

Board Meeting of  
March 20, 2012

**PUBLIC HEARING**

Honorable Chair and Members  
of the Board of Commissioners  
City Hall  
Torrance, California

Members of the Board:

**SUBJECT:** **Community Development** - Conduct public hearing on the 2012 Section 8 Rental Assistance Program Annual Plan.

**Expenditure: None**

**RECOMMENDATION**

Recommendation of the Deputy Executive Director that the Public Housing Agency of the City of Torrance:

- 1) Conduct a public hearing on the 2012 Annual Plan for the Section 8 Rental Assistance Program, consider any testimony received during the hearing, and
- 2) Approve the 2012 Annual Plan for the Section 8 Rental Assistance Program.

**FUNDING:** Not applicable

**Prior Hearings and Publications**

A legal advertisement was **published** in the Daily Breeze on February 4, 2012. The proof of publication is included as Attachment A.

**BACKGROUND**

The City of Torrance has administered a Section 8 Rental Assistance Program since 1977, allowing it to assist low or very low income senior citizens, disabled persons and families to afford decent, safe and sanitary housing. Over time, the regulations governing the program have changed, with significant changes made during the past five years.

The Public Housing Reform Act of 1998 requires local Public Housing Authorities (PHAs) to undertake a comprehensive planning process that reviews all aspects of their program. The PHA is required to develop a PHA Plan in consultation with the participants of the Section 8 Program and provide the broader community an opportunity to review and comment on the plan.

The staff of the Housing Office met with the Residential Advisory Board (RAB) on March 7, 2012 to obtain input on the PHA plan for 2012. The RAB is a requirement for agencies that prepare PHA Plans. The function of the RAB is to assist the PHA in the

development of its Annual and Five Year Plans. The RAB (Peggy Canfield, George Gardiner, and Ann Peterson) supports approval of the Draft PHA Annual Plan for 2012.

The PHA Plan consists of two documents, both of which are electronically submitted on templates provided by HUD (Housing and Urban Development Department). The first part of the plan is the Five Year Comprehensive Plan. It describes the mission of the PHA and its long range goals. The second part of the plan includes more specific details about the operation of the program, as well as providing an update on the progress made towards meeting its long-range goals. Only the Annual Plan is under consideration in 2012.

### **ANALYSIS**

Attachment B contains the draft PHA Annual Plan for 2012. The plan is similar to previously submitted, except that it includes an update of the progress made by the Housing Office towards meeting its goals.

The City of Torrance only administers the Section 8 program. There are no other public housing programs. A total of 690 Housing Vouchers are allocated to this housing authority. We are currently spending all of the funding we receive for Housing Assistance Payments and are leasing 605 vouchers and billing other agencies for 40 vouchers. We will be calling names from our waiting list as funding and vouchers become available. In addition to maximizing lease-up there are seven major initiatives in the Annual Plan. These seven are as follows:

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

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

Beginning in 2005, the Enterprise Income Verification System (EIV) became available in California. It provides information about income from employment, unemployment benefits and income from the Social Security Administration.

Information about program participants is electronically transmitted to HUD using a system known as the Multi Tenant Characteristic System (MTCS). HUD requires that at least 95% of the records for program participants be successfully submitted to MTCS. This PHA exceeded this requirement during 2010. It is the goal of this PHA to continue to comply with this requirement during the next fiscal year.

On September 16, 2009, the City of Torrance opened the Section 8 waiting list. The list remained opened through October 16, 2009. During the time the list was open, over 18,000 applications were received. We have begun selecting names from the list and are currently calling families, elderly and disabled applicants who have the U. S. military preference.

All files are reviewed by supervisory staff to ensure that the tenant share of rent is correctly calculated and that each file contains all needed income verifications and other required documentation. Quality control inspections are conducted on a monthly basis.

Beginning in 2004, administrative fees for the Section 8 Program were cut. This has resulted in reduced staffing levels. PHA staff will make every effort to provide the best possible service to both tenants and owners who participate in the program.

Respectfully submitted,

JEFFERY W. GIBSON  
Deputy Executive Director

BY



D.R. Richardson  
Housing Administrator

CONCUR:



JEFFERY W. GIBSON  
Deputy Executive Director

:



LeROY J. JACKSON  
Executive Director

Attachments:

- A. Proof of Publication
- B. 2012 PHA Annual Plan for the Rental Assistance Program (**Limited Distribution**)
- C. Chairperson's Script



# Daily Breeze

21250 HAWTHORNE BLVE, STE 170 \* TORRANCE CALIFORNIA 90503-4077  
Direct: (310) 543-6635 Fax: (310) 316-6827

## PROOF OF PUBLICATION (201 5.5 C.C.P.)

This space is for the County Clerk's Filing Stamp

STATE OF CALIFORNIA

County of Los Angeles,

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of the THE DAILY BREEZE

a newspaper of general circulation, printed and published \_\_\_\_\_

in the City of Torrance\*  
County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, under the date of \_\_\_\_\_

June 10, 1974

Case Number SWC7146  
that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement there of on the following dates, to-wit

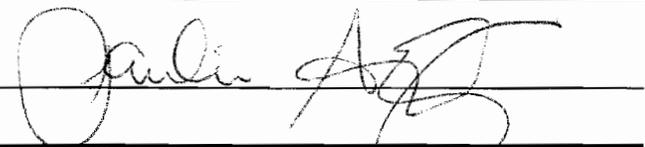
February 4,

all in the year 2012

the foregoing is true and correct.

Dated at Torrance

California, this 4 February 2012



\*The Daily Breeze circulation includes the following cities:  
Carson, Compton, Cuiver City, El Segundo, Gardena, Harbor City, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Long Beach, Manhattan Beach, Palos Verdes Peninsula, Palos Verdes, Rancho Palos Verdes, Rancho Palos Verdes Estates, Redondo Beach, San Pedro, Santa Monica, Torrance and Wilmington

**DB 2-36  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held before the **Board of Commissioners for the Public Housing Agency of the City of Torrance** at 7:00 P.M., **March 20, 2012**, in the City Council Chambers, City Hall, 3031 Torrance Boulevard, Torrance, California, on the following matter:

The City Council, sitting as the Board of Commissioners for the Public Housing Agency of the City of Torrance, will conduct a Public Hearing on the 2012 Annual Plan for the Section 8 Rental Assistance Program.

Material can be reviewed in the Housing Office. All persons interested in the above matters are requested to be present at the hearing or to submit their comments to the Community Development Department, City Hall, 3031 Torrance Boulevard, Torrance CA 90503.

If you challenge any of the above matters in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Community Development Department or the office of the City Clerk, prior to the public hearing and further, by the terms of City Council Resolution No. 88-19, you may be limited to ninety (90) days in which to commence such legal action pursuant to Section 1094.6 of the Code of Civil Procedure.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development Department/Housing Office at (310) 618-5840. If you need a special hearing device to participate in this meeting, please contact the City Clerk's Office at (310) 618-2870. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

For further information, contact the **HOUSING OFFICE** of the Community Development Department at (310) 618-5840.

**SUE HERBERS  
CITY CLERK**

**Published: February 4, 2012**



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

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# PHA Plans

5 Year Plan for Fiscal Years 2010 - 2014

Annual Plan for Fiscal Year 2012

**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:** City of Torrance

**PHA Number:** CA121

**PHA Fiscal Year Beginning:** 07/2012

### PHA Programs Administered:

Public Housing and Section 8   
  Section 8 Only   
  Public Housing Only  
 Number of public housing units:                  Number of S8 units: 690                  Number of public housing units:  
 Number of S8 units:

### 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

### 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)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2010 - 2014**  
 [24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

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

The PHA's mission is:

The mission of the City of Torrance is to encourage and respond to community participation as we provide for an attractive, clean, safe, secure and enriching environment that assures a high quality of life.

We evaluate and act on the needs of the community within a complex, changing environment. We provide quality service with integrity, professionalism and accountability in an efficient, cost effective manner.

**B. Goals**

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

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

PHA Goal: Expand the supply of assisted housing  
 Objectives:

- Apply for additional rental vouchers: :
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

- X** PHA Goal: Improve the quality of assisted housing  
Objectives:

- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., voucher unit inspections)
- Provide replacement vouchers:
- Other: (list below)

- X** PHA Goal: Increase assisted housing choices  
Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Other: (list below)

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

- X** PHA Goal: Provide an improved living environment  
Objectives:

- Designate developments or buildings for particular resident groups  
(elderly, persons with disabilities)
- Other:  
Encourage the provision for housing which meets the needs of seniors and  
the disabled.

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted  
families:
- Provide or attract supportive services to improve assistance recipients'  
employability:
- Provide or attract supportive services to increase independence for the  
elderly or families with disabilities.
- Other: (list below)

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

- X** PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
- X** Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X** Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - X** Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan  
PHA Fiscal Year 2012**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**X      Standard Plan**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

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

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

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents****Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  1. Housing Needs
  2. Financial Resources
  3. Policies on Eligibility, Selection and Admissions
  4. Rent Determination Policies
  5. Operations and Management Policies
  6. Grievance Procedures
  7. Homeownership
  8. Community Service Programs
  9. Civil Rights Certifications (included with PHA Plan Certifications)
  10. Audit
  11. Violence Against Women Act (VAWA) Policies
  12. Other Information

**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 (not applicable)
- FY 2005 Capital Fund Program Annual Statement (not applicable)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (not applicable)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation (not applicable)
- Information on Pet Policy (not applicable)
- Section 8 Homeownership Capacity Statement, if applicable (not applicable)
- Description of Homeownership Programs, if applicable (not applicable)

## Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan (not applicable)
- Public Housing Drug Elimination Program (PHDEP) Plan (not applicable)
- 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
N/A	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 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 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	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
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>N/A</b>		

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	N/A						
Income >30% but <=50% of AMI	N/A						
Income >50% but <80% of AMI	N/A						
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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:
- 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: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	17024		
Extremely low income <=30% AMI	13929	81.82%	
Very low income (>30% but <=50% AMI)	2509	14.74%	
Low income (>50% but <80% AMI)	465	2.73%	
Families with children	7208	42.34%	
Elderly families	1348	7.92%	
Families with Disabilities	3050	17.92%	
Race/Amer Indian	184	1.08%	
Race/Asian	434	2.55%	
Race/African Amer	14111	82.89%	
Race/White	2110	12.39%	
Ethnic/Hispanic	1713	10.06%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

<b>Housing Needs of Families on the Waiting List</b>
------------------------------------------------------

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

If yes:

How long has it been closed (# of months)? 32 months as of July, 2012

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- 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
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in 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

- 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

- 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)

**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
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
1. <b>Federal Grants (FY 2010 grants)</b>	5,753,640.00	Section 8
2. <b>Admin Fees</b>	576,386.00	Section 8

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

[24 CFR Part 903.7 9 (c)]

**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)  
Share last two addresses if available

### **(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:

**When families provide proof of effort in finding units, when circumstances such as hospitalization or family emergency have affected the family's ability to find a unit. As a reasonable accommodation to a disabled voucher holder.**

**(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

- 2 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)

- 4 Working families and those unable to work because of age or disability  
 3 Veterans and veterans’ families  
 1 Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
 Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
 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 not applicable**

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

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

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

- Through published notices  
 Other (list below)

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

[24 CFR Part 903.7 9 (d)]

#### **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) **Not applicable**

- 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)

Conditions of rental market.  
Budget/funding constraints.

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

## B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	640 *	50
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

\* including 40 Port-In families that we are billing the initial PHA for

## 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.

Section 8 Management: (list below)

Section 8 Administrative Plan

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

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

[24 CFR Part 903.7 9 (k)]

### **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.)

## **8. PHA Community Service and Self-sufficiency Programs not applicable**

[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.

## **9. 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.

## **10. 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)?

### **11. Violence Against Women Act (VAWA) Policies**

VAWA policies are addressed in Chapter 3 (Eligibility) of the Administrative Plan of the Housing Agency on pages 3-29 through 3-31. The plan was approved by the Board of Commissioners of the Housing Agency on December 11, 2007. Victims of domestic violence, date rape and stalking who are otherwise qualified may not be denied assistance or continued assistance provided the perpetrator of the violence is out of the household.

### **12. 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: The RAB met to consider the Plan on March 7, 2012. They requested clarification of some aspects of the Plan, but did not make any comments that would require modification of the Plan. They recommended that the Draft Plan be sent to the Board of Commissioners for approval.

#### **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)

benefit low and moderate income persons

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.

**ATTACHMENT A****ORGANIZATIONAL CHART – TORRANCE HOUSING  
AUTHORITY**

Governing Board  
CITY COUNCIL

Executive Director  
CITY MANAGER

Deputy Executive Director  
COMMUNITY DEVELOPMENT DEPARTMENT DIRECTOR

DEPUTY COMMUNITY DEVELOPMENT DIRECTOR

HOUSING ADMINISTRATOR

ASSISTANT HOUSING ADMINISTRATOR

HOUSING SPECIALIST (2)

CLERICAL STAFF (1)

**ATTACHMENT B**

**MEMBERS OF THE RESIDENTS ADVISORY BOARD**

**Peggy Canfield**

**George Gardiner**

**Ann Peterson**

**CHAIRPERSON'S SCRIPT****AGENDA ITEM 5A**

CHAIR: NOW IS THE TIME AND PLACE FOR THE PUBLIC HEARING ON AGENDA ITEM **5A**.

A RECOMMENDATION OF THE DEPUTY EXECUTIVE DIRECTOR THAT THE BOARD OF COMMISSIONERS CONDUCT A PUBLIC HEARING, CONSIDER ANY COMMENTS RECEIVED DURING THE HEARING AND APPROVE THE 2012 PHA ANNUAL PLAN FOR THE SECTION 8 RENTAL ASSISTANCE PROGRAM.

CHAIR: HAS THIS MATTER BEEN PROPERLY ADVERTISED?

(City Clerk's response)

CHAIR: IS THERE A STAFF PRESENTATION?

(No presentation)

CHAIR: DOES THE BOARD HAVE ANY QUESTIONS OF STAFF

(Questions, if any)

CHAIR: IS THERE ANYONE IN THE AUDIENCE WHO WISHES TO BE HEARD ON THIS MATTER?

(Audience input, if any. Also note for the record any written correspondence from the public.)



CHAIR: IF NO ONE FURTHER WISHES TO BE HEARD, I WILL ENTERTAIN A MOTION TO CLOSE THE PUBLIC HEARING.

(Public hearing closed)

CHAIR: DOES THE BOARD WISH TO TAKE ACTION ON THIS MATTER?

(Motion to concur with the recommendation of the Deputy Executive Director)