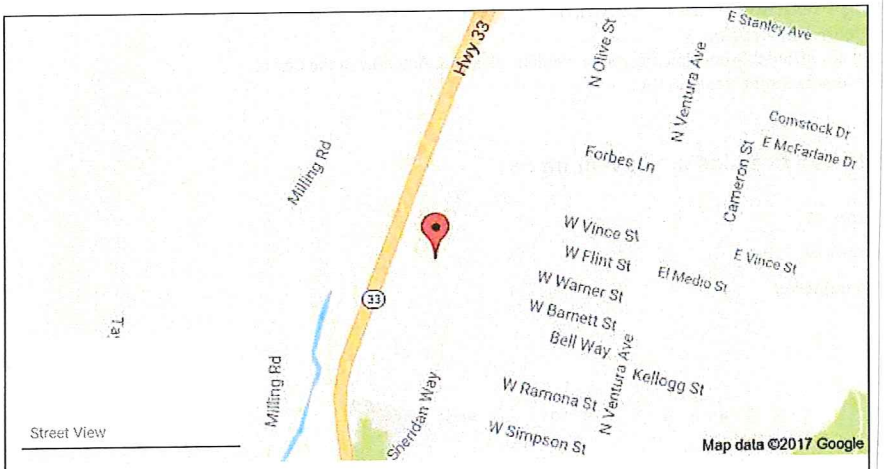
995 Riverside Street
Ventura, CA
93001

Pursuant to PIH Notice 2016-20, the Housing Authority of the City of San Buenaventura shall apply to the Special Applications Center for disposition and retention of the Public Housing Real Property within CAL 35-1 and 35-2 (Westview Village) that comprises the Agency's principal administrative building, a site that was never used for public housing dwelling units but which primarily serves or support the service of low-income families.



995 Riverside St, Ventura, CA 93001

At this address

Inventory Removal Application

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

OMB Approval No. 2577-0075
(exp. 0/ .20.1/ 06)

Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required to request permission to remove from inventory all or a portion of a public housing development (i.e. dwelling unit(s), non-dwelling property or vacant land) owned by a Public Housing Agency (PHA). The information requested in this application is based on requirements of Sections 18, 22, 32, and 33 of the United States Housing Act of 1937 as amended ("Act"), 24 CFR Parts 906, 970, and 972 (HUD Regulations), and HUD's interest in property of PHAs under Annual Contribution Contracts and Declarations of Trust. HUD will use this information to determine whether, and under what circumstances, to permit PHAs to remove from their inventories all or a portion of a public housing development, as well as to track removals for other record keeping requirements. Responses to this collection of information are statutory and regulatory to obtain a benefit. Please refer to the instructions for each section for additional guidance on how to complete this application. HUD approval of the proposed removal from inventory action in this application does not constitute HUD approval for funding of the proposed action. All capitalized terms not defined in this form have the meanings as defined in the Act and HUD Regulations. The information requested does not lend itself to confidentiality.

Section I: General Information		
PHA Name: City of San Buenaventura	**Date of Application:** March 9, 2017	
PHA Address:		
No. and Street: 995 Riverside Street	**City and State:** Ventura, California	**Zip Code:** 93001
Phone Number: 805-648-5008	**Fax Number:** 805-643-7984	**E-mail Address:**
Executive Director's Name: Denise M. Wise	**Executive Director's Phone Number:** 805-648-5008 ext 2230	**Executive Director's Email:** dwise@hacityventura.org
Primary Contact's Name: Sandy Sanchez	**Primary Contact's Phone Number:** 805-648-5008 ext 2260	**Primary Contact's Email:** ssanchez@hacityventura.org

Section 2: Long-Term Possible Financial Impact of Proposed Action

1. Operating Subsidy
In FY 2106 **, this PHA received $** 1764 **per unit in operating subsidy.**
This PHA realizes that after HUD approves this proposed action, this PHA's operating subsidy will decrease by $ 0 **/ year (number of units subject to this proposed action X subsidy per unit)**

2. Capital Fund Program (CFP)
In FY 2016 **, this PHA received $** 1356 **per unit in CFP funds.**
This PHA realizes that after this proposed action takes place, CFP funds will decrease by approximately $ 0 **/year (number of units subject to this proposed action X CFP funds/unit):**

Section 3: PHA Board Resolution, Environmental Review, and Government Consultation

PHA Board Resolution

1. Board Resolution Number: Resolution 17-08
2. Date of PHA Board Resolution: March 8, 2017

Attach a copy of the PHA Board Resolution and reference it as Section 3, line 1.

Environmental Review

3. Identify the Responsible Entity that is conducting the environmental review under 24 CFR 58: City of Ventura

Or if HUD is conducting the environmental review under 24 CFR 50, check here:

Section 3

Line 1

PHA Board Resolution

RESOLUTION NO. 17-08

HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA
AUTHORIZING RESOLUTION
RE: SUBMISSION OF THE AMENDMENT TO THE PHA HIGH PERFORMER ANNUAL PLAN

At a duly constituted meeting of the Board of Commissioners of the Housing Authority of the City of San Buenaventura, a public body, corporate and politic (the "Authority"), held on March 8, 2017, the following resolutions were adopted:

WHEREAS, the Authority is required under the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Housing and Economic Recovery Act of 2008 (HERA), and implementing regulations at 24 C.F.R. 903 to complete Significant Amendments to its Annual Plan;

WHEREAS, the staff of the Authority has worked with the City-Wide Resident Advisory Board (CW-RAB) to develop a Significant Amendment to the High Performer Annual Plan over the course of several months;

WHEREAS, the Authority published the draft Significant Amendments to the Annual Plan and all requisite supporting documentation on its website and at its management offices for public review and comment on or before January 22, 2017;

WHEREAS, the Authority will receive comments from the City-Wide Resident Advisory Board on the Significant Amendment to its Annual Plan;

WHEREAS, the Authority convened a public hearing on March 8, 2017 to consider additional external input on the High Performer Annual Plan and proposed policy revisions which was duly noticed 45 days prior to the hearing in the Ventura County Star;

WHEREAS, the Board of Commissioners of the Authority deems it to be in the best interest of the Authority to undertake all necessary and proper efforts to complete submission of the Significant Amendment to the High Performer Annual Plan as published, subject to non-substantive modifications that might be approved by the Board of Commissioners as a result of public input;

NOW, THEREFORE, BE IT RESOLVED: That the Authority approves the Significant Amendment to the High Performer Annual Plan as published for submission to the U.S. Department of Housing & Urban Development (HUD);

FURTHER RESOLVED: That John Polanskey, Chair of the Board of Commissioners, acting alone on behalf of the Authority, shall be authorized and directed to execute the PHA Certifications of Compliance with PHA Plans and Related Regulations (Form HUD-50077);

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

MOVE: COMMISSIONER _____

SECOND: COMMISSIONER _____

ROLL CALL VOTE:

Commissioner Polanskey
Commissioner White
Commissioner Cornell
Commissioner Keller
Commissioner Saucedo
Commissioner Schulkin
Commissioner Sumner

SECRETARY'S CERTIFICATE

I, the undersigned, hereby certify that the foregoing is a true copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the City of San Buenaventura at a meeting held on the aforementioned date, and that said Resolution is in full force and effect.

Dated: March 8, 2017

By: _____
Denise M. Wise, Secretary

Section 3

Line 3

Environmental Review under 24 CFR 58

Government Consultation
4. This PHA covers the following jurisdictions (list all municipalities, counties, etc.): City of Ventura ***Attach a narrative describing the PHA's consultation with all Appropriate Government Officials (AGOs) and reference it as Section 3, line 4.***
5. This PHA has obtained all necessary Letters of Support from all Appropriate Government Official(s) about this proposed action and the Letter(s) of support is (are) dated (mm/dd/yy) ***Attach copies of all Letters of Support from the AGOs and reference them as Section 3, line 5.***

Section 4: Description of the Existing Development
1. Name of the Development:
2. Development Number: CAL 35-1 and CAL 35-2
3. Date of Full Availability: 3/9/2017
4. No. of Residential Building: 0
5. No of Non-Residential Building: 1
6. Date Constructed: 1982
7. Is the Development a Scattered Site: Yes No xx
8. No. of Building Types: Single Family Houses Duplexes 3-Plexes 4-plexes Other (explain) office
9. No. of Types of Structures Row House Units Walk-Up Units High Rise Unit
10. Total Acres of the Development: 0.25 acres

11. Existing Unit Distribution	Family Units	Elderly Units	Total Units Being Used for Non-Dwelling Purposes	Total Units in Development
0 Bedroom				
1 Bedroom				
2 Bedrooms				
3 Bedrooms				
4 or more Bedrooms				
Total *				not applicable
*Enter in Section 6, line 1b				

Section 3

Line 4

Consultation with City of Ventura

Agency staff provided the City's Community Development Director with a draft copy of the Inventory Removal Application and a cover letter explaining our request for a letter of support.

Agency staff also met with the City's Community Development Director on February 16, 2017, further explaining the process.

Housing Authority of the City of San Buenaventura

Denise Wise, Chief Executive Officer

BOARD OF COMMISSIONERS

John Polanskey, Chair
Jim White, Vice Chair
William Cornell
Barbara Keller
Selfa Saucedo
Karol Schulkin
Wanda Sumner

Sent electronically

February 16, 2017

Mr. Jeffrey Lambert
Community Development Director
City of San Buenaventura
501 Poli Street
Ventura, CA 93001

Dear Mr. Lambert:

The Housing Authority of the City of San Buenaventura will be processing an Inventory Removal Application with HUD. The purpose of the application is to remove our office, located at 995 Riverside Street, from HUD Public Housing Use Restrictions. A copy of our application is attached.

Because this office was never used for public housing dwelling purposes, it is eligible to be retained by the Agency, but we can have the HUD restrictions lifted from the property. We are continuing to use the office for administrative purposes serving low-income families; therefore, we do not need to compensate HUD for the value of the office.

HUD requires a letter of support from the City for our application. Will you please prepare a letter of support so that we may include it in our application?

Thank you in advance for your support.

Sincerely,

Loretta McCarty

Loretta McCarty
Deputy Director: Real Estate Development

995 RIVERSIDE STREET VENTURA, CALIFORNIA 93001
PH (805) 648-5008 FAX (805) 643-7984 TDD (805) 648-7351

Section 3

Line 5

Letter of support from the City of Ventura

CITY OF
VENTURA

February 16, 2017

Ms. Denise Wise
Chief Executive Officer
Housing Authority of the City of San Buenaventura
995 Riverside Street
Ventura, CA 93001

Dear Ms. Wise:

The City of Ventura is in receipt of your consultation letter and Inventory Removal Application to HUD. The request is to remove your office building, located at 995 Riverside Street, from HUD Public Housing Use Restrictions.

We have reviewed the application and support this request to remove your office from HUD Public Housing Use Restrictions. We understand your office will continue to serve the low income residents of your properties and of our community.

Sincerely,

Jeffrey Lambert, AICP
Community Development Director

FEB 21 2017

501 Poli Street • P. O. Box 99 • Ventura, California 93002-0099 • 805.654.7800 • cityofventura.net

Printed on 100% post consumer waste

Section 5: Description of Proposed Action by Development, Method of Sale, Value, and Net Proceeds

1. Type of action proposed: Check One:

- ☐ Complete Demolition
- ☐ Partial Demolition
- ☐ Disposition Only
- ☐ Demolition and Disposition
- ☐ De Minimis Demolition
- ☐ Required Conversion
- ☑ Voluntary Conversion
- ☐ Homeownership
- ☐ Eminent Domain Proceeding
- ☐ HOPE VI Demolition
- ☐ Disposition—24 CFR 941-Subpart F Exception
- ☐ Casualty Loss

2. Proposed Action by Unit Type	Units to be Demolished Only	Units to be Disposed of Only
0 Bedroom –Elderly		
0 Bedroom –Family		
1 Bedroom—Elderly		
1 Bedroom—Family		
2 Bedrooms—Elderly		
2 Bedrooms—Family		
3 Bedrooms—Family		
4 or more Bedrooms--Family		
Total *		not applicable

*Enter in Section 6, line 1a

3. Proposed Action by Building Type	Buildings to be Demolished Only	Buildings to be Disposed of Only
Residential Buildings		
Non-Residential Buildings		
Total Buildings	not applicable	not applicable

4. If the proposed action involves a disposition, Total number of acres in proposed disposition: ☐

5. If the proposed action involves a partial removal of a Development, a site map is required.
Attach a site map and reference it as Section 5, line 5.

6. If the proposed action involves a partial removal of a Development,

Attach a description of the property (address, building number, unit number) to be removed along with a narrative explaining why the PHA is proposing to remove this portion of the Development and reference it as Section 5, line 6

Method of Sale

If the PHA is proposing a disposition , answer questions No. 7-10:

7. Which of the following describe the proposed disposition:
A. ☐ **Disposition at Fair Market Value (FMV)**
B. ☐ **Disposition at less than Fair Market Value (e.g. donation)**
C. ☐ **Disposition which includes an exchange of property**

If B or C is checked,
Attach a narrative providing a justification (which evidences public benefits to the PHA and its residents commensurate with the proposed compensation) and reference it as Section 5, line 7

Value

8. What is the value of the property subject to the proposed disposition action: $ to be determined
Please attach required documentation verifying this value (e.g. appraisal) and reference it as Section 5, line 8.

9. Was an appraiser used to determine the value for the property listed at Number 8 above?
Yes ☑ **No** ☐

If Yes, name of appraiser who conducted the appraisal: **Date of appraisal:** in progress William King

Net Proceeds

10. Calculation of Net Proceeds:

Estimated Sales Price	minus	Debt	minus	Cost & Fees	equals	Estimated Net Proceeds
$	-	$	-	$	=	$ not applicable

Attach an itemization of costs and fees (including relocation, moving, and counseling costs) to be paid out of gross proceeds and reference it as Section 5, line 10

11. How does this PHA propose to use Net Proceeds:

Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11.

12. If the proposed action involves a Demolition:
(a) Total estimated cost of the Demolition: $_____ (include professional fees, hazardous waste removal, building and site improvements, actual demolition costs, and seeding and sodding of land, but do not include relocation costs or site improvements such as landscaping, playground, retaining walls, streets, sidewalks, etc.)
(b) What source(s) of funding will the PHA use to pay for the cost of demolition?
(☐) Operating Funds for FY _____ (☐) CFP for FY _____ (☐) CDBG Funds (☐) Other
If Other, attach a narrative explaining how the PHA will fund the demolition and reference it as Section 5, line 12.

13. General Timetable: Complete the general timetable below based on the number of days after HUD approval of this proposed action that the PHA will engage in the following actions:
(a) Begin Relocation of Residents: not applicable
(b) Complete Relocation of Residents: _____
(c) Execute contract for removal action (e.g. sales contract): _____
Cause occurrence of removal action (e.g. actual demolition, closing of sale): _____

Section 6: Relocation

1. Occupied Units

(a) Of the ☐ (copy number from Section 5, line 2) units proposed for removal, are occupied as of the date of this Application.

Attach a narrative explaining the circumstances that resulted in the units becoming vacant and the relocation of the residents of the affected Development and reference it as Section 6, line 1(a).

(b) Of the (copy from Section 4, line 10) total units in the Development minus (copy from 1(a) above) to be removed, units will remain after removal.

(c) Of the (copy from 1(b) above) units remaining after removal, are occupied as of the date of this Application.

If any units are listed as occupied in 1(a), complete questions 2-8

2. Individuals (including children) will be affected by this removal action.

3. How will the PHA provide counseling and advisory services to the affected residents?

Attach a narrative explaining how the PHA will provide counseling and advisory services and reference it as Section 6, line 3.

4. What housing resources/replacement housing does the PHA expect to use for relocation of the affected residents?

Other Public Housing Housing Choice Vouchers Other

Attach a narrative explaining how the PHA plans to provide relocation housing and reference it as Section 6, line 4.

5. Estimated Cost of Counseling and Advisory Services: $

6. Estimated Cost of Moving Expenses: $

7. Total Cost of Relocation Expenses: $

8. What source(s) of funding will the PHA use to pay for Relocation Expenses?

(☐) Operating Funds for FY (☐) CFP for FY (☐) Other

If Other, attach a narrative explaining how the PHA will fund Relocation Expenses and reference it as Section 6, line 8.

Section 7: Resident Consultation

1. Consultation with Residents at affected Development

Attach a narrative explaining the PHA's consultation with the residents of the affected Development and reference it as Section 7, line 1.

If proposed action is for Demolition and/or Disposition under Section 18 of the Act, complete questions 2-5

2. Resident Council (at affected Development)

Provide the name of the Resident Council representing the residents of the affected Development: ☐

AMP #1 Resident Advisory Council **or if there is no Resident Council at this Development, check here .**

Attach a narrative explaining the PHA's consultation with the Resident Council of the affected Development and reference it as Section 7, line 2.

3. Resident Council (PHA jurisdiction-wide)

Provide the name of the Resident Council representing the interests of the residents residing in units under the PHA's jurisdiction: City-Wide Resident Advisory Board **, or if there is no such Resident Council, check here .**

Attach a narrative explaining the PHA's consultation with Resident Council (PHA jurisdiction-wide), and reference it as Section 7, line 3.

4. Resident Advisory Board (RAB) (as defined by 24 CFR 903.13)

Attach a narrative explaining the PHA's consultation with RAB and reference it as Section 7, line 4.

5. Did the PHA receive any written comments concerning this proposed action from the residents of the affected Development, the Resident Council at the affected Development), the Resident Council (PHA jurisdiction-wide), or theRAB? Yes No ✓ . If yes,

Attach those written comments, along with any evaluation the PHA has made of those comments and reference it as Section 7, line 5.

Section 7

Line 1

Consultation with the Residents

Agency staff met with the Resident Advisory Board on xx. Copies of the Inventory Removal Application were distributed and reviewed.

Agency staff met with the Resident Advisory Council (RAC) of AMP where the office is located. All five RAC Officers were present as well as 15 residents and their children.

Two questions were asked:

Q What is your certainty that HUD will approve the application?

R We believe our request will be approved because this is a process HUD developed and we meet the criteria which would allow voluntary conversion.

Q Will the office still be open and will staff continue to work out of the office?

R Yes – The office will continue to be used for administrative purposes, serving the residents.

February 15, 2017

Westview

Resident Advisory Council

995 Riverside St

6pm

Agenda

a. **Meeting call to order**

b. **Roll Call**

President: Celia Zavala
Vice-President: Wanda Sumner
Secretary: Katherine Simonson
Treasurer: Griselda Vazquez
Sergeant-at-arms: Laura Muñoz

c. **Reading/ adoption of minutes**
Minutes have been tabled for meeting in March

d. **Report of Officers**
- Treasurer Reports

e. **Report of committees**
Community Garden Committee
Community Events Committee

f. **Unfinished business**

g. **New Business**
- *Retention Application for the Administrative Building, HA Staff*
- *Maintenance Manger*
- *Property Manager*
- *Community Services Update*
- Public Comment

h. **Adjournment**

Next meeting: March 15, 2017 @ 6p

Westview RAC
Sign-in
Wednesday, February 15, 2017
6pm
995 Riverside St

Name:

1. Celia Zavala
2. Wanda Sumner
3. Laura Munoz.
4. Laura b Munoz
5. Giselle G Munoz
6. Griselda Vasquez
7. Ricardo Tarkt
8. Judy Cox
9. Shirley Davis
10. Jason Barrow
11. Griselda aguilera
12. Eloisa flores
13. Francisco flores
14. Eloisa S Coronel
15. Kate Simonson
16. Epimenio Cruz
17. monica Calzada
18. D. Jackson
19. Patricia Lopez
20. Laura Mayorga

Section 8: Offer of Sale (This Section must be completed for all Section 18 Dispositions, including dispositions in connection with Voluntary or Required Conversions that are subject to Section 18 requirements)

1. Is this PHA exercising any of the exceptions to the offer of sale requirement permitted by 24 CFR 970.9(b)(3):
Yes ☑ No ☐

2. If "Yes", check the exception below:

☐ 24 CFR 970.9 (b)(3)(i): a unit of state or local government requests to acquire vacant land that is less than two acres in order to build or expand its public services (a local government wishes to use the land to build or establish a police substation);
☐ 24 CFR 970.9 (b)(3)(ii): the PHA seeks disposition outside the public housing program to privately finance or otherwise develop a facility to benefit low-income families (e.g., day care center, administrative building, mixed-finance housing, or other types of low-income housing);
☐ 24 CFR 970.9 (b)(3)(iii): the units that have been legally vacated in accordance with the HOPE VI program, the regulations at 24 CFR Part 971, or the Required Conversion regulations at 24 CFR part 972, excluding developments where the PHA has consolidated vacancies;
☐ 24 CFR 970.9 (b)(3)(iv): the units are distressed units required to be converted to tenant-based assistance under Section 33 of the Act;
☑ 24 CFR 970.9 (b)(3)(v): the proposed disposition is of non-dwelling property, including administration and community buildings, and maintenance facilities.

Attach documentation supporting the above referenced exception and reference it as Section 8, line 2.

3. If "No", state the names of all Established Eligible Organizations (as defined by 24 CFR 970.9(c)) for the affected Development, including the following organizations:

Resident Council at affected Development:
,or if none, check here
Resident Management Corporation (as defined by 24 CFR 964) at affected Development:
, or if none, check here
Outside Organization acting on behalf of the residents of the affected Development (as defined by 24 CFR 964):
, or if neither the Resident Council nor any outside organization has provided the PHA with any notification that the Resident Council has formed a partnership with an outside, check
Attach a narrative explaining how the PHA determined that the above named organizations are all of the Established Eligible Organizations representing the residents at the affected Development and reference it as Section 8, line 3.

4. The PHA sent an initial written notification of the sale of the affected Development to each Established Eligible Organization on (mm/dd/yy) via ☐ regular mail ☐certified mail.
Attach a copy of each signed and dated initial written notification letter provided to Established Eligible Organizations and reference them as Section 8, line 4.

5. The PHA received a written initial expression of interest (as defined by 24 CFR 970.11(b)) from one or more of the Notified Eligible Established Organization(s) within 30 days from the date it sent the initial written notification of sale:
Yes ☐ No ☐
If Yes, attach a copy of each initial expression of interest that the PHA received and reference as Section 8, line 5.

6. The PHA received a proposal to purchase the affected Development from this Eligible Established Organization within 60 days of the date that it provided the organization with all necessary terms and information to prepare and submit a proposal to purchase the Development:
Yes ☐ No ☐
If yes, attach a copy of the proposal to purchase and reference them as Section 8, line 6.

7. The PHA ☐ Rejected or ☐Accepted the organization's proposal to purchase the affected the Development

Section 8

Line 2

Exception 24 CFR 970.9 (b)(3)(v)

We are requested voluntary conversion of the existing Administrative Office building, located at 995 Riverside Street, Ventura, CA. This request applies ONLY to this office building.

See photo of office below

Google Maps 942 Riverside St

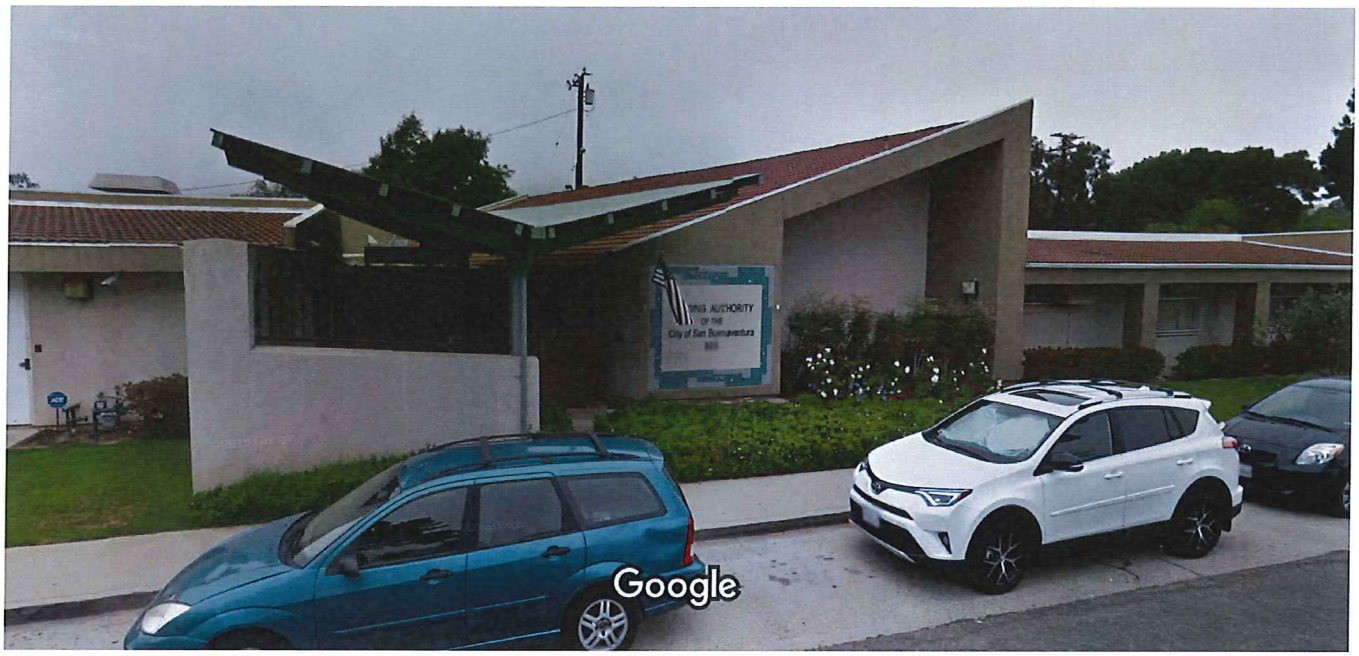
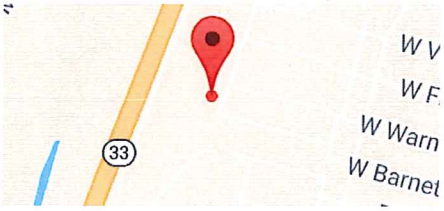


Image capture: Jun 2016 © 2017 Google

Ventura, California

Street View - Jun 2016



Section 9: Certification *Attach a copy of the applicable Certification (as a scanned PDF file) for the specific inventory removal action identified in Section 5 of this Application.*
Section 18 Demolition/Disposition PHA Certification
Section 18 Disposition (24 CFR 941 Subpart F) PHA Certification
Section 32 Homeownership PHA Certification
Section 33 Required Conversion PHA Certification
Section 22 Voluntary Conversion PHA Certification
De Minimis Demolition PHA Certification
Eminent Domain PHA Certification

ADDENDUMS:

The following additional forms must be attached to your electronic submission of this 52860 Application for the inventory removal actions referenced below. Please attach these forms as a file, or scan the form and attach it as a PDF file

HUD-52860-B: Total Development Cost (TDC) Calculation	Attach for all Demolition actions and for all Disposition actions where the justification is obsolescence
HUD-52860-C: Homeownership	Attach for all actions involving homeownership
HUD-52860-D: Required Conversion	Attach for all actions involving the required conversion of public housing units
HUD-52860-E: Voluntary Conversion	Attach for all actions involving the voluntary conversion of public housing units
HUD-52860-F: Eminent Domain	Attach for all disposition actions involving eminent domain proceedings