405	Capital Fund Expenditures
<b>3. Public Housing Dwelling Rental Income</b>	\$2,443,735	Operating Expenditures

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		
Non-dwelling rent	\$24,170	Utility Expenses
Interest	\$65,000	Operating Expenditures
Sales and Service	\$10,225	Maintenance Supplies
Washer and Dryer	\$36,000	Replacement Costs
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	<b>\$13,957,488</b>	

### **3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

*Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.*

#### **(1)Eligibility**

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(top25 applicants)

Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)

Other:(describe)

b. Whichnon-income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

CriminalorDrug-relatedactivity

Rentalhistory

Housekeeping

Other(describe)

c.  Yes  No: DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d.  Yes  No: DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e.  Yes  No: DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC authorizedsource)

#### **(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantoorganizeit'spublichousingwaitinglist (selectallthatapply)

Community-widelist

Sub-jurisdictionallists

Site-basedwaitinglists

Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

PHAmainadministrativeoffice

PHAdevelopmentssitemanagementoffice

Other(listbelow)

c. If the PHA plan 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 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. Incometargeting:

Yes  No: DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan40%ofallnewadmissionstopublichousingto familiesatorbelow30%ofmedianareaincome?

b. Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?(listbelow)

- X Emergencies
- Overhoused
- X Underhoused
- X Medicaljustification
- X AdministrativereasonsdeterminedbythePHA(e.g.,topermitmodernization work)
- Residentchoice:(statecircumstancesbelow)
- Other:(listbelow)

c. Preferences

1. X Yes  No: HasthePHAestablishedpreferencesforadmissiontopublichousing (otherthandateandtimeofapplication)?(If“no”isselected,skip tosubsection **(5)Occupancy** )

2. WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe comingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother preferences)

FormerFederalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences:(selectbelow)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- X Veteransandveterans’families
- X Residentsholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

#### 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)

- 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 the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes 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
- X  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)

- X  The PHA - resident lease
- X  The PHA's Admissions and (Continued) Occupancy policy
- X  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
- Anytime 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 development 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: PHA 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
  - X 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. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes X 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
  - X 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
  - X 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)
- X PHA main administrative office
  - X Other (list below)  
Section 8 Satellite Office at 4567 Telephone Road, Ventura

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60 -day period to search for a unit?

We will consider an extension up to 120 days 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
- X Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

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)

- 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
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes 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. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- X  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)

- X  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)

- ThePHAappliespreferenceswithinincometi
- X Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet income-targetingrequirements

**(5)SpecialPurposeSection8AssistancePrograms**

a. Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverningeligibility, selection,andadmissionstoanyspecial -purposesection8programadministeredby thePHAcont ained?(selectallthatapply)

- X TheSection8AdministrativePlan
- X Briefingsessionsandwrittenmaterials
- Other(listbelow)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purposesection8 programstothepublic?

- X Throughpublishednotices
- X Other(listbelow)  
Incoordinationwithourpartneragenciesandorganizations

**4.PHARentDeterminationPolicies**  
[24CFRPart903.79(d)]

**A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotreq uiredtocompletesub -component4A.

**(1)IncomeBasedRentPolicies**

DescribethePHA’sincomebasedrentsettingpolicy/iesforpublichousingusing,includingdiscretionary (thatis,notrequiredbystatuteorregulation)incomedisregardsandexclusions,intheappropriatespaces below.

a. Useofdiscretionarypolicies:(selectone)

- X ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincome -based rentinpublichousing.Income -basedrentsaresetatthehigherof30%of adjustedmon thlyincome,10%ofunadjustedmonthlyincome,thewelfare rent, orminimumrent(lessHUDmandatorydeductionsandexclusions).(Ifselected, skiptosub -component(2))

---or---

- ThePHAemploysdiscretionarypoliciesfordeterminingincome -basedrent(If selected,continuetoquestionb.)



b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- X  \$26-\$50

2.  Yes X  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 X  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)

- X  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
- X 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)
- 95<sup>th</sup> 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
- X Anytime the family experiences an income increase
- Anytime 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
- X  \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management Not Applicable**

[24CFR Part 903.79(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 (provided for information only)**

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	711	125
Section 8 Vouchers	1089	109
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	Homeless 50 FUP 75	
Public Housing Drug Elimination Program (PHDEP)	711	

Other Federal Programs (list individually)	Capital Fund	NA

**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)

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures Not Applicable**

[24CFR Part 903.79(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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list addition to federal requirements below:

2. Which PHA offices 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 addition to federal requirements below:

2. Which PHA offices 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)

**7. Capital Improvement Needs**

[24 CFR Part 903.79(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:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) FY2002 Capital Fund Program Annual Statement (CA035B02)

-or-

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

**(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 as Attachment (state name) (CA035B02)

-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 there)

## 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:

Yes  No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?  
If yes, list developments or activities below:



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**

[24CFR Part 903.79(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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**8. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

**Not Applicable**

[24CFR Part 903.79(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 as 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.

<b>Designation of Public Housing Activity Description</b>
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**

[24CFR Part 903.79(j)]

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

**A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 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 FY1996 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.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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 HOPEVI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPEVI 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 Not Applicable

[24CFR Part 903.79(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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
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: (DD/MM/YYYY)
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:

## **12. PHA Community Service and Self -sufficiency Programs Not Applicable**

[24CFR Part 903.79(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 support 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 home ownership option participation
- Preference/eligibility for section 8 home ownership 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.)

<b>Services and Programs</b>				
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)

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		



- 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 plan 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

### 13. PHA Safety and Crime Prevention Measures Not Applicable

[24CFR Part 903.79(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 area 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 level of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use 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 anti-crime/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 plan to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan 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)

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

**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)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meetings specified requirements prior to receipt of PHDEP funds.

**NOT APPLICABLE THIS FISCAL YEAR**

- 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 FY2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment File name: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

See attached Pet Policy CA035M02

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

- 1. X 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. X Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes X 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)?

**17. PHA Asset Management Not Applicable**

[24CFR Part 903.79(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)

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

**18. Other Information**

[24CFR Part 903.79(r)]

**A. Resident Advisory Board Recommendations**

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 as Attachment (Filename) (CA035E02)

Provided below:

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 there a 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

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

X Other: (describe)

Two resident commissioners are appointed by the City Council in accordance with California State Law

#### b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

X 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

X Other (list)

Members of the City Council of the City of San Buenaventura

### 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)  
County of Ventura (Consortium)  
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)

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 (2000 -2005) 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.
- The City continues to support the City (Housing Authority) in its modernization of public housing through the Capital Fund Program. . . . the City would continue to support efforts on behalf of the Authority to encourage resident initiatives. . .
- The City supports special needs services for at -risk populations. . . Primary needs are for youth services, childcare, after -school activities, transportation, employment training, food distribution and health services.
- Eliminates slum/blight conditions
- Improve economic opportunity
- . . there are various agencies in the region that provide a wide range of programs and services directed at helping people become self -sufficient, such as non-profit providers. The City relies on cooperation with these entities in the

existing instructional structure, including the City's Housing Authority, county agencies, colleges.

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.
- Although the Housing Authority is a separate entity from the city, the city continues to support efforts on behalf of the Authority to encourage resident initiatives and homeownership opportunities.
- The City contracts with the Housing Authority to provide a wider 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 Homebuyer Assistance Program
  - Administration of the City's Homeowner Rehabilitation Program
  - Administration of the City's Rental Rehabilitation Program
  - Monitoring of affordability agreements and covenants for rental and ownership units.

#### **D. Other Information Required by HUD**

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

None requested.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

### **REQUIRED ATTACHMENTS:**

<b>TITLE</b>	<b>FILENAME</b>	<b>PAGE</b>
Admissions Policy for Deconcentration	ca035a01	55
FY2002 Capital Fund Program Annual Statement	ca035b01	56

### **OPTIONAL ATTACHMENTS:**

PHAM Management Organizational Chart	ca035c01	60
FY2002 Capital Fund Program 5 Year Action Plan	ca035d01	61
Comments of Resident Advisory Board	ca035e01	65
Perf. and Eval. Report Comp Grant CA16P035 -708-99	ca035f01	66
Perf. and Eval. Report Capital Fund CA16P035501 -00	ca035g01	71
Perf. and Eval. Report Capital Fund CA16P035501 -01	ca035h01	76
Membership of Resident Advisory Board	ca035i01	80
Resident Membership of the PHA Governing Board	ca035j01	81
Project-basing of Section 8 Housing Choice Vouchers Statement of Intent	ca035k01	82
Description of Community Service Requirements	ca035l01	83
Pet Policy	ca035m01	84
Section 8 Homeownership Capacity Statement	ca035n01	85
Statement of Progress in Meeting Goals	ca035o01	86



**ATTACHMENT A**

**ca035a01**

**DECONCENTRATION PLAN**  
**SAN BUENAVENTURA HOUSING AUTHORITY**

In order to deconcentrate poverty in its housing developments the Housing Authority shall address the issue in the following manner:

- I. I. Determine on an annual basis the average income of all families residing in developments subject to deconcentration.

**Established average income: \$20,190.00**

- II. II. Determine the average income of all families residing in each covered development

<b>CA16EO35001</b>	<b>16,219.00</b>
<b>CA16EO35002</b>	<b>18,014.00</b>
<b>CA16EO35006</b>	<b>20,149.00</b>
<b>CA16EO35008</b>	<b>20,791.00</b>
<b>CA16EO35010</b>	<b>16,359.00</b>
<b>CA16EO35012</b>	<b>25,599.00</b>
<b>CA16EO35017</b>	<b>17,955.00</b>
<b>CA16EO35020</b>	<b>24,033.00</b>
<b>CA16EO35022</b>	<b>22,594.00</b>

- III. III. Determine whether each covered development falls above, within or below the established Income Range. The Established income range is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the PHA-wide average income for covered developments.

**Income Range: 16,152.00 – 23,219.00**

**ATTACHMENT B**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Comp. Grant No., Capital Fund Program Grant No: CA16PO35501 -02 Replacement Housing Factor Grant No:			Federal FY of Grant:  2002
<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 No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	140,000		0	0
4	1410 Administration	181,207		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	100,000		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	10,000		0	0
10	1460 Dwelling Structures	1,352,864		0	0
11	1465.1 Dwelling Equipment — Nonexpendable	28,000		0	0
12	1470 Non dwelling Structures	0		0	0
13	1475 Non dwelling Equip ment	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		0	0
18	1499 Development Activities	0		0	0

## ATTACHMENT B

19	1501CollateralizationorDebtService	0		0	0
20	1502Contingency	0		0	0
21	AmountofAnnualGrant:(sumoflines2 –20)	1,812,071		0	0
22	Amountofline21RelatedtoLBPActivities	0		0	0
23	Amountofline21RelatedtoSection504compliance	0		0	0
24	Amountofline21RelatedtoSecurity –SoftCosts	0		0	0
25	AmountofLine21RelatedtoSecurity – HardCosts	0		0	0
26	Amountofline21RelatedtoEnergyConservationMeasures	0		0	0

**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35501 -02</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2002</b>		
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	
CA16PO35-001/002	Westview Rehabilitation	1460	23 units	777,864		0	0	
CA16PO35-003	Repair Parking Lot	1450		10,000		0	0	
CA16PO35-003	Paint/Waterproof building	1460		300,000		0	0	
CA16PO35-008	Scattered Site Rehabilitation	1460	1 unit	50,000		0	0	
CA16PO35-009	Re-roof	1460		45,000		0	0	
CA16PO35-0013	Re-roof	1460		65,000		0	0	
CA16PO35-0013	Replace common area floors	1460		35,000		0	0	
CA16PO35-0014	Re-roof	1460		40,000		0	0	
CA16PO35-0014	Replace stoves	1465		10,000		0	0	
CA16PO35-0015	Re-roof	1460		40,000		0	0	
CA16PO35-0015	Replace stoves	1465		10,000		0	0	
CA16PO35-0018	Replace stoves	1465		8,000		0	0	
Area Wide	Resident Training	1408		140,000		0	0	
Area Wide	Administration	1410		181,207		0	0	
Area Wide	Fees & Costs	1430		100,000		0	0	

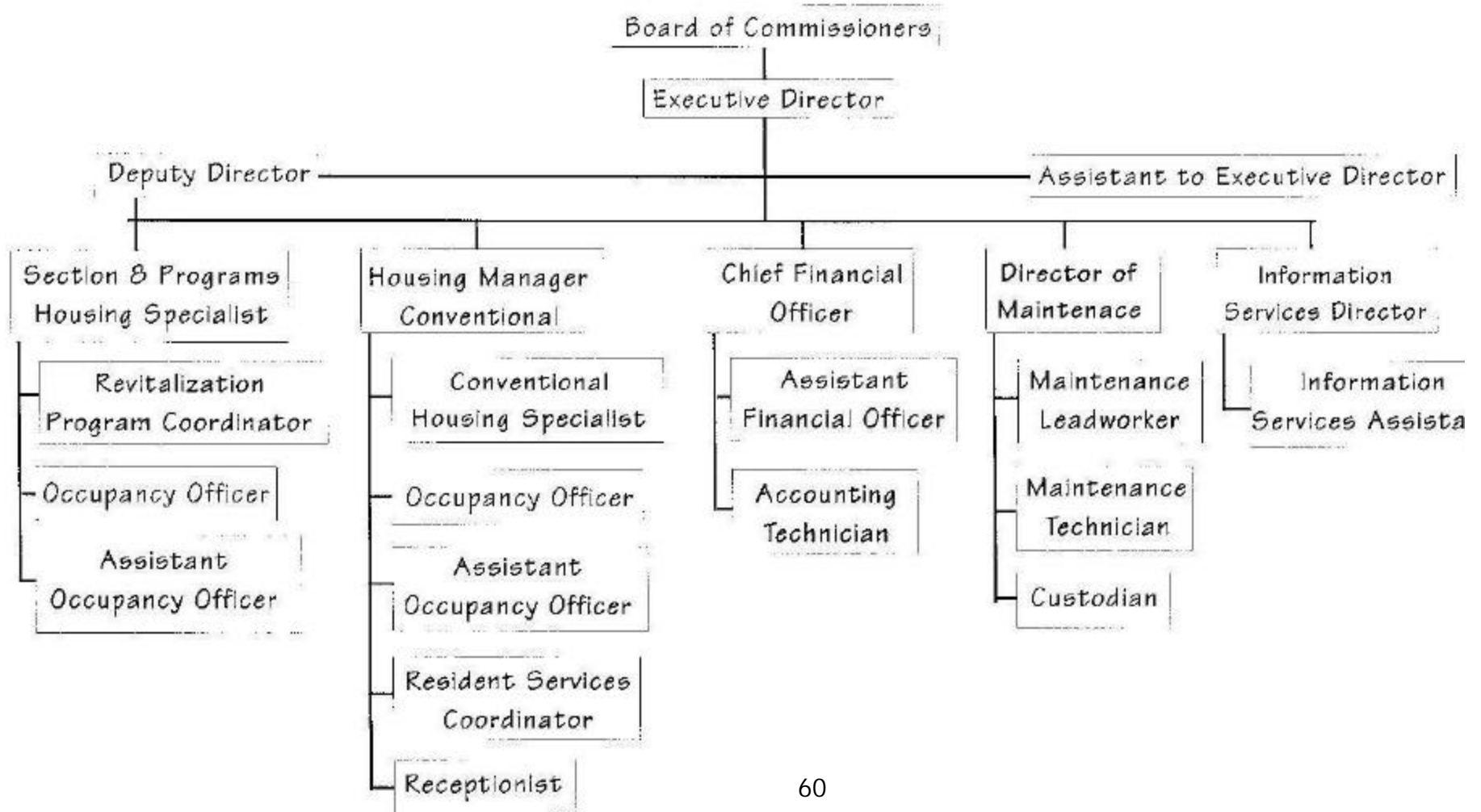
**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35501 -02</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2002</b>		
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	
CA16PO35-001/002	Mar/31/04			Sept/30/05			
CA16PO35-003	Mar/31/04			Sept/30/05			
CA16PO35-008	Mar/31/04			Sept/30/05			
CA16PO35-009	Mar/31/04			Sept/30/05			
CA16PO35-0013	Mar/31/04			Sept/30/05			
CA16PO35-0014	Mar/31/04			Sept/30/05			
CA16PO35-0015	Mar/31/04			Sept/30/05			
CA16PO35-0018	Mar/31/04			Sept/30/05			
Areawide	Mar/31/04			Sept/30/05			

# ATTACHMENT C

ca035c01

## Housing Authority of the City of San Buenaventura Organizational Chart



**ATTACHMENT D**

**CapitalFundProgramFive -YearActionPlan  
PartI:Summary**

PHAName <b>HousingAuthority</b> <b>CitySanBuenaventura</b>		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:2003	WorkStatementforYear3 FFYGrant:2004 PHAFY:2004	WorkStatementforYear4 FFYGrant:2005 PHAFY:2005	WorkStatementforYear5 FFYGrant:2006 PHAFY:2006
HA-wide	Annual Statement	\$389,369	\$389,369	\$514,369	\$585,229
CA16PO35-001/002		518,905	619,329	589,329	632,229
CA16PO35-003		301,024	280,000		
CA16PO35-006		60,000		290,000	38,000
CA16PO35-008		50,000	70,000		11,500
CA16PO35-009		6,400		60,000	40,000
CA16PO35-010			65,000		57,000
CA16PO35-013			70,000		21,100
CA16PO35-014					
CA16PO35-016		80,000			25,000
CA16PO35-017					14,000
CA16PO35-018		80,000			7,500
CA16PO35-020		8,000		40,000	3,000
CA16PO35-022					44,000
CFPFundsListedfor 5-yearplanning		1,493,698	1,493,698	1,493,698	1,493,698
ReplacementHousing FactorFunds					

**ATTACHMENT D**

**Capital Fund Program Five - Year Action Plan  
Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: __ __ FFY Grant 2003: PHAFY: 2003			Activities for Year: __ __ FFY Grant: 2004 PHAFY: 2004		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	CA16PO35-001/002	Rehabilitate Units	518,905	CA16PO35-001/002	Rehabilitate Units	543,795
Annual				CA16PO35-001/002	Replace stoves	75,534
Statement	CA16PO35-003	Replace roof vents	301,024	Subtotal		619,329
	CA16PO35-006	Water closets	35,000	CA16PO35-003	Upgrade security cameras	30,000
		Repair Fence	25,000	CA16PO35-003	Site Improvements	250,000
				Subtotal		280,000
	CA16PO35-008	Rehabilitate kitchens	50,000	CA16PO35-008	Replace locks	10,000
	CA16PO35-009	Replace stoves	6,400	CA16PO35-008	Kitchen Cabinets	60,000
				Subtotal		70,000
	CA16PO35-016	Upgrade fire alarms	80,000			
				CA16PO35-010	Replace windows	50,000
	CA16PO35-018	Upgrade fire alarms	80,000	CA16PO35-010	Replace locks	15,000
				Subtotal		65,000
	CA16PO35-020	Replace stoves	8,000	CA16PO35-013	Upgrade fire alarms	70,000
	HA wide	Admin/Mgt Imp/Arch.	389,369	HA wide	Admin/Mgt Imp/Arch.	389,369
	<b>Total CFPE Estimated Cost</b>		\$1,493,698			\$1,493,698



**ATTACHMENT D**

**Capital Fund Program Five - Year Action Plan  
Part II: Supporting Pages — Work Activities**

Activities for Year: __ __ FFY Grant: 2005 PHAFY: 2005			Activities for Year: __ __ FFY Grant: 2006 PHAFY: 2006		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
CA16PO35-001/002	Rehabilitate Units	499,329	CA16PO35-001/002	Rehabilitate Units	585,229
CA16PO35-001/002	Replace refrigerators	90,000			
Subtotal		589,329	CA16PO35-006	Vent fans/roof ducts	12,000
				Window replacement	26,000
CA16PO35-006	Kitchen Cabinets	290,000		Resurface tubs	18,000
				Direct venting bath fans	29,000
CA16PO35-010	Kitchen Cabinets	60,000			
			CA16PO35-008	Replace stoves	11,500
CA16PO35-022	Windows	40,000			
			CA16PO35-009	Replace bath sinks	5,000
HAwi de	Water closets	125,000		Replace doors/locks	5,000
				Resurface decks	30,000
			CA16PO35-010	Replace windows	28,000
				Paint building	32,000
				Block wall repair	2,000
			CA16PO35-013	Toilets/flanges and Bathroom floors	21,100
			CA16PO35-016	Replace windows	25,000



## ATTACHMENT E

### COMMENTS FROM RESIDENT ADVISORY BOARD (RAB) ca035e01

The RAB was very supportive of the FSS Program that will soon be offered to Public Housing residents.

Several RAB members expressed appreciation of their housing units and the staff administering the program.

RAB members were curious about how to bring issues and complaints to the attention of Housing Authority staff. Many residents have the impression that if they comment or complain about a situation it might lead to their eviction. The RAB meeting was a good forum to reassure board members and residents that issues should be communicated to staff. Some RAB members shared their personal experiences about bringing issues to staff's attention, which led to positive resolution. The common goal of residents and staff is to improve living conditions; therefore, communication is important.

Residents in Westview Village expressed concerns about security issues. After some discussion and review of previous security improvements (e.g. increased lighting and landscapetrimming) it was stated the residents would coordinate with Housing Authority staff to pursue a Neighborhood Watch Program in their neighborhood.

Some RAB members were unaware of the various classes, training, workshops and field trips that are offered to Public Housing residents. One of the RAB members told the group about the numerous activities in the complex where he resides. He explained that the programs were initiated by a small group of interested residents meeting with the complex manager and the Housing Authority staff. He encouraged residents of other complexes to initiate similar efforts.

One board member emphasized the need to clearly identify building addresses so that emergency vehicles can easily find the unit in need.

Another comment related to items left by vacating tenants. It was suggested that the Agency leave the item behind (such as a screen door) in case other residents want to use the discarded item.

## ATTACHMENT F

### CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Comp. Grant No., CA16PO35 -708-99 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:  <b>1999</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies X                    Revised Annual Statement (revision no: 3) <input type="checkbox"/> Performance and Evaluation Report for Period Ending:                    X Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non -CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	160,000.00	117,480.00	117,480.00	117,480.00	
4	1410 Administration	154,340.00	154,340.00	154,340.00	154,340.00	
5	1411 Audit	0	0	0	0	
6	1415 Liquidated Damages	0	0	0	0	
7	1430 Fees and Costs	80,000.00	80,000.00	80,000.00	80,000.00	
8	1440 Site Acquisition	0	0	0	0	
9	1450 Site Improvement	37,500.00	3,596.00	3,596.00	3,596.00	
10	1460 Dwelling Structures	1,039,326.00	1,152,189	1,152,189	1,152,189	
11	1465.1 Dwelling Equipment — Nonexpendable	45,000.00	35,802.00	35,802.00	35,802.00	
12	1470 Non Dwelling Structures	0	0	0	0	
13	1475 Non Dwelling 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	0	0	0	0	

## ATTACHMENT F

20	1502Contingency	27,241.00	0	0	0
21	AmountofAnnualGrant:( sumoflines2 –20)	1,543,407	1,543,407	1,543,407	1,543,407
22	Amountofline21RelatedtoLBPActivities	0	0	0	0
23	Amountofline21RelatedtoSection504compliance	0	0	0	0
24	Amountofline21RelatedtoSecurity –SoftCosts	60,000.00	0	0	0
25	AmountofLine21RelatedtoSecurity – HardCosts	60,000.00	90,702	90,702	90,702
26	Amountofline21RelatedtoEnergyConservationMeasures	133,000.00	330,966	330,966	330,966

## ATTACHMENT F

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Comp. Grant No., CA16PO35 -708-99 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant:  <b>1999</b>		
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	
CA16PO35-001/002	Westview Rehabilitation	1460	16 units	600,000	665,512	665,512	665,512	Complete
CA16PO35-003	Replace Hallway Lights	1460		25,000	61,000	61,000	61,000	Complete
CA16PO35-003	Replace Security Door	1460	1	0	5,702	5,702	5,702	Complete
CA16PO35-003	Replace Windows	1460		133,000	189,400	189,400	189,400	Complete
CA16PO35-006	Resurface Parking Lot & Driveway	1450		30,000	0	0	0	Delete
CA16PO35-006	Replace Kitchen & Bathroom Lights	1460		30,000	0	0	0	Delete
CA16PO35-006	Repair/Paint Stucco & Fascia	1460		68,500	0	0	0	Delete
CA16PO35-006	Replace Roof Fan Vents	1460		0	15,279	15,279	15,279	Complete
CA16PO35-006	Upgrade Security Door	1460		0	11,556	11,556	11,556	Complete
CA16PO35-008	Re-roof	1460	2 buildings	20,126	20,126	20,126	20,126	Complete
CA16PO35-010	Replace Retaining Wall	1450	1	7,500	3,596	3,596	3,596	Complete
CA16PO35-010	Re-roof	1460	1 building	17,000	17,000	17,000	17,000	Complete
CA16PO35-010	Replace Sliding Glass Doors	1460	20	60,000	23,895	23,895	23,895	Complete
CA16PO35-012	Paint & Re-roof	1460	1	5,700	0	0	0	Delete
CA16PO35-013	Repair/Paint Fascia and Railings	1460		35,000	47,910	47,910	47,910	Complete
CA16PO35-013	Upgrade Security Door	1460	1	6,000	5,984	5,984	5,984	Complete
CA16PO35-014/015	Replace Refrigerators	1465	50	25,000	19,050	19,050	19,050	Complete
CA16PO35-014/015	Replace Fire Alarm System	1460	2 buildings	0	67,460	67,460	67,460	Complete
CA16PO35-014/015	Replace floor covering - common areas	1460	2 buildings	19,000	15,777	15,777	15,777	Complete



## ATTACHMENT F

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number: Comp. Grant No. CA16PO35 -708-99</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>1999</b>	
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	
CA16PO35-001/002	Mar/31/01		Sept/30/01	Sept/30/02		Sept/30/01	NA
CA16PO35-003	Mar/31/01		Mar/31/01	Sept/30/02		Sept/30/01	NA
CA16PO35-006	Mar/31/01		Mar/31/01	Sept/30/02		Sept/30/01	NA
CA16PO35-008	Mar/31/01		Mar/31/00	Sept/30/02		June/30/00	NA
CA16PO35-010	Mar/31/01		Mar/31/01	Sept/30/02		Sept/30/01	NA
CA16PO35-012	Mar/31/01		Delete	Sept/30/02		Delete	NA
CA16PO35-013	Mar/31/01		Mar/31/01	Sept/30/02		Sept/30/01	NA
CA16PO35-014/015	Mar/31/01		Mar/31/01	Sept/30/02		Sept/30/01	NA
CA16PO35-016	Mar/31/01		Mar/31/01	Sept/30/02		Sept/30/01	NA
CA16PO35-20	Mar/31/01		Dec/31/00	Sept/30/02		Dec/31/00	NA



## ATTACHMENT G

### CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program Grant No: CA16PO35 501-00 Replacement Housing Factor Grant No:			Federal FY of Grant:  2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies X                    Revised Annual Statement (revision no: 1) X Performance and Evaluation Report for Period Ending: 3/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	160,000.00	160,000.00	160,000.00	60,200.00
4	1410 Administration	146,035.00	146,035.00	146,035.00	146,035.00
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	150,000.00	133,610.00	133,610.00	100,652.00
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	321,080.00	270,074.00	270,074.00	222,055.00
10	1460 Dwelling Structures	568,712.00	720,809.00	720,809.00	639,558.00
11	1465.1 Dwelling Equipment — Nonexpendable	0	30,134.00	30,134.00	30,134.00
12	1470 Non Dwelling Structures	0	0	0	0
13	1475 Non Dwelling 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	0	0	0	0

## ATTACHMENT G

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program Grant No: CA16PO35 501-00 Replacement Housing Factor Grant No:			Federal FY of Grant:  <b>2000</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies X                    Revised Annual Statement (revision no: 1) X Performance and Evaluation Report for Period Ending: 3/31/01 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
20	1502 Contingency	114,835.00	0	0	0	
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,460,662	1,460,662	1,460,662	1,178,788	
22	Amount of line 21 Related to LBP Activities	0	0	0	0	
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0	
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0	
25	Amount of Line 21 Related to Security – Hard Costs	0	28,185	28,185	25,367	
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0	

## ATTACHMENT G

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Capital Fund Program Grant No: CA16PO35 501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>		
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	
CA16PO35-001/002	Rehabilitation of Units	1460	22 units	533,712	511,627	511,627	505,370	Complete
CA16PO35-003	Seal Coat Driveway	1450		0	10,000	8,688	8,688	Complete
CA16PO35-006	Replace Water Closets	1460	75	0	30,102	30,102	192,845	In progress
CA16PO35-008	Replace Block Wall	1450		88,680	86,550	86,550	86,550	Complete
CA16PO35-009	Replace Stoves	1465	16	0	5,744	5,744	5,744	Complete
CA16PO35-010	Replace Block Wall	1450		82,400	71,758	71,758	71,758	Complete
CA16PO35-013	Replace Block Wall	1450		85,000	31,766	31,859	31,859	Complete
CA16PO35-013	Resurface Driveway	1450		15,000	15,000	15,000	15,000	Complete
CA16PO35-013	Replace Wall Heaters	1460	50	35,000	35,000	35,000	26,254	Complete
CA16PO35-013	Reroof	1460			74,080	62,821	62,821	Complete
CA16PO35-014	Seal Coat Driveway	1450		15,000	15,000	15,000	8,200	Complete
CA16PO35-015	Seal Coat Driveway	1450		10,000	15,000	15,000		Complete
CA16PO35-016	Seal Coat Driveway	1450		10,000	10,000	10,000		Complete
CA16PO35-017	Seal Coat Driveway	1450		15,000	15,000	15,000		Complete
CA16PO35-014/015/016/017	Replace Stoves	1465	47	0	16,390	16,390	16,390	Complete
CA16PO35-016	Update Fire Alarms	1460		0	53,610	28,185	25,367	Complete
CA16PO35-018	Replace Stoves	1465	23	0	8,000	8,000	8,000	Complete
Area Wide	Resident Training	1408		133,000	133,117	133,117	33,317	In progress
Area Wide	Copy Machine	1408		27,000	26,883	26,883	26,883	Complete
Area Wide	Administration	1410		146,035	146,035	146,035	146,035	Complete

## ATTACHMENT G

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA16PO35 501-00 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2000		
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	Fees & Costs	1430		150,000	150,000	100,652	100,652	In progress
	Contingency	1502		114,835				

## ATTACHMENT G

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>CA16PO35 501-00</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>2000</b>	
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	
Mgt Improvement	Mar/31/02		Mar/31/02	Sept/30/02			NA
Administration	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
Architect	Mar/31/02		Mar/31/02	Sept/30/02			NA
CA16PO35-001/002	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-003	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-006	Mar/31/02		Mar/31/02	Sept/30/02			NA
CA16PO35-008	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-009	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-010	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-013	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-014	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-015	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-016	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-017	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA
CA16PO35-018	Mar/31/02		Mar/31/02	Sept/30/02		Mar/31/02	NA

## ATTACHMENT H

### CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of San Buenaventura		Grant Type and Number Comp. Grant No., Capital Fund Program Grant No: CA16PO35501 -01 Replacement Housing Factor Grant No:			Federal FY of Grant:  2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies X                    Revised Annual Statement (revision no: 2) X Performance and Evaluation Report for Period Ending: 3/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	100,000.00	100,000.00	0	0
4	1410 Administration	149,369.00	149,369.00	149,369.00	36,555.00
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	100,000.00	100,000.00	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	420,000.00	1,004,329.00	52,588.00	52,588.00
11	1465.1 Dwelling Equipment — Nonexpendable	0	0	0	0
12	1470 Non Dwelling Structures	664,329.00	93,708.00	93,708.00	30,839.00
13	1475 Non Dwelling 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	0	0	0	0

## ATTACHMENT H

20	1502Contingency	60,000.00	46,292.00	0	0
21	AmountofAnnualGrant:(sumoflines2 –20)	1,493,698	1,493,698	395,665	119,982
22	Amountofline2 1RelatedtoLBPActivities	0	0	0	0
23	Amountofline21RelatedtoSection504compliance	0	0	0	0
24	Amountofline21RelatedtoSecurity –SoftCosts	0	0	0	0
25	AmountofLine21RelatedtoSecurity – HardCosts	0	0	0	0
26	Amountofline21RelatedtoEnergyConservationMeasures	300,000.00	300,000.00	0	0

## ATTACHMENT H

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the City of San Buenaventura			Grant Type and Number Comp. Grant No., Capital Fund Program Grant No: CA16PO35501 -01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
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	
CA16PO35-001/002	Westview Rehabilitation	1460	16 units	0	644,329	0	0	To Bid
CA16PO35-003	Replace Heating System	1460	75-unit bldg.	300,000	300,000	0	0	A&E
CA16PO35-009	Office Expansion	1470		664,329	0	0	0	Delete
Area wide	Replace Water Heaters	1460	77	120,000	60,000	52,588	52,588	Complete
	Maintenance Facility	1470	660 sq.ft.	0	93,708	93,708	30,839	Complete
Area Wide	Resident Training	1408		100,000	100,000	0	0	In Progress
Area Wide	Administration	1410		149,369	149,369	149,369	36,555	In Progress
Area Wide	Fees & Costs	1430		100,000	100,000	0	0	In Progress
Area Wide	Contingency	1502		60,000	46,292.	0	0	In Progress





## ATTACHMENT I

### MEMBERS OF RESIDENT ADVISORY BOARD ca035i01

BarbaraAtchley  
PublicHousingResident

AnneBrown  
PublicHousingResident

WilliamCaldwell  
PublicHousingResident

MariseCherin  
PublicHousingResident

DavidColvin  
Section8Resident

DawnDavis  
Section8Resident

LindaDusky  
PublicHousingResident

LanceFerguson  
Section8Resident

BerylL.Jefferis  
PublicHousingResident

BarbaraLowenthal  
PublicHousingResident

PamelaMantell  
PublicHousingResident

DonnaMcCombs  
Section8Resident

AlfredMyers  
PublicHousingResident

DebraPassmore  
Section8Resident

RochelleStock  
PublicHousingResident

ViolaM.Trago  
PublicHousingResident

GeorgiaVacher  
PublicHousingResident

JeanieWidner  
PublicHousingResident



## ATTACHMENT J

### RESIDENT MEMBERSHIP OF THE PHAGOVERNING BOARD ca035j01

The Housing Authority has two resident commissioners. The resident commissioners are appointed by the City Council of the City of San Buenaventura, just as the other five commissioners.

#### **Family Resident Commissioner**

Ms. Sanjuana Gonzalez  
Public Housing Resident

#### **Senior Resident Commissioner**

Mr. William E. Caldwell  
Public Housing Resident

## **ATTACHMENT J**

## ATTACHMENT K

### PROJECT BASING OF SECTION 8 HOUSING CHOICE VOUCHERS STATEMENT OF INTENT ca035k01

In accordance with HUD Notice PIH 2001 -4, the following information provides the Housing Authority of the City of San Buenaventura's intent to administer Project -based Voucher assistance.

The Housing Authority of The City of San Buenaventura intends to project -base no more than 20 percent of its total allocated vouchers. The units will be located in the City of Ventura.

Project-based Section 8 Assistance, rather than tenant basing of the same amount of assistance, is an appropriate option for the PHA because the supply of units for tenant based assistance is very limited throughout the City of Ventura. Project -basing is necessary to assure the availability of affordable rental units during this time of critical shortage of affordable rental housing. The use of Vouchers shall remain in effect for a period of time as permitted by regulation.

Project basing of Section 8 Vouchers is consistent with the PHA's Agency Plan' s mission and goals in that it:

- Provides opportunities and assistance to people in need of affordable housing; through partnerships;
- Expands the supply of assisted housing for families in low -income ranges.
- Increases assisted housing choices; and
- Preserves existing housing.

All new project based assistance agreements or HAP contracts, executed by the PHA, will be with income tracts that have poverty rates less than 20 percent.

Enabling regulations for project -based Vouchers are found at 24 CFR Part 9 83. All provisions of the interim guidelines for eligibility and administration shall be observed until such time as final regulations are codified and specific policies and procedures are stated in an addendum to the Section 8 Administrative Plan.

# ATTACHMENT L

## DESCRIPTION OF COMMUNITY SERVICE REQUIREMENTS HOUSING AUTHORITY OF THE CITY OF SAN BUENA VENTURA ca035101

Every adult resident on Public Housing will be required to participate for at least 8 hours per month in a community service or economic self-sufficiency program. In some cases, the Housing Authority will not renew the lease for failure to satisfy this requirement.

### COMMUNITY SERVICE ACTIVITIES SHOULD INCLUDE:

1. Improving the physical environment of resident's development
2. Volunteer work in a local school, hospital, child care center, homeless shelter, or other community service organization.
3. Working with youth organizations
4. Helping neighborhood groups on special projects
5. Participation in programs that develop and strengthen resident self-responsibility such as:
  - Drug and alcohol abuse counseling and treatment
  - Parenting classes/counseling
  - Household budgeting and credit counseling
  - English proficiency classes
6. Adult Education/GED or High School diploma programs/College classes
7. Job training programs

It will be the resident's responsibility to provide the Housing Authority with verification that the service hours have been completed. Supervisor or person in charge of the activity must complete a verification form. Forms are available at The Housing Authority Office.

## ATTACHMENT M

### PET POLICY HOUSING AUTHORITY CITY OF SAN BUENA VENTURA ca035m01

1. Households may keep two common household pets
2. Maximum size of a dog is 20 pounds (maximum weight when full grown)
3. The Housing Authority shall prohibit species of animals classified as dangerous.
4. Households must register a pet with The Housing Authority prior to introducing into the residence
5. Pet registration must be updated each year at re-examination. Registration includes a certificate signed by a licensed veterinarian to include an animal's breed, weight, age and if under one year old, weight expected upon maturity. Two pictures will be taken at The Housing Authority Office at the time of the registration.
6. Any pet change of ownership in the household must be reported to The Housing Authority in writing.
7. Upon registration all animals must be spayed or neutered.
8. Upon registration, proof of whatever license is mandated by local law will be required.
9. The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs for damage in the apartment, common areas and other resident's property.
10. The pet deposit for each pet is \$200.00 (includes a \$75.00 non refundable deposit and a \$125.00 deposit refundable upon residence vacating).
11. A common household pet must be effectively restrained by use of a leash and under the control of a responsible person at all times.
12. Any animal or pet waste deposited in any common area, animal or pet exercise area, must be removed immediately by pet owner.
13. All pets must be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios, balconies or other outside areas.
14. Residents will not permit any disturbances caused by their pets, which would interfere with the quiet enjoyment of other tenants: whether by loud barking, howling, biting, scratching, chirping or other such activities.
15. For each dog we may require evidence of completion of basic obedience training.
16. The authorization for a common household pet may be revoked and the pet(s) may be required to be removed from the premises immediately at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive, aggressive or a nuisance to others, or if the tenant fails to comply with this policy.



**ATTACHMENT M**

## ATTACHMENT N

### SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY STATEMENT ca035n01

In accordance with HUD Notice PIH 14-48, the following information provides the Housing Authority City of San Buenaventura's capacity and intent to establish a homeownership component of the Housing Choice Voucher Program.

The PHA currently administers The City of Ventura's Homebuyer Assistance Program. The homeownership feature of the Section 8 Voucher Program will add another component to our overall mission to further homeownership opportunities for low and very low-income residents.

Under this feature, selected families are offered the opportunity to convert their Section 8 tenant-based rental assistance into a mortgage subsidy. The enabling regulatory language is found at 24 CFR Parts 5 and 983.

Recognizing that the potential homeowner will require counseling, training and financial assistance, the PHA has arranged to enter into a Memorandum of Understanding with Cabrillo Economic Development Corporation to provide these services. In exchange, the PHA shall refer eligible participants and administer the Housing Choice Voucher, in accordance with the regulations.

The collaboration of the PHA and Cabrillo Economic Development Corporation will result in a program design, which will be documented and described in the Section 8 Administrative Plan.

## ATTACHMENT O

### STATEMENT REGARDING PROGRESS IN MEETING MISSION AND GOALS ca035o01

#### **PHAGOAL: increase the availability of decent, safe and affordable housing**

Objective: Apply for additional rental vouchers: The Housing Authority applied for and received 100 additional housing vouchers, which are designated for use by special needs populations. Another application for 200 additional vouchers has been submitted to HUD. We are waiting for a funding decision at this time.

Objective: Reduce public housing vacancies: Public Housing Staff maintains a 98% lease-up rate in Public Housing units. All units are readied and re-entered under the HUD recommended time. We average about a 5-day turn-around time from vacancy to re-occupancy. Staff continues to maintain a Tenant's Accounts Receivables of less than 5%. Very minimal displacement of residents is necessary to accomplish this goal.

Objective: Leverage private or other public funds to create additional housing opportunities: The Housing Authority has been invited to participate in and will continue to attend Ad Hoc Housing Committee meetings at City Hall in Ventura. The purpose of the Ad Hoc Committee is to discuss affordable housing issues in general, explore development incentives and provide input regarding the City's Draft Housing Element. The City currently has funding available, and the Committee is recommending alternatives for using the funds to support affordable housing development.

Objective: Acquire or build units or developments: Housing Authority staff continues to seek opportunities to acquire or build new units. Our staff and Board members are invited to review and provide input regarding proposed new projects, based on our experience, whenever affordable developments are considered in the community.

#### **PHAGOAL: Improve the Quality of Assisted Housing**

Objective: Improve public housing management: (PHAS score)

Objective: Improve voucher management: (SEMAP score)

Staff continues to work at improving its PHAS & SEMAP scores. Our most recent PHAS score was 96, meaning we are a high performer.

Objective: Increase customer satisfaction: The Housing Authority received a Resident Score of 0.7 for the "Communication" Sub-Indicator. In order to improve communication and to implement our goal of expanding opportunities for our residents, we distributed a survey form to solicit resident input, mailed it to all residents and use the format for continued emphasis at the time of annual re-exam. The results of the survey have helped us initiate new programs and training, based on stated interests of the residents.

Another method used to improve communication with residents is the monthly distribution of a newsletter regarding our Computer Center and its learning programs. We include a monthly calendar as well, to inform residents of upcoming events, field trips and special classes.

## ATTACHMENT O

Objective: Renovate or modernize public housing units: Comprehensive Grant and Capital funds are being used to modernize our oldest Public Housing developments and to improve amenities in others. This has afforded the Housing Authority the opportunity to compete with private sector rentals. In many cases, Housing Authority units exceed the condition and appearance of private rental housing stock in the area.

### **PHAGOAL: Assisted Housing Choices**

Objective: Increase Voucher Payment Standards: Section 8 Voucher Payment Standards were increased by HUD to the 50<sup>th</sup> percentile, allowing the Housing Authority to raise its program limits to access a broader selection of the local housing inventory.

Objective: Conduct outreach efforts to potential voucher landlords: To complement the acceptability of higher rental costs an aggressive effort to reach potential landlords was initiated and the Section 8 current leaserate is at 98%.

### **PHAGOAL: Provide an improved living environment**

Through PHDEP funding, the Housing Authority has established goals that provide youth living in Public Housing with experiences that are not usually available to them because of limited family resources. Resident youth have been involved in the arts, cooking classes, computer training, woodwork training, as well as recreational activities. These include museum and technology exhibit field trips, surfing, lifeguard training and aquatics, as well as the traditional soccer, basketball and baseball. Our goal is to expose our population to opportunities and experiences outside of their "comfort zones" with the hope and expectation they will continue some of these activities in the future.

Objective: Implement public housing security improvements: The Housing Authority received a Resident Score of 0.7 for the "Safety" Sub-Indicator. In order to improve the resident's sense of security, the Housing Authority continues to find ways to improve security in and around the buildings. New door handles and lockshave been changed in most of the senior buildings. Increased lighting has been installed, wherever possible. Local vehicle codes have been researched and new signs will be installed, so that non-resident vehicles can be towed. The fire alarm systems have been upgraded in some of the senior buildings.

## ATTACHMENT O

### **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 recipients employability; Provide or attract supportive services to increase independence for elderly or families with disabilities:* Staff has established a system that affords Housing Authority resident population the opportunity to apply for employment with local job referral agencies and compete for employment. The Housing Authority will continue participation and involvement with all agencies offering these services to our residents.

The Housing Authority recently concluded a successful series of Landscape Maintenance Training Programs. Some of graduates now have contracts for some of the Housing Authority's properties. We initiated an Office Assistant Training Program. We also offer a Section 8 Self-Sufficiency Program

### **PHA GOAL: Ensure Equal Opportunity In Housing for all residents of Ventura**

The Housing Authority continues to administer the City of Ventura's tenant-landlord/fair housing referral service in an effort to ensure equal opportunity and accessibility for all residents. We refer fair housing issues to the San Gabriel Fair Housing Council and coordinate our services with them.

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