

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003-04

DRAFT - PRELIMINARY

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

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Glendale

PHA Number: CA114

PHA Fiscal Year Beginning: (mm/yyyy) 07/2003

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website: <http://www.cdh.ci.glendale.ca.us>
- Other (list below)
Office of the City Clerk of Glendale
613 E. Broadway
Glendale, CA 91206

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The Housing Authority's vision is to ensure that all neighborhoods in the City of Glendale are quality, livable places that are free from blight, where residents feel safe, and can access resources and services which enhance their ability to support themselves, their families and the community.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
Implement incentives that attract rental owners to participate in the Housing Choice Voucher Program including dwelling repair grants; and energy-efficiency programs leveraging with the local utility company.
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)

- Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
- Implement measures to promote a safe and crime-free community by enforcing the provisions of the Quality Housing & Work Responsibility Act (Pub. L. 105-276) where the local housing authority is permitted to obtain criminal history records and identification of persons subject to lifetime registration as sex offenders of current and prospective tenants receiving benefits under the Housing Choice voucher for purposes of applicant screening, lease enforcement, eviction, and termination of assistance, where applicable.

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

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

Objectives:

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

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

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

In selecting a family from the waiting list, the Housing Authority will give priority to a family who is:

- (a) homeless and living in a City shelter
- (b) homeless victims of domestic violence
- (c) victims of hate crime reprisals or families approved under a Witness Relocation protection program;
- (d) families displaced of their housing due to government action occurring in the community, and
- (e) U.S. Veterans and family, immediate family members of deceased veterans, and unremarried survivor spouses.

Annual PHA Plan
PHA Fiscal Year 2003-04
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

(Optional)

An Executive Summary of this Annual Plan is provided as an Attachment. The purpose of the Executive Summary is to assist the reader with reviewing the HUD Form 50075 Annual Plan by identifying all Section 8 housing choice voucher-related data and updates.

HUD Form 50075 is required by the U.S. Department of Housing and Urban Development to report the PHA Annual Plan. The form contains numerous sections and tables used to report “public housing” operated by local housing authorities. The Housing Authority of the City of Glendale does not operate public housing, and numerous blank sections and reporting tables are thereby omitted under the instructions of the form.

The Executive Summary is translated from English to the Armenian and Spanish languages. To obtain a copy of the translations, please call the Section 8 administrative offices at (818) 548-3936.

There are no policy changes planned in FY 2003-04 in the submission of this PHA Annual Plan

Here are highlights from this PHA Annual Plan:

- ③ The *Housing Needs of Families in the Jurisdiction* remains unchanged from the previous year Annual Plan. Until a revised Consolidated Plan is submitted and reviewed by HUD, the Housing Authority will continue to rely on the same

demographic data supplied by the U.S. Census of 1990 currently used by the Community Development Block Grant Program *Consolidated Plan*.

- ③ **Updated:** *The Housing Needs of Families on the Section 8 Waiting List* is updated in this Annual Plan. The current number of applicant households is 11,126. In the previous year plan, the waiting list numbered 12,551. Based on the number of current applicants, there is no planned re-opening of the waiting list in FY 2003-04.
- ③ All admission policies remain unchanged from the previous PHA Annual Plan. Admission for assistance is available without regard to the waiting list for eligible households in the following categories: (a) Displaced by government action; (b) victims of domestic violence; (c) homeless families residing in transitional shelters under the City of Glendale's continuum of care; (d) Victims of hate crimes, and (e) Victims of criminal reprisals or participants in an official witness relocation program. These preferences remain unchanged from the previous year(s) PHA Annual Plan. Under the Admission policies, U.S. military veterans or their immediate survivors are given preference over other families in accordance with California housing authority law.
- ③ **Update:** *Strategies for Addressing Needs*. This Annual Plan reannounces the availability of a Moving Assistance Grant for program tenants, and a Dwelling Repair Grant for program property owners. Both Section 8 "incentive" grants are entirely funded with the City of Glendale's local redevelopment set-aside fund for housing. Both grants will expire June 30, 2004 or sooner based on remaining available funding for the grants. All other strategies continue unchanged.
- ③ **New:** Section 8 tenants and owners will be eligible to participate in the City of Glendale Water & Power Department's new refrigerator replacement program in FY 03-04. The program is funded with the utility company's public benefit program. The objective of this new program is to replace aging refrigerators with energy-efficient models, and to reduce the cost of energy consumption among lower income residents in the City.
- ③ **Update:** *The Statement of Financial Resources* is updated in this plan to reflect a projected \$13,985,500 in revenue for rental-assistance programs. This includes \$9,526,000 in HUD Section 8 funding, and \$3,627,000 in Section 8 funds received by other local housing authorities who issued Section 8 vouchers to qualified families, and the eligible families successfully secured a dwelling in the City of Glendale. Under the Section 8 federal rules of portability, the Housing Authority of the City of Glendale administers the Section 8 voucher as a "receiving" housing authority for the initiating agency. In FY 03-04, Glendale Housing Authority is expected to serve more than 600 families under portability.
- ③ **New:** *Section 8 Rent policies*. The Section 8 payment standards for dwellings by bedroom number are set at 111% of the published Fair Market Rent for Los Angeles County. This exception rent is available for the entire City of Glendale and was established at 111% through rent data conducted by the U.S. Department of Housing and Urban Development. Under HUD rules, the local housing authority may establish its voucher rent standards at 90-110% of the

Fair Market Rent. HUD must authorize exceptions above 110% of the fair market rent.

- ③ **Updated:** *Section 8 Management Structure.* This Annual Plan is updated to reflect current staffing assigned to administer the program. In FY 2002-03, the following additions to staff were made: one Housing Technician (dwelling inspector); one additional eligibility associate/advisor; and one additional administrative assistant (bilingual services). In addition, two (2) part-time hourly compliance officers are employed to provide investigation services under the program's innovative Housing Integrity Compliance project, a fraud prevention and elimination subcomponent of the Section 8 program.
- ③ **NEW:** The Section 8 Home Ownership option plan will be fully implemented in FY 03-04. Under this new HUD permitted option, families may use the Section 8 voucher assistance towards payment of a mortgage. The program is expected to serve 10 or fewer families participating in the Section 8 Family Self-Sufficiency (FSS) program.
- ③ **Update:** *Family Self-Sufficiency* statistical data is updated to reflect that there are sixty-eight (68) families participating in the program (as of January 2003). The minimum program size established for Glendale by HUD is sixteen (16) families. This program subcomponent to encourage families to obtain skills needed to enter the workforce is funded under a separate HUD grant (Family Self-Sufficiency coordinator) reported under the Financial Resources section of this Annual Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

- Other (List below, providing each attachment name)
- (a) **Comments received by assisted program tenants, owners and agents, and other members of the public in response of public comment during the development of this Annual Plan. (Attachment 6)**
 - (b) **Information regarding PHA’s Moving Assistance and Dwelling Repair grants. (Attachments 1 & 2)**
 - (c) **Family Self-Sufficiency update. (Attachment 3)**
 - (d) **Home Ownership addendum for Section 8 housing choice vouchers. (Attachment 4)**
 - (e) **List of membership Section 8 Resident Advisory Board. (Attach. 5)**
 - (f) **Executive Summary (English language). (Attachment 7)**

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	8,942	5	5	N/A	N/A	4	N/A
Income >30% but <=50% of AMI	6,153	5	5	2	N/A	4	N/A
Income >50% but <80% of AMI	7,193	5	5	2	N/A	4	N/A
Elderly	5,576	5	5	2	4	3	3
Families with Disabilities	21,887	5	5	4	5	4	3
Homeless	447	5	5	2	4	4	4
White	104,989	5	5	2	N/A	N/A	N/A
Hispanic	24,717	5	5	3	N/A	N/A	N/A
African American	431	5	5	3	N/A	N/A	N/A
Asian/Pacific Isl	8,358	5	5	3	N/A	N/A	N/A
Other	295	5	5	3	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
City of Glendale Housing Element, 2000
Glendale Housing Authority Affordable Housing Strategy/updates 2000-2005

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	11,126		60
Extremely low income <=30% AMI	7,405	67%	
Very low income (>30% but <=50% AMI)	3,550	32%	
Low income (>50% but <80% AMI)	171	1%	
Families with children	5,870	53%	
Elderly families	2,903	26%	
Families with Disabilities	2,353	21%	
White/Non Minority	1,638	15%	
White/Armenian	7,005	63%	
Hispanic	990	9%	
African American	702	6%	
Asian/Pacific Isl	281	2%	
American Indian	32	>1%	
Other/Unknown	478	4%	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 29 Months (Closed 1/01)			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
Market the availability of the Dwelling Repair Grant. This fund was created in February 2002 by the Glendale Housing Authority and is entirely funded by Local redevelopment housing set-aside. No federal funds are used. Under the grant, a participating owner is reimbursed up to \$3,000 to perform dwelling repairs to enable the unit to successfully pass the Housing Quality Standards inspection. All repairs must be identified by the HQS inspector.

A second strategy to attract owners to lease units with assistance will be achieved in FY 03-04 in cooperation with the local utility company, Glendale Water and Power. The Section 8 program owner and tenant base has been selected to help market the utility company's latest public benefit program entitled, Cool Care, a low-income refrigerator replacement and recycling program intended to access new Energy Star refrigerators, and the benefits of reduced energy bills. Low income Section 8 families may be eligible for the program, and referrals will also be made as the result of HQS inspections identifying dwelling refrigerators that no longer adequately cool perishable foods in Section 8 assisted units. A small co-pay of \$100 in 12 bi-weekly payments will be made by tenants on their electric bill. Section 8 owners taking advantage of this new resource will be asked to pay \$200 in 12 bi-weekly payments. The costs to fund Cool Care is under the local utility company's public benefit program funds. No Section 8 monies will be required.

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Collaboration with other local housing authorities in the Fair Market Rent market area to increase fair market rents allowed by HUD to reflect actual market costs in the region.

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 1. A TDD telephone is maintained in the housing agency's administrative office. The number is (818) 247-9705.

2. Families with disabled members can obtain a no-cost grant to perform structural modifications to their dwelling units to enable the property to be handicap-accessible. There is no cost to the participating owner. The grant maximum is \$7,500 using a combination of HOME funds and local redevelopment set-aside housing monies. If required work exceeds the maximum, Section 8 funds are available to pay costs over the allowable grant.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

A Moving Assistance Grant approved by the Housing Authority 1/15/02 provides up to \$2,500 to financially needy applicants with vouchers and tenants to assist in move-in costs and security deposit charges to ensure families have resources to secure an eligible dwelling under the program.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board

Results of consultation with advocacy groups

Other: (list below)

Responsiveness to concerns of area property owners.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$9,526,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$64,500	
h) Community Development Block Grant	\$20,000	Fair Housing Council To assist applicants and tenants reporting illegal housing discrimination.
i) HOME	\$300,000	1 st Time Homebuyer gap funds for a Section 8 homeownership program
Other Federal Grants (list below)		
Shelter Plus Care	\$248,000	Homeless Disabled
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Portability vouchers administered for other PHAs	3,627,000	
4. Non-federal sources (list below)		
Local redevelopment set-aside for housing	\$200,000	(a) Dwelling Repair grant for Section 8 owners, and (b) Moving Assistance Grant for Section 8 applicants and tenants
Total resources	\$13,985,500	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
1. Verification of tenant vehicle registration through Dept. of Motor Vehicles;
 2. Verification of property owner;
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? *State of California Department of Justice only for persons subject to lifetime registration under sex offender law.*
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- Rent history regarding tenant evictions. A verification to match number of proposed members of household on owner application is matching Section 8 verified household size. Owner may verify this information with the PHA only upon written request.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)
- Housing Authority may plan application process using U.S. mail and/or designated postal mail box

(3) Search Time

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

If yes, state circumstances below:

1. If family unable to locate unit within payment standard and needs additional time;
2. When owner has offered a unit to family that will become available for occupancy after the 60-day period;
3. To assist a family, including disabled members with special needs who require additional search time to locate a unit to accommodate the family's needs.
4. Families granted extensions up to six (6) months in order to search for eligible dwellings units due to low vacancy rates in the community.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
Extremely Low Income
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 1. Families with disabled members;
 2. Single elderly persons age 62 or more.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families (See above)
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (See above)
- Other preference(s) (list below)
 - Elderly single households (over age 62)
 - Families with disabled members

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

Notification to community based groups, religious organizations, and CDBG funded nonprofits and other organizations that serve lower income groups, disabled, elderly and homeless populations (Continuum of Care)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - Other (list below)
- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA’s payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)
HUD-approved Exception Rent is established at 111% of FMR, city-wide.

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
Community-wide vacancy rates and public or private rental housing studies made available for review. In addition, the Section 8 agency monitors rent comparables obtained from unassisted rental units to determine adequacy of payment standards.

(2) Minimum Rent

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

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

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

To accommodate elderly households or disabled households where a minimum rent would cause financial hardship upon the family.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The Board of Directors of the HA is composed of all City Council elected members and 2 Tenant Members appointed from Section 8 participating families. The Section 8 staff is a unit within the City's Department of Community Development & Housing of the City of Glendale. The Section 8 staff is supervised by a Section 8 Administrator. Staff include a Community Development Supervisor; Administrative Analyst; two (2) Housing Inspector/Technicians; seven (7) housing advisors who perform eligibility and occupancy functions; a Family Self-Sufficiency coordinator, two (2) Administrative Assistants and 2 salaried administrative support staff, and 1 hourly office services assistant.. Housing Integrity/program compliance is performed by two (2) part-time hourly investigators who are retired law enforcement detectives.. The program's finances are provided by a City accountant funded partially by the Section 8 program who oversees all federal grants. The City Auditor performs systems and review of all program functions.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	1,584	120
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	27	2
Shelter Plus Care		
Public Housing Drug Elimination Program		

(PHDEP)		
Other Federal Programs(list individually) 600 Portable Vouchers Administered for Other Housing Authorities (projected number for FY 03-04)	600	45
TOTAL	2,211	167

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)
City of Glendale Administrative Policies
City of Glendale Civil Service Rules as applicable to unclassified employees.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

Both parties may review written materials in advance of a hearing. The hearing officer is not a housing agency employee, rather, under contract with the L.A. County Bar Association Dispute Resolution Services. Under California law, administrative hearings issued by the housing agency may be further appealed under judiciary law. The hearings are recorded to provide transcriptions for use by the housing authority or hearing officer.

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual

Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>
Disposition <input type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u></p>
<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. Designation type:</p>

Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway

<input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs

under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to

high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

A Section 8 Home Ownership Option will be fully implemented in FY 03-04. Under this option Section 8 home buyers, who are working full time, will use Section 8 rental assistance to help pay a mortgage, instead of rent. Policies governing the Section 8 Home Ownership Option have been adopted by the Housing Authority and contained in the Home Ownership Addendum to the Section 8 Voucher Administrative Plan.

To consolidate resources, the Housing Authority has applied and received \$70,000 in IDEA Grant monies awarded by the Federal Home Loan Bank. A participating family will be eligible for \$10,000 of IDEA Grant funds.

In addition, the Housing Authority has allocated \$400,000 in HOME funds to provide “gap” monies to assist qualifying families with down payment costs.

The Home Ownership Advisory Committee of the City’s Department of Community Development & Housing, together with participation from the local Association of Realtors provides guidance to the program.

Eligible families are selected from the Section 8 Family Self-Sufficiency Program (FSS) where there is presently 62 families enrolled, and of this number, 24 families have accrued FSS escrows totaling \$115,000.

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

Preference for service as Tenant Member to the Housing Authority Board

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	16	68

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

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

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

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

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

- Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? ____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

B. Description of Election process for Residents on the PHA Board

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
Self-nomination: Candidates register with the PHA and request to be considered for appointment under criteria established by the PHA board. Self-nominees are interviewed by the PHA Chair and/or vice Chair..

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)
Any recipient of PHA assistance who has been continually assisted with a housing choice voucher for at least twelve (12) months, and is in compliance with the Housing Choice Voucher Obligations of the Family.

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)
Current elected officials of Housing Authority & City Council and the second Section 8 Tenant Member

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) City of Glendale, California
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

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

ATTACHMENT 1:

Description of Moving Assistance Grant



MOVING ASSISTANCE GRANT

Purpose	To assist Section 8 Housing Choice Voucher-holders with required moving costs to secure a rental unit.
Maximum Grant	50% of all moving costs not to exceed \$2,500
Terms & Conditions	<ol style="list-style-type: none"> 1. Grant is limited to Section 8 Housing Choice Voucher-holders. 2. Grant is limited to households with less than \$3,000 in bank checking, savings, and other accessible assets or resources. 3. Grants are limited to one application per Section 8 tenant head of household. 4. The program term is limited to qualified moving expenses incurred between February 1, 2002 and June 30, 2004 or sooner if allocated funds are depleted. Moving costs incurred prior to February 1, 2002 or after June 30, 2004 do not qualify for a grant. Funds are limited. Applications are accepted on first-come, first served basis. The program may be modified or terminated without prior notice. 5. A signed and dated application, payment receipt (receipt, money order receipt, or cancelled check), paid invoice, and a completed IRS Form W-9 must be sent to the City of Glendale Community Development & Housing Department postmarked on or before July 31, 2004 or within 30 days of program closure date, if the program ends earlier due to allocated funds being depleted. Grant award checks for qualifying expenses will be mailed 6 to 8 weeks after receiving a completed application including all required documentation. 6. Grant award is also conditional upon the Section 8 rental unit successfully passing the Housing Quality Standards

	Inspection.
Eligible Costs	Fifty percent (50%) of the security deposit, utility deposit, stove and refrigerator purchase, and other eligible costs involved with a move.
Ineligible Costs	Landlords and third-parties such as home-moving businesses are <u>ineligible</u> to apply, or costs for services such as a rental listing service, where renters search for available vacancies are ineligible under this grant. Cable television deposits and other non-essential fees or costs are ineligible.
How To Apply	<ol style="list-style-type: none"> 1. Obtain a Moving Assistance Grant application from a Section 8 housing associate or by calling the City of Glendale Department of Community Development and Housing at (818) 548-3936. 2. Read the <i>Terms and Conditions</i> found above or on the Grant Application Form. Funding is limited. Applications accepted on a first-come, first-served basis until the funds are spent or the program is otherwise terminated. 3. Complete an application, attach copies of invoices and payment receipt(s) detailing eligible moving related costs (receipt, money order receipt or cancelled check), and a completed IRS Form W-9. Qualified moving costs must be incurred between February 1, 2002 and June 30, 2004. However, please note that the eligible moving cost period will end earlier if allocated funds are depleted. 4. Return the information to: City of Glendale Community Development & Housing 141 North Glendale Avenue – Suite 202 Glendale, CA 91206 5. Program will end on June 30, 2004 or sooner if allocated funds are spent. Grant Applications must be postmarked by the U.S. Postal Service or date stamped by the Community Development and Housing Department on or before July 31, 2004 or within 30 days of program closure date, if the program ends earlier due to allocated funds being depleted. 6. If all the above criteria is met and verified, you should receive your grant award check within 6 to 8 weeks. Note: IRS Form 1099G will be issued for all grants awarded over \$600.

ATTACHMENT 2:

Description of Dwelling Repair Grant



DWELLING REPAIR GRANT

Purpose:	To assist rental owners and property management agents to correct minor habitability deficiencies noted by Housing Quality Standards Inspectors within their Inspection Reports to qualify the rental unit for Section 8 or Shelter Plus Care rental subsidy.
Maximum Grant:	\$3,000.00. The grant is made as a reimbursement.
Terms & Conditions:	<ol style="list-style-type: none">1. Property must be located within the City of Glendale's jurisdiction.2. Grant is limited to dwelling units in which a Housing Choice Voucher has been signed.3. Grants are limited to one application per Section 8 rental unit.4. The Program term is limited to required repairs reported on inspections completed between February 1, 2002 and June 30, 2004 or sooner if allocated funds are depleted. Repairs reported on inspection reports performed prior to February 1, 2002 or after June 30, 2004 do not qualify for a grant. Funds are limited. Applications are accepted on first-come, first served basis. The program may be modified or terminated without prior notice.5. The items subject to reimbursement must be identified as a failed item by the HQS Inspector. For items that require a Building and Safety permit, a final inspection report issued by the Building and Safety Department must accompany the Dwelling Repair Grant application.6. A completed application, verification of payment (copies of cancelled checks, money order receipts, credit card transaction slip, invoices showing credit card payment, or store receipts), applicable permits and final Building and Safety reports must be received on or before July 31, 2004, or within 30 days of program closure if the program ends earlier due to allocated funds being depleted. Grant award checks for qualifying expenses will be mailed 6 to 8 weeks after receiving a completed application including all required documentation. Store receipts with itemized expenses must be clearly marked as to how the expense relates to the failed items. PLEASE NOTE: CASH RECEIPTS WILL NOT BE CONSIDERED FOR REIMBURSEMENT.

	<p>7. For grants of \$1,000 or less, owner agrees to a one (1) year lease with the program tenant. For grants of \$1,000 - \$2,000, the lease obligation is extended to two (2) years, and for grants of \$2,000 or more, the lease obligation is three (3) years. Rent adjustments are permitted every 12 months. Should the tenancy end prior to these terms, owner agrees to list the vacancy with the Department of Community Development & Housing. Should the owner opt to terminate his/her obligation, the owner agrees to repay the City of Glendale for a pro-rated share of the grant award.</p>
<p>Eligible Repairs & Costs:</p>	<p>Cost of labor paid to a contractor or third party, related permit costs, and material costs for the repair or replacement of conditions identified in the initial Housing Quality Standards inspection report as necessary to meet the Housing Quality Standards required by the Housing Assistance Program.</p>
<p>Ineligible Repairs & Costs:</p>	<p>Labor performed directly by owner or agent are ineligible under this grant. Elective or cosmetic improvements not identified by the City inspection are ineligible.</p>
<p>How to Apply:</p>	<p>7. Obtain a Dwelling Repair Grant application by calling the number below or from a housing inspector.</p> <p>8. Read the <i>Terms and Conditions</i> found above or on the Grant Application Form. Funding is limited. Applications accepted on a first-come, first-served basis until the funds are spent or the program is otherwise terminated.</p> <p>9. A completed application, verification of payments, applicable permits and final inspection reports issued by the Building & Safety Department must be sent to the City of Glendale Community Development & Housing Department postmarked on or before July 31, 2004 or within 30 days of program closure date, if the program ends earlier due to allocated funds being depleted. Grant award checks for qualifying expenses will be mailed 6 to 8 weeks after receiving a completed application including all required documentation. Qualified repairs must correspond to repairs indicated on the Inspection Reports dated between February 1, 2002 and June 30, 2004. However, please note that this repair period will end earlier if allocated funds are depleted.</p> <p>10. Return the information to: City of Glendale Community Development & Housing 141 North Glendale Avenue – Suite 202 Glendale, CA 91206</p> <p>11. Program will end on June 30, 2004 or sooner if allocated funds are spent. Grant Applications must be postmarked on or before July 31, 2004 or within 30 days of program closure date, if the program ends earlier due to allocated funds being depleted.</p> <p>12. If all the above criteria is met and verified, you should receive you should receive your grant award check within 6 to 8 weeks. Note: IRS Form 1099G will be issued for all grants awarded over \$600.</p>

Information:	For more details, please call the City of Glendale Department Community Development & Housing at (818) 548-3936.
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ATTACHMENT 3:
Family Self Sufficiency Report

2003 FSS Annual Update for PHA Plan

Background

Between 1992 and 1998, the Department of Housing and Urban Development (HUD) required the local housing authority to establish a Family Self-Sufficiency (FSS) Program as a condition of funding. In 1998, the Housing Reform Act eliminated this requirement, however the Housing Authority was required to continue the FSS program for its existing participants and at the Housing Authority's option continue to offer the FSS program as a Section 8 component. HUD established Glendale's *minimum* FSS program size of 50 families. Under the reform, the mandated size of the program is *subtracted* by one (1) participant *each time* an FSS participant successfully completes its FSS participant agreement until it reaches zero. The Housing Authority is not required under HUD regulation to refill the FSS vacancy.

Although HUD has eliminated this program as a requirement for Section 8 agencies, it has been Glendale's policy to maintain a program voluntarily, and HUD continues to fund FSS coordinators for this purpose. The Department of Community Development & Housing intends to *expand* the FSS program to 75 families in FY 2002-03.

Escrow Savings account for families.

The Housing Authority establishes an interest bearing "escrow account" on behalf of FSS families for a 5-year period. Section 8 funds, in addition to assisting the FSS family with rental payments are also used to establish the FSS family's escrow account. The escrow represents the difference between 30% of the family's income at the time of their initial Section 8 participation, and the family's current income and rent. When the income of the FSS participating family increases due to employment and wages, the FSS escrow account is correspondingly increased to reflect the higher income. Increased income by the FSS family produces higher escrow balances.

Outreach to housing choice voucher tenants.

An outreach strategy to attract more Section 8 families to voluntarily participate in the Family Self Sufficiency Program has been initiated by the Department of Community Development & Housing to increase the total number of participants to seventy-five (75) families. The Outreach Plan focuses on five (5) strategies: (*Please see attached Exhibit*).

- (1) Recruitment of new FSS participants targeting new Section 8 tenants, welfare to work participants and current Section 8 tenants who are expected to be attracted to the Section 8 home ownership plan that will be initiated in FY 02-03;
- (2) Increased visibility of the FSS program with community agencies who also serve the Section 8 population;

- (3) Greater coordination with the local welfare office to identify Section 8 tenants who are participating in the GAIN (Greater Avenues to Independence) program as a condition of their public assistance;
- (4) Increased media visibility using public service announcements and local press to emphasize success stories by FSS participants; and
- (5) Secure support from area businesses to provide job opportunities for FSS participants.

Any Section 8 assisted family is eligible to participate in FSS. Since July 1, 2001, 339 new families have entered the Section 8 program. Although the majority of these new families are elderly and disabled because of the housing preferences used to select applicants from the waiting list, many households include members for whom the Family Self-Sufficiency program is a resource. In addition to this number, there are presently 43 Welfare to Work families who live or have relocated to Glendale with Los Angeles City Section 8 vouchers. They are presently not enrolled in any FSS program and are completing initial first-year obligations under their Los Angeles City Section 8 voucher as a condition of the voucher-issuance. Upon completion of their initial year, the welfare to work families will be released by Los Angeles City Housing Authority and all administrative and family services for the families will be performed by Glendale Housing Authority as the administering agency. All of the welfare to work families will be eligible to enroll in our FSS program.

Participation in home ownership option.

An incentive to participate in FSS is expected once the Housing Authority implements the Section 8 Home Ownership Option where Section 8 vouchers will be eligible for first-time home purchasing. It is our plan to limit this option to Family Self-Sufficiency participants, who stand the best chance of meeting stringent income and credit history requirements, and have FSS escrows ready for down-payment requirements.

Current service level description.

Thirty-three (33) FSS families have received their escrows because of increased income through employment. The average final escrow payment to a family is \$7,700. Nine (9) FSS families have purchased homes using their escrow as a down payment. Over the FSS contract period of five (5) years, the average FSS family experiences increased income of approximately \$22,000 per family.

The services of the FSS coordinator are essential to assure that Section 8 tenants are linked to the supportive services and experiences families need to enter the workplace and achieve long-term self-sufficiency. The FSS Coordinator provides vocational case management to all FSS families. The general duties are centered on the family and include interviews with family members, supportive counseling, goal development and planning, activity and resource referrals including job leads, monitoring progress and case documentation.

A coordinating committee initiated in 1992 by the Housing Authority with the Verdugo Workforce Investment Board serves as an advisory committee to the Family Self-Sufficiency Program. The committee is comprised of representatives of local welfare office programs, educational institutions, childcare providers, nonprofit groups, and workforce training and employment professionals or their contractors. Services to FSS families are developed using the services and resources of Glendale's Verdugo Jobs Center, where the FSS coordinator is located, and the Housing Authority is a participating partner.

- # of families currently enrolled = 68

- # of escrow accounts = 24
- Over \$115,000 in escrow
- IDEA Grant awarded FSS Home Ownership = \$70,000
 - (7 families @ \$10,000 each/Max.)
- HOME funds allocated to Section 8 Home Ownership = \$400,000

The data provided here is as of 01/01/03.

ATTACHMENT 4:
Section 8 Home Ownership Addendum

HOMEOWNERSHIP ADDENDUM

INTRODUCTION

This Chapter defines both HUD and the PHA's criteria for the Section 8 Homeownership Program. The Section 8 homeownership option was part of the many housing and welfare reforms Congress enacted under the Quality Housing and Work Responsibility Act of 1998. The homeownership program encourages participants to become more self-sufficient. Most importantly, the homeownership option may be one of the few routes for many lower income families and individuals to achieve the American dream of homeownership.

A. HOMEOWNERSHIP [24 CFR 982.625]

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family.

The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

The PHA may make homeownership available to all who qualify, or restrict homeownership to families or purposes defined by the PHA. The PHA may also limit the number of families assisted with homeownership.

***The PHA will offer the homeownership option only to participating families who:**

***Are currently enrolled in the Family Self-Sufficiency (FSS) Program and in compliance with the FSS contract.**

*** The PHA will limit homeownership to a maximum of [ten] families at any given time.**

Eligibility Requirements [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance.

The family must be eligible for the Housing Choice Voucher program.

The family must qualify as a first-time homeowner, or may be a co-operative member.

The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement.

The family must meet the Federal minimum employment requirement.

At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance.

HUD regulations define "full time employment" as not less than an average of 30 hours per week.

***A family member will be considered to have been continuously employed even if that family member has experienced a break in employment, provided that the break in employment:**

***did not exceed [30 calendar days]; and**

***did not occur within the [6 month] period immediately prior to the family's request to utilize the homeownership option; and**

***has been the only break in employment within the past 12 calendar months.**

The Federal minimum employment requirement does not apply to elderly or disabled families.

Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.

***The PHA will impose the following additional initial requirements:**

***The family has had no family-caused violations of HUD's Housing Quality standards within the last [1 year].**

***The family is not within the initial 1-year period of a HAP Contract.**

***The family does not owe money to the PHA, or to the City of Glendale.**

***The family has not committed any serious or repeated violations of a PHA-assisted lease within the past [1 year].**

C. Homeownership Counseling Requirements [24 CFR 982.630]

When the family has been determined eligible, they must attend and complete homeownership counseling sessions. These counseling sessions will be conducted by **[PHA staff, AHECI, Neighborworks or HUD-approved housing counseling agency]**. Such counseling shall be consistent with HUD-approved housing counseling.

The following topics will be included in the homeownership counseling sessions:

- *Home maintenance (including care of the grounds);**
- *Budgeting and money management;**
- *Credit counseling;**
- *How to negotiate the purchase price of a home;**
- *How to obtain homeownership financing and loan preapprovals, including a description of types of financing that may be available, and the pros and cons of different types of financing;**
- *How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;**
- *Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;**
- *Information about RESPA, state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions;**
- *[List other topics]**

***The family will be required to attend post-purchase homeownership counseling when the family refinances the mortgage loan or the PHA determines that the family is on the edge of defaulting on the mortgage note. The following are examples for the PHA to base a possible mortgage default:**

- *The family has reported a wage decrease or a family member has become unemployed.**
- *The family's credit report shows an increase in debt obligations.**
- *The family has failed to pay property taxes or the required insurance for the purchased home.**

D. Eligible Units [24 CFR 982.628]

The unit must meet all of the following requirements:

The unit must meet HUD's "Eligible Housing" requirements. The unit may not be any of the following:

A public housing or Indian housing unit;

A unit receiving Section 8 project-based assistance;

A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;

A college or other school dormitory;

On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.

The unit was already existing or under construction at the time the family was determined eligible for homeownership assistance.

The unit is a one-unit property or a single dwelling unit in a cooperative or condominium.

The unit has been inspected by the PHA and by an independent inspector designated by the family.

The unit meets HUD Housing Quality Standards.

The PHA must not approve the seller of the unit if the PHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

E. PHA Search and Purchase Requirements [24 CFR 982.629]

The PHA has established the maximum time that will be allowed for a family to locate and purchase a home.

The family's deadline date for locating a home to purchase will be **[180 calendar days]** from the date the family's eligibility for the homeownership option is determined. ***A home shall be considered located if the family submits a proposed sales agreement with the requisite components to the HA. For good cause, the HA may extend a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by the HA, their Section 8 rental assistance through the Section 8 housing choice voucher program shall continue.***

The family must obtain financing for the home within **[60 calendar days]** of **[the date eligibility for the homeownership program is determined]**.

The family must purchase the home **within [3 months or such other time as is approved by the HA's Executive Director or set forth in the HA-approved sales agreement] of [locating a home to purchase and a sales agreement approved by the Housing Authority is signed by the family].**

The PHA **[will not]** require periodic reports on the family's progress in finding and purchasing a home.

If the family is unable to purchase a home within the maximum time limit, the PHA ***[will continue the family's participation in the Section 8 housing choice voucher program. The family may not re-apply for the Section 8 home ownership program until they have completed an additional year of participation in the Section 8 housing choice voucher program following the initial determination of their eligibility for their home ownership option.]***

F. Inspection and Contract [24 CFR 982.631]

The unit must meet Housing Quality Standards, and must also be inspected by an independent professional inspector selected and paid by the family.

The independent inspection must cover major building systems and components. The inspector must be qualified to identify physical defects and report on property conditions, including major building systems and components. These systems and components include, but are not limited to:

- Foundation and structure;
- Housing interior and exterior;
- Roofing;
- Plumbing, electrical and heating systems.

The independent inspector must not be a PHA employee or contractor. The PHA will not require the family to use an independent inspector selected by the PHA, but the PHA has established the following standards for qualification of inspectors selected by the family.

***The PHA requires the following qualifications for independent inspectors:**

The independent inspectors selected by the family must be licensed to operate in the State of California.

Copies of the independent inspection report will be provided to the family and the PHA. Based on the information in this report, the family and the PHA will determine whether any pre-purchase repairs are necessary.

The PHA may disapprove the unit for homeownership assistance because of information in the report.

The family must enter into a contract of sale with the seller of the unit. A copy of the contract must be given to the PHA. The contract of sale must specify the price and terms of sale, and provide that the purchaser will arrange for a pre-purchase independent inspection of the home. The contract must also:

Provide that the purchaser is not obligated to buy the unit unless the inspection is satisfactory;

Provide that the purchaser is not obligated to pay for necessary repairs; and

Contain the seller's certification that he or she has not been debarred, suspended or subject to a limited denial of participation.

G. Financing [24 CFR 982.632]

The family is responsible for securing financing. The PHA has established financing requirements, listed below, and may disapprove proposed financing if the PHA determines that the debt is unaffordable.

****The PHA will require that loan terms will comply with the secondary market's community or affordable lending guidelines.***

*** The PHA will prohibit the following forms of financing:**

***balloon payment mortgages**

*** variable interest rate loans**

*** seller financing**

*** seller financing on a case-by-case basis**

***[insert other prohibited financing]**

***[Insert other financing criteria.]**

The PHA will require a minimum cash down payment of [*three* percent of purchase price], ***but only requires that 1% be from the family's own resources with the HomeChoice exception for disabled persons.**

****FSS Escrow, IDEA or IDA Accounts are considered to be family's own resources***

****HomeChoice borrowers may receive assets from a nonprofit or family member for the entire down payment.***

***[Additional affordability criteria]**

H. Continued Assistance [24 CFR 982.633]

Homeownership assistance may only be paid while the family is residing in the home. The family or lender is not required to refund homeownership assistance for the month when the family moves out.

The family must comply with the following obligations:

The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.

The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to CFR 982.551 (h) and (i).

The family must supply information to the PHA or HUD as specified in CFR 982.551(b). The family must further supply any information required by the PHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.

The family must notify the PHA before moving out of the home.

The family must notify the PHA if the family defaults on the mortgage used to purchase the home.

No family member may have any ownership interest in any other residential property.

***The family must attend and complete ongoing homeownership counseling.**

***The home must pass a HUD Housing Quality Standards inspection [yearly].**

***[List additional PHA requirements]**

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

I. Maximum Term of Homeownership Assistance [24 CFR 982.634]

Except in the case of elderly or disabled families, the maximum term of homeownership assistance is:

15 years, if the initial mortgage term is 20 years or longer, or

10 years in all other cases.

The elderly exception only applies if the family qualified as elderly at the start of homeownership assistance. The disabled exception applies if, at any time during receipt of homeownership assistance, the family qualifies as disabled.

If the family ceases to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date

assistance commenced. However, such a family must be afforded at least 6 months of homeownership assistance after the maximum term becomes applicable.

If the family receives homeownership assistance for different homes, or from different PHAs, the total is subject to the maximum term limitations.

J. Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635]

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in this plan for the Housing Choice Voucher program.

The PHA will pay the homeownership assistance payment ***[directly to a dedicated, limited access account established by the lender and/or mortgage servicer].***

Some homeownership expenses are allowances or standards determined by the PHA in accordance with HUD regulations. These allowances are used in determining expenses for all homeownership families and are not based on the condition of the home.

Homeownership expenses include:

- Principal and interest on mortgage debt.

- Mortgage insurance premium.

- Taxes and insurance.**

- The PHA utility allowance used for the voucher program.

- The PHA allowance for routine maintenance costs **[amount/reference to attachment]**.

- The PHA allowance for major repairs and replacements **[amount/reference to attachment]**.

- Principal and interest on debt for improvements.

***If the home is a cooperative or condominium, expenses also include operating expenses or maintenance fees assessed by the homeowner association.**

K. Portability [24 CFR 982.636, 982.353(b) and (c), 982.552, 982.553]

Subject to the restrictions on portability included in HUD regulations and in Chapter 13 of this plan, the family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families.

The receiving PHA may absorb the family into its voucher program, or bill the initial PHA. The receiving PHA arranges for housing counseling and the receiving PHA's homeownership policies apply.

L. Moving With Continued Assistance [24 CFR 982.637]

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

***The PHA prohibits more than one move by the family during any one year period.**

***The PHA will deny permission to move with continued rental or homeownership assistance if the PHA determines that it does not have sufficient funding to provide continued assistance.**

***The PHA will require the family to complete additional homeownership counseling prior to moving to a new unit with continued assistance under the homeownership option.**

M. Denial or Termination of Assistance [24 CFR 982.638]

Termination of homeownership assistance is governed by the policies for the Housing Choice Voucher program contained in chapter 15 of the Administrative Plan. However, the provisions of CFR 982.551 (c) through (j) are not applicable to homeownership.

The PHA will terminate homeownership assistance if the family is dispossessed from the home due to a judgment or order of foreclosure.

***The PHA will permit such a family to move with continued voucher rental assistance. However, rental assistance will be denied if the family defaulted on a *conventional* or FHA-insured mortgage, and the family fails to demonstrate that:**

The family has conveyed, or will convey, title to the home as required by HUD or *the conventional lender*, and

The family has moved, or will move, within the period required by HUD or *the conventional lender*.

***The PHA will terminate homeownership assistance if the family violates any of the family obligations contained in this section.**

***The PHA will terminate homeownership assistance if the family violates any of the following family obligations:**

- *Transfer or conveyance of ownership of the home;
- *Providing requested information to the PHA or HUD;
- *Notifying the PHA before moving out of the home;
- *[List violations leading to termination].

N. Pilot Program for Homeownership Assistance for Disabled Families [CFR 982.642]

The PHA has the option of offering assistance under the pilot program instead of, or in addition to, the homeownership assistance described in this section. Most of the regulations governing homeownership assistance apply to the pilot program.

Eligibility: the family must meet the definition of "disabled family." The family is not required to meet the low-income requirement, but annual income cannot exceed 99% of the area median. The family must not be a current homeowner and must close on the home within 3 years of July 23, 2001. The family need not meet the definition of "first-time homeowner."

Homeownership Assistance Payments: Payments are calculated as described in this section. A low-income family receives the full assistance payment. A family whose annual income is between 81% and 89% of area median receives 66% of the assistance payment. A family whose annual income is between 90% and 99% of area median receives 33% of the assistance payment. The PHA must make payments to the lender.

Mortgage Defaults: The PHA may permit the family to move with continued homeownership assistance if the default is due to catastrophic medical reasons or to the impact of a federally declared disaster.

***The PHA [will not] offer homeownership assistance under the pilot program for disabled families.**

To the extent applicable, the PHA's policies for homeownership assistance apply to families participating in the pilot program.

O. Recapture of Homeownership Assistance [24 CFR 982.640]

The following section has been deleted to conform to revised HUD regulations:

~~The PHA will comply with CFR 982.640 in recapturing a percentage of the homeownership assistance provided to the family upon sale or refinancing of the home.~~

~~Upon purchase of the home, the family shall execute documentation securing the PHA's right to recapture homeownership assistance.~~

ATTACHMENT : 5

List of Section 8 Resident Advisory Board (RAB) Membership

City of Glendale Housing Authority
141 North Glendale Avenue, Suite 202
Glendale, CA 91206
(818) 548-3936

1	Aghajanian, Rose	Address/Phones On File with PHA
2	Bedrossian, Bedros	
3	Camejo, Jose	
4	Carapetian, Sooreh	
5	DeWitt, Vincentina	
6	Hernandez, Lucy	
7	Nercessian, Bella	
8	Tuttle, Frank	
9	Zakarian, Zoya	

ATTACHMENTS: 6

**Comments by Members of the Public, and Section 8 Tenants
Regarding the PHA Annual Plan for FY 03-04**

**Minutes and comments regarding the Annual Plan made by members
of the Section 8 Resident Advisory Board.**

ATTACHMENTS: 7

**Executive Summary of PHA Annual Plan
2003-04**

- ③ **English language** (*Text Follows on next page*)
- ③ **Armenian language** (*available in administrative offices of the HA*)
- ③ **Spanish language** (*available in administrative offices of the HA*)

Housing Authority of the City of Glendale

Public Housing Agency Five Year Plan 2000- 2004 & Annual Plan 2003- 04 for Section 8 Housing Choice Voucher Program

PRELIMINARY

Executive Summary

Mission:

To ensure that all neighborhoods in the City of Glendale are quality, livable places that are free from blight, where residents feel safe, and can access resources and services, which enhance their ability to support themselves, their families and the community.

*Prepared by the City of Glendale Department of Community
Development & Housing – January 2003*

Annual Plan – Fiscal Year 2003-04
Housing Needs of Families in the Jurisdiction*

Family Type	Number
Extremely Low income	8,942
Very Low Income	6,153
Low Income	7,193
Elderly	5,576
Families with Disabilities	21,887
Homeless (UPDATE)	447
White	104,989
Hispanic	24,717
African American	431
Asian/Pacific Islander	8,358
Other	295

**Sources: U.S. Census 1990, Glendale Consolidated Plan, Glendale Housing Element, and Glendale Coalition for the Homeless*

Housing Needs of Families on the Section 8 Waiting List (UPDATED)

The waiting list is currently closed. The most recent enrollment was January 2001

Waiting List Total	11,126	100%
Extremely Low Income	7,405	67%
Very Low Income	3,550	32%
Low Income	171	1%
Families with Children	5,870	53%
Families with elderly members	2,903	26%
Families with Disabled members	2,353	21%
White/Non Minority	1,638	15%
White/Armenian surname	7,005	63%
Hispanic	990	9%
African American	702	6%
Asian/Pacific Islander	281	2%
American Indian	32	>1%
Other/Unknown	478	4%

Strategy for Addressing Needs

- To market the program to owners, particularly those outside of areas of minority and poverty concentration.

- Increase section 8 lease-up by establishing payment standards that will enable families to rent throughout the jurisdiction.
- To implement incentives for rental owners to participate in the City's rental assistance program.
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Collaborate with other local housing authorities in the Fair Market rent area to increase fair market rents allowed by HUD to reflect actual market costs in the region.
- To participate in the Consolidated Plan process to ensure coordination with broader community strategies.
- To apply for additional Section 8 units should they become available.
- To leverage affordable housing resources in the community through the creation of mixed-finance housing.
- To adopt rent policies to support and encourage work.
- To apply for special purpose vouchers targeted to the elderly, should they become available.
- To assist the elderly in need of supportive services through the City's case management program for the elderly.
- To notify the elderly on the housing authority's waiting list of how to apply for affordable new construction units that are project-based should they be developed.
- To affirmatively market to local nonprofit agencies that assist families with disabilities.
- To maintain a Telecommunication Device for the Deaf. The telephone number is (818) 247-9705 to assist persons with hearing disabilities access the Section 8 program.
- To provide families with disabilities a no-cost grant to perform structural modifications to their dwelling units to enable the property to be handicap-accessible. Both Section 8 funds and HOME funds will be made available.
- To market the section 8 program to owners outside of areas of poverty/minority concentrations.
- Make available a moving assistance grant to provide up to \$2,500 to financially needy applicants authorized for participation to assist in move in costs and security deposit charges to ensure families have resources to secure an eligible unit under the program.

- To make available a dwelling repair grant to area rental owners up to \$3,000 to perform needed repairs to comply with Section 8 housing quality standards thereby increasing the number of eligible dwelling units under the program.
- **NEW** - To provide energy efficient refrigerators to program participants in coordination with the local utility company, Glendale Water and Power.

Reasons for Selecting Strategies:

- *Funding restraints*
- *Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA.*
- *Influence of the housing market on the PHA programs*
- *Results of consultations with the Resident Advisory Board.*

Statement of Financial Resources (UPDATE)

Source	Planned Funding	Uses
Section 8 Rental Assistance	\$9,526,000	Rental assistance
Family Self Sufficiency	64,500	Case Management
Block Grants (CDBG)	20,000	Fair Housing services
HOME	300,000	To leverage funds for a first time homebuyer program for Section 8 participants
Shelter Plus Care	248,000	Homeless Disabled
Local redevelopment housing set-aside	200,000	To provide funds for moving assistance and dwelling repair grants
Portability vouchers administered for other PHAs	3,627,000	Rental assistance
Total Resources	13,985,500	

Section Eligibility

What is the extent of screening for criminal or drug-related activity conducted by the Housing Authority?

- Criminal or drug-related activity only to the extent required by law or regulation.

- Verification of tenant vehicle registration through State Motor Vehicles Department.
- Verification of legal property ownership.
- The housing agency requires verification from the FBI through a finger print system to identify persons with violent criminal histories against persons or property and to identify persons under lifetime sex offender registration requirements.
- Rent histories previous evictions are supplied to prospective landlords upon written request and acknowledgment of assisted tenants and applicants.

Applicant Search Time for Eligible Dwelling

- Applicants are provided extensions on standard 60-day periods to search for a unit for up to six months.

Admissions Preferences

- The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 program to families at or below 30% of median area income.
- The PHA has established preferences for admission to Section 8 tenant-based assistance as follows:
 - ⌚ *Displaced by government action (priority)*
 - ⌚ *Victims of domestic violence (priority)*
 - ⌚ *Homeless families residing in transitional shelters under the City's continuum of care (priority)*
 - ⌚ *Victims of hate crimes (priority)*
 - ⌚ *Victims of criminal reprisals and participants of official witness relocation programs (priority)*
 - ⌚ *U.S. Military veterans and survivors/dependents of deceased veterans (highest preference)*

Residents who live or work in Glendale (preference)

Participants of job training programs or welfare to work (preference)

Working families or families unable to work due to age or disability

Households with disabled member(s) (preference)

Households headed by single elderly person age 62 or more (preference)

Extremely low income households (preference)

- Among applicants on the waiting list with equal preference status, applicants are selected by a computerized drawing
- The Waiting List is currently closed and not scheduled to reopen in FY 2003-04.

Section 8 Rent Policies

- **NEW** - The Section 8 payment standards for the program are set at 111% of the published Fair Market Rent for Los Angeles County.
- The Fair Market Rents are not adequate to ensure success among assisted families.
- Payment standards are evaluated annually for adequacy.
- Success rates of assisted families and rent burdens of assisted families are factors that the PHA will consider in its assessment of the adequacy of its payment standards.
- The minimum rent for assisted families is \$26-50. The PHA has adopted discretionary minimum rent hardship exemptions to the minimum rent paid by families.

Section 8 Management Structure (Planned)

Staffing	Number of Employees in Position
Director of Community Development & Housing*	.3
Administrator	1
Supervisor	1
Administrative Analyst	1
Eligibility Associates	7
Inspector/technician	2
Self Sufficiency coordinator	1
Program/Fraud compliance consultant**	1
Support/clerical staff	3
Inspection quality control*	.25
Accountants*	1.25
Information technician*	.25
Administrative Assistants	2

Section 8 Grievance Procedures

- The PHA has established informal review procedures for applicants and informal hearing procedures for assisted tenants.
- A hearing officer who is not an employee of the PHA is provided at informal tenant hearings. The hearing officer is provided under a services contract with the Los Angeles County Bar Association Dispute Resolution Services.

Home Ownership Programs

- **NEW** -The PHA has received approval from the Housing Authority Board to administer a Section 8 homeownership program. Under this new Section 8 option, families may use the section 8 voucher towards payments of a mortgage.
- **NEW** -The program is expected to limit participants to those Section 8 families participating in the Family Self-Sufficiency program and serve 10 or fewer participants in a homeownership program.

Self Sufficiency Programs and Services (UPDATE)

- The PHA's Section 8 Family Self-Sufficiency program has 68 participating tenant families. The required number of tenant families is 16.
- The PHA has adopted appropriate changes to the rent determination policies to exclude income earned under welfare to work and job training to enhance the family's ability for long-term economic self-sufficiency.

###

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

City of Glendale
Department of Community Development & Housing
Public Housing (PHA) Annual Plan



Section 511 of the Quality Housing and Work Responsibility Act requires that public housing agencies (PHA) operating federally assisted public housing or Section 8 tenant-based rental assistance programs develop **Public Housing Agency Plans** (PHA Plans). The purpose of the plan(s) is to provide a description of basic policies, rules, and requirements concerning the Section 8-rental assistance programs and services administered for the Housing Authority of the City of Glendale. Two types of plans are required – a **5-Year Plan** and an **Annual Plan**.

The **Annual Plan** for July 1, 2003 – June 30, 2004 is currently being updated to reflect statistical information and new, or expanded services to Section 8 participants. **There are no policy changes planned for the fiscal year 2003-'04.** Comments, input, and recommendations by the public will be considered and changes may be made by the Housing Authority based on those comments and recommendations, or maintained in appropriate Plan files for reference and review.

③ The **Annual Plan** contains the following components:

- A. *Statement of Housing Needs of families on the PHA's waiting list and lower income groups in the community, and strategies for addressing the housing needs.**
- B. *Statement of Financial Resources for the support of federal Section 8 tenant-based rental assistance.**
- C. *Policies That Govern Eligibility, Selection and Admissions to the Section 8 tenant-based rental assistance program.**
- D. *Statement of Rent Determination policies including discretionary minimum rents and payment standards used under the Housing Choice Voucher.*
- E. *Description of the PHA's management organization and programs administered.**
- F. *Statement of Grievance procedures used with informal reviews and hearings made available to PHA tenant participants and applicants.*
- G. *Homeownership programs administered by the PHA.*
- H. *Self-Sufficiency Programs for the enhancement of economic self-sufficiency of assisted families provided and administered in partnership with other entities.**
- I. *A Civil Rights certification that the PHA will carry out its plan in conformity with various civil rights laws including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act.*
- J. *Information about the Section 8 Resident Advisory Board, and,*
- K. *A summary of the Family Self-Sufficiency program; Home ownership option; and two local Section 8-related programs: The Dwelling Repair Grant for participating owners; and Moving Assistance Grant for Section 8 tenants..*

The draft, preliminary PHA Annual Plan (full-text) and an Executive Summary are available for review the Housing Authority's principal office of business: **City of Glendale, Department of Community Development & Housing, 141 North Glendale Avenue #202, Glendale, CA 91206. Phone: (818) 548-3936 and by visiting the Department of Community Development & Housing website at: www.cdh.ci.glendale.ca.us** Comments must be submitted by March 7, 2003. A Public Hearing of said Plan is scheduled at the Housing Authority Meeting of Tuesday, March 11, 2003 at 2:30 PM at Glendale City Hall Council Chambers, 613 E. Broadway, Glendale, CA 91206. This date may be subject to change without notice.

Attachment A

Attachment B

The City of Glendale Housing Authority
welcomes your
Comments & Suggestions

“Section 8 Annual Plan”



Learn about the Housing Authority’s Section 8 Annual Plan and statistical updates about the program’s funding and services.

Learn how the Section 8 program is working to make Section 8 assisted housing *work* to serve owners and residents of the City.

Beginning February 1, 2003 you can view the plan:

- ✉ Visit the Community Development & Housing webpage at: www.cdh.ci.glendale.ca.us
- ✉ Or, call the Section 8 office at (818) 548-3936 to obtain a summary of the Plan. The summary is available in English, Armenian and Spanish.

City of Glendale
Department of Community
Development and Housing
141 N. Glendale Ave. #202
Glendale, CA 91206



Comments *due* by
March 10, 2003.

Attachment C

Section 8 Resident Advisory Board (RAB)

MINUTES

Meeting of January 30, 2003

1.1 Welcome

Meeting called to order by Zoya Zakarian at 4:10 P.M.

Roll Call:

RAB members present: Rose Aghajanian, Bedros Bedrossian, Jose Camejo and Zoya Zakarian

RAB members absent: Sooreh Carapetian and Vincentina DeWitt

Housing Authority Members present: None

Staff Present: Ray Vargas, Cindy Williams and Robert Manougian

Ray Vargas: Robert Manougian was introduced as a temporary hourly worker within the department of Community Development and Housing.

2.1 Approval of Minutes of January 31, 2002 Meeting

Minutes were approved by the board.

3.1 Old Business

Ray Vargas: Gave an update on the Dwelling Repair and Moving Assistance Grants. The board members were given a summary sheet reporting the amount of money that has been approved and the number of grants approved for each grant.

Mr. Vargas went on to report that he had shared the development of these grants with his counterparts at a meeting he attended in Los Angeles. Those in attendance were impressed with the success the grants had made in the leasing of the program.

(Zakarian): Indicated that the Moving Assistance Grant was a great program for families. Families have shared with her their difficulty in having to pay large security deposits toward moving expenses.

(Bedrossian): Inquired if the security deposit was included in the Moving Assistance Grant.

Ray Vargas: Explained that the Moving Assistant Grant covers moving expenses including security deposits paid to property owners by Section 8 families.

Ray Vargas: Advised the board that this grant is funded through June 30, 2004 and encouraged the members to support the Moving Assistance Grant next year if the program should be presented to the Housing Authority Board for further funding. The members are aware of problems that arise in moving and would be influential in the support to fund the program beyond 2004.

Ray Vargas: Shared the pay installments and the lease obligation for the Dwelling Repair Grant over a three year period.

(Bedrossian): Felt that property owners try to take advantage of the Dwelling Repair Grant by requesting reimbursement for items that are not identified by the housing inspector.

(Zakarian): Asked who a landlord could speak with regarding the Dwelling Repair Grant to obtain more information.

Ray Vargas: Responded that Ms. Siegler, Ms. Williams or any of the case workers could provide information on the grants.

(Aghajanian): Indicated that she had been successful in getting a property owner to participate with the Section 8 program after providing them with information on the Dwelling Repair Grant.

Ray Vargas: Shared the leasing numbers for the Section 8 program. These numbers include the portables currently being administered for other Housing Authorities, primarily the vouchers from the City of Los Angeles. Currently, the City of Glendale is closed for new admissions. Any new admissions are those families coming from other areas. The City of Glendale earns money for each portable voucher that is leased in the City of Glendale.

(Zakarian): Inquired if the families who receive vouchers from Los Angeles can live in Glendale and receive assistance.

Ray Vargas: Advised that a voucher could be used anywhere in the United States including Puerto Rico and Guam. The family's case file is transferred to the appropriate Housing Authority.

Ray Vargas: Provided the number applicants currently on the waiting list, 10,910 and compared that number to the original number of applicants, 12,555.

4.1 New Business

Ray Vargas: Reported that the money the Housing Authority earns is in jeopardy of being cut. New congress and new priorities may affect the Section 8 budget for all cities. Washington is considering in decreasing the budget by 11%. This would have an impact on approximately 170 families in the City of Glendale.

(Bedrossian): Advised that the schools are experiencing budget cuts as well.

Ray Vargas: Reported that Rafi Manoukian had signed a letter to Congressman Adam Schiff opposing the reduction and the impact on the community if the budget was cut.

Mr. Vargas presented the letters addressed to Adam Schiff and Dianne Feinstein and asked the board members for their support by signing them.

(Zakarian): Read aloud one of the letters to the members. Ms. Zakarian asked the meaning of advocacy. This word was explained by Robert Manougian in the Armenian language.

Ray Vargas: Expressed the seriousness of the bill and how important it is not to take any money away from the City of Glendale. Mr. Vargas passed the letters to the members to obtain their signatures on the letters. Mr. Vargas stated that these letters would be forwarded to the appropriate parties.

(Zakarian): Shared her experience with the budget in the educational system. The school district had indicated that any employee could eventually be released from their employment due to budget cuts.

Ray Vargas: Reported that both the State and Federal are experiencing budget problems and budget cuts are expected.

(Zakarian): Asked why the City does not trim and reduce the budget.

Ray Vargas: Explained how the housing budget is determined. Mr. Vargas advised the members that he will let Mr. Manoukian know that they have joined him in signing letters opposing the proposed budget cuts.

(Williams): Reported that three members had left the board. Mr. Tuttle was no longer able to serve on the board due to health reasons and two members had left the program. It was asked of the board members present if they would be able to serve for another year. All members present agreed to serve another year.

(Zakarian): Shared that Ms. Bella Nercessian's new housing is very pleasant and that Ms. Nercessian is very happy in her new home. Ms. Nercessian has moved to a retirement home in Burbank off of Glenoaks.

5.1 Discussion

Ray Vargas: Reviewed the annual plan for 2003-04 with the members. Mr. Vargas advised that there are no new policy changes in the new annual plan. The Executive Summary was passed out in the English, Armenian and Spanish languages.

Ray Vargas: Briefly reviewed the information on the number of people with housing needs in the community. This information was taken from the 1990 census. Mr. Vargas continued to review the number of people on the waiting list, the general objectives of the housing program, and the different sources of revenue that are listed in the Statement of Financial Resources.

Ray Vargas: Reported on the refrigerator replacement program sponsored by the GWP and how Section 8 participants will benefit from this program.

(Zakarian): Explained that the City currently offers a rebate program for refrigerators.

Ray Vargas: Continued to explain that property owners will also be eligible to participate in the refrigerator replacement program at a higher cost. A speaker will be invited to speak on this topic at a future meeting.

Ray Vargas: Reported on the newly approved payment standards used in the City of Glendale. HUD has approved 111% of the Fair Market Rent for all bedroom sizes.

(Zakarian): Explained that Glendale has high rents and more assistance is needed from HUD.

Ray Vargas: Explained the 40% affordability rule applies only to families moving and to new admissions and he is continuing to address the need of higher payment standards to HUD.

Ray Vargas: Continued to report on the breakdown of employees and the number of Family Self Sufficiency participants. Mr. Vargas gives credit to Steven Koszis' hard work for the number of families participating in the FSS program.

(Bedrossian): Inquired what minimum rent meant.

Ray Vargas: Explained the minimum rent regulation and how the minimum rent effects the families. Mr. Vargas further explained the hardship rule related to the minimum rent regulation.

6.1 Topics for Future Meetings

Ray Vargas: Asked the board to review the list of topics included in their packet and to indicate what topics would be of interest to them. Ray gave attention to the topics on seniors.

(Zakarian): Asked how many people are homeless in Glendale.

Ray Vargas: Reported on the various shelters, food pantries, and safe shelters for women and children affected by domestic violence.

(Bedrossian): Inquired what our agency is doing about fraud.

Ray Vargas: Reported that all cases are investigated by the investigators on staff and that all fraud is taken very seriously.

7.1 Announcements

Ray Vargas: Announced that the next meeting is scheduled for Thursday, February 27, 2003.

8.1 Adjournment

Ray Vargas: Thanked the board members for their attendance, and the meeting was adjourned at 5:30 P.M.

SECTION 8 RESIDENT ADVISORY BOARD
CITY OF GLENDALE, CALIFORNIA

URGENT

January 30, 2003

The Honorable Dianne Feinstein
Member, Senate Appropriations Committee
United States Senate
331 Hart Street Building
Washington, DC 20510

Subject: VA/HUD 2003 Appropriations Bill

Dear Senator Feinstein,

The Section 8 Resident Advisory Board to the City of Glendale Housing Authority represents over 2,000 households, and 5,000 persons assisted with Section 8 vouchers in Glendale.

We are urging your support to the Senate Conference Committee of the FY 2003 Omnibus Appropriations Act (H.J. Resolution 2) that fully funds Section 8 voucher renewals to our community.

In Glendale, nearly 174 vouchers will not be funded under the current House of Representatives appropriations bill (HR 5605). If the funds are not received, Section 8 assistance will be lost, and the majority of the tenants, whom are elderly will be at risk of homelessness.

We urge your advocacy to obtain support of the House of Representative conference committee to support the Senate version of this appropriations bill.

Sincerely,
MEMBERS OF THE SECTION 8 RESIDENT ADVISORY BOARD
CITY OF GLENDALE, CALIFORNIA

Lopa Lakshmi
Chairperson

Rose Agdajanian
B. Beden
Joni Camejo

SECTION 8 RESIDENT ADVISORY BOARD
CITY OF GLENDALE, CALIFORNIA

URGENT

January 30, 2003

The Honorable Adam Schiff
437 Cannon House Office Bldg
Washington, D.C. 20515

Subject: VA/HUD 2003 Appropriations Bill

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Sincerely,
MEMBERS OF THE SECTION 8 RESIDENT ADVISORY BOARD
CITY OF GLENDALE, CALIFORNIA

Loya Lakany
[Signature]
Chairperson

Rose Aghajanian

B. Beding
Jae' Camero