

MEETING DATE      April 10, 2006

AGENDA ITEM      Conduct a Public Hearing and Approve the Submission of the  
Public Housing Agency (PHA) Plan for the Section 8 Housing  
Choice Voucher Program (HCVP) to the United States Department  
of Housing and Urban Development (HUD)

ATTACHMENTS

|   |                              | <u>Pages</u> |
|---|------------------------------|--------------|
| 1 | PHA Plan                     | 1-51         |
| 2 | Housing Organizational Chart | 52           |
| 3 | 2004 Single Audit            | 53-65        |

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

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# PHA Plan

Annual Plan for Fiscal Year 2006

**NOTE THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name** Culver City Housing Agency

**PHA Number** CA-110

**PHA Fiscal Year Beginning** 07/01/2006

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting (select all that apply)**

☒ Main administrative office of the PHA  
City of Culver City  
Community Development Department  
Housing Division  
9770 Culver Boulevard  
Culver City, CA 90232  
(310) 253-5782  
Email address- [tevis.barnes@culvercity.org](mailto:tevis.barnes@culvercity.org)

- ☐ PHA development management offices  
☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at (select all that apply)

- ☒ Main administrative office of the PHA  
☐ PHA development management offices  
☐ PHA local offices  
☐ Main administrative office of the local government  
☐ Main administrative office of the County government  
☐ Main administrative office of the State government  
☐ Public library  
☐ PHA website  
☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at (select all that apply)

- ☒ Main business office of the PHA  
☐ PHA development management offices  
☐ Other (list below)

**Annual PHA Plan**  
**PHA Fiscal Year 2006**  
[24 CFR 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**

[24 CFR Part 903.7.9 (r)]

Provide a brief overview of the information in the Annual Plan including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan

Culver City Housing Agency (CCHA) administers a Section 8 Housing Choice Voucher Program (HCVP) of 384 households and has a Family Self Sufficiency (FSS) program of twenty-five (25) participants. Our jurisdiction, which is only five (5) square miles, is completely surrounded by the City of Los Angeles, so we face the pressure of serving a much larger population. CCHA has a waiting list of 7,272 households, with eighty-two percent (82%) of waiting list applicants being extremely-low income and sixty-two percent (62%) being families with dependent children. With a program attrition rate of eight percent (8%) annually, we are unable to serve all the households requesting assistance. Because demand far exceeds the supply of Section 8 Vouchers, our goal is to serve the neediest population first. CCHA will continue to serve the neediest applicants first through the use of waiting list preferences and then from additional funds secured from the Redevelopment Agency Low and Moderate Income Housing Fund (LMIHF) (Housing Set Aside). CCHA is also committed to assisting in addressing fair housing issues and creating an avenue where tenants can address rental increases. Using our LMIHF, we contract with Housing Rights Center of Los Angeles to investigate discrimination claims and study the state of fair housing in our City. We plan to continue funding and supporting fair housing initiatives and studies. Additionally, through the Landlord Tenant Mediation Board, tenants are afforded an avenue to mediate rental increases with property owners.

The current demand for affordable rental housing units is steadily increasing. According to current market trends, the majority of new rental housing

developments target upper income households Rents for existing units are escalating beyond the ability of lower-income households to pay Presently there is limited production and/or existing availability of rental housing units affordable to lower-income households The current market conditions have substantially restricted the utilization of the Section 8 HCVP rental assistance program causing a reduced lease-up rate of 81% coupled with an existing vacancy rate below two percent (2%)

CCHA continues pulling names from the Section 8 HCVP Waitlist as a way to increase the current lease-up rate The most recent process began in September 2005 and over eight hundred (800) applicants have been contacted To date six (6) families have been briefed and issued vouchers to start conducting their housing search Twenty (20) applicants are pending information to finalize their certification and we anticipate issuing their voucher within ninety (90) days (May 2006) CCHA anticipates to pull another five hundred (500) names within the next month and will continue to pull three hundred (300) to five hundred (500) names on a regular basis until the lease up rate has increased Within the last three (3) years the CCHA has pulled over 1 800 names from the waitlist

### **2006 Appropriations**

The 2006 Federal Fiscal Year (FFY) Appropriations Act has made administering the Section 8 Housing Choice Voucher Program even more challenging This new Act continues the 2005 allocation method for calculating and distributing housing assistance payments (HAP) renewal funds and public housing agency (PHA) administrative fees

Culver City Housing Agency continues to implement the following HUD recommended cost saving measures to meet the mandates of the 2006 HUD Appropriations Act

**Minimum Rent** The minimum rent for CCHA voucher families has been increased from \$25 00 to \$50 00

**Subsidy Standards** A subsidy standard of two persons per bedroom regardless of sex or age has been established

- **Portability** CCHA is currently billing all incoming ports and is limiting port-outs to high cost areas if the receiving housing agency plans to bill rather than absorb the family

**Utility Costs** CCHA plans to use the same utility allowance If there is a utility rate increase of ten percent (10%) or more and CCHA is experiencing financial difficulties a waiver request will be sent to HUD Headquarters

**Rent Increases** CCHA has decided to limit approval of incoming rent increase requests Written notification has been sent to all existing HCVP owners stating that rent increases will not be granted due to limited funding However CCHA may approve rent increase proposals on a case by case basis

## **Owner Outreach**

In the environment of limited funding to provide rent increases and lowered payment standards to property owners and extreme competition from the rental housing market's market rate units the CCHA staff has strategically created different methods to maintain the current lease-up rate and attract and maintain property owner participation in the Section 8 HCVP. One method employed by the CCHA to attract and retain property owners includes an annual dinner held in honor and appreciation of all property owners that choose to participate in the Section 8 HCVP. This last year the CCHA awarded the Landlord of the Year at the owner appreciation dinner. The landlord was selected based upon an essay contest conducted by the CCHA among Section 8 participants who submitted an essay explaining why Their Landlord is the Best. This award was presented through the Culver City Council. The landlord of the year was presented a Certificate of Appreciation by the Mayor and a gift.

Other methods to attract and retain property owners also include giving a handwritten Thank You card along with a \$25.00 gift certificate to a local Culver City business for all newly executed Housing Assistance Payment (HAP) contracts. Additionally the CCHA offers a Neighborhood Preservation Program that provides property owners with grant funding for interior and exterior improvements. These grants are provided as an incentive for owners to participate in the Section 8 HCVP. Also because we have limited the approval of rent increases the CCHA has created the HQS Grant which is a grant program to assist property owners with repairs if they are found in violation of HQS during an annual inspection. Both the above grant programs are funded through the Redevelopment Agency LMIHF.

To develop other methods to attract and retain property owners CCHA will host a Roundtable Discussion and invite neighboring housing authorities to discuss ideas in attracting new property owners to the program. This roundtable discussion will be conducted in an effort to increase the lease-up rate as CCHA continues to pull people from the Section 8 HCVP waitlist.

## **Acquisition Rehabilitation**

The CCHA is also enhancing our efforts to increase our affordable housing stock and increase access by Section 8 participants through the Redevelopment Agency Acquisition and Rehabilitation Program. This program involves identifying blighted and nuisance multi-family housing units. These units are acquired, rehabilitated, installed with professional management companies and long-term affordability covenants that restrict the rent and occupancy by very-low to moderate income households. These sites listed below are potential acquisition rehabilitations sites.

- 12204 Washington Boulevard
- 12208 Washington Place
- 4015 Grandview Boulevard
- 4061 Wade Street
- 4101 Wade Street

## **Hurricane Disaster Relief**

Hurricane Katrina presented a challenge to Housing Agencies across the United States. In an attempt to assist sister agencies in the Gulf Region, the CCHA proactively developed a Plan of Action. This Plan of Action was developed to assist Section 8 participants, persons who may be distributed Emergency Housing Vouchers by HUD, and other persons who are displaced due to Hurricane Katrina. CCHA plan is outlined below:

- HUD announced the creation of the Katrina Disaster Housing Assistance Program (KDHP). This program is only for households displaced by the hurricane and is a limited program for assistance for only eighteen (18) months. In order for a household to receive this assistance, they must be income eligible, register with FEMA, and contact one of the nine (9) the KDHP Referral Call Centers (RCC). All RCCs are located in the Gulf region. The CCHA has registered with HUD to be listed as an agency willing to assist families displaced by Hurricane Katrina. The anticipated impact was minimal.
- According to HUD, the New Orleans HUD Field Office has relocated to Fort Worth, Texas Regional Office, and they have established an information number (866-641-8102) where the public can obtain information about housing. The CCHA will utilize this number and contacts at the HUD Central Office in Washington to obtain information.
- CCHA will not delay a person displaced by the Hurricane if it takes longer to verify information. We will gather information from the person and utilize information from Social Security (to determine location and date of birth), credit checks, and criminal background information from the Police Department. The credit check and criminal background information will assist in determining if the person is from the impacted area. We understand that most people will not have access to birth certificates, etc., so they will be given one (1) year to provide this information. Housing will seek other methods to verify all information provided by the displaced household. Our goal is to expedite the process and assist the household with securing housing as soon as possible. If it is found that the person is fraudulent, then they will be terminated from assistance and criminal charges will be aggressively pursued.
- Households that need assistance with security deposits to rent a unit will be provided this assistance through the use of Housing Set Aside Funds. These funds will be distributed directly to the property owner.
- CCHA staff will work with each household by providing them with listings of various service agencies (i.e., Department of Public Social Services, Unemployment, Job training/placement, low-cost state sponsored insurance, etc.) to assist with other areas of their lives they may need help.

- CCHA staff will seek donations of Los Angeles City and County area Maps from the Automobile Club of America and each household will be given a map with a listing of services and the Housing Assistant will review the location of agencies that can assist the families We will also assist with making telephone calls making referrals and appointments as necessary
- Displaced persons that express a need for food or transportation will be given food vouchers/gift cards to local grocery stores and bus tokens through our Family Self Sufficiency Program Housing staff will contact local property owners to determine if they have available units within Culver City or outside our area that displaced persons could rent
- CCHA staff will work with Saint Joseph Center and Beyond Shelter to find available units and shelters for families
- For persons who are elderly and/or disabled we will work with Alternative Living for the Aging (ALA) to assist with roommate matching
- For persons with pets in need of rescue or who need homes CCHA staff will work with the Humane Society and other animal rescue organizations to help locate pets or find foster care
- We anticipate that the Housing Division will experience very few persons displaced by the hurricane In the few cases that we do encounter a displaced household our goal is to assist not just in the person's housing needs but in all areas they may need assistance We will not overwhelm these persons with processes and general red-tape We will do what is necessary to help in their relocation
- CCHA staff will contact the police department to expedite the criminal background check process
- CCHA staff will distribute welcome packets to those persons seeking assistance These packets at a minimum shall include
  - List with address and contact information for social service providers such as DPSS Unemployment etc
  - Map of Los Angeles City and County
  - Information about Culver City
  - Food Voucher/gift card to local grocery store (as needed)
  - Bus Tokens (as needed)
  - Section 8 Participant Handbook
  - Listing of Housing Authorities

For non-Section 8 Program participants who have been displaced due to Hurricane Katrina CCHA will offer the following assistance

- Provide them of a comprehensive listing of social services and contact information
- Provide them with a map of Los Angeles and assist them with getting orientated around Los Angeles (AAA has donated maps to Housing)
- Allow these persons access to our telephone if they need to call social service agencies or a shelter (this is a case-by- case basis)
- Allow them to use the Housing laptop to access the internet if they need to apply for social services or personal information such as birth certificates etc (this will be on a case-by-case basis)

To date Housing has mailed out five (5) packets of information to non-Section 8 participants Additionally five (5) persons have come into the Housing Office seeking assistance Of this number two (2) were Section 8 participants

## **Annual Plan Table of Contents**

[24 CFR 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

### **Table of Contents**

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### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### **Required Attachments**

- ☐ Admissions Policy for Deconcentration
- ☐ FY 2005 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### **Optional Attachments**

- ☐ PHA Management Organizational Chart
- ☐ FY 2005 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☐ Other (List below, providing each attachment name)

### 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.

| List of Supporting Documents Available for Review |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                              |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Applicable & On Display                           | Supporting Document                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Applicable Plan Component                                    |
| X                                                 | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations                                                                                                                                                                                                                                                                                                                                                                                          | 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<br>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 statement of housing needs in the jurisdiction.                                                                                                                                                                                                                                   | Annual Plan<br>Housing Needs                                 |
|                                                   | Most recent board approved operating budget for the public housing program                                                                                                                                                                                                                                                                                                                                                                                                | Annual Plan<br>Financial Resources                           |
|                                                   | Public Housing Admissions and (Continued) Occupancy Policy (A&O) which includes the Tenant Selection and Assignment Plan [TSAP]                                                                                                                                                                                                                                                                                                                                           | Annual Plan<br>Eligibility Selection and Admissions Policies |
| X                                                 | Section 8 Administrative Plan                                                                                                                                                                                                                                                                                                                                                                                                                                             | Annual Plan<br>Eligibility Selection and Admissions Policies |
|                                                   | Public Housing Deconcentration and Income Mixing Documentation<br>1. PHA board certifications 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<br>2. Documentation of the required deconcentration and income mixing analysis                                                      | Annual Plan<br>Eligibility Selection and Admissions Policies |
|                                                   | Public housing rent determination policies including the methodology for setting public housing flat rents<br><input type="checkbox"/> check here if included in the public housing A & O Policy                                                                                                                                                                                                                                                                          | Annual Plan<br>Rent Determination                            |
|                                                   | Schedule of flat rents offered at each public housing development                                                                                                                                                                                                                                                                                                                                                                                                         | Annual Plan<br>Rent Determination                            |

| List of Supporting Documents Available for Review |                                                                                                                                                                                                 |                                                  |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Applicable & On Display                           | Supporting Document                                                                                                                                                                             | Applicable Plan Component                        |
|                                                   | <input type="checkbox"/> check here if included in the public housing A & O Policy                                                                                                              |                                                  |
| X                                                 | Section 8 rent determination (payment standard) policies<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan                                         | Annual Plan Rent Determination                   |
|                                                   | 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           |
|                                                   | Public housing grievance procedures<br><input type="checkbox"/> check here if included in the public housing A & O Policy                                                                       | Annual Plan Grievance Procedures                 |
| X                                                 | Section 8 informal review and hearing procedures<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan                                                 | Annual Plan Grievance Procedures                 |
|                                                   | The HUD approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year                                                                                | Annual Plan Capital Needs                        |
|                                                   | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant                                                                                                                   | Annual Plan Capital Needs                        |
|                                                   | 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                        |
|                                                   | Approved HOPE VI applications or if more recent approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing                             | Annual Plan Capital Needs                        |
|                                                   | Approved or submitted applications for demolition and/or disposition of public housing                                                                                                          | Annual Plan Demolition and Disposition           |
|                                                   | Approved or submitted applications for designation of public housing (Designated Housing Plans)                                                                                                 | Annual Plan Designation of Public Housing        |
|                                                   | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan Conversion of Public Housing         |
|                                                   | Approved or submitted public housing homeownership programs/plans                                                                                                                               | Annual Plan Homeownership                        |
|                                                   | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> 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 |
| X                                                 | Most recent self sufficiency (ED/SS TOP or ROSS or other resident services grant) grant program reports                                                                                         | Annual Plan Community Service & Self Sufficiency |
|                                                   | The most recent Public Housing Drug Elimination Program (PHDEP) semi annual performance report for any open grant and most recently submitted PHDEP application                                 | Annual Plan Safety and Crime Prevention          |

| List of Supporting Documents Available for Review |                                                                                                                                                                                                  |                           |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Applicable & On Display                           | Supporting Document                                                                                                                                                                              | Applicable Plan Component |
|                                                   | (PHDEP Plan)                                                                                                                                                                                     |                           |
| 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  |
|                                                   | Troubled PHAs MOA/Recovery Plan                                                                                                                                                                  | Troubled PHAs             |
|                                                   | Other supporting documents (optional)<br>(list individually use as many lines as necessary)                                                                                                      | (specify as needed)       |
|                                                   |                                                                                                                                                                                                  |                           |

## **1 Statement of Housing Needs**

[24 CFR 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<br>by Family Type |         |               |        |         |                   |      |              |
|-----------------------------------------------------------------|---------|---------------|--------|---------|-------------------|------|--------------|
| Family Type                                                     | Overall | Affordability | Supply | Quality | Access<br>ibility | Size | Loca<br>tion |
| Income <= 30% of AMI                                            | 137     | 5             | 5      | 3       | 4                 | 5    | 1            |
| Income >30% but <=50% of AMI                                    | 331     | 5             | 5      | 3       | 1                 | 5    | 1            |
| Income >50% but <80% of AMI                                     | 482     | 4             | 4      | 2       | 1                 | 3    | 1            |
| Elderly                                                         | 124     | 4             | 4      | 3       | 5                 | 1    | 2            |
| Families with Disabilities                                      | 56      | 5             | 5      | 4       | 5                 | 3    | 1            |
| Race/Ethnicity                                                  | 542     | 4             | 4      | 1       | 4                 | 3    | 2            |
| Race/Ethnicity                                                  | 152     | 5             | 4      | 3       | 2                 | 5    | 1            |
| Race/Ethnicity                                                  | 181     | 5             | 4      | 3       | 1                 | 5    | 2            |
| Race/Ethnicity                                                  | 67      | 5             | 5      | 3       | 2                 | 4    | 1            |

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 2000-2005
- ☒ U S Census data the Comprehensive Housing Affordability Strategy  
("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year
- ☐ Other housing market study  
Indicate year
- ☒ Other sources 2003 Housing Profile and County of Los Angeles Consolidated  
Plan

## **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

| <b>Housing Needs of Families on the Waiting List</b>                                             |               |                     |                 |
|--------------------------------------------------------------------------------------------------|---------------|---------------------|-----------------|
| 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                                                                               | 7272          |                     |                 |
| Extremely low income <=30% AMI                                                                   | 5928          | 82%                 |                 |
| Very low income (>30% but <=50% AMI)                                                             | 932           | 13%                 |                 |
| Low income (>50% but <80% AMI)                                                                   | 412           | 5%                  |                 |
| Families with                                                                                    | 4530          | 62%                 |                 |

| Housing Needs of Families on the Waiting List                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |     |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|--|
| children                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |     |  |
| Elderly families                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2032 | 28% |  |
| Families with Disabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 710  | 10% |  |
| White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2618 | 36% |  |
| Black                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3927 | 54% |  |
| American Indian/Asian                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 218  | 3%  |  |
| Hispanic (all races)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 509  | 7%  |  |
| Characteristics by Bedroom Size (Public Housing Only)                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |     |  |
| 1BR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |     |  |
| 2 BR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |     |  |
| 3 BR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |     |  |
| 4 BR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |     |  |
| 5 BR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |     |  |
| 5+ BR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |     |  |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>If yes<br>How long has it been closed (# of months)? 49 months<br>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes |      |     |  |

### C Strategy for Addressing Needs

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

#### (1) Strategies

**Need** Shortage of affordable housing for all eligible populations

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

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line

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

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

Select all that apply

- ☐ Apply for additional section 8 units should they become available
  - ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
  - ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance
  - ☒ Other (list below)
- Conduct acquisition and rehabilitation of blighted/nuisance multi-family housing units

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need Specific Family Types The Elderly**

**Strategy 1 Target available assistance to the elderly**

Select all that apply

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

**Need Specific Family Types Families with Disabilities**

**Strategy 1 Target available assistance to Families with Disabilities**

Select all that apply

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

**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)  
Contact with the Housing Rights Center through the Redevelopment Agency to assist with your housing discrimination complaints and education

## **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)  
Low vacancy rates and escalating rental rates

## **2 Statement of Financial Resources**

[24 CFR 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.

| Financial Resources<br>Planned Sources and Uses                                       |                |              |
|---------------------------------------------------------------------------------------|----------------|--------------|
| Sources                                                                               | Planned \$     | Planned Uses |
| <b>1 Federal Grants (FY 2006 grants)</b>                                              | 0              |              |
| a) Public Housing Operating Fund                                                      | 0              |              |
| b) Public Housing Capital Fund                                                        | 0              |              |
| c) HOPE VI Revitalization                                                             | 0              |              |
| d) HOPE VI Demolition                                                                 | 0              |              |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         | \$2,491,558 00 |              |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0              |              |
| g) Resident Opportunity and Self-Sufficiency Grants                                   | 0              |              |
| h) Community Development Block Grant                                                  | 0              |              |
| i) HOME                                                                               | 0              |              |
| Other Federal Grants (list below)                                                     |                |              |
| <b>FSS Coordinator Grant</b>                                                          | \$63,000 00    |              |
| <b>2 Prior Year Federal Grants (unobligated funds only) (list below)</b>              | 0              |              |
|                                                                                       |                |              |
|                                                                                       |                |              |
|                                                                                       |                |              |
| <b>3 Public Housing Dwelling Rental Income</b>                                        | 0              |              |
|                                                                                       |                |              |

| <b>Financial Resources<br/>Planned Sources and Uses</b>                             |                    |                                                                          |
|-------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------|
| <b>Sources</b>                                                                      | <b>Planned \$</b>  | <b>Planned Uses</b>                                                      |
| <b>4 Other income</b> (list below)                                                  |                    |                                                                          |
|                                                                                     |                    |                                                                          |
| <b>4 Non-federal sources</b> (list below)                                           |                    |                                                                          |
| <b>Redevelopment Agency Housing Set Funds- Home Secure Program</b>                  | \$25,000           | Installation of safety and security devices for seniors and the disabled |
| <b>Redevelopment Agency Housing Set Funds –Shared Housing for Elderly</b>           | \$59,000           | Senior Roommate matching program                                         |
| <b>Housing Rights Center</b>                                                        | \$26,250           | Provision of fair housing services                                       |
| <b>Redevelopment Agency Housing Set Funds- Rental Assistance Program</b>            | \$500,000          | The provision of rental assistance for up-to-moderate income households  |
| <b>Redevelopment Agency Housing Set Funds- Property Acquisition and Development</b> | \$2,500,000        | Affordable housing development and acquisition                           |
| <b>Redevelopment Agency Housing Set Funds- Neighborhood Preservation</b>            | \$500,000          | Repair and improvements to affordable rental and ownership properties    |
|                                                                                     |                    |                                                                          |
| <b>Non Federal Subtotal</b>                                                         | <b>\$3,610,250</b> |                                                                          |
|                                                                                     |                    |                                                                          |
| <b>Total Resources</b>                                                              | <b>\$6,164,808</b> |                                                                          |

### **3 PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7.9(c)]

N/A

#### **A Public Housing**

Exemptions PHAs that do not administer public housing are not required to complete subcomponent 3A

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

a When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit (state number)
- ☐ When families are within a certain time of being offered a unit (state time)
- ☐ Other (describe)

b Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c ☐ Yes ☐ No Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d ☐ Yes ☐ No Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e ☐ Yes ☐ No Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

a Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

c If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions, if not, skip to subsection **(3) Assignment**

1 How many site-based waiting lists will the PHA operate in the coming year?

2 ☐ Yes ☐ No Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3 ☐ Yes ☐ No May families be on more than one list simultaneously  
If yes, how many lists?

4 Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

### **(3) Assignment**

a How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☐ Three or More

b ☐ Yes ☐ No Is this policy consistent across all waiting list types?

c If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA

### **(4) Admissions Preferences**

a Income targeting

- ☐ Yes ☐ No Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b Transfer policies

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e g , to permit modernization work)
- ☐ Resident choice (state circumstances below)
- ☐ Other (list below)

c Preferences

- 1 ☐ Yes ☐ No Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

- 2 Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs

- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3 If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

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
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4 Relationship of preferences to income targeting requirements

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

**(5) Occupancy**

a What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA-resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials

☐ Other source (list)

b How often must residents notify the PHA of changes in family composition?

(select all that apply)

- ☐ At an annual reexamination and lease renewal  
☐ Any time family composition changes  
☐ At family request for revision  
☐ Other (list)

**(6) Deconcentration and Income Mixing**

a ☐ Yes ☐ No Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b ☐ Yes ☐ No Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below
- ☐ Employing waiting list 'skipping' to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below
- ☐ Other (list policies and developments targeted below)

d ☐ Yes ☐ No Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below

g Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below

## B Section 8

Exemptions PHAs that do not administer section 8 are not required to complete sub component 3B  
**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates)**

### (1) Eligibility

a What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b ☒ Yes ☐ No Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c ☒ Yes ☐ No Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d ☐ Yes ☒ No Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

☒ Other (describe below)

Per our Administrative Plan, we share information about evictions, damage claims, police calls to the unit, current address and landlord, and unpaid rent claims

### **(2) Waiting List Organization**

a With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

### **(3) Search Time**

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

If yes, state circumstances below

Tenant must demonstrate that they have been making an effort to locate a suitable unit by submitting a log of all attempts made Special consideration is also made for disabled individuals and others with special needs requesting a reasonable accommodation

### **(4) Admissions Preferences**

a Income targeting

☒ Yes ☐ No Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b Preferences

1 ☒ Yes ☐ No Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2 Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

3 If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

- ☒ The Section 8 Administrative Plan

- ☐ Briefing sessions and written materials  
☒ Other (list below)  
Program brochure

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

- ☐ Through published notices  
☒ Other (list below)  
We announce this to applicants on the waiting list first

#### **4 PHA Rent Determination Policies**

[24 CFR Part 903.7.9 (d)]

N/A

#### **A Public Housing**

Exemptions PHAs that do not administer public housing are not required to complete sub component 4A

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using including discretionary (that is not required by statute or regulation) income disregards and exclusions in the appropriate spaces below

a Use of discretionary policies (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

- -OR -

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b )

b Minimum Rent

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

- ☐ \$0  
☐ \$1-\$25

☐ \$26-\$50

2 ☐ Yes ☐ No Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3 If yes to question 2, list these policies below

c Rents set at less than 30% than adjusted income

1 ☐ Yes ☐ No Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2 If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below

d Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below

☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e Ceiling rents

1 Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☐ No

2 For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments, e g , the high-rise portion
- ☐ For certain size units, e g , larger bedroom sizes
- ☐ Other (list below)

3 Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 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
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage (if selected, specify threshold) \_\_\_\_\_
- ☐ Other (list below)

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

## **(2) Flat Rents**

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

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

## **B Section 8 Tenant-Based Assistance**

Exemptions PHAs that do not administer Section 8 tenant based assistance are not required to complete sub component 4B **Unless otherwise specified, all questions in this section apply only to the tenant based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates)**

### **(1) Payment Standards**

Describe the voucher payment standards and policies

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

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

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

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

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

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

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

- ☒ Annually  
☐ Other (list below)

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

- ☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☒ Other (list below)  
Average area rents

## **(2) Minimum Rent**

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

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

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

- The family has lost their eligibility for participation in a federal state or local assistance program,
  - The family is waiting for a determination of their status of eligibility to such programs,
- The family will be evicted as a result of the minimum rent requirement

## **5 Operations and Management**

[24 CFR Part 903.7.9 (e)]

Exemptions from Component 5 High performing and small PHAs are not required to complete this section Section 8 only PHAs must complete parts A B and C(2)

### **A PHA Management Structure**

Describe the PHA's management structure and organization  
(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached  
☐ A brief description of the management structure and organization of the PHA follows

**B HUD Programs Under PHA Management**

List Federal programs administered by the PHA number of families served at the beginning of the upcoming fiscal year and expected turnover in each (Use NA to indicate that the PHA does not operate any of the programs listed below)

| Program Name                                                        | Units or Families Served at Year Beginning | Expected Turnover |
|---------------------------------------------------------------------|--------------------------------------------|-------------------|
| Public Housing                                                      |                                            |                   |
| Section 8 Vouchers                                                  | 250                                        | 5                 |
| Section 8 Certificates                                              |                                            |                   |
| Section 8 Mod Rehab                                                 |                                            |                   |
| Special Purpose Section 8 Certificates/Vouchers (list individually) |                                            |                   |
| Public Housing Drug Elimination Program (PHDEP)                     |                                            |                   |
|                                                                     |                                            |                   |
|                                                                     |                                            |                   |
| Other Federal Programs(list individually)                           |                                            |                   |
|                                                                     |                                            |                   |
|                                                                     |                                            |                   |

**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**

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

If yes, list additions to federal requirements below

- 2 Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### **B Section 8 Tenant-Based Assistance**

- 1 ☒ Yes ☐ No Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below

- 2 Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **7 Capital Improvement Needs**

N/A

[24 CFR Part 903.7.9 (g)]

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

### **A Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one

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

-or-

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

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5 Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD 52834.

a. ☐ Yes ☐ No Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

or-

☐ The Capital Fund Program 5-Year Action Plan is provided below (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## 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-finance 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

[24 CFR Part 903 7 9 (h)]

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

- 1 ☐ Yes ☐ No Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U S Housing Act of

1937 (42 U S C 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9, if “yes”, complete one activity description for each development )

## 2 Activity Description

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

| Demolition/Disposition Activity Description |                                                                                                                                                                              |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a                                          | Development name                                                                                                                                                             |
| 1b                                          | Development (project) number                                                                                                                                                 |
| 2                                           | Activity type Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>                                                                                    |
| 3                                           | Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>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)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development                                            |
| 7                                           | Timeline for activity<br>a Actual or projected start date of activity<br>b Projected end date of activity                                                                    |

## **9 Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903 7 9 (i)]

Exemptions from Component 9 Section 8 only PHAs are not required to complete this section

1 ☐ Yes ☐ No Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the

U S Housing Act of 1937 (42 U S C 1437e) in the upcoming fiscal year? (If “No”, skip to component 10 If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission, PHAs completing streamlined submissions may skip to component 10 )

**2 Activity Description**

☐ Yes ☐ No Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10 If “No”, complete the Activity Description table below

| <b>Designation of Public Housing Activity Description</b> |                                                                                                                                                                                                                                              |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a                                                        | Development name                                                                                                                                                                                                                             |
| 1b                                                        | Development (project) number                                                                                                                                                                                                                 |
| 2                                                         | Designation type<br>Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3                                                         | Application status (select one)<br>Approved, included in the PHA’s Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>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)<br><input type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan?                                                |
| 6                                                         | Number of units affected                                                                                                                                                                                                                     |
| 7                                                         | Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development                                                                                                            |

**10 Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.79(j)]

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

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

1 ☐ Yes ☐ No Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered

under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11, if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission PHAs completing streamlined submissions may skip to component 11 )

2 Activity Description

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

| Conversion of Public Housing Activity Description |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a                                                | Development name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1b                                                | Development (project) number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2                                                 | <p>What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3                                                 | <p><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 )</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4                                                 | <p>Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>                                                                                                                                                                                                                                                                                                                                                                    |
| 5                                                 | <p>Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved )</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved )</p> <p><input type="checkbox"/> Requirements no longer applicable vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable site now has less than 300 units</p> <p><input type="checkbox"/> Other (describe below)</p> |

**B Reserved for Conversions pursuant to Section 22 of the U S Housing Act of 1937**

**C Reserved for Conversions pursuant to Section 33 of the U S Housing Act of 1937**

## **11 Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7-9(k)]

### **A Public Housing**

Exemptions from Component 11A Section 8 only PHAs are not required to complete 11A

- 1 ☐ Yes ☐ No Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U S C 1437c(h)), or an approved HOPE I program (42 U S C 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U S Housing Act of 1937 (42 U S C 1437z-4) (If "No", skip to component 11B, if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status PHAs completing streamlined submissions may skip to component 11B )

### 2 Activity Description

- ☐ Yes ☐ No Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12 If "No", complete the Activity Description table below )

| <b>Public Housing Homeownership Activity Description<br/>(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<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)                                                                                                              |
| 3 Application status (select one)<br><input type="checkbox"/> Approved, included in the PHA's Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4 Date Homeownership Plan/Program approved, submitted, or planned for submission (DD/MM/YYYY)                                                                                                                                    |
| 5 Number of units affected<br>6 Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><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**

[24 CFR Part 903 7.9 (l)]

Exemptions from Component 12 High performing and small PHAs are not required to complete this component Section 8 Only PHAs are not required to complete sub component C

### **A PHA Coordination with the Welfare (TANF) Agency**

#### **1 Cooperative agreements**

☒ Yes ☐ No Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/21/99

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

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

### **B Services and programs offered to residents and participants**

#### **(1) General**

##### **a Self-Sufficiency Policies**

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

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)
- Special admission policies as required to administer the welfare-to-work voucher program

b Economic and Social self-sufficiency programs

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

| Services and Programs                                             |                |                                                                              |                                                                        |                                                                   |
|-------------------------------------------------------------------|----------------|------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------|
| Program Name & Description<br>(including location if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office / PHA main office / other provider name) | Eligibility<br>(public housing or section 8 participants or both) |
| <i>Family Self Sufficiency Program</i>                            | 25             | <i>Voluntary</i>                                                             | <i>PHA main office</i>                                                 | <i>Section 8</i>                                                  |
| FSS revolving loan fund                                           | 8              | Specific Criteria                                                            | Beyond Shelter                                                         | FSS participant                                                   |
| Child Development Classes                                         | 25             | <i>Voluntary</i>                                                             | Beyond Shelter                                                         | FSS participant                                                   |
| Substance Abuse Support Group                                     | 25             | <i>Voluntary</i>                                                             | Beyond Shelter                                                         | FSS participant                                                   |
| Job Development Counseling                                        | 25             | <i>Voluntary</i>                                                             | Beyond Shelter                                                         | FSS participant                                                   |
|                                                                   |                |                                                                              |                                                                        |                                                                   |
|                                                                   |                |                                                                              |                                                                        |                                                                   |
|                                                                   |                |                                                                              |                                                                        |                                                                   |
|                                                                   |                |                                                                              |                                                                        |                                                                   |
|                                                                   |                |                                                                              |                                                                        |                                                                   |

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

a Participation Description

| Family Self Sufficiency (FSS) Participation |                                                                |                                                   |
|---------------------------------------------|----------------------------------------------------------------|---------------------------------------------------|
| Program                                     | Required Number of Participants<br>(start of FY 2006 Estimate) | Actual Number of Participants<br>(As of 02/20/06) |
| Public Housing                              | N/A                                                            |                                                   |
| Section 8                                   | 25                                                             | 16                                                |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

- b ☒ Yes ☐ No If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below

### C Welfare Benefit Reductions

- 1 The PHA is complying with the statutory requirements of section 12(d) of the U S Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination
  - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☐ Other (list below)

### D Reserved for Community Service Requirement pursuant to section 12(c) of the U S Housing Act of 1937

## 13 PHA Safety and Crime Prevention Measures

[24 CFR Part 903 7 9 (m)]

Exemptions from Component 13 High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15 High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D

### A Need for measures to ensure the safety of public housing residents

- 1 Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2 What information or data did the PHA 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 anticrime/anti drug programs
- ☐ Other (describe below)

3 Which developments are most affected? (list below)

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

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

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

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**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds

- ☐ Yes ☐ No Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- ☐ Yes ☐ No This PHDEP Plan is an Attachment (Attachment Filename \_\_\_\_)

**14 RESERVED FOR PET POLICY**

[24 CFR Part 903 7 9 (n)]

**15 Civil Rights Certifications**

[24 CFR Part 903 7 9 (o)]

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

**16 Fiscal Audit**

[24 CFR Part 903 7 9 (p)]

- 1 ☒ Yes ☐ No Is the PHA required to have an audit conducted under section 5(h)(2) of the U S Housing Act of 1937 (42 U S C 1437c(h))?  
(If no, skip to component 17 )
- 2 ☒ Yes ☐ No Was the most recent fiscal audit submitted to HUD?

- 3 ☐ Yes ☒ No Were there any findings as the result of that audit?
- 4 ☐ Yes ☐ No If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
- 5 ☐ Yes ☐ No Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17 PHA Asset Management**

[24 CFR Part 903 7 9 (q)]

Exemptions from component 17 Section 8 Only PHAs are not required to complete this component  
High performing and small PHAs are not required to complete this component

- 1 ☐ Yes ☐ No Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
- 2 What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other (list below)
- 3 ☐ Yes ☐ No Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18 Other Information**

[24 CFR Part 903 7 9 (r)]

### **A Resident Advisory Board Recommendations**

- 1 ☐ Yes ☐ No Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
- 2 If yes, the comments are (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
  - ☐ Provided below

3 In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary
- ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below
- ☐ Other (list below)

## **B Description of Election process for Residents on the PHA Board**

- 1 ☒ Yes ☐ No Does the PHA meet the exemption criteria provided section 2(b)(2) of the U S Housing Act of 1937? (If no, continue to question 2, if yes, skip to sub-component C )
- 2 ☐ Yes ☐ No Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3, if no, skip to sub-component C )

### **3 Description of Resident Election Process**

a Nomination of candidates for place on the ballot (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination Candidates registered with the PHA and requested a place on ballot
- ☐ Other (describe)

b Eligible candidates (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c Eligible voters (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

## **C Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan make the following statement (copy questions as many times as necessary)

- 1 Consolidated Plan jurisdiction County of Los Angeles
- 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)  
Furthering fair housing, promoting self-sufficiency and serving applicants with the worst housing needs
  - ☐ Other (list below)
- 4 The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments (describe below)

**D Other Information Required by HUD**

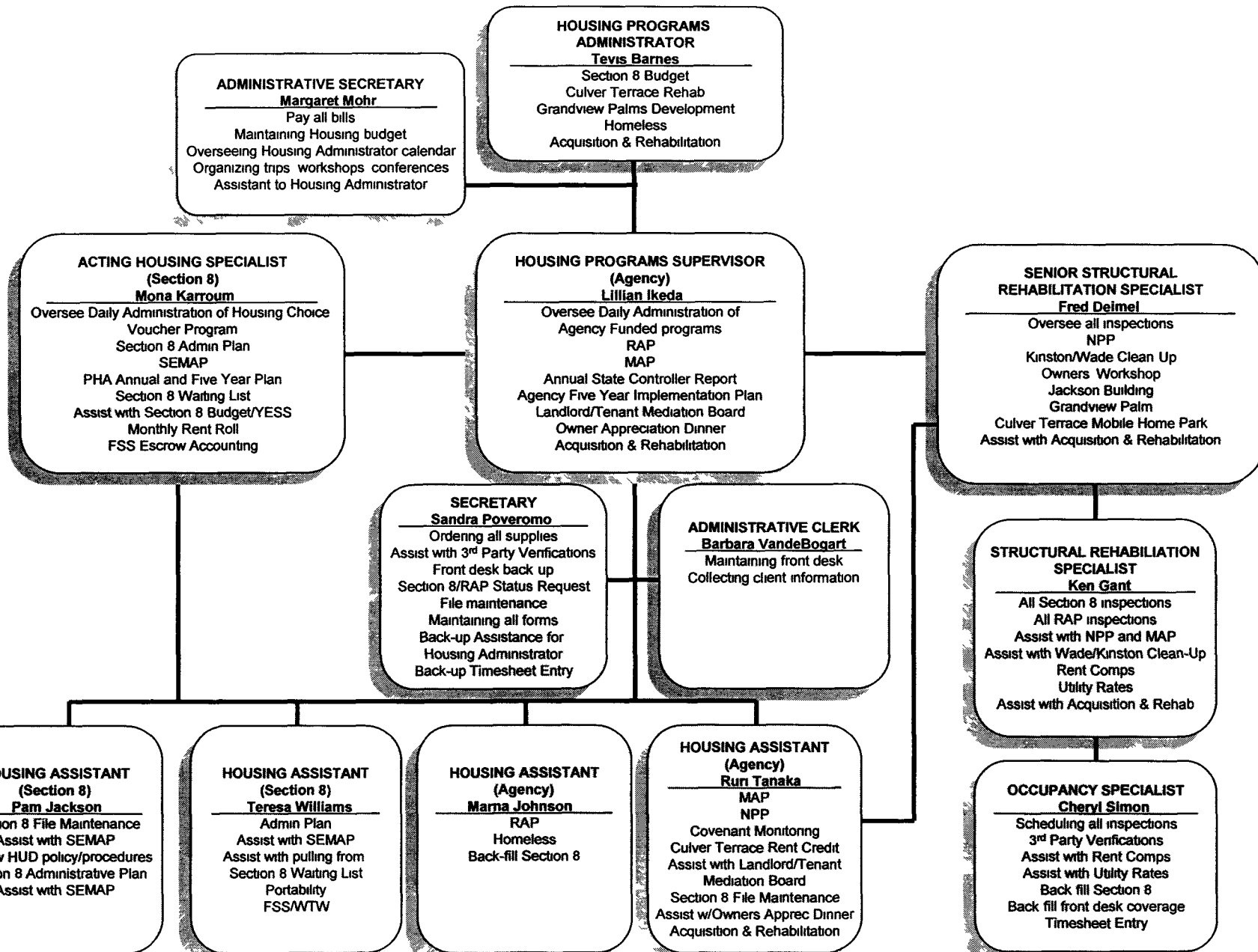
Use this section to provide any additional information requested by HUD

## **Attachments**

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

- 1) Culver City Organizational Chart
- 2) 2004 Single Audit

# HOUSING OFFICE ORGANIZATIONAL CHART



52

CITY OF CULVER CITY CALIFORNIA

SINGLE AUDIT REPORT

JUNE 30 2004

CITY OF CULVER CITY

JUNE 30, 2004

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| Schedule 1    Schedule of Expenditures of Federal Awards for the<br>Year Ended June 30 2004                                                                                              | 5                      |
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| Schedule 3    Schedule of OCJP Grant Expenditures for the Fiscal<br>Year Ended June 30 2004                                                                                              | 11                     |



Certified Public Accountants

Brandon W Burrows  
Donald L Parker  
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David E Hale  
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Donald G Slater  
Richard K Kikuchi

Retired  
Robert C Lance  
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1928 1999

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To The Honorable Mayor and Members of the City Council  
City of Culver City California

We have audited the financial statements of the government activities the business type activities each major fund and the aggregate remaining fund information of the City of Culver City California as of and for the year ended June 30 2004 and have issued our report thereon dated September 22 2004 We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States

Compliance

As part of obtaining reasonable assurance about whether the City of Culver City's financial statements are free of material misstatement we performed tests of its compliance with certain provisions of laws regulations contracts and grants noncompliance with which could have a direct and material effect on the determination of financial statement amounts However providing an opinion on compliance with those provisions was not an objective of our audit and accordingly we do not express such an opinion The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*

Internal Control Over Financial Reporting

In planning and performing our audit we considered the City of Culver City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses





To The Honorable Mayor and Members of the City Council  
City of Culver City California

This report is intended solely for the information of the City Council management federal awarding agencies and pass through entities and is not intended to be and should not be used by anyone other than these specified parties

*Lance, Soll & Lunghard, LLP*

September 22 2004



Brandon W Burrows  
Donald L Parker  
Michael K Chu  
David E Hale  
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Donald G Slater  
Richard K Kikuchi

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Retired  
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REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH  
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A 133

To The Honorable Mayor and Members of the City Council  
City of Culver City California

**Compliance**

We have audited the compliance of the City of Culver City California with the types of compliance requirements described in the United States Office of Management and Budget (OMB) Circular A 133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30 2004. The City of Culver City's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws regulations contracts and grants applicable to each of its major federal programs is the responsibility of the City of Culver City's management. Our responsibility is to express an opinion on the City of Culver City's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and OMB Circular A 133 Audits of States Local Governments and Non Profit Organizations. Those standards and OMB Circular A 133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining on a test basis evidence about the City of Culver City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the City of Culver City's compliance with those requirements.

In our opinion the City of Culver City complied in all material respects with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30 2004.

**Internal Control Over Compliance**

The management of the City of Culver City is responsible for establishing and maintaining effective internal control over compliance with requirements of laws regulations contracts and grants applicable to federal programs. In planning and performing our audit we considered the City of Culver City's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.





To The Honorable Mayor and Members of the City Council  
City of Culver City California

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

#### **Schedule of Expenditures of Federal Awards**

We have audited the financial statements of the government activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Culver City as of and for the year ended June 30, 2004, and have issued our report thereon dated September 22, 2004. Our audit was performed for the purpose of forming an opinion of the basic financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

This report is intended solely for the information of the City Council, management, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Lance, Soll & Lunghard, LLP*

September 22, 2004

CITY OF CULVER CITY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30 2004

Schedule 1

| Federal Grantor/Pass Through<br>Grantor/Program Title                                                                       | Federal<br>CFDA<br>Number | Pass Through<br>Grantor s<br>Number | Expenditures     |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------|------------------|
| <u>Corporation for National and Community Service</u>                                                                       |                           |                                     |                  |
| Direct program Retired Senior Volunteer Program                                                                             | 94 002                    |                                     | \$ 45 754        |
| <b>Total Corporation for National and Community Service</b>                                                                 |                           |                                     | <b>45 754</b>    |
| <u>U S Department of Agriculture</u>                                                                                        |                           |                                     |                  |
| Passed through Los Angeles County Department<br>of Community and Senior Citizen s Services<br>Food Distribution             | 10 570                    | 58247                               | 18 513           |
| <b>Total U S Department of Agriculture</b>                                                                                  |                           |                                     | <b>18 513</b>    |
| <u>U S Department of Health and Human Services</u>                                                                          |                           |                                     |                  |
| Passed through Los Angeles County Department<br>of Community and Senior Citizens Services<br>Special Programs for the Aging |                           |                                     |                  |
| Title III Part B Grants for Supportive<br>Services and Senior Centers                                                       | 93 044                    | 2003 B3CJ41965                      | 459              |
| Title III Part C Nutrition Services                                                                                         | 93 045                    | 58247                               | 108 603          |
| <b>Total U S Department of Health and Human Services</b>                                                                    |                           |                                     | <b>109 062</b>   |
| <u>U S Department of Justice</u>                                                                                            |                           |                                     |                  |
| Direct Program                                                                                                              |                           |                                     |                  |
| COPS Grant COPS in schools                                                                                                  | 16 710                    |                                     | 78 013           |
| Department of Justice - Juvenile Diversion                                                                                  | 16 541                    |                                     | 142 479          |
| Department of Justice Vest Program                                                                                          | 16 607                    |                                     | 6 630            |
| Department of Justice Community Prosecution Grant                                                                           | 16 580                    |                                     | 81 388           |
| Department of Justice Asset Seizure                                                                                         | 16 000                    |                                     | 23 268           |
| <b>Total Department of Justice</b>                                                                                          |                           |                                     | <b>331 778</b>   |
| <u>U S Department of Homeland Security</u>                                                                                  |                           |                                     |                  |
| Direct Program                                                                                                              |                           |                                     |                  |
| State Domestic Preparedness Equipment Support Program                                                                       | 97 004                    |                                     | 94 174           |
| Fire Suppression Grants OJP Emergency Services Grants                                                                       | 97 044                    |                                     | 9 669            |
| <b>Total Department of Homeland Security</b>                                                                                |                           |                                     | <b>103 843</b>   |
| <u>U S Department of Transportation</u>                                                                                     |                           |                                     |                  |
| Direct program Federal Transit Capital and<br>Operating Assistance Formula Grants                                           | 20 507                    |                                     | 1 260 551        |
| DOT Bike Racks                                                                                                              | 20 205                    |                                     | 32 465           |
| <b>Total U S Department of Transportation</b>                                                                               |                           |                                     | <b>1 293 016</b> |
| <u>U S Department of the Treasury</u>                                                                                       |                           |                                     |                  |
| Direct program Asset Seizure                                                                                                | 21 000                    |                                     | 32 989           |
| <b>Total Department of the Treasury</b>                                                                                     |                           |                                     | <b>32 989</b>    |

**CITY OF CULVER CITY**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30 2004**

Schedule 1

| Federal Grantor/Pass Through<br>Grantor/Program Title                                                             | Federal<br>CFDA<br>Number | Pass Through<br>Grantor's<br>Number | Expenditures        |
|-------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------|---------------------|
| <u>U S Department of Housing and Urban Development</u>                                                            |                           |                                     |                     |
| Direct programs                                                                                                   |                           |                                     |                     |
| Section 8 Housing Choice Vouchers                                                                                 | 14 871                    |                                     | 2 508 129           |
| Economic Development Initiative                                                                                   | 14 246                    |                                     | 489 709             |
| Passed through Community Development Commission<br>of Los Angeles County Community Development<br>Block Grants    | 14 218                    | See Note 6                          | 405 564             |
| <b>Total U S Department of Housing and<br/>    Urban Development</b>                                              |                           |                                     | <b>3,403 402</b>    |
| <u>U S Environmental Protection Agency</u>                                                                        |                           |                                     |                     |
| Direct Program                                                                                                    |                           |                                     |                     |
| Dog Park Cleanup                                                                                                  | 66 818                    |                                     | 6 000               |
| <b>Total U S Environmental Protection Agency</b>                                                                  |                           |                                     | <b>6 000</b>        |
| <u>U S Department of Transportation Federal Highway Administration</u>                                            |                           |                                     |                     |
| Passed through State of California Department of Transportation<br>Transportation Equity Act for the 21st Century | 20 205                    | P657                                | 63 030              |
| <b>Total U S Department of Transportation Federal<br/>    Highway Administration</b>                              |                           |                                     | <b>63 030</b>       |
| <b>Total Federal Assistance</b>                                                                                   |                           |                                     | <b>\$ 5 407 387</b> |
| <u>State of California Office of Criminal Justice Planning (OCJP)</u>                                             |                           |                                     |                     |
| California Law Enforcement Technology Equipment<br>Purchase (CLETEP)                                              |                           |                                     | \$ 19 660           |
| <b>Total State of California OCJP</b>                                                                             |                           |                                     | <b>\$ 19 660</b>    |

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**CITY OF CULVER CITY**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**JUNE 30, 2004**

**Note 1      General**

The accompanying schedule of expenditures of federal awards presents the activity of all federal financial award programs of the City of Culver City California (City). The City's reporting entity is defined in Note 1 to the City's basic financial statements. All federal awards received directly from federal agencies as well as federal awards passed through other governmental agencies are included in the schedule.

**Note 2      Basis of Accounting**

The accompanying schedule of expenditures of federal awards is presented using the modified-accrual basis of accounting which is described in Note 1 to the City's basic financial statements.

**Note 3      Relationship of Federal Financial Reports**

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports.

Such program income represents interest earned on grant funds prior to expenditure and miscellaneous income. These amounts have been added to the amount of funds available for expenditure under these programs.

**Note 4      Transportation Maintenance Facility**

The California Transit Finance Corporation issued certificates of participation (Bus Facility COP's) totaling \$9,660,000 for the purpose of upgrading and expanding the City's bus facilities.

The Culver City Municipal Bus Lines (CCMBL) along with the City's Public Works, Parks, Maintenance and Purchasing Division were all located on the 3.96-acre City Yard at 9815 Jefferson Boulevard in Culver City, California. The crowded area at this location made it difficult to provide efficient and cost-effective public transportation services. To alleviate this situation, CCMBL submitted a proposal to the Federal Transit Administration (FTA) that would allow the existing City Yard to be dedicated fully to transit use in exchange for federal funding to move nontransportation-related services to a new location. The proposal was accepted and approved by the FTA through its adoption of a Federal Highway Administration (FHWA) rule referred to as functional replacement. The ruling allowed CCMBL to purchase a site and begin remodeling an existing building to meet the displaced division needs. This enabled the CCMBL to expand its bus fleet from the prior 33 buses to a future level of 60 buses in anticipation of increased demand for public transit services. Additionally, this allowed the CCMBL to utilize alternative fuels (compressed natural gas) for fleet vehicles. The existing buildings at the City Yard were demolished and a new facility and parking structure constructed. The new facility contains an administration/maintenance building which includes a fueling island, bus washer, eight bus bays and inspection pit and welding shop.

**City of Culver City**  
**Notes to Schedule of Expenditures of Federal Awards (Continued)**

**Note 4      Transportation Maintenance Facility (Continued)**

The cost of the project including the relocation of the nontransportation related division and the renovation of the City Yard is estimated to be \$23.8 million. The appraised value of the City Yard represents a local match of approximately \$3.9 million. The City will also contribute approximately \$3.1 million thereby exceeding its local match requirement. The Los Angeles County Metropolitan Transportation Authority (LACMTA) with the approval of its Bus Operations Subcommittee allocated \$8.4 million in Department of Transportation Federal Transit Capital and Operating Assistance Formula Grants (CFDA 20.507) funds to the project over a two year period. The CCMBL also received \$8.4 million from the sale of \$9.66 million of Bus Facility COPs. Debt service payments on these Bus Facility COPs are to be repaid from Department of Transportation Federal Transit Capital and Operating Assistance Formula Grants (CFDA 20.507) funds. To the extent such funds are not sufficient to complete the project, the City has agreed under the Lease Agreement to pay such shortfall but solely from revenues available for such purposes.

The project consists of three phases. Construction of Phase One, the relocation of nontransportation service-related divisions, and Phase Two, the fueling station and bus wash, were completed in November 1997. Construction contracts for Phase Three, the administration/maintenance building and parking structure, were issued in October 1997. Substantial completion of construction of Phase Three of the project occurred in April 1999.

The CCMBL will make lease payments with respect to the certificates from amount to be received under the FTA Project Grants to the extent these funds are available. If funds from FTA Project Grants are insufficient, the shortfall will be made up from other revenues.

**Note 5      Community Development Block Grant Projects**

The following is a breakdown of CDBG projects passed through from the County of Los Angeles CDC.

| CDBG<br>Project No | Cash Receipts<br>2004 | 2004<br>Accrual  | 2003<br>Accrual   | Total<br>Expenditure<br>per SEFA |
|--------------------|-----------------------|------------------|-------------------|----------------------------------|
| D96183-03          | \$ 24,993             | \$ 2,360         | \$ 1,970          | \$ 25,383                        |
| D96189-03          | 75,823                | 11,131           | 23,046            | 63,908                           |
| D96193-03          | 4,848                 | 394              | 1,078             | 4,164                            |
| 600259-03          | 98,010                | 1,990            | 80,100            | 19,900                           |
| 600258-03          |                       | 65,000           | -                 | 65,000                           |
| D98993-98          | 227,209               |                  | -                 | 227,209                          |
|                    | <u>\$ 430,883</u>     | <u>\$ 80,875</u> | <u>\$ 106,194</u> | <u>\$ 405,564</u>                |

CDBG D98993-98 cash receipts of \$227,209 represents payments on Section 108 loan made by Community Development Commission directly. The City does not physically receive cash although it does record revenues and the expenditures.

## CITY OF CULVER CITY

Schedule 2

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

## SECTION I SUMMARY OF AUDITORS RESULTS

## Financial Statements

Type of auditors report issued Unqualified

Internal control over financial reporting

- Material weakness(es) identified? ☐ yes ☒ no
- Reportable condition(s) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported

Noncompliance material to financial  
statements noted?☐ yes ☒ no

## Federal Awards

Internal control over major programs

- Material weakness(es) identified? ☐ yes ☒ no
- Reportable condition(s) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported

Type of auditors report issued on compliance for major programs Unqualified

Any audit findings disclosed that are required to be  
reported in accordance with section 510(a) of  
Circular A 133?☐ yes ☒ no

Identification of major programs

CFDA Number(s)Name of Federal Program or Cluster14 218  
14 871  
20 507Community Development Block Grants  
Section 8 Housing Choice Vouchers  
Federal Transit Capital and Operating Assistance Formula GrantsDollar threshold used to distinguish  
between type A and type B program

\$300 000

Auditee qualified as low risk auditee?

☒ yes ☐ no

**CITY OF CULVER CITY**

**Schedule 2  
(Continued)**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

**SECTION II FINANCIAL STATEMENT FINDINGS**

No matters were reported

**SECTION III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No matters were reported

## CITY OF CULVER CITY

Schedule 3

SCHEDULE OF OCJP GRANT EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2004

| <u>Grant Number and Name</u>                                                    | <u>Personnel<br/>Services</u> | <u>Operating<br/>Expenses</u> | <u>Equipment</u> | <u>Total</u> |
|---------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------|
| #L09901<br>California Law Enforcement Technology<br>Equipment Purchase (CLETEP) | \$                            | \$                            | \$ 19 660        | \$ 19 660    |