PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011

1.0 PHA Information

PHA Name: **CARLSBAD HOUSING AGENCY - CARLSBAD HOUSING & NEIGHBORHOOD SERVICES** PHA Code: **CA077**

PHA Type: ☐ Small ☒ High Performing ☐ Standard ☒ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): **07/2015**

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: **n/a** Number of HCV units: **703 baseline**

3.0 Submission Type

☒ 5-Year and Annual Plan ☐ Annual Plan Only ☐ 5-Year Plan Only

4.0 N/A PHA Consortia ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:

The PHA's Mission is to promote adequate and affordable housing, based on the needs of low-income, very low-income, and extremely low-income families within the City of Carlsbad.

In addition, the PHA's Mission is to support the Housing & Neighborhood Services' (HNS) Mission to work in partnership with the community to create opportunities that promote and sustain vibrant, thriving neighborhoods. The goal is to improve or enhance the quality of life and sense of community for those who live and/or work in Carlsbad by providing connections to City information and services and through focused program development and implementation, community engagement and outreach services and provision of affordable housing opportunities.

5.2	**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. **Goals:** 1. Expand the supply of assisted housing - - Objectives: • PHA will respond and apply for additional funding, when available • Leverage private or other public funds to create affordable housing opportunities: o Utilizing Housing Trust Funds through Carlsbad's Inclusionary Housing Ordinance o Utilizing CDBG funds • Acquire or build units or developments • Seek opportunities to collaborate with private developers and non-profit agencies in an effort to expand affordable housing opportunities 2. Improve the quality of assisted housing - - Objectives: • Improve Voucher Management by continuing to be recognized as a High-Performer in accordance with HUD's SEMAP performance evaluation • Increase customer satisfaction by providing excellent customer service • Improve management functions by streamlining functions and technical initiatives • Fully utilize and maintain HAP costs within HUD funded allocations 3. Increase assisted housing choices - - Objectives: • Conduct outreach efforts to potential rental property owners • Maintain voucher payment standards to expand assisted housing choices • Expand the supply of assisted housing 4. Promote self-sufficiency and asset development of families and individuals - - Objectives: • PHA will continue to administer the Family Self-Sufficiency Program • PHA representative will continue to meet quarterly with local support services agencies • PHA will continue collaborative relationships with local non-profit and support services agencies that assist the elderly and/or disabled individuals • PHA will continue collaborative relationships with local non-profit and support services agencies that assist homeless veterans, homeless veterans with families, and the chronic homeless population 5. Ensure equal opportunity and affirmatively further fair housing - - Objectives: • Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, sexual orientation, familial status, and disability o PHA will provide educational information about equal opportunity and fair housing at all Section 8 Program Briefings and Move Briefings o PHA will provide reasonable accommodation(s) for persons with disabilities and for frail elderly o PHA will contract with the Center for Social Advocacy (CSA), a non-profit agency that provides advocacy on fair housing and tenant/landlord mediation issues o HNS contracted with CMH consulting to conduct testing at 10 different sites to ascertain the potential barriers to fair housing in Carlsbad

6.0 **PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

2. **Financial Resources:**

Statement of Financial Resources: Planned Sources and Uses

[24 CFR Part 903.12 (b), 903.7 (c)]

Source: Federal Grants	
Annual Contributions for HCV Program – Housing Assistance Payments (HAP), CY 2014	5,258,406.
Annual Contributions for HCV Program – Administrative Fees for Program Operations, CY 2014	488,234.
Community Development Block Grant (CDBG) - FY 2014	484,303.
Total Resources	$ 6,230,943.

3. **Rent Determination:**

Payment Standards

Describe the voucher payment standards and policies.

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

☒ Above 100% but at or below 110% of FMR

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

☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

☒ Reflects market or submarket

☒ To increase housing options for families

☒ Other (list below)

- Higher payment standards in accordance with the San Diego Apartment Association Rent Survey
- Higher standards in accordance with the affordable rents based on Area Median Income (AMI)

4. **Operation and Management:**

Integrated Pest Management Policy (IPM)

When bed bugs are reported:

1. Housing representative will inquire what the provisions are in the lease or rental agreement in regards to pest management/extermination. If the lease does not state who is responsible, the violation will be assigned to the owner.

2. PHA must receive written documentation by a licensed pest control company that all bed bugs have been exterminated and unit is cleared from any hazard of bed bugs. This documentation must be received by the re-inspection date.

6.0 Cont.	3. Abatement/termination will be processed if adequate documentation is not received timely. A proactive owner extension may be granted if documentation is received from a licensed pest control company stating that the extermination is taking place but additional treatments are required. Units that are not treated and cleared of the bed bug infestation will be added to the noncompliant unit list. **When bed bugs are discovered after entering an assisted unit:** 1. At the inspection, an inquiry will be made by the PHA inspector as to whether there have been any issues with the unit in general; including any issues with infestation. If the PHA inspector is already in a unit and the family reports there are bed bugs or live bed bugs are evident, the inspector will immediately exit the unit and explain to the family that the PHA does not allow inspectors to enter units with a known bed bug infestation. After exiting the unit, PHA staff will explain the bed bug policy to the family and advise them if they have any questions to contact the Housing Program Manager. 2. The policy listed above under "When bed bugs are reported" will be followed. 3. Once the PHA has received confirmation from a licensed pest control company that the bed bugs have been eliminated, the inspection will be rescheduled. 4. The participant will be advised that any future suspected issues with bed bug infestation should be reported immediately to the property owner or their agent. If the property owner or agent is not responsive in an appropriate timeframe, the participant needs to contact the housing agency immediately. 11. **Fiscal Year Audit:** Year ended June 30, 2014 – The single audit report on expenditures of federal awards disclosed no audit findings required by the auditors to be reported under paragraph .510(a) of OMB Circular A-133. 13. **Violence Against Women Act (VAWA):** The PHA complies with VAWA and has advised staff of outside resources available to child or adult victims of domestic violence, dating violence, sexual assault or stalking. Staff has been directed to provide referrals to outside agencies that provide such services, such as the Women's Resource Center, which is located in Oceanside and provides domestic violence services in the PHA service area. In addition, a brochure titled: *Violence Against Women Act – What Applicants, Tenants, Owners and Landlords Need to Know* is available in the lobby of the housing department and is included in the Briefing Packets. Brochure is also available in Spanish.

6.0	**PHA Plan Update - continued** **(a)** ***Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan: (For a complete list of PHA Plan elements, see Section 6.0 of the instructions.)*** **Main administrative office of the PHA:** • City of Carlsbad Housing & Neighborhood Services 1200 Carlsbad Village Drive Carlsbad, CA 92008 **Main administrative office of the local, county or State government:** • City of Carlsbad – City Hall City Clerk 1200 Carlsbad Village Drive Carlsbad, CA 92008 **Public libraries:** • City of Carlsbad Main Library 1775 Dove Lane Carlsbad, CA 92011 • City of Carlsbad Georgina Cole Library 1250 Carlsbad Village Drive Carlsbad, CA 92008 **Other:** • City of Carlsbad Senior Center 799 Pine Avenue Carlsbad, CA 92008 **PHA Plan Supporting Documents are available for inspection at:** **Main business office of the PHA:** • City of Carlsbad Housing & Neighborhood Services 1200 Carlsbad Village Drive Carlsbad, CA 92008

7.0 **N/A**	**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*
8.0 **N/A**	**Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.
8.1 **N/A**	**Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit **t**he *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2 **N/A**	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3 **N/A**	**Capital Fund Financing Program (CFFP).** ☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

9.0

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

CARLSBAD HOUSING AGENCY: Section 8 Waiting List, Demographic Summary Report

Housing Needs of Families on the Section 8 Waiting List		
	Number of Families	**Percentage of Total Families**
Waiting List Total	**522**	
Extremely Low Income (<=30% AMI)	301	78.6 percent
Very Low Income(>30% but <=50% AMI)	74	19.3 percent
Low Income (>50% but <80% AMI)	4	1.0 percent
Families with Children *	44	11.5 percent
Elderly Families	139	3.8 percent
Families with Disabilities *	106	27.7 percent
*** Note: Some families may be disabled families AND families with children.**		
Race/Ethnicity		
Black	75	19.6 percent
White	280	73.1 percent
Hispanic	58	15.1 percent
American Indian	8	2.1 percent
Asian	10	2.6 percent
Note: Individuals may self-identify more than one race and/or ethnicity.		

Age by Gender

AGE	TOTALS	MALE	FEMALE	HEAD OF HH MALE	HEAD OF HH FEMALE
0-5	6	1	5	0	0
6-12	30	17	13	0	0
13-17	18	10	8	0	0
18	9	7	2	0	0
19-29	33	16	15	0	2
30-39	51	5	23	3	20
40-49	37	7	13	5	12
50-54	39	6	11	7	8
55-61	30	6	10	5	9
62-65	7	1	4	0	2
Over 65	56	10	21	9	16
Sex not defined	420				
Age not defined	9				
TOTAL	**745**	**86**	**125**	**29**	**69**

9.0 Cont.

Average Annual Income

Average Family Size = 1.21 **Average Annual Income per Family = $12,248**

FAMILY SIZE	AVERAGE ANNUAL INCOME
1	10,858
2	21,131
3	24,241
4	24,495
5	31,278

Earned Income

NUMBER OF FAMILIES WITH EARNED INCOME	PERCENTAGE OF FAMILIES WITH EARNED INCOME
56	10 percent

9.1

Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Utilize available funding to assist the greatest number of households that are on the Section 8 Waiting List. In addition, the PHA will apply for any additional funding that is available.

10.0

Additional Information. Describe the following, as well as any additional information HUD has requested.

(*a*) *Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.*

See Attached: **PROGRESS IN MEETING MISSION AND GOALS STATEMENT**

(*b*) *Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification*"

PHA Definition of "significant amendment" and "substantial deviation/modification": Any change that will substantially negatively impact a majority of Section 8 participants and/or Section 8 Waiting List applicants, unless that change is required or mandated as a result of funding constraints and/or regulatory changes.

11.0

Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** the Field Office will not accept faxed copies of these documents.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) **NOT APPLICABLE**
(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) **NOT APPLICABLE**
(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) **NOT APPLICABLE**
(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) **NOT APPLICABLE**
(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
(g) Challenged Elements
(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only*)* **NOT APPLICABLE**
(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) **NOT APPLICABLE**

ATTACHMENT TO HUD-50075

PHA ANNUAL PLAN – FY 2015
PROGRESS IN MEETING MISSION AND GOALS STATEMENT

PROGRESS OF 5-YEAR PLAN GOALS AND OBJECTIVES: FY 2010 - 2014

PHA Goal: Expand the supply of assisted housing

Objective: 1) Leverage private or other public funds to create additional housing opportunities; and
2) Collaborate with private developers and non-profit agencies.

- Affordable Housing Construction Assistance - Carlsbad's affordable housing program allows the City to assist in the development of new affordable housing units; resulting in an increase of the availability of affordable rental housing that is decent and safe.

PHA 5-YEAR PLAN GOALS AND OBJECTIVES	2010	2011	2012	2013	2014		Total Units 2010 - 2014
Assist in construction of new affordable housing.	11 units	0	47 units	101 units	92 units		251
Roosevelt Gardens Partnership with Habitat for Humanity	11						
Vista Terrace Partnership with Solutions for Change			47				
Tavarua Affordable Senior Apartments				50			
Costa Pointe				9			
Carol and Harding Duplex Project; initially purchased and rehabilitated 25 duplexes (50 units) and restricted rent to low-income households. Currently processing an application to allow for demolition of the existing duplex units and constructing 120 affordable apartment units on the same site.				50			
Harding Street Property Acquisition; $3.1 million of CDBG & housing trust funds to purchase a 16 unit complex for graduates of Solutions for Change serving homeless families – 100% affordable to low-income households.					16		
Robertson Ranch – West Village is being graded and builder is working on obtaining building permits to build single-family homes and apartment homes. Under the city's affordable housing ordinance, the developer is required to provide 101 rent restricted low-income apartments for seniors and 56 apartment units restricted to moderate income households (under 90% of the area median income).							

PHA Goal: Improve the quality of assisted housing

Objective: Improve voucher management (SEMAP score).

- Designated by HUD as a high-performer for FY 2008, 2009, 2010, 2011, 2012, 2013 and 2014.
- Maintained and utilized HAP costs within the HUD funding allocation.
- Maintained a 98% or higher PIC reporting rate.
- Continually seeking ways to streamline processing functions.
- Requesting a budget enhancement to convert current Section 8 software to a paper-less/web-based option.

PHA Goal: Increase assisted housing choices

- Continue to reach out to owners to increase awareness of the benefits of renting through the rental assistance program. In addition, contact owners monthly to document any current or upcoming vacancies. Participate in community events and provide information about the Section 8 Program and other affordable housing options in Carlsbad.
- Continue to maintain payment standards above 100%, not to exceed 110%, to allow for a broader range of rental opportunities in Carlsbad.
- Working with non-profit agencies and developers to collaboratively provide affordable housing options, as outlined in the above table.

PHA Goal: Promote self-sufficiency and asset development of families and individuals

- PHA continues to administer the Family Self-Sufficiency (FSS) Program for the clients who port in as an FSS participant.
- PHA staff meet with non-profit organizations and support services agencies to obtain information about programs and benefits that will promote self-sufficiency for participant families. In addition, information is made available in the lobby for the community and others seeking resources.
- Staff has developed a Community Resource Directory that breaks down services by subject matter, gives a brief description of services for each organization, and provides contact information.

COMMENTS AND CHALLENGES