AREA HOUSING AUTHORITY
OF THE COUNTY OF VENTURA

REGULAR BOARD OF COMMISSIONERS
MEETING TO BE HELD

March 25, 2020

1400 W. HILLCREST DRIVE
NEWBURY PARK, CALIFORNIA
REGULAR MEETING OF THE AREA HOUSING AUTHORITY
OF THE COUNTY OF VENTURA
Wednesday, March 25, 2020 at 3:00 P.M.
1400 W. Hillcrest Drive, Newbury Park, CA 91320
"The Area Housing Authority of the County of Ventura shall be a leader in providing opportunities and assistance to people in need of affordable housing through development, acquisitions, and partnerships."

1. CALL TO ORDER/WELCOME
   A. PLEDGE OF ALLEGIANCE
   B. COMMISSIONER ATTENDANCE: BRADLEY, CRUTCHFIELD, JOHNSON, KUENY, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NOBLE, NORORI, RAMOS-CRUZ, REISENDER, WALL, AND WATSON

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES: REGULAR MEETING OF February 26, 2020

4. CONSENT CALENDAR ITEMS
   Review and approve unless an item is pulled for separate action by the Board and moved to the Regular agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.
   A. Receive Executive Director Report (Michael Nigh)
   B. Receive Financial Report (Denise Howells)
   C. Receive Section 8 Report (Carrie Sabatini & James Markot)
   D. Receive Housing Programs Report (Carrie Sabatini)
   E. Receive Housing Assets and Development Report (George McGehee, Jr.)
   F. Receive Personnel/Human Resources Report (Patricia Friou)

5. PUBLIC COMMENTS
   Members of the public are invited to address their questions, concerns, and comments to the Board. Those wishing to do so are reminded to: a) address the Board at the time designated for public comments; b) limit their comments to three (3) minutes in which to speak to the Board of Commissioners; and c) the Board will not respond to these comments, but will take them into consideration and the item may appear on a future agenda, if discussion is determined necessary.

   Carrie Sabatini, Director of Housing Programs
   The purpose of this hearing is to receive comments and input regarding the Authority’s proposed 5 Year Plan for Fiscal Years 2021-2025 and the Annual Plan for Fiscal Year 2021. Individuals interested in sharing comments about the draft plan are encouraged to attend this public hearing.
Carrie Sabatini, Director of Housing Programs
Motion to Approve, Second, Discuss, Roll Call Vote

7. RESOLUTION NO. 1083-A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE AUTHORITY, 99SYCAMORE LLC AND SIMI VINTAGE SYCAMORE 650, L.P. TO ENTER INTO AGREEMENTS TO FACILITATE THE ACQUISITION, FINANCING ACTIVITY, DEVELOPMENT ACTIVITY, AND SYNDICATION ACTIVITY FOR VINTAGE AT SYCAMORE APARTMENTS AND WITHDRAWAL ACTIVITY FOR SIMI LANDING ARROYO PARTNERSHIP
Michael Nigh, Executive Director
Motion to Approve, Second, Discuss, Roll Call Vote

8. DECLARATION OF A PUBLIC HEALTH EMERGENCY NO. 20-01
Michael Nigh, Executive Director
Motion to Approve, Second, Discuss, Roll Call Vote

9. EXECUTIVE DIRECTOR COMMENTS
Information Only

10. COMMISSIONER COMMENTS
Comments by Commissioners on matters they consider appropriate. The Board of Commissioners will not respond to comments but will take them into consideration and the item may appear on a future agenda if discussion is determined necessary. Commissioners are asked to limit their comments to three (3) minutes or less.

11. CHAIR COMMENTS (5 MIN)

NEXT SCHEDULED MEETING
April 22, 2020
1400 W. Hillcrest Drive
Newbury Park, CA 91320 AT 3:00 P.M.

Americans with Disabilities Act (ADA): In compliance with ADA, if you need special assistance to participate in this meeting, please contact the Area Housing Authority of the County of Ventura via email at admin@ahacv.org or by phone at (805) 480-9991 ext. 850. Notification at least 48 hours prior to the meeting will ensure that reasonable accommodations can be addressed appropriately.
MINUTES – February 26, 2020

DISCLAIMER: These minutes are DRAFT minutes. These minutes do not constitute an official record of the Area Housing Authority and are subject to change upon further review by the Board of Commissioners of the Area Housing Authority. Official minutes, incorporating any approved revisions, are available after approval of the corresponding draft minutes by the Board of Commissioners at a subsequent meeting.

1. CALL TO ORDER / WELCOME / PLEDGE OF ALLEGIANCE

This regular meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Wednesday, February 26, 2020, at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Lunn called the meeting to order at 3:00 pm.; Commissioner Watson led the Pledge of Allegiance.

ATTENDANCE:

Commissioners present: Angela Bradley, Steven Kueny, Chuck Lech, Mark Lunn, Jane McClanahan, Stephanie Mercer, Jorgen Nielsen, Margaret Noble, Nicole Norori, Terry Wall, Betsy Watson

Commissioners absent: Marques Crutchfield, Susan Johnson, Marci Ramos-Cruz, Brent Reisender

Staff present: Executive Director Michael Nigh, Linda Fisher-Helton, Patricia Friou, James Markot, George McGeehe Jr., Nancy Reidy, Carrie Sabatini

Legal Counsel: Jim McDermott

2. ADOPTION OF AGENDA

Commissioner Mercer moved to adopt the Agenda for the Board meeting of February 26, 2020; the motion was seconded by Commissioner Norori. Following a voice vote, the motion passed and the Agenda was approved.

3. APPROVAL OF MINUTES - REGULAR MEETING OF JANUARY 22, 2020

Commissioner McClanahan noted that Commissioner Wall (not Commissioner Lech) is on the Ad Hoc Executive Director Review Committee and requested this change to Item 10 prior to the approval of the January Minutes. Commissioner Lech moved to adopt the Minutes of January 22, 2020, as amended. The motion was seconded by Commissioner Wall. Following a voice vote, the motion passed and the Minutes were approved, as amended.

4. CONSENT CALENDAR ITEMS

The following consent items required no discussion and had no objections: Executive Director Report, Financial Report, Section 8 Report, Housing Programs Report, Housing Assets & Development Report, and the Personnel/Human Resources Report.

Commissioner Nielsen moved to adopt the Consent Calendar Items; the motion was seconded by Commissioner Norori. Following a voice vote, the consent calendar items were approved.
5. **PUBLIC COMMENTS**

No members of the public spoke.

6. **2020/2021: AHA PROGRAMS AND FUNDING**

Presentation and Discussion of AHA Programs and Funding

Director of Housing Programs Carrie Sabatini and Executive Director Michael Nigh presented foundational information regarding the Public Housing and Section 8 Voucher programs. Relationships between AHA, clients/residents, landlords, and HUD funding were illustrated. Both presenters identified the challenges associated with each program along with HUD’s funding trends. Mr. Nigh itemized the Public Housing assets, along with the age of each asset. Ms. Sabatini described Section 8 funding and its associated components; Administrative Fees (Admin Fees), and Housing Assistance Payments (HAP). The use of each was further discussed.

7. **OVERVIEW OF THE EXECUTIVE DIRECTOR EVALUATION PROCESS AND TIMELINE**

Patricia Friou, Human Resources Manager, provided a summary of the upcoming Executive Director Evaluation process and an overview of the timeline.

8. **DEVELOPMENT UPDATE**

Mr. Nigh announced that tax credits have been awarded for the Vintage at Sycamore senior housing development in Simi Valley and discussions regarding construction financing have begun.

Mountain View Apartments in Fillmore received Multifamily Housing Program (MHP) funding and the tax credit application is submitted.

The architect is working with the City of Camarillo on the 2800 Barry Street development; the entitlement package should be submitted next week. In March, AHA will host two informal meetings to show the community what is being proposed and answer any questions. As part of the community outreach effort, AHA mailed over 600 letters to area property owners and renters, and will distribute door hangers throughout the extended neighborhood.

The Moorpark VI (Scattered Sites) project is in a holding pattern; the City is awaiting the transfer of the market developer’s parcel.

Pinecrest is no longer a possible affordable housing site project. The market rate developer couldn’t reach an agreement on the purchase of the land, and the parcel was sold to a private school.

9. **ELECTION OF BOARD OFFICERS**

The Nominating Committee was comprised of Commissioners Bradley and Ramos-Cruz; with Commissioner Mercer serving as Chair.

Commissioner Mercer began the elections process after announcing the slate of nominees for Board Chair and Vice Chair and calling for nominations from the floor. The nominees for both positions were Commissioners McClanahan, Reisender, and Nielsen. There were no nominations from the floor.

Commissioner Nielsen was elected as Board Chair and therefore, eliminated from the slate for Vice Chair. Commissioner McClanahan was elected as Vice Chair.

Chair Lunn thanked the Nominating Committee for doing an excellent job and congratulated the newly elected officers.

New Board Chair Nielsen presided over the remainder of the meeting.

10. **STAFF COMMENTS**
Carrie Sabatini noted that during the last meeting, Commissioner Crutchfield had asked for an update on the HUD proposal to deny assistance to individuals without eligible immigration status.

Ms. Sabatini provided a brief update concerning the topic of ‘public charge’. The Supreme Court ruled that the federal government can enforce a requirement that persons seeking legal immigration status cannot be a ‘public charge’ (receiving public assistance). At the moment, The Department of Housing and Urban Development (HUD) has no agreement to share information about the immigration status of any program participants with the Department of Homeland Security. Staff will monitor this issue.

11. EXECUTIVE DIRECTOR COMMENTS

Mr. Nigh had no additional comments.

12. COMMISSIONER COMMENTS

Commissioner Mercer thanked the Nominating Committee for their participation.

Commissioner Lech, as well as others, commended Mark Lunn for having done an excellent job as Board Chair during the last 12 months.

Vice Chair McClenahan expressed appreciation to the Board for their vote and looks forward to working with Chair Nielsen. She praised AHA Staff for the great outcome of a clean audit.

Michael Nigh and Carrie Sabatini were recognized for their clear and informative presentation of the two HUD Programs.

Commissioners extended their congratulations to Chair Nielsen and Vice Chair McClenahan and welcomed them to their elected positions.

Commissioner Lunn congratulated the new officers and stated that it had been a privilege for him to serve as Chair. He thanked the Board for their support and guidance throughout the year, and acknowledged AHA Staff for their efforts, as well.

Chair Nielsen thanked Commissioner Lunn for his past year of service as Chair and extended congratulations to new Vice Chair McClenahan.

Legal Counsel Jim McDermott stated that in representing the AHA in jurisdictional matters, he had exchanged correspondence with legal counsel representing a developer in the Somis Ranch project. Copies of the final communication were available to the Board.

13. CHAIR COMMENTS

Chair Nielsen adjourned the meeting at 4:51 pm.
This report reflects progress for the period of February 21 to March 19, 2020. I continue to actively pursue the goals established by the Board of Commissioners.

- Followed city council and Board of Supervisors meetings and received continuous updates from Ventura County Public Health regarding the Covid-19 health emergency.
- Attended Office of Emergency Services stakeholders’ conference call regarding Covid-19 response and resources.
- Met with the executive team to discuss and plan for the possible closing of facilities
- Held an all-hands conference call with staff to provide timely updates addressing operations in the light of a public health emergency
- Followed Board of Supervisors meeting regarding homelessness and housing
- Attended the United Way’s landlord engagement collaborative meeting
- Attended Assemblymember Jacqui Irwin’s Housing Advisory Board Meeting
- Worked alongside staff to distribute informational door hangers throughout specific neighborhoods as part of the 2800 Barry Street outreach effort
- Participated in two community outreach meetings for 2800 Barry Street development
- Held conference calls with architect, Many Mansions and AHA development team regarding 2800 Barry Street site
- Continued to closely follow meetings between development team and City of Fillmore staff regarding Mountain View project
- Continued discussions with development team on Sycamore development in Simi Valley regarding financing sources
- Continued consideration and research on the feasibility of HUD’s Rental Assistance Demonstration Program (RAD) for AHA’s Public Housing
- Participated in the March Continuum of Care Executive Board Meeting
- Assessed timelines and staff capabilities regarding property management re-alignment and new units under acquisition
- Continue to meet with management team evaluating staffing levels and assessing talent required to meet organizational needs
- Met with management staff weekly to discuss operational and procedural processes and have an open dialog regarding agency business
January 2020 Financial Statements
Please find following the financial reports for the month ended January 31, 2020.

- **Summary Financial Statement**
  Unexpected income for the General Fund:
  1. $71,127 distribution received from The Shadows (Thousand Oaks).
  2. $10,000 grant awarded from the Ventura County Community Foundation to AHA for Census 2020 community outreach.

- **Statement of Revenue, Expenditures and Changes in Net Position**
  The following budgeted maintenance repairs and improvements occurred in January 2020:
  1. Florence Janss (Thousand Oaks) - grant revenue (City of Thousand Oaks CDBG funds) and capital improvements include $64,488 for completion of elevator upgrades in the 190 Brazil Street building
  2. Fiore Gardens (Thousand Oaks) - $10,758 for painting, flooring and tub refinishing
  3. Glenn Oaks (Thousand Oaks) - $20,000 for relocation expenses related to the elevator upgrades; grant revenue (City of Thousand Oaks CDBG funds) and capital improvements include $47,161 for initial payment for elevator upgrades

  The following non-budgeted expenses occurred in January 2020:
  1. Roth Apartments (unincorporated) - $3,400 for new furnace
  2. Summer Street Apartments (Ojai) - $2,648 in repairs for exterior plumbing leak

- **Analysis of Reserve Summary**
  This report includes all year to date activity for the fiscal year. The projected fiscal year end balance for the AHA General Fund increased by $1.18M. This is due to tax credit property cash distributions received in January and March 2020, most notably $1.1M from Ponderosa Drive LP (Mira Vista - Camarillo).

Please contact me at extension 610 or via email at dhowells@ahacv.org in order to discuss your individual questions.
<table>
<thead>
<tr>
<th>Area Housing Authority of the County of Ventura</th>
<th>Combined Low Rent Public Housing</th>
<th>Housing Choice Vouchers</th>
<th>General Fund</th>
<th>Combined Agency Owned Housing</th>
<th>Tax Credit Property Management</th>
<th>FY 2020 Budget</th>
<th>Variance Favorable/(Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Financial Statement Period Ended January 31, 2020</td>
<td></td>
<td></td>
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<tr>
<td>Statement of Net Position</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Current assets</td>
<td>1,707,700</td>
<td>5,361,694</td>
<td>3,405,737</td>
<td>2,451,912</td>
<td>119,094</td>
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<td>Current liabilities</td>
<td>255,869</td>
<td>429,484</td>
<td>30,978</td>
<td>278,667</td>
<td>86,131</td>
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<td><strong>Current Ratio</strong></td>
<td>6.67</td>
<td>12.48</td>
<td>109.94</td>
<td>8.80</td>
<td>1.38</td>
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<td>Long term assets</td>
<td>5,075,956</td>
<td>28,239</td>
<td>15,148,311</td>
<td>14,933,808</td>
<td>75,523</td>
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<tr>
<td>Long term liabilities</td>
<td>541,877</td>
<td>95,435</td>
<td>2,170,041</td>
<td>14,061,039</td>
<td>12,651</td>
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<td>Net position invested in capital</td>
<td>3,848,182</td>
<td>28,239</td>
<td>(911,566)</td>
<td>631,741</td>
<td>-</td>
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<tr>
<td>Restricted net position</td>
<td>-</td>
<td>171,461</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
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<tr>
<td>Unrestricted net position</td>
<td>2,137,728</td>
<td>4,665,314</td>
<td>17,264,595</td>
<td>2,414,273</td>
<td>95,834</td>
<td></td>
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</tr>
</tbody>
</table>

| Operating revenue                                      |                                  |                         |              |                               |                             |                |                                 |
| Tenant revenue                                          | 1,105,879                        | -                       | 248,120      | 1,630,007                     | -                           | 2,654,021      | 81,865                          |
| Management fee income                                   | -                                | 248,120                 | -            | -                             | 270,754                     | 521,203        | (2,329)                         |
| Portability                                             | -                                | -                       | -            | -                             | 17,877                      | -              | 2,995                           |
| Other                                                   | 13,353                           | 3,568                   | 484,410      | 5,930                         | 51,495                      | 458,612        | 100,144                         |
| **Total operating revenue**                             | 1,119,232                        | 21,445                  | 732,530      | 1,635,937                     | 322,249                     | 3,651,336      | 180,057                         |

| Operating expenses                                      |                                  |                         |              |                               |                             |                |                                 |
| Salaries and benefits                                   | 288,515                          | 1,258,220               | 330,044      | 202,697                       | 233,628                     | 2,392,499      | 79,395                          |
| Administrative expenses                                 | 75,198                           | 218,424                 | 75,579       | 38,085                        | 9,524                       | 368,342        | (48,468)                        |
| Management fee expense                                  | 248,120                          | -                       | 488          | 28,236                        | 1,144                       | 85,363         | (362)                           |
| Resident services/tenant relocation                     | 42,843                           | -                       | 848          | 28,236                        | 1,144                       | 85,363         | 12,652                          |
| Utilities                                               | 264,152                          | 22,520                  | 8,406        | 178,155                       | 3,955                       | 525,862        | 48,674                          |
| Maintenance and operations                              | 610,509                          | 18,780                  | 8,869        | 287,739                       | 67,937                      | 1,122,676      | 128,842                         |
| General expenses                                        | 102,338                          | 24,635                  | 10,746       | 60,531                        | 5,553                       | 212,163        | 8,360                           |
| Housing assistance                                      | -                                | 16,975,629              | -            | -                             | 16,637,572                 | (338,057)      |                                 |
| **Total operating expenses**                            | 1,631,675                        | 18,518,208              | 434,132      | 795,443                       | 321,741                     | 21,592,235     | (108,964)                       |

| Nonoperating revenue/expenses                           |                                  |                         |              |                               |                             |                |                                 |
| Grant revenue                                           | 927,613                          | 18,495,712              | 10,000       | 68,598                        | 5,000                       | 18,981,488     | 525,435                         |
| Investment income                                       | 16,269                           | 53,676                  | 18,189       | 21,495                        | -                          | 104,396        | 5,233                           |
| Loan payments/reserve deposits                          | (102,448)                        | -                       | (84,770)     | (514,282)                     | -                          | (729,130)      | 27,630                          |
| Deferred maintenance/capital improvements               | (170,904)                        | -                       | -            | (81,348)                      | -                          | (442,167)      | 189,915                         |
| **Total nonoperating revenue/expense**                  | 670,530                          | 18,549,388              | (56,581)     | (505,537)                     | 5,000                       | 17,914,587     | 748,213                         |

<p>| Change in net position                                  | 158,087                          | 52,625                  | 241,817      | 334,957                       | 5,508                       |                |                                 |</p>
<table>
<thead>
<tr>
<th>Operating revenue</th>
<th>Whispering Oaks</th>
<th>Florence Janss Court</th>
<th>Leggett Court</th>
<th>Roth Apts</th>
<th>Tafoya Terrace</th>
<th>Ellis Terrace</th>
<th>Fiore Gardens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant revenue</td>
<td>202,819</td>
<td>152,608</td>
<td>176,667</td>
<td>133,826</td>
<td>65,942</td>
<td>119,052</td>
<td>254,965</td>
</tr>
<tr>
<td>Other revenue</td>
<td>174</td>
<td>1,308</td>
<td>1,570</td>
<td>600</td>
<td>216</td>
<td>4,663</td>
<td>4,822</td>
</tr>
<tr>
<td><strong>Total operating revenue</strong></td>
<td><strong>202,993</strong></td>
<td><strong>153,916</strong></td>
<td><strong>178,237</strong></td>
<td><strong>134,426</strong></td>
<td><strong>66,158</strong></td>
<td><strong>123,715</strong></td>
<td><strong>259,787</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Operating expenses</th>
<th>Whispering Oaks</th>
<th>Florence Janss Court</th>
<th>Leggett Court</th>
<th>Roth Apts</th>
<th>Tafoya Terrace</th>
<th>Ellis Terrace</th>
<th>Fiore Gardens</th>
</tr>
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<tbody>
<tr>
<td>Total administrative expenses</td>
<td>106,026</td>
<td>76,371</td>
<td>66,341</td>
<td>42,632</td>
<td>49,790</td>
<td>38,705</td>
<td>87,655</td>
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<tr>
<td>Resident services</td>
<td>7,116</td>
<td>6,723</td>
<td>6,673</td>
<td>3,296</td>
<td>5,702</td>
<td>4,741</td>
<td>8,592</td>
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<tr>
<td>Utilities</td>
<td>65,348</td>
<td>38,337</td>
<td>31,688</td>
<td>39,043</td>
<td>12,999</td>
<td>18,401</td>
<td>58,336</td>
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<tr>
<td>Maintenance and operations</td>
<td>116,232</td>
<td>98,753</td>
<td>72,305</td>
<td>41,445</td>
<td>56,385</td>
<td>102,961</td>
<td>122,428</td>
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<tr>
<td>General expenses</td>
<td>24,317</td>
<td>15,116</td>
<td>14,925</td>
<td>11,292</td>
<td>9,014</td>
<td>8,265</td>
<td>19,409</td>
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<tr>
<td><strong>Total operating expenses</strong></td>
<td><strong>319,039</strong></td>
<td><strong>235,300</strong></td>
<td><strong>191,932</strong></td>
<td><strong>137,708</strong></td>
<td><strong>133,890</strong></td>
<td><strong>173,073</strong></td>
<td><strong>296,420</strong></td>
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<table>
<thead>
<tr>
<th>Nonoperating revenue/expenses</th>
<th>Whispering Oaks</th>
<th>Florence Janss Court</th>
<th>Leggett Court</th>
<th>Roth Apts</th>
<th>Tafoya Terrace</th>
<th>Ellis Terrace</th>
<th>Fiore Gardens</th>
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</thead>
<tbody>
<tr>
<td>Grant revenue</td>
<td>212,370</td>
<td>240,672</td>
<td>69,239</td>
<td>55,325</td>
<td>78,383</td>
<td>78,168</td>
<td>50,333</td>
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<tr>
<td>Investment income</td>
<td>3,480</td>
<td>1,835</td>
<td>2,477</td>
<td>2,766</td>
<td>1,144</td>
<td>1,172</td>
<td>3,395</td>
</tr>
<tr>
<td>Loan payments</td>
<td>(32,374)</td>
<td>(27,558)</td>
<td>(12,600)</td>
<td>(16,904)</td>
<td>(3,894)</td>
<td>(9,118)</td>
<td>-</td>
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<tr>
<td>Deferred maintenance/capital improvements</td>
<td>(29,477)</td>
<td>(138,027)</td>
<td>-</td>
<td>(3,400)</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total nonoperating revenue/expense</strong></td>
<td><strong>153,999</strong></td>
<td><strong>76,922</strong></td>
<td><strong>59,116</strong></td>
<td><strong>37,787</strong></td>
<td><strong>75,633</strong></td>
<td><strong>70,222</strong></td>
<td><strong>53,728</strong></td>
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<table>
<thead>
<tr>
<th>Change in net position</th>
<th>Whispering Oaks</th>
<th>Florence Janss Court</th>
<th>Leggett Court</th>
<th>Roth Apts</th>
<th>Tafoya Terrace</th>
<th>Ellis Terrace</th>
<th>Fiore Gardens</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>37,953</td>
<td>(4,462)</td>
<td>45,421</td>
<td>34,505</td>
<td>7,901</td>
<td>20,864</td>
<td>17,095</td>
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### AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA

**Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position**

For the period ended January 31, 2020

<table>
<thead>
<tr>
<th>Operating revenue</th>
<th>Raemere Street</th>
<th>Glenn Oaks</th>
<th>Royal Oaks</th>
<th>Los Arboles Villas</th>
<th>Sunset Ave</th>
<th>Grand Apts</th>
<th>Summer Apts</th>
<th>Summerwind Tree Court</th>
<th>Pepper Tree Court</th>
<th>Casas de Sueno Villas</th>
<th>Casa Velasquez</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 units</td>
<td>39 units</td>
<td>5 units</td>
<td>43 units</td>
<td>11 units</td>
<td>5 units</td>
<td>10 units</td>
<td>15 units</td>
<td>36 units</td>
<td>10 units</td>
<td>13 units</td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td>Senior</td>
<td>Thousand</td>
<td>Oaks</td>
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<td>Oaks</td>
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<td>Senior</td>
<td>Family</td>
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</tr>
<tr>
<td>Family</td>
<td>Tree Court</td>
<td>Sueno</td>
<td>Velasquez</td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>2 units</td>
<td>39 units</td>
<td>5 units</td>
<td>43 units</td>
<td>11 units</td>
<td>5 units</td>
<td>10 units</td>
<td>15 units</td>
<td>36 units</td>
<td>10 units</td>
<td>13 units</td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td>Senior</td>
<td>Thousand</td>
<td>Oaks</td>
<td>Family</td>
<td>Thousand</td>
<td>Oaks</td>
<td>Family</td>
<td>Thousand</td>
<td>Senior</td>
<td>Family</td>
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</tr>
<tr>
<td>Family</td>
<td>Tree Court</td>
<td>Sueno</td>
<td>Velasquez</td>
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<td></td>
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<tr>
<td>2 units</td>
<td>39 units</td>
<td>5 units</td>
<td>43 units</td>
<td>11 units</td>
<td>5 units</td>
<td>10 units</td>
<td>15 units</td>
<td>36 units</td>
<td>10 units</td>
<td>13 units</td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td>Senior</td>
<td>Thousand</td>
<td>Oaks</td>
<td>Family</td>
<td>Thousand</td>
<td>Oaks</td>
<td>Family</td>
<td>Thousand</td>
<td>Senior</td>
<td>Family</td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td>Tree Court</td>
<td>Sueno</td>
<td>Velasquez</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating revenue</td>
<td>Tenant revenue</td>
<td>16,227</td>
<td>321,472</td>
<td>63,242</td>
<td>421,726</td>
<td>114,290</td>
<td>35,850</td>
<td>74,482</td>
<td>79,939</td>
<td>327,668</td>
<td>72,019</td>
</tr>
<tr>
<td>Other revenue</td>
<td>-</td>
<td>701</td>
<td>-</td>
<td>1,439</td>
<td>-</td>
<td>289</td>
<td>1,283</td>
<td>573</td>
<td>1,645</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total operating revenue</td>
<td>16,227</td>
<td>322,173</td>
<td>63,242</td>
<td>423,165</td>
<td>114,290</td>
<td>36,139</td>
<td>75,765</td>
<td>80,512</td>
<td>329,313</td>
<td>72,019</td>
<td>103,092</td>
</tr>
</tbody>
</table>

### Operating expenses

<table>
<thead>
<tr>
<th>Operating expenses</th>
<th>Total administrative expenses</th>
<th>748</th>
<th>20,383</th>
<th>1,198</th>
<th>39,552</th>
<th>1,027</th>
<th>1,216</th>
<th>1,562</th>
<th>12,209</th>
<th>23,699</th>
<th>11,634</th>
<th>15,332</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident services/tenant relocation</td>
<td>-</td>
<td>20,546</td>
<td>-</td>
<td>2,981</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,709</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>1,017</td>
<td>18,346</td>
<td>5,113</td>
<td>54,450</td>
<td>11,115</td>
<td>6,292</td>
<td>9,968</td>
<td>15,662</td>
<td>34,716</td>
<td>10,807</td>
<td>7,513</td>
<td></td>
</tr>
<tr>
<td>Maintenance and operations</td>
<td>3,556</td>
<td>41,290</td>
<td>22,733</td>
<td>74,673</td>
<td>16,336</td>
<td>15,454</td>
<td>20,769</td>
<td>23,109</td>
<td>37,772</td>
<td>11,856</td>
<td>16,882</td>
<td></td>
</tr>
<tr>
<td>General expenses</td>
<td>517</td>
<td>8,092</td>
<td>2,450</td>
<td>15,478</td>
<td>4,111</td>
<td>1,994</td>
<td>4,052</td>
<td>2,501</td>
<td>7,961</td>
<td>5,674</td>
<td>5,526</td>
<td></td>
</tr>
</tbody>
</table>

### Nonoperating revenue/expenses

<table>
<thead>
<tr>
<th>Nonoperating revenue/expenses</th>
<th>Grant revenue</th>
<th>-</th>
<th>68,598</th>
<th>-</th>
<th>-</th>
<th>-</th>
<th>-</th>
<th>-</th>
<th>-</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment income</td>
<td>109</td>
<td>7,971</td>
<td>1,152</td>
<td>6,766</td>
<td>3,038</td>
<td>1,226</td>
<td>15</td>
<td>12</td>
<td>326</td>
<td>45</td>
</tr>
<tr>
<td>Deferred maintenance/capital improvements</td>
<td>-</td>
<td>(68,598)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(12,750)</td>
<td>-</td>
</tr>
</tbody>
</table>

### Change in net position

| Change in net position | 10,148 | 143,661 | 7,889 | 161,274 | 35,550 | 11,534 | 9,477 | 11,668 | 57,150 | (3,267) | 9,981 |
### Area Housing Authority of the County of Ventura

#### Analysis of Projected Reserves By Program

**January 2020**

<table>
<thead>
<tr>
<th></th>
<th>AHA General Fund</th>
<th>Agency Owned</th>
<th>Section 8 Program*</th>
<th>Public Housing*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash &amp; Equivalents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>14,006</td>
<td>129,115</td>
<td>24,856</td>
<td>23,983</td>
</tr>
<tr>
<td>Investments</td>
<td>1,583,235</td>
<td>1,822,280</td>
<td>5,326,282</td>
<td>1,549,906</td>
</tr>
<tr>
<td>Replacement Reserve</td>
<td></td>
<td>387,484</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>1,805,016</td>
<td>3,955</td>
<td>8,188</td>
<td>99,161</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Equivalents</strong></td>
<td>3,402,257</td>
<td>2,342,834</td>
<td>5,359,326</td>
<td>1,673,050</td>
</tr>
<tr>
<td><strong>Uses of Cash &amp; Equivalents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>0</td>
<td>(586,658)</td>
<td>(174,662)</td>
<td>(165,423)</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>(55,940)</td>
<td>(93,984)</td>
<td>(521,719)</td>
<td>(7,624)</td>
</tr>
<tr>
<td><strong>Total Uses of Cash &amp; Equivalents</strong></td>
<td>(55,940)</td>
<td>(680,641)</td>
<td>(696,381)</td>
<td>(173,047)</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>3,346,317</td>
<td>1,662,193</td>
<td>4,662,945</td>
<td>1,500,003</td>
</tr>
</tbody>
</table>

**Projected Other Uses thru 6/30/20**

|                         |                  |              |                    |                 |
| Remaining Yr Projected Income/(Loss) | (120,996)    | 172,318      | (86,137)           | (162,205)       |
| Capital Improvements/Deferred Maintenance | (565,250)     |              |                    | (97,421)        |
| Transfer to Property Management |                  |              |                    |                 |
| **Total Other Uses**     | (120,996)        | (392,932)    | (86,137)           | (259,626)       |
| **Projected Fiscal Year End Balance** | 3,225,321     | 1,269,261    | 4,576,808          | 1,240,377       |

*December 2019 Projected Year End Balance*  
2,043,647  
1,301,224  
4,591,834  
1,265,382

*Restricted use for specific program only.

*This report is not prepared in accordance with GAAP and is intended for internal use only.*
Meeting Date: March 25, 2020
Agenda Item: 4C
Subject: Section 8 Report
Prepared by: James Markot, Director of Information Systems and Carrie Sabatini, Director of Housing Programs
Requested Action: Information Only

HOUSING CHOICE VOUCHER PROGRAM STATUS
Total Family Members Assisted 4,301

WAITING LIST STATUS
Current S8 Waiting List Closed 05/09/2016 1,049

DEMOGRAPHICS
Voucher Holders Income Classifications - All Cities

![Income Classifications Pie Chart]

- Extremely Low: 75%
- Very Low: 19%
- Low: 4%
- Other: 2%

Voucher Holders Family Types - All Cities

![Family Types Bar Chart]

- Elderly, No Children, Non-Disabled
- Elderly, with Children, Non-Disabled
- Non-Elderly, No Children, Non-Disabled
- Non-Elderly, with Children, Non-Disabled
- Elderly, No Children, Disabled
- Elderly, with Children, Disabled
- Non-Elderly, No Children, Disabled
- Non-Elderly, with Children, Disabled
- Female Head of Household, with Children

EXTREMELY LOW, <= 30% of Median Income; VERY LOW, >30% and <= 50% of Median Income; LOW, > 50% and <= 80% of Median Income; OTHER, > 80% of Median Income
Monthly Rent Related Averages by City

Vouchers |
--- |
Camarillo: 466 (20.5% of All Vouchers) $488,737 (20.2% of All HAP Dollars) 
Fillmore: 205 (9.0%) $223,631 (9.2%) 
Moorpark: 118 (5.2%) $146,615 (6.0%) 
Ojai: 75 (3.3%) $79,248 (3.3%) 
Simi Valley: 682 (30.1%) $686,017 (28.3%) 
Thousand Oaks: 558 (24.6%) $613,905 (25.3%) 
Unincorporated: 129 (5.7%) $142,848 (5.9%) 
Outside of Area: 36 (1.6%) $42,848 (1.8%) 
Total: 2,269 (100.0%) $2,423,839 (100.0%) 

Vouchers = Number of vouchers actively in use in designated city.
% of Vouchers = Percentage of monthly vouchers leased in a city compared to all vouchers in use.
HAP Dollars = Total monthly Housing Assistance Payments made in designated city.
% of Dollars = Percentage of monthly voucher HAP paid in a city compared to all HAP dollars paid.

FMR = Avg. Fair Market Rent (Payment Standard) based on Housing and Urban Development at time of Lease Up
RENT = Contract Rent
HAP = Housing Assistance Payment
TTP = Total Tenant Payment (Tenant Portion of Rent)

Please contact Jim at extension 888 or via email at jmarkot@ahacv.org or Carrie at extension 390 or via email at csabatini@ahacv.org in order to discuss your individual questions.
### Housing Assistance Payments

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD Budget Authority (BA) Disbursement</td>
<td>$2,373,693</td>
<td>$2,373,693</td>
</tr>
<tr>
<td>AHA Actual</td>
<td>$2,461,837</td>
<td>$2,461,837</td>
</tr>
<tr>
<td>Percentage of Actual Compared to BA</td>
<td>103.3%</td>
<td>103.3%</td>
</tr>
<tr>
<td>Per Unit Average HAP</td>
<td>$1,070</td>
<td>$1,070</td>
</tr>
</tbody>
</table>

### Administrative/Other Fees

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF Disbursed</td>
<td>$219,436</td>
<td>$219,436</td>
</tr>
<tr>
<td>Eearned</td>
<td>$214,439</td>
<td>$214,439</td>
</tr>
</tbody>
</table>

### Total Dollars (HAP+Admin Fees)

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,681,273</td>
<td>$2,681,273</td>
</tr>
</tbody>
</table>

### Units Leased

<table>
<thead>
<tr>
<th></th>
<th>Budget Authority (BA) Disbursement Funded Units</th>
<th>HUD Disbursement Funded Units</th>
<th>AHA Actual Units</th>
<th>% of Actual Compared to BA</th>
<th>HUD BA Units (Over) / Under Leased</th>
<th>Average Units Leased</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Month</td>
<td>2,219</td>
<td>2,302</td>
<td>2,292</td>
<td>103.3%</td>
<td>(73)</td>
<td>2,292</td>
</tr>
<tr>
<td>Year To Date</td>
<td>2,219</td>
<td>2,302</td>
<td>2,292</td>
<td>103.3%</td>
<td>(73)</td>
<td>2,292</td>
</tr>
</tbody>
</table>

### Units Per Month

- Disbursed
- Leased
- BA Units
- ACC

- 2302
- 2292
- 2,219

- Units Per Month (January 1, 2020 - January 31, 2020)

14
PUBLIC HOUSING PROGRAM STATUS
Total Family Members Assisted 717

WAITING LIST STATUS
Current Public Housing Elderly Waiting List 576
Current Public Housing Family Waiting List 907

DEMOGRAPHICS
Public Housing Income Categories

Extremely Low, <= 30% of Median Income; Very Low, >30% and <= 50% of Median Income; Low, > 50% and <= 80% of Median Income; Other, > 80% of Median Income

Public Housing Family Types
### Occupancy by Program

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
<th>Units Leased</th>
<th># of Vacancies</th>
<th>Occupancy %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Housing</td>
<td>349</td>
<td>344</td>
<td>5</td>
<td>99%</td>
</tr>
<tr>
<td>Agency Owned</td>
<td>189</td>
<td>187</td>
<td>2</td>
<td>99%</td>
</tr>
<tr>
<td>TCP Managed Property</td>
<td>225</td>
<td>219</td>
<td>6</td>
<td>97%</td>
</tr>
<tr>
<td>Mira Vista Village</td>
<td>303</td>
<td>299</td>
<td>4</td>
<td>99%</td>
</tr>
<tr>
<td></td>
<td>1,066</td>
<td>1,049</td>
<td>17</td>
<td>98%</td>
</tr>
</tbody>
</table>

### RESIDENT SERVICES:

In February:*

**Homework Club**
- The Homework Club continues at Fiore Gardens, Leggett Court, Garden View Terrace, Los Arboles (Thousand Oaks), Ellis Terrace (Camarillo), Charles Street and Walnut Street (Moorpark).

**Teen Outreach**
- In partnership with Conejo Recreation and Parks District, the Teen Outreach program continues at Fiore Gardens and Los Arboles (Thousand Oaks).

**Food Forward:**
- Resident Services distributed fresh fruits and vegetables from the Food Forward program to the residents at Peppertree Court (Simi Valley) and Tafoya Terrace (Moorpark). A special delivery of oranges was received in January which was distributed at all family sites.

**Social Events**
- A coffee social was held at Glenn Oaks (Thousand Oaks) to discuss the upcoming elevator project and provide an opportunity to have an open dialogue with their site manager and fellow residents.
- The residents of Charles St. (Moorpark) enjoyed a paint night art event.
- Art Trek held a chalk art class for the residents of Tafoya Terrace (Moorpark). They discussed art as a form of therapy.

**Educational Presentations:**
- Ventura County Area Agency on Aging held nutrition presentations at Tafoya Terrace (Moorpark).
- Aging Care, Inc. held a free wheelchair, power chair, and scooter tune up event for the residents of Peppertree Court (Simi Valley) where the technician performed free adjustments to the residents’ equipment.

*Please note that this is historical information and all meetings and gatherings have been cancelled in response to the declared public health emergency*

For questions on the demographic information, please contact Jim at extension 888 or via email at jmarkot@ahacv.org. For questions on other Housing Programs related information, please contact Carrie at extension 390 or via email at csabatini@ahacv.org.
UPDATES:

- Both the Florence Janss (190 Brazil Street building) and the Glenn Oaks apartments (Thousand Oaks) elevator modernization projects, which began on February 3, have been completed. We are now preparing the close-out documentation for the City of Thousand Oaks. These projects were funded through the City of Thousand Oaks Community Development Block Grant (CDBG) program.

- The elevator rehabilitation project at the Florence Janss Apartments (210 Brazil Street building, Thousand Oaks), which began on February 7, 2020, has been completed. Proposals are being prepared by KONE for additional work. This project is funded through HUD’s Capital Fund Emergency Grant.

- Other AHA’s Capital Fund Emergency Grant projects include the elevator rehabilitation projects at Tafoya Terrace (Moorpark) with a tentative start in March 2020; Whispering Oaks (Ojai) with a tentative start in April 2020. AHA has two years from July 2019 to fully expend the grant and may not use this funding for any other purposes.

- At the public housing sites Leggett Court (Thousand Oaks) and Roth Apartments (Unincorporated), playground renovation projects will begin in March 2020 and April 2020 respectively. These projects are being funded through Public Housing Operations.

CONTINUING EFFORTS:

- The Capital Fund Program 501-20 One-Year Plan and Five-Year Grants have been compiled for this year’s application and have been updated to HUD’s Energy and Performance Information Center (EPIC) for approval. Inputs for these grants were provided by maintenance staff, site managers and the Physical Needs Assessment completed in 2017.

- The Ellis Terrace re-roof project is scheduled to begin in March 2020 and completed in June 2020. This project is funded through HUD’s Capital Fund Emergency Grant.

- The Fiore Gardens (Thousand Oaks) playground rehabilitation project began on February 19, 2020, and should be complete in March 2020. This project is being funded through the Capital Fund Program.
DEVELOPMENT UPDATE

Moorpark VI (Scattered Sites):

- The “Scattered Sites” include the following six parcels owned by the City: 112, 124 & 136 First Street, 224 & 236 Charles Street and a vacant parcel on Leta Yancy Road.
- Pacific Communities is providing the land for the Leta Yancy Road site and submitted a Tract Map for approval by the City. Approval of the Tract Map is pending.
- Discussions continue between the Development Team and City staff regarding the acquisition and development of these sites. The City has extended the Exclusive Negotiating Agreement (ENA) for 12 months following the transfer of the 1.6 acre parcel to the City.
- RRM Design Group will be providing modifications to the design for review based on the concept review subcommittee’s comments.

2800 Barry Street (Camarillo)

- This site is currently owned by the City of Camarillo. The proposed development includes up to 68 units of affordable housing at 2800 Barry Street (formerly Stock Lumber). AHA and Many Mansions have received the Term Sheet and Development Agreement which was approved by the City of Camarillo Council in December.
- The architect, RRM Design Group, continues to modify preliminary site plans and conceptual drawings based on City comments.
- The Entitlement application which included the Post Construction Storm Water Maintenance Plan (PCSWMP) was submitted to the City on March 5, 2020. The City now has 30 days to provide a response requesting additional information or to approve.

Mountain View Homes (Fillmore)

- The first plan review was completed by the City. Comments were reviewed by RRM and implemented into the drawings. Resubmittal of the plans to the Building and Safety Department is scheduled for the week of March 23, 2020. The project is projected to begin in the fall 2020.
- Our team continues to work toward finalizing funding for the project and is reviewing the Tax Credit Application.

Please contact me at extension 520 or via email at gmcgehee@ahacv.org to discuss your individual questions.
This report reflects a summary of AHA headcount and anniversaries for the period of February 1, 2020 to February 29, 2020.

AHA EMPLOYEE PAYROLL EMPLOYEES
53 Regular Full-time Employees
0 Regular Part-time Employees
0 Temporary Full-time Employees*
1 Temporary Part-time Employees
54 Total AHA Active Employees

ADDITIONAL AHA EMPLOYEE INFORMATION
13 Management and Confidential Employees
40 Bargaining Unit Employees (Represented by SEIU 721)
*SEIU 721 does not represent temporary and part-time employees

TUTORS & TEMPORARY WORKERS
12 California Lutheran University
0 Temporary employees from temporary employment agencies

EMPLOYEE ANNIVERSARIES IN FEBRUARY

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Employee Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Anna D.</td>
<td>Housing</td>
</tr>
<tr>
<td>4</td>
<td>Stephanie E.</td>
<td>Finance</td>
</tr>
<tr>
<td>19</td>
<td>Pattye H.</td>
<td>Finance</td>
</tr>
<tr>
<td>13</td>
<td>Sue R.</td>
<td>Finance</td>
</tr>
</tbody>
</table>

Please contact me at extension 840 or via email at humres@ahacv.org in order to discuss your individual questions.
Board Report: March 25, 2020

Agenda Item: 6A

Subject: Public Hearing for the Area Housing Authority’s Five Year Plan for Fiscal Years 2021-2025 and the Annual Plan for Fiscal Year 2021

Prepared by: Carrie Sabatini, Director of Housing Programs

Requested Action: Receive Public Comments

The purpose of the Five-year and Annual Plan, along with the program policies contained in the Admissions and Continued Occupancy Policy (ACOP) and Section 8 Housing Choice Voucher Administrative Plan (Admin Plan), is to provide easily identifiable source documents where program participants and the public may access basic information on the AHA's policies, rules and regulations.

The process by which an Annual Plan and Five-Year Plan (collectively "PHA Plan" or "Plan") are developed is dictated, in large part, by HUD requirements. The Area Housing Authority (AHA) process to develop the PHA Plan begins several months in advance. Staff reviews plans and goals for the upcoming year, as well as analyzes the ACOP and Admin Plan for any required substantial changes that may be needed to comply with regulations and guidance issued by HUD during the year. Upon completion of the proposed PHA Plan, the AHA makes the PHA Plan available for public review and comment for the HUD-required 45 days. The public review period for this year's PHA Plan ran from February 6, 2020 through March 23, 2020. Notification of the availability of the Plan and its comment period were advertised through legal notices in local newspapers in both English and Spanish, as well as by posting at all AHA Public Housing sites. A Resident Advisory Board meeting was held on March 4, 2020 where all residents, participants, and members of the public were able to discuss the Plan and provide comments. The AHA has received two written comments in support of the Moving Up limited preference. No verbal comments on the Plan were received during the Resident Advisory Board meeting. Each of AHA’s seven jurisdictions were provided a copy of the draft Annual Plan to ensure it is consistent with their Consolidated Plan. Each jurisdiction has submitted a certification that the Annual Plan is consistent with their Consolidated Plan.

Lastly, HUD requires that a public hearing be held as a final opportunity to receive comments on the proposed Plan. Therefore, the AHA Board of Commissioners are holding this public hearing to receive comments and input regarding the AHA’s proposed PHA Plan, specifically, the Five-Year Plan for fiscal years 2021-2025 and the Annual Plan for fiscal year 2021.

Enclosed: Five-Year Plan FY2021-2025
Annual Plan FY2021
Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. Form HUD-50075-SY is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.

A.1 PHA Name: __Area Housing Authority of the County of Ventura__________ PHA Code: ___CA092____

PHA Plan for Fiscal Year Beginning: (MM/YYYY): __07/2021__
PHA Plan Submission Type: ☒ 5-Year Plan Submission  _____ Revised 5-Year Plan Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

Display locations for PHA Plans and Supporting Documents:
The PHA Plans and attachments (if any) are available for public inspection at:
  _ The main administrative office of the PHA.
  _ The public housing project offices
  _ The PHA’s website: ahacv.org

☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

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<tr>
<th>Participating PHAs</th>
<th>PHA Code</th>
<th>Program(s) in the Consortia</th>
<th>Program(s) not in the Consortia</th>
<th>No. of Units in Each Program</th>
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<td>Lead PHA:</td>
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B. **5-Year Plan.** Required for all PHAs completing this form.

B.1 **Mission.** State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.

The Area Housing Authority of the County of Ventura shall be a leader in providing opportunities and assistance to people in need of affordable housing through development, acquisitions, and partnerships.

B.2 **Goals and Objectives.** Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

SEE ATTACHED

B.3 **Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

SEE ATTACHED

B.4 **Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

Activities or services relative to Housing Authority adherence to VAWA, for child or adult victims of domestic violence, dating violence, sexual assault or stalking:

- The Housing Authority adheres to fair housing practices, providing fair housing referral services to clients and residents as appropriate.
- The AHA notifies program participants of their protections and rights under VAWA at the time of admission, as well as at the time of annual reexamination. This notice explains protections offered under the law and informs them of confidentiality requirements. It also provides participants with contact information of local victim advocacy groups, etc.
- HCV applicants cannot be denied admission on the basis that the applicant is, or has been, a victim of domestic violence, dating violence, or stalking, so long as the applicant otherwise qualifies for assistance.
- The AHA observes a local preference for Involuntarily Displaced (includes victims of domestic violence).
- The AHA informs property owners and managers about their screening and termination responsibilities as it relates to VAWA.

B.5 **Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

AHA's definition is a 50% deletion from, or addition to, the goals and objectives as a whole; and 50% or more decrease in quantifiable measurement of any individual goal and objective. Significant amendment or modification to the Annual Plan is any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund program annual statement; any change in a policy or procedure that requires a regulatory 30-day posting; any submission to HUD that requires a separate notification to residents; Public Housing conversions; Demolition/Disposition; designated housing or homeownership programs; and any change inconsistent with local approved Consolidated Plans and the discretion of the AHA’s Executive Director.

B.6 **Resident Advisory Board (RAB) Comments.**

(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?

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(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

B.7 **Certification by State or Local Officials.**

Form HUD 50077-SE, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.
5-YEAR PHA PLAN
Item B.2 Goals

Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

PHA Goal: Expand the supply of assisted housing
Objectives:
- Secure additional rental vouchers when funding becomes available
- Reduce Public Housing vacancies by maintaining goal of 98 percent occupancy (i.e., vacancy of 2 percent or less)
- Leverage private or other public funds to create additional housing opportunities:
  - Continue collaboration with all jurisdictional areas to develop strategies to address the extreme shortage of affordable housing throughout Ventura County
  - Apply for tax-credit allocations as appropriate
- Acquire or build units or developments

PHA Goal: Preserve existing housing
Objectives:
- Partner with local jurisdictions to increase opportunities for housing preservation efforts:
  - Continue collaboration with all jurisdictional areas to maintain and improve the existing housing stock in the county
  - Participate in jurisdictional programs to assist non-profit groups in securing local and other sources of funds for the acquisition and rehabilitation of affordable housing
- Identify opportunities to acquire properties/complexes that may be converted to market rate rentals
- Maintain AHA properties in a decent, safe, and sanitary condition and make necessary repairs within a reasonable time frame

PHA Goal: Improve the quality of assisted housing and provide a safe, secure and improved living environment
Objectives:
- Renovate or modernize Public Housing units, utilizing tax credits if applicable
- Continue to evaluate the physical condition of the public housing properties. The AHA is considering several options to ensure these properties remain in decent, safe, and sanitary conditions; including demolition and/or disposition, conversion of Public Housing to Tenant-Based Assistance, and conversion of Public Housing to Project-Based Assistance under Rental Assistance Demonstration (RAD) for some or all public housing projects

PHA Goal: Increase assisted housing choices.
Objectives:
- Provide voucher mobility counseling: Continue to maintain lists of available housing in all neighborhoods within the AHA’s jurisdiction to ensure greater mobility and housing choices
- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program:
  - Homeownership Program policy and requirements are detailed in the AHA’s Administrative Plan for the Section 8
- Housing Choice Voucher Program
- Implement Public Housing site-based waiting lists:
  - Continue administering site-based waiting lists in which applicants may designate the development(s) in which they seek to reside
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 the employability of assisted households
- Provide or attract supportive services to increase independence for the elderly or families with disabilities
- Other: (list below)
  - Administer funding to provide supportive services and wellness programs for independent living for the elderly and disabled

PHA Goal: Ensure equal opportunity and affirmatively further fair housing.
Objectives:
- Undertake affirmative measures to ensure access to assisted housing and to provide a suitable living environment for families living in assisted housing, regardless of race or national origin, color, actual or perceived sexual orientation, gender identity, marital or familial status, religion, age, or disability
  - Follow all equal opportunity and equal treatment policies as defined in the PH ACOP and Section 8 Administrative Plan
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Continue to ensure that “accessible units” are identified to applicants and that no non-mobility-impaired families are offered an accessible unit until all eligible mobility-impaired applicants have been considered, in accordance with established Public Housing program policies

PHA Goal: Provide an improved living environment
Objectives:
- Create partnerships with local agencies to create opportunities for and provide supportive services to AHA residents
- Maintain a positive, supportive, and proactive property management approach at AHA properties

PHA Goal: Enhance the marketability and perception of both Public Housing and the AHA
Objectives:
- Strive to improve the perception of Public Housing in local communities and achieve a high level of customer satisfaction:
  - Continue implementation and improvement of preventative maintenance plan
  - Continue to maintain a response time of less than 24 hours for emergency work orders
  - Continue to remove graffiti and other defacement within 24 hours of discovery/report

PHA Goal: Manage the Section 8 tenant-based assistance program in an effective and efficient manner
Objectives:
- Maximize lease-up of Section 8 Vouchers in regard to available funds
- Improve and sustain the utilization rate for tenant-based assistance
- Apply for additional vouchers as they become available

PHA Goal: Manage the Public Housing program in an effective and efficient manner
Objectives:
- Endeavor to be designated as a High Performer
- Endeavor to sustain an occupancy rate of at least 98 percent for the next five years
5-YEAR PHA PLAN
Item B.3 – Progress in Meeting Goals

- Despite funding and regulation obstacles, the AHA adapted to changes and continued to address issues needed to attain its own goals in one of the highest-cost counties in the state. The AHA continues to be viewed as a community leader throughout Ventura County. Through our good work and stewardship and by producing and maintaining high quality affordable housing, as well as bettering the lives of the residents we serve, the AHA has developed an excellent reputation and earned a great deal of public goodwill, which can be leveraged to further the production of needed affordable housing for the community.

- The AHA continues to be called upon occasionally by both non-profit housing developers and social service agencies to assist with financing their housing endeavors on a tax-exempt basis, as well as providing rental subsidies. Both of these tools, tax exempt financing assistance and rental assistance, are key tools for making affordable housing projects economically feasible in the Ventura County housing market. The AHA recognizes that it cannot meet all of the community’s affordable housing needs on its own and remains poised and available to work with others on this important community goal.

- The AHA continues to research the availability of land in its jurisdictions suitable for development, or the acquisition of affordable housing.

- The AHA has been awarded 20 additional vouchers under the Veterans Administration Supportive Housing (VASH) program.

- To further serve its communities and families, the AHA continues to promote its Section 8 Homeownership Program within its jurisdictional areas. Selected families are offered the opportunity to convert their Section 8 tenant-based rental assistance into homeownership.

- Where feasible, the AHA continues to seek additional project-based units.

- The AHA was awarded emergency CFP funding for the repair of elevators and roofing at three of its public housing properties ensuring the safety of its residents and securing the sustainability of its capital assets.

- The AHA has applied for and been awarded ROSS grant applications for funds which will be used to establish or enhance services for its resident households.

- The AHA has experienced ongoing implementation of structural modifications/upgrades, management improvements, and maintenance of Public Housing developments through the Capital Fund program.

- The AHA’s Resident Services Department continues to work by partnering residents with local facilities and agencies, to assist them in developing successful life management skills. In conjunction with Ventura County social services agencies and the community at large, the Resident Services Department provides access and information on employment, education and tutoring, parenting, wellness, health, and safety. Also, in conjunction with Conejo Valley and Ventura Unified School Districts, and the Superintendent of Schools Office to provide a summer lunch program and operate an after-school program which consists of tutoring, recreation, leadership meetings, and other activities.

- The AHA continues to recruit families who are eligible to participate in the Housing Choice Voucher Program’s Family Self-Sufficiency (FSS) Program. This worthwhile program provides additional resources which help families develop realistic and obtainable goals, along with support and encouragement to reach those goals and become self-sufficient. The AHA does its best to help such families reach their goal to become independent of welfare.

- AHA directors and managers continue to be actively involved with community issues and participate in affordable housing planning.

- To promote positive public relations for the AHA and enhance program awareness, public presentations are made by the Executive Director and the Community Relations Manager on affordable housing issues.
Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. Form HUD-50075-ST is to be completed annually by STANDARD PHAs or TROUBLED PHAs. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

1. **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.

2. **Small PHA** – A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.

3. **Housing Choice Voucher (HCV) Only PHA** – A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.

4. **Standard PHA** – A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.

5. **Troubled PHA** – A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.

6. **Qualified PHA** – A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

## A. PHA Information.

### A.1

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<thead>
<tr>
<th>PHA Name:</th>
<th>Area Housing Authority of the County of Ventura</th>
<th>PHA Code:</th>
<th>CA092</th>
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<tr>
<td>PHA Type:</td>
<td>Standard PHA</td>
<td>Troubled PHA</td>
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<td>PHA Plan for Fiscal Year Beginning:</td>
<td>(MM/YYYY): 07/2020</td>
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<td>PHA Inventory (Based on Annual Contributions Contract [ACC] units at time of FY beginning, above):</td>
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<td>Number of Public Housing (PH) Units:</td>
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<td>Number of Housing Choice Vouchers (HCVs):</td>
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<td>Total Combined Units/Vouchers:</td>
<td>2907</td>
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| PHA Plan Submission Type: | Annual Submission | Revised Annual Submission |

Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

Display locations for PHA Plans and Supporting Documents:
The PHA Plans and attachments (if any) are available for public inspection at:
The main administrative office of the AHA, public housing project offices, AHA's website: ahacv.org

**☐ PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

### Participating PHAs

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<th>PHA Code</th>
<th>Program(s) in the Consortia</th>
<th>Program(s) not in the Consortia</th>
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| PHH      | HCV                         | No. of Units in Each Program:

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<th>PHH</th>
<th>HCV</th>
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Page 1 of 6 form HUD-50075-ST (12/2014)
## B. Annual Plan Elements

### B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA?

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(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

The AHA is proposing to implement a new limited preference, “Moving Up” preference, for five (5) families transitioning out of Permanent Supportive Housing (PSH). These families will be based upon referrals from PSH providers that certify that the family has successfully completed the PSH programs and has the ability and desire to live independently.

(c) The PHA must submit its Deconcentration Policy for Field Office review.

### B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

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(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

- The AHA may project-base up to 20% of its Housing Choice Voucher (HCV) assistance or the maximum permitted by any amendment to 24 CFR Part 983. The units may be located throughout the Housing Authority’s jurisdictional area, which includes the cities of Camarillo, Fillmore, Moorpark, Ojai, Simi Valley, Thousand Oaks, and the unincorporated area of the County of Ventura. All new HAP contracts created by the Housing Authority will be for census tracts within the jurisdictional area, which have poverty rates of less than 20 percent. The AHA’s Project-Based Voucher Policies are included in Chapter 17 of its Administrative Plan for the Section 8 HCV Program.
- The AHA is continuously evaluating the physical condition of its public housing properties. The AHA is considering several options to ensure these properties remain in decent, safe, and sanitary conditions. These options include demolition and or disposition, conversion of Public Housing to Tenant-Based Assistance, and conversion of Public Housing to Project-Based Assistance under RAD for some or all Public Housing projects.
- The AHA has elected, pursuant to 24 CFR 960.261, to not evict or terminate families with incomes exceeding the income limits established by HUD. The AHA has chosen the option to charge the applicable families the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit if they continue to exceed the income limit for 2 consecutive years.
| B.3 | Civil Rights Certification.  
Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan. |
| B.4 | Most Recent Fiscal Year Audit.  
(a) Were there any findings in the most recent FY Audit?  
☐ Y ☒ N  
(b) If yes, please describe: |
| B.5 | Progress Report.  
Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.  
See attachment for B.3 of the Five-Year Plan |
| B.6 | Resident Advisory Board (RAB) Comments.  
(a) Did the RAB(s) provide comments to the PHA Plan?  
☐ Y ☒ N  
(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. |
| B.7 | Certification by State or Local Officials.  
Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan. |
| B.8 | Troubled PHA.  
(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?  
☐ Y ☒ N ☐ N/A  
(b) If yes, please describe: |
| C. | Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP). |
| C.1 | Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.  
HUD Form- 50075.2 approved by HUD in the EPIC system on 06/04/2019. |
Board Report: March 25, 2020

Agenda Item: 6B

Subject: Resolution No. 1082- A Resolution of the Area Housing Authority of the County of Ventura Authorizing Adoption of the Five Year Plan for Fiscal Years 2021-2025 and the Annual Plan for Fiscal Year 2021

Prepared by: Carrie Sabatini, Director of Housing Programs

Requested Action: Review, Motion, Second, Discuss, Roll Call Vote

The Quality Housing and Work Responsibility Act of 1998 require all Public Housing Agencies to submit a Five Year and Annual Plan. The purpose of the Five-year and Annual Plan, along with the program policies contained in the Admissions and Continued Occupancy Policy (ACOP) and Section 8 Housing Choice Voucher Administrative Plan (Admin Plan), is to provide easily identifiable source documents where program participants and the public may access basic information on the AHA's policies, rules and regulations. The AHA last submitted a Five Year Plan in 2015, therefore, both a Five-Year Plan and an Annual Plan are required at this time. The Five Year Plan presented covers fiscal years 2021-2025 and the Annual Plan presented covers fiscal year 2020-2021. These documents, collectively called the PHA Plan, must be submitted to the U.S. Department of Housing and Urban Development (HUD) at least 75 days before the start of the new fiscal year.

These forms are HUD provided and are the most updated available versions. The Five-Year Plan lays out the mission, goals and objectives of the agency. The Annual Plan covers the policies of the agency, and specifically, significant changes to the current policies. There was one significant change in policy for the Section 8 Housing Choice Voucher program in the proposed Annual Plan related to a limited preference (Moving Up preference) for five (5) individuals or families transitioning out of permanent supportive housing. There were no significant changes for the Public Housing program. Included with the Annual Plan are several required certifications including concurrence from all of our jurisdictions. In accordance with HUD requirements, the Plan was made available for public review and comment for a 45-day period. Two written comments were received during the comment period in support of the Moving Up preference.

Staff recommends approval of Resolution No. 1082

Enclosed: Draft Resolution No. 1082
RESOLUTION NO. 1082

A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
AUTHORIZING ADOPTION OF THE FIVE YEAR PLAN FOR FISCAL YEARS 2021-2025
AND ANNUAL PLAN FOR FISCAL YEAR 2021

At a duly constituted meeting of the Board of Commissioners of the Area Housing Authority of County of Ventura, a public body, corporate and politic (the "AHA"), held on March 25, 2020 the following resolution was adopted:

WHEREAS, Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires Public Housing Agencies to develop and submit Five-year Plans and Annual Plans (collectively "PHA Plan"); and

WHEREAS, U.S. Department of Housing and Urban Development (HUD) requires annual updates incorporating changes necessitated by new or revised regulations and changes in AHA established policy; and

WHEREAS, in accordance with HUD requirements, the PHA Plan was made available for public review for a 45-day period commencing on February 6, 2020, and for a public hearing on March 25, 2020, and any comments determined applicable were incorporated prior to the electronic submittal to HUD; and

WHEREAS, in accordance with HUD requirements, a copy of Form HUD-50077-SL signed by all seven jurisdictions along with a copy of Form HUD-50077-ST-HCV-HP, and Form HUD-50077-CR PHA Certifications of Compliance with the PHA Plans and Related Regulations, signed by the AHA’s Executive Director, Michael Nigh, as well as a duly-passed Board Resolution must accompany the transmittal of the PHA Plan to HUD.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Area Housing Authority of the County of Ventura that it does hereby approve this Resolution to adopt the Five Year and Annual Plan, and authorizes signature of Form HUD-50077-ST-HCV-HP and Form HUD-50077-CR by the Executive Director, Michael Nigh.

DATED: March 25, 2020

JORGEN NIELSEN, CHAIR
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at a regular meeting thereof held on March 25, 2020 by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

MICHAEL NIGH, EXECUTIVE DIRECTOR
Area Housing Authority of the County of Ventura

Resolution No. 1082
At a Special Meeting held on December 1, 2015, the Area Housing Authority (AHA) Board of Commissioners unanimously approved Resolution No. 1006. This approval authorized the execution of both a Joint Development Agreement (JDA) and a Purchase and Sale Agreement (PSA) with USA Properties (USA) to acquire and develop low income senior housing on a portion of land located at 1692 Sycamore Drive, Simi Valley, CA. This senior housing project is now known as Vintage at Sycamore.

On June 18, 2018 USA and AHA received approval from the City of Simi Valley City Council to develop 99 senior units and 212 market rate on this site. Subsequently, in October 2019 building plans have been approved by the City and permits are available to proceed with construction.

At the August 22, 2019 AHA Board of Commissioners meeting, the Board unanimously approved Resolution No. 1061. Resolution No. 1061 authorized the AHA as sole member to form a limited liability company known as 99Sycamore LLC to participate in the ownership of the senior project. In addition, Resolution No. 1061 authorized 99Sycamore LLC to enter into any and all necessary documents facilitate ownership and development of the project.

Attorney Lynn Hutchins of Goldfarb and Lipman, represented 99Sycamore LLC and AHA financing agreements have been negotiated and finalized to facilitate the land acquisition and subsequent construction.

Resolution 1083 provides the means for land acquisition activity, financing activity, development 'activity and syndication activity for Vintage at Sycamore.

Enclosed: Resolution 1006
Resolution 1061
Sycamore Landing Chart
RESOLUTION NO. 1006

A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA (AHA) AUTHORIZING EXECUTION OF A JOINT DEVELOPMENT AGREEMENT WITH USA PROPERTIES FUND, INC. AND A PURCHASE AND SALE AGREEMENT WITH THE RANCHO SIMI RECREATION AND PARK DISTRICT

WHEREAS, the Board of Commissioners of the AHA deems it to be in the best interest of the AHA for the AHA, or a to-be-formed limited partnership in which the AHA or its affiliate is a general partner, together with USA Properties Fund, Inc. ("USA Properties"), to purchase certain real property consisting of approximately 13.23 acres of land, commonly known as 1692 Sycamore Drive, Simi Valley, California, 93065 ("Land"), from the Rancho Simi Recreation and Park District ("District") for the purpose of developing low income senior housing on a portion of the Land ("Project"); and

WHEREAS, to facilitate the purchase of the Land and the development of the Project, the Board of Commissioners of the AHA deems it to be in the best interest of the AHA for the AHA to enter into a joint venture arrangement with USA Properties; and

WHEREAS, AHA staff has negotiated and prepared a Joint Development Agreement with USA Properties which outlines the respective responsibilities and liabilities of each party in purchasing and developing the Land in the form on file with the AHA Secretary (the "Joint Development Agreement"); and

WHEREAS, AHA staff has negotiated and prepared a Purchase and Sale Agreement to purchase, together with USA Properties, the Land from the District for a purchase price of $24,000,000 in the form on file with the AHA Secretary (the "Purchase and Sale Agreement"); and

WHEREAS, the Purchase and Sale Agreement provides that USA Properties is responsible for financial commitments under the Purchase and Sale Agreement and that at least 25% of the housing units to be developed on the Land must be affordable to low income households as required under Government Code § 54222.5.

NOW, THEREFORE, BE IT RESOLVED that the AHA Board of Commissioners finds that the above recitals are true and correct.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners agrees to enter into a joint venture with USA Properties to acquire and develop a portion of the Land with low income senior housing.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners approves the Joint Development Agreement.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners agrees to purchase the Land on the terms and conditions set forth in the Purchase and Sale Agreement.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners approves the Purchase and Sale Agreement.

BE IT FURTHER RESOLVED that Michael Nigh, Executive Director of the AHA, or in the absence or unavailability of the aforementioned, the Chair or Vice-Chair of the AHA, acting alone, is authorized, empowered, and directed to execute, deliver and file in the name, and on behalf, of the AHA, such documents as may be deemed necessary to consummate the purchase of the Land and to develop the Project, including without limitation, the Purchase and Sale Agreement and Joint Development Agreement, in substantially the forms on file with the AHA Secretary, with such changes as are approved by the AHA signatory and the AHA counsel (such approval to be conclusively evidenced by the execution of the Agreement).
BE IT FURTHER RESOLVED that this Resolution shall take immediate effect from and after its passage and approval.

DATED: December 1, 2015

JANE MCCLENAHAN, CHAIR
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing resolution was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at a regular meeting thereof, held on December 1, 2015, by the following to wit:

AYES: BELL, DIAZ-MARTINEZ, LECH, LUNN, MCCLENAHAN, MERCER, NOBLE, PAINTER, and WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: MCCARTY, NAGEL, NEILSEN

MICHAEL NIGH, EXECUTIVE DIRECTOR
RESOLUTION NO. 1061

A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
AUTHORIZING THE FORMATION OF 99SYCAMORE LLC; ENTRY INTO LIMITED
PARTNERSHIPS KNOWN AS SIMI VINTAGE SYCAMORE 650, L.P., AND SIMI
LANDING ARROYO 647, L.P.; ENTRY INTO A PURCHASE AND SALE AGREEMENT;
AND AMENDMENT OF THE JOINT DEVELOPMENT AGREEMENT
(SIMI VALLEY SENIOR HOUSING)

At a duly constituted meeting of the Board of Commissioners of the Area Housing Authority of the County of Ventura, a public body, corporate and politic (the “AHA”), held on August 22, 2018 the following resolution was adopted:

WHEREAS, under California Health and Safety Code Section 34312.3, the AHA may "participate in the development, rehabilitation, or financing of housing projects" provided that at least 20 percent of all units in housing projects assisted by the AHA shall be available for occupancy on a priority basis to persons of low income; and

WHEREAS, under California Health and Safety Code Section 34315, the AHA may own, hold and improve real or personal property and acquire any real or personal property; and

WHEREAS, the AHA together with USA Properties Fund, Inc. ("USA Properties") has entered into a Purchase and Sale Agreement with the Rancho Simi Recreation and Park District ("District"), dated December 3, 2015, as amended ("District PSA"), to purchase certain real property consisting of approximately 13.23 acres of land, commonly known as 1692 Sycamore Drive, Simi Valley, California, 93065 ("Land"), with the intent of developing low income senior housing on a portion of the Land ("Senior Project"); and

WHEREAS, the AHA and USA Properties have entered into a Joint Development Agreement, dated December 1, 2015, which outlines the respective responsibilities and liabilities of each party in purchasing and developing the Land (the "JDA"); and

WHEREAS, to enable the Senior Project to proceed, the Board deems it to be in the best interest of the AHA to form a limited liability company known as 99Sycamore LLC, a California limited liability company ("LLC"), and to enter into any and all necessary documents, including, but not limited to an operating agreement, limited liability company articles of organization, and form SS-4 (substantially in the forms on file with the AHA Secretary) and any other types of agreements or certificates necessary to form the LLC ("LLC Formation Documents"); and

WHEREAS, the Board, acting on behalf of the LLC, deems it to be in the best interest of the LLC to join a limited partnership known as Simi Landing Arroyo 647, L.P., as a limited partner, together with USA Simi Landing Arroyo 647, Inc., a California corporation, as the general partner, and USA Properties as a limited partner ("General Occupancy Partnership"); and

WHEREAS, the Board, acting on behalf of the LLC, deems it to be in the best interest of the LLC to enter into any and all necessary documents, including, but not limited to an amended and restated limited partnership agreement substantially in the form on file with the AHA Secretary, amendments of certificate of limited partnership, and any other types of agreements or certificates to join the General Occupancy Partnership as a limited partner ("General Occupancy Partnership Amendment Documents"); and

WHEREAS, the Board, acting on behalf of the LLC, deems it to be in the best interest of the LLC to join a limited partnership known as Simi Vintage Sycamore 650, L.P., as the managing general partner, together with USA Simi Vintage Sycamore 650, Inc., a California corporation, as the administrative general partner, and USA Properties as the limited partner ("Senior Partnership"); and

Resolution No. 1061
WHEREAS, the Board, acting on behalf of the LLC, deems it to be in the best interest of the LLC to enter into any and all necessary documents, including, but not limited to an amended and restated limited partnership agreement substantially in the form on file with the AHA Secretary, amendments of certificate of limited partnership, and any other types of agreements or certificates to join the Senior Partnership as the managing general partner ("Senior Partnership Amendment Documents"); and

WHEREAS, the Board, acting on behalf of the AHA and the LLC, deems it to be in the best interest of the AHA and the LLC for the General Occupancy Partnership to acquire fee ownership of Land, construct the site improvements on the Land, divide the Land into a parcel on which the General Occupancy Partnership will develop market-rate housing ("General Occupancy Property") and a parcel ("Senior Property") on which the Senior Partnership will develop the Senior Project such that at least 20% of the total number of units developed on the Land will be affordable to low income households; and

WHEREAS, to implement the current plan for development of the Land and the Senior Development, the Board deems it to be in the best interest of the AHA to enter into any and all necessary documents to assign the District PSA to the General Occupancy Partnership ("District PSA Assignment"); and

WHEREAS, to implement the current plan for development of the Land and the Senior Development, the Board deems it to be in the best interest of the AHA to enter into an amendment to the JDA, substantially in the form on file with the AHA Secretary ("JDA Amendment"); and

WHEREAS, AHA staff has negotiated a Purchase and Sale Agreement for the Senior Partnership to purchase from the General Occupancy Partnership the Senior Property, after all site improvements have been installed and the Senior Property has been legally formed into a separate parcel, for a purchase price of $4,424,000, plus site improvement and holding costs attributable to the Senior Property, substantially in the form on file with the AHA Secretary ("Senior PSA"); and

WHEREAS, the Board, acting as on behalf of the LLC as the managing general partner of the Senior Partnership, deems it to be in the best interest of the Senior Partnership for the Senior Partnership to enter into the Senior PSA.

NOW, THEREFORE, BE IT RESOLVED that the AHA Board of Commissioners finds that the above recitals are true and correct.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners agrees to form the LLC and approves the LLC Formation Documents.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners, acting on behalf of the LLC, agrees that the LLC should enter the General Occupancy Partnership as a limited partner and approves the General Occupancy Partnership Amendment Documents.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners, acting on behalf of the LLC, agrees that the LLC should enter the Senior Partnership as the managing general and approves the Senior Partnership Amendment Documents.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners approves the District PSA Assignment.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners approves the JDA Amendment.

BE IT FURTHER RESOLVED that the AHA Board of Commissioners, acting on behalf of the LLC as the managing general partner of the Senior Partnership, agrees that the Senior Partnership should purchase the Land on the terms and conditions set forth in the Senior PSA and approves the Senior PSA.

BE IT FURTHER RESOLVED that Michael Nigh, Executive Director of the AHA, or in the absence or unavailability of the aforementioned, the Chair or Vice-Chair of the AHA, acting alone, on behalf of the AHA, acting as itself, acting as the sole member of the LLC, and acting as the

Resolution No.1061
managing general partner of the Senior Partnership, is authorized, empowered, and directed
to execute, deliver and file any and all necessary documents, and exhibits thereto, listed in
and/or contemplated in this Resolution on the behalf of the AHA, the LLC, and the Senior
Partnership in substantially the forms on file with the AHA Secretary, with such changes as
are approved by the AHA signatory and the AHA counsel (such approval to be conclusively evidenced by the execution of the Agreement) and all other types of
agreements, certificates or documents, and to take any and all further actions necessary to
assist the Senior Partnership in development, financing, construction and operation of the
Senior Project.

BE IT FURTHER RESOLVED that to the extent that any actions authorized herein have already been
performed, such actions are ratified and approved.

BE IT FURTHER RESOLVED that this Resolution shall take immediate effect from and after its
passage and approval.

DATED: August 22, 2018

JORGEN NIELSEN, CHAIR
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby
certify that the above and foregoing Resolution was duly passed and adopted by the Commissioners of the
Area Housing Authority of the County of Ventura at a regular meeting thereof held on August 22, 2018 by
the following vote of the members thereof:

AYES: DIAZ-MARTINEZ, JOHNSON, LECH, LUNN, MCCLENAHAN, MCCARTY,
MERCER, NIELSEN, NOBLE, PAINTER, RAMOS-CRUZ, REISENDER and
WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: CRUTCHFIELD

MICHAEL NIGH, EXECUTIVE DIRECTOR
Area Housing Authority of the County of Ventura

Resolution No. 1061
Ownership Flow and Structure
Vintage at Sycamore and The Landing at Arroyo

- AHA sole member of 99Sycamore LLC (99 LLC)
- USA forms USA Simi Landing Arroyo 647 LLC (SLA LLC)
- USA forms USA Simi Vintage Sycamore Inc (SVS Inc)
- 99 LLC and SLA LLC form Simi Landing Arroyo 647 Limited Partnership (647 LP) to acquire entire parcel from Rancho Simi Park & Recreation District, complete site improvements on entire parcel and construct/own market rate units (The Landing at Arroyo)
- 99 LLC and SVS Inc form Simi Vintage Sycamore 650 Limited Partnership (650 LP) to acquire the senior parcel with improvements from 647 LP and to construct/own senior units (Vintage at Sycamore)
- When 650 LP acquires the land from 647 LP, 99 LLC will withdraw from 647 LP
Subject: Resolution No. 1083-A Resolution of the Area Housing Authority of the County of Ventura authorizing the Authority, 99Sycamore LLC and Simi Vintage Sycamore 650, L.P. to enter into agreements to facilitate the acquisition, financing activity, development activity, and syndication activity for Vintage at Sycamore Apartments and withdrawal activity for Simi Landing Arroyo Partnership

Prepared by: Michael Nigh, Executive Director

Requested Action: Review, Motion, Second, Discuss, Roll Call Vote

The text of this resolution was not available at the time of production and will be made available prior to the meeting on March 25, 2020.
On March 4, 2020 the State of California declared a public health emergency, which was then followed by County of Ventura’s declaration on March 12, 2020. The situation is very fluid and continues to be evaluated by the Ventura County Department of Public Health and Office of Emergency Services.

In response to declarations of both a state and local emergency, the Area Housing Authority’s executive management team has implemented recommended actions to ensure the health of our employees, clients, and the general public. Included in these actions are:

- Closing the AHA Central Office, on-site offices to the public and non-essential contractors/vendors (Emergency repairs and service will continue to be addressed)
- Closing on-site community rooms and community rest rooms, as possible
- Conducting business by phone or email, to the extent possible
- Cancelling all meetings, gatherings, and events
- Establishing health safety protocols for employees for Covid-19
- Increased cleaning of offices, meeting rooms, and public areas
- Providing additional signage at sites regarding precautions being taken
- Facilitating information distribution to residents (public health orders, etc.)

In an effort to pro-actively address future and yet unknown situations and to access any potential reimbursement/mitigation funds, it is in the best interest of the organization to formally acknowledge the declared public health emergency. To the best of our knowledge the attached Declaration meets established local, state and federal requirements.

Staff requests approval of the attached Declaration of a Public Health Emergency.

Enclosed: Declaration of a Public Health Emergency No. 20-01
Area Housing Authority of the County of Ventura

Declaration of a Public Health Emergency
Declaration No. 20-01

Whereas, the Area Housing Authority of the County of Ventura (AHACV) has been impacted by or is immediately threatened by a public health emergency declaration on March 4, 2020 (State of California) and March 12, 2020 (County of Ventura) and;

Now, therefore, we, the Board of Commissioners for Area Housing Authority of the County of Ventura, declare that a local public health emergency exists in the County and that we hereby invoke and declare those portions of local, state, and federal code which are applicable to the conditions and have caused the issuance of this Declaration, to be in full force and effect for the exercise of all necessary emergency authority for protection of the lives and property of the people served by the AHACV, effective March 18, 2020.

This Declaration was approved by the Board of Commissioners at a regular meeting of the Board of Commissioners held on March 25, 2020.

All Commissioners, management and staff of the AHACV are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives—local, state, and federal. All employees, clients and residents are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and health services representatives in executing emergency operations plans, and to obey and comply with the lawful directions of properly identified persons.

The Executive Director shall be in communication with the Ventura County Department of Public Health and the Ventura County Office of Emergency Services and provided information and status updates. All Commissioners, management and staff will direct their communications and requests for assistance and operations directly to the Executive Director.

This Declaration of a Public Health Emergency shall remain effect until otherwise advised by the Ventura County Department of Public Health and the Ventura County Office of Emergency Services. Be it further resolved that this Declaration shall take immediate effect from and after its passage and approval.

DATED: March 25, 2020

Jorgen Nielsen, CHAIR
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing Declaration was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at an emergency meeting thereof held on March 25, 2020 by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

MICHAEL NIGH, EXECUTIVE DIRECTOR
Area Housing Authority of the County of Ventura

Declaration of a Public Health Emergency, 3.18.20
Meeting Date: March 25, 2020
Agenda Item: 9
Subject: Executive Director Comments
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

The Executive Director will provide updates as needed.