

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

PASADENA COMMUNITY DEVELOPMENT COMMISSION

PHA Plan
Annual Plan for Fiscal Year 2003-2004

**PHA Plan
Agency Identification**

PHA Name: Pasadena Community Development Commission (PCDC)

PHA Number: 079

PHA Fiscal Year Beginning: July, 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**
City of Pasadena
Planning and Development Department,
Housing and Community Development Division
100 North Garfield Avenue, Room 101
Pasadena, CA 91109
(626) 744-8300
(626) 744-8340 (fax)
Email address –mdunson@ci.pasadena.ca.us

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

Public libraries

All Branches of the Pasadena Public Library:

- | | |
|---|----------|
| • Central Library - 285 East Walnut, | 744-4052 |
| • Allendale – 1130 S. Marengo, | 799-2519 |
| • Hastings – 3325 Orange Grove, | 792-0945 |
| • Hill Avenue – 55 S. Hill, | 796-1276 |
| • Lamanda Park – 140 S. Altadena Drive, | 793-5672 |
| • La Pintoresca – 1355 N. Raymond, | 797-1873 |
| • Linda Vista – 1281 Bryant, | 793-1808 |
| • San Rafael – 1240 Nithsdale Road, | 795-7974 |
| • Santa Catalina – 999 E. Washington, | 794-1219 |

- Other**
Pasadena City Clerk's Office
100 North Garfield Avenue, Room 236
Pasadena, CA 91109

- **Community Centers**

Community Facilities:

- Jackie Robinson Center – 1020 North Fair Oaks, 791-7983
- Villa-Park Neighborhood Center – 363 East Villa, 744-6530
- Pasadena Senior Citizens Center – 85 East Holly, 795-4331
- Victory Park Center – 2575 Paloma, 798-0865
- El Centro de Accion Social, Inc.- 37 East Del Mar 792-3148

PHA Plan Supporting Documents are available for inspection at:

- Main business office of the PHA

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

i. Annual Plan Type:

Administering Section 8 Only

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

A INTRODUCTION

The City of Pasadena is experiencing significant economic prosperity; the economy is growing, unemployment is low, and house prices and rents are escalating. The City is a very desirable place to work and live and has a world-class reputation. This prosperity is not shared by all of its citizens and is increasing the demand on the housing market and making it more difficult for residents with limited income and skills to continue to afford to live in Pasadena.

The PHA Annual Plan is designed to enable the Pasadena Community Development Commission (PCDC) to establish a strategy for addressing the housing needs of the City of Pasadena. It offers the PCDC the opportunity to shape its various rental assistance programs into effective, coordinated, neighborhood and community development strategies.

B. BACKGROUND

The City of Pasadena's Tenant – based Rental Assistance Program (RAP) serves the jurisdiction within the city boundaries and is operated under the authority of the Pasadena Community Development Commission (PCDC) which is the designated local housing authority/agency (HA) established by the City in April 1989. The former Pasadena Housing Authority was consolidated with the Redevelopment Agency as the PCDC, a single operating entity and board, created under the Section 34115 of the State of California Health and Safety Code. The City Council acts as the PCDC and exercises all the rights, powers, duties, and responsibilities of the housing agency. As such, the PCDC has administered the Rental Assistance Program (formerly Section 8 Program) since 1970. With an initial allocation of seventy (70) units, the program has grown under succeeding Annual Contributions Contracts (ACC) with HUD to 1315 units under the Housing Choice Voucher Program, 15 units under the Housing Opportunities for Persons with AIDS (HOPWA), 30 units under the HOME Tenant-based Rental Assistance program, 60 units under the Shelter Plus Care (S+C) Tenant-based Rental Assistance program (TRA), and 45 units/beds under the Supportive Housing Program for a total of 1,465 units/beds. This represents assistance for approximately three percent (3%) of the 51,844 housing units within the City of Pasadena.

Additionally, over 405 owners are participating in the PCDC Rental Assistance Program (RAP). For the fiscal year 2002-2003, total rental assistance payments on behalf of program participants was \$6.4 million.

RAP objectives are implemented in accordance with HUD regulations, policies and procedures governing the programs, the PCDC Rental Assistance Administrative Plan, and Equal Housing Opportunity Plan. Additionally, the Annual Plan was developed in tandem with the Implementation Plan, General Plan Housing Element and Consolidated Plan to ensure consistency with all City housing policies and strategies.

Administration of the Rental Assistance Program shall be in compliance with the City of Pasadena Personnel Policies and the U.S. Department of Housing and Urban Development's (HUD) QWHRA Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

C. HOUSING NEEDS ASSESSMENT/MARKET ANALYSIS

The City of Pasadena represents a high cost sub-market within the Los Angeles-Long Beach Metropolitan Statistical Area (MSA) which is distinctly different from the rest of the MSA housing market. HUD used the most accurate and current data available to develop the fair market rent (FMR) estimates. The primary source of survey data used for the base-year estimates was the Random Digit Dialing (RDD) telephone surveys of individual FMR area, which are based on a sampling procedure that uses computers to select statistically random samples of rental housing.

The housing market analysis and housing needs assessment contained within the Consolidated Plan further highlights the housing conditions in the City of Pasadena and the affordable housing needs of its residents. For example, in the 2000 U.S. Census Bureau, Pasadena had an estimated population of 133,936 residents, an 1.79% increase from 1990. There are 51,844 households residing in Pasadena, an increase of 1,645 households or 3.28%.

In January 2003, the Los Angeles County median household income was \$55,100. Based on the County median income, in Pasadena, approximately 29.5% of the households are very low income (0-50% of median income), 15.5% are low income (51-80% of median income), 15% are moderate income (81-120% of median income), and 40% are upper income (120+% of median income). Approximately 60% of the households are low to moderate income.

High land costs, construction costs, and market financing contribute to the cost of housing development, and potentially hinder the production of new affordable housing units. Coupled with the limited availability of vacant land, these constraints make future development of affordable housing without city intervention unlikely.

The percentage of rental units will increase significantly. Based on current development trends, more rental units are being constructed. These new rental developments are targeted toward the upper income households. Presently, there is

limited production of rental units affordable to low to moderate-income households, thereby increasing the demand for more affordable units.

In 2003, the estimated median home price in Pasadena is \$300,000 and the current median rent is \$1,208 while the estimated median family income is \$55,100. Using California and HUD's rule of 30% of the household income for housing cost, a mortgage payment of \$1,575.65 a month is required to afford the median priced home assuming a down payment of 10%, annual interest rate of 5.75% and a 30 year mortgage. Based on the same rule, 30% of \$55,100 supports a monthly mortgage payment of \$1,378 or a home priced at \$184,724. The vast majority of Pasadena residents cannot afford the median-priced home. Presently, 18.4% of the households (9,583) in Pasadena cannot afford more than \$413 per month in housing costs and 13.3% of the households (6,905) cannot afford more than \$689. If housing costs continue to escalate, the need for affordable housing opportunities will be increased. The subsidy needed per household to provide affordable housing opportunities is increasing. If housing costs continue to rise faster than incomes, the dollars needed to assist one household will increase significantly. Without more funds or alternate incentives for affordable housing opportunities, the number of low and moderate-income households assisted will decrease substantially.

The following tables illustrate the relationship between income and housing affordability. As can be seen, neither extremely low nor low-income households could afford the City's average rent in 2002.

30% Rental Housing Affordability Gap for Extremely Low, Low, and Moderate Income Households

Household Characteristics	Total Households		Unit Size	30% of Monthly Income	Monthly Cost*	Affordability Gap
	#	%				
Extremely Low Income (30% of Median Income was \$16,530)	9,583	18.4	1 Bedroom	\$413	\$866	(\$453)
			2 Bedroom	\$413	\$1,208	(\$795)
			3 Bedroom	\$413	\$1,360	(\$947)
Low Income (50% of Median Income was \$27,550)	6,905	13.3	1 Bedroom	\$689	\$866	(\$177)
			2 Bedroom	\$689	\$1,208	(\$519)
			3 Bedroom	\$689	\$1,360	(\$671)
Moderate Income (80% of Median Income was \$44,080)	8,543	16.4	1 Bedroom	\$1,102	\$866	\$236
			2 Bedroom	\$1,102	\$1,208	(\$106)
			3 Bedroom	\$1,102	\$1,360	(\$258)
Total Households	25,031	48.1				

40% Rental Housing Affordability Gap for Extremely Low, Low, and Moderate Income Households

Household Characteristics	Total Households		Unit Size	40% of Monthly Income	Monthly Cost*	Affordability Gap
	#	%				
Extremely Low Income (30% of Median Income was \$16,530)	9,583	18.4	1 Bedroom	\$551	\$866	(\$315)
			2 Bedroom	\$551	\$1,203	(\$652)
			3 Bedroom	\$551	\$1,360	(\$809)
Low Income (50% of Median Income was \$27,550)	6,905	13.3	1 Bedroom	\$918	\$866	\$52
			2 Bedroom	\$918	\$1,203	(\$285)
			3 Bedroom	\$918	\$1,360	(\$442)
Moderate Income (80% of Median Income was \$44,080)	8,543	16.4	1 Bedroom	\$1,469	\$866	\$603
			2 Bedroom	\$1,469	\$1,203	\$266
			3 Bedroom	\$1,469	\$1,360	\$109
Total Households	25,031	48.1				

*Sources: Beven and Brock 3/2002 and 2000 U.S. Census data.

D. HOUSING INITIATIVES

The PCDC believes new housing initiatives are necessary to meet this growing affordable housing need. To alleviate the housing burden, the PCDC has identified initiatives that not only expand the rental housing choice, but also provide the opportunities for homeownership.

These initiatives are:

1. Exception rents, where appropriate, that are 110% and higher than the current Fair Market Rent (FMR) to deconcentrate rental assistance program participants from high poverty areas and give them greater housing choice,
2. Provision of financial incentives in the form of “hard to house” fees to increase participation of property owners in the rental assistance program,
3. New construction of rental housing developments, especially family and senior housing, for low and very low income households citywide,
4. Provision of below market interest rate subsidy rehabilitation program for owner occupant low income borrowers,

5. Annual rental covenant compliance monitoring to ensure owners of agency assisted units comply with their requirements to provide affordable housing to lower income households that meet specified occupancy, income and rent guidelines,
6. Implementation of continuum of care strategy which includes outreach, intake, assessment, coordination, and collaboration with providers of emergency shelters, transitional housing with supportive services, permanent service-enriched housing and permanent housing for addressing homeless and at-risk to homeless populations,
7. Leverage additional financial resources for the provision of affordable lower income housing including Federal National Mortgage Association – American Communities Fund, Federal Home Loan Bank – Affordable Housing Program, California Housing Finance – Housing Enabling Local Partnership (HELP), Low Income Housing Tax Credits, Mortgage Revenue Bond Financing, HUD Section 202/811,
8. Implementation of the 2000-2005 Fair Housing Plan and Analysis of Impediments to Fair Housing Choice,
9. Implementation of the first source employment agreements with city and agency sponsored housing developments,
10. Implementation of the Family Self Sufficiency Program to assist households achieve economic self-sufficiency within a five year period,
11. Provision of homeownership opportunities for HCVP participant through the PCDC Lease to Purchase and Section 8 Homeownership programs which allow for the use of Housing Assistance Payments (HAP) toward the purchase of a home,
12. Application of universal design standards to encourage and/or condition city and agency assisted housing developments to meet accessibility and adaptability requirements,
13. Implementation of the Inclusionary Housing Program that requires 15% of the total units in a new housing development of ten or more units be affordable to low and moderate income households,
14. Implementation provision of density bonus and city fee waivers to encourage the development of affordable low income housing units,
15. Conclude Housing Affordability Task Force to review problems and opportunities for the provision of affordable housing,
16. Housing Mediation Program that provides the opportunity for local residents (tenants, owners, managers) to resolve rental issues in an objective and constructive manner. These services are provided by the City through a contract with the Housing Rights Center.
17. Implementation of Project-Based Assistance Program has been approved by HUD, and the PCDC will begin the process March 2003.

E. INCENTIVES AND STRATEGIES

To enhance and increase the local property owners' participation in the Section 8 Program, and improve the lease-up rate, PCDC has identified the following strategies and incentives:

- 1) **Outreach** - PCDC will continue to outreach to owners, with special attention devoted to those units outside areas of poverty or minority concentration. The City Prosecutor's Office, Pasadena Police Department and Neighborhood Connections office in conjunction with PCDC shall also continue to conduct annual Landlord Training Workshops for local property owners. PCDC shall maintain a direct personal contact with owners and attempt to meet one on one with participating and new owners and management companies. Continue to conduct new owners orientation classes monthly.
- 2) **Newsletter** – PCDC shall continue to publish House Notes, the rental assistance program newsletter, aimed at advising and educating participating property owners and other owners by keeping them apprised of any new program initiatives or changes/issues. Additionally, positive stories about the Section 8 Program and participating families or owners have been a very effective means of recruiting new owners.
- 3) **Resident Advisory Board (RAB)** – Continued participation by the RAB to allow program participants to be actively involved in the planning, programming and implementation of PCDC rental housing activities. The RAB will ensure that appropriate actions are taken by the PCDC to address the needs of program participants in their efforts to lease properties in the City.
- 4) **Project Based Assistance (PBA)** – HUD has approved a request to use PBA in the City of Pasadena. PCDC may choose to provide Section 8 project-based assistance using funds provided to the PCDC for its Section 8 Tenant-Based Assistance Program. The purpose of the PBA program is to induce property owners to participate and make rental housing available to low income families (Section 8 Housing Choice Voucher Program participants). Through PBA, PCDC desires to encourage the creation of newly affordable housing units and maintain the continued affordability of existing units.
- 5) **Housing Rights Center (HRC)** – The HRC is the merged organization of the Westside Fair Housing Council and the Fair Housing Council of San Gabriel Valley. The Councils merged in April of 2002 to increase their services and programs. Free mediation services are available to foster early solutions to problems along with free phone consultations regarding Fair Housing issues. The Center supports and promotes freedom of residence through education, they assist with basic questions about landlord and tenant rights and responsibilities. The HRC counselors provide clients with comprehensive information they can use to resolve those problems.

iii. Annual Plan Table of Contents

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Attachments

Optional Attachments:

- PHA Management Organizational Chart (Attachment A)
- Other (List below, providing each attachment name)

- PCDC Rental Assistance Program Statement of Policies (Attachment B)
- FSS Action Plan (Attachment C)
- City of Pasadena-Single Audit Report (Year ended June 30, 2002) (Attachment D)
- Resident Advisory Board (Attachment E)
- Public Hearing Comments (Attachment F)
- Public Notices (Attachment G)
- Rental Assistance Program Administrative Plan Amendments (Attachment H)

Supporting Documents Available for Review

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. These efforts are documented in the Analysis of Impediments to Fair Housing Choice and Fair Housing Plan 2000-2005.	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 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;
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies (Attachment H)
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
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
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
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency (Attachment C)
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 (Attachment D)
X	PCDC Rental Assistance Program Statement of Policies	Annual Plan (Attachment B)
X	Resident Advisory Board Comments	Annual Plan (Attachment E)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Hearing Comments	Annual Plan (Attachment F)
X	Public Notices	Annual Plan (Attachment G)

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

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income < 30% of AMI (Extremely low income)	9,583	5	5	3	5	5	5
Income >30% but <50% of AMI (Very Low income)	6,905	5	5	3	5	5	5
Income >50% but <80% of AMI (Low income)	8,543	5	5	3	4	4	4
Elderly	16,222	4	5	3	4	2	5
Families with Disabilities	25,076	4	5	4	5	3	5
Race/Ethnicity (White)	52,381	3	3	3	3	3	2
Race/Ethnicity (Black)	18,711	4	4	4	5	4	5
Race/Ethnicity (Hispanic)	44,734	4	4	5	5	5	5
Race/Ethnicity (Asian or Pacific Islander)	13,681	2	2	2	2	2	2
Race/Ethnicity (Other)	4,429	3	4	3	4	4	4

Total number of renter occupied households =28,119. Total number of owner-occupied households = 23,725.

*Source: U.S. Census Bureau 2000 data.

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: 2000-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- Other sources: (list and indicate year of information)
 - PCDC Rental Survey (2002)
 - Meyers Group Housing Analysis (1999)
 - Housing Element Needs Assessment
 - SCAG Regional Housing Needs Assessment (RHNA)

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
	# of families	% of total families	Annual Turnover
Waiting list total	3549		
Extremely low income < 30% AMI	2173	61%	
Very low income (>30% but <50% AMI)	974	27%	
Low income (>50% but <80% AMI)	402	11%	
Families with children	2165	61%	
Elderly families	504	14%	
Families with Disabilities	682	19%	
Race/ethnicity (White)	1754	49%	
Race/ethnicity (Black)	1665	47%	
Race/ethnicity (Native American)	19	1%	
Race/ethnicity (Asian)	111	1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input 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 type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Housing Vision

It is the position of the PCDC that all Pasadena residents have an equal right to live in decent, safe and affordable housing in a suitable living environment for the long-term well-being and stability of themselves, their families, their neighborhoods and their community. The housing vision for Pasadena is to maintain a socially and economically diverse community of homeowners and renters who are afforded this right.

The PCDC shall achieve this vision by utilizing its resources to:

- Support and provide for fair and equal housing opportunities for all persons regardless of race, age, income, disability, sexual orientation, marital status, household size, ancestry, national origin, religion, or color;
- Provision of an adequate supply and range of housing opportunities throughout the City by assisting in the development of new housing, preservation of existing housing, and being responsive to the special housing needs of certain resident populations;
- Reduction or mitigation of governmental constraints which hinder the production, preservation, maintenance and improvement of housing, particularly affordable housing, for Pasadena residents;
- Ensure that Pasadena residents, especially those with extremely low to moderate incomes and special needs, are assisted in meeting their housing needs through the provision of assistance for rental, residential rehabilitation, homeownership, housing counseling, (and other housing support services);
- Conservation and improvement of the condition of the existing affordable housing stock, which may include ways to mitigate the loss of dwelling units;
- Preservation of the existing assisted housing for lower income households.

Affordable Housing Strategy

The primary goal of the PCDC is to:

Goal: Increase, improve and preserve the supply of quality affordable housing available for all segments of the community.

The objectives and policies identified to meet this goal include:

Objectives:

1. Promote the new construction of 2,186 housing units (ownership & rental).
2. Create 1,100 newly constructed affordable housing units.
3. Provide financial assistance for the rehabilitation of 611 affordable units (rental and ownership).
4. Provide financial assistance to approximately 175 extremely low, low and moderate income homebuyers.
5. Provide annual rental assistance for 1,300 extremely low and low-income households.
6. Establish and record long-term affordability covenants for all city-assisted units and inclusionary housing.
7. Support the City's fair housing plan that addresses the noted impediments to fair housing opportunities.
8. Promote a 95% Section 8 lease-up rate by utilizing an appropriate payment standard that enables families to rent units throughout the city.

Policies:

1. Support the preservation of existing affordable rental housing units.
2. Promote and strengthen implementation of a comprehensive continuum of care strategy which includes outreach/assessment, coordination and collaboration of emergency shelters and transitional housing with support services, permanent service-enriched housing and permanent housing, for addressing homelessness and priority needs of homeless and at-risk individuals and families.
3. Promote and maintain continued participation by property owners in rental assistance programs.
4. Identify, leverage and effectively utilize all available funding sources (local and other) for affordable housing.
5. Promote a balanced geographic dispersal of assisted affordable housing developments including emergency shelters, transitional housing, service-enriched permanent housing, independent-living permanent housing, and associated supportive social services for individuals/households, throughout the city.

6. Support the General Plan goal of an inclusionary zoning ordinance that requires 15 percent of the total number of housing units in new developments to be affordable to extremely low, low or moderate income households.
7. Support the established "in lieu fees" whereby developers are given the option to pay fees in lieu of providing a required number of below market-rate units.

The Strategies to be employed are as follows:

(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:

- Maintaining or increasing Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintaining or increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintaining or increasing Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies.

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

- Applying for additional Section 8 units should they become available
- Leveraging affordable housing resources in the community through the creation of mixed - finance housing
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance.

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

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

- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work.

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

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

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
 - Support New Section 202 Senior Housing Developments Citywide

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- 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)
 - Apply for Shelter Plus Care, HOPWA, and Supportive Housing Program funding

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:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Strategy 2: Conduct activities to affirmatively further fair housing

- 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:
 - Perform new Analysis of Impediments to Fair Housing Choice
 - Supplement consultant implementation of the Fair Housing Plan

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:
 - Citizen/Community Participation
 - Housing Affordability Task Force

2. Statement of Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$8,166,333	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant (CDBG)	\$2,857,936	Economic Development; Youth Diversion; Housing Rehab; Family Empowerment; and Public Services Programs.
i) HOME (Tenant-based Rental Assistance)	\$130,000	Tenant-based rental assistance for families in crisis (victims of domestic violence or hate crimes, involuntarily displaced, at-risk for homelessness)
Other Federal Grants (list below)		
Shelter Plus Care (S+C)	\$420,000	Tenant-based rental assistance and supportive services for homeless person with disabilities (serious mental illness, HIV/AIDS, and substance abuse)
Housing Opportunities for Persons with AIDS (HOPWA)	\$167,810	Tenant-based rental assistance and supportive services for individuals and families living with HIV/AIDS.
Supportive Housing Program (SHP) (Euclid Villa)	\$163,700	16 units of transitional housing coupled with supportive services for homeless families.
Supportive Housing Program (SHP) (Union Station Transitional Housing)	\$122,097	Transitional housing & services for 20 homeless individuals.
Supportive Housing Program (SHP) (Permanent Housing for Persons with Disabilities)	\$499,981	To develop 8 units of permanent supportive housing for recovering substance abusers.
Supportive Housing Program (SHP) (Homeless Management Information Systems – HMIS)	\$248,884	Grant awarded to develop and implement a HUD mandated HMIS service.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Supportive Housing Program (SHP) (Serra Project)	\$345,350	Ten (10) unit of scattered site housing for homeless families & individuals with HIV/AIDS.
Supportive Housing Program (SHP) (Passageways)	\$952,700	Homeless Services Center for Pasadena Continuum of Care. Gateway into the Continuum.
Supportive Housing Program (SHP) (Navarro House)	\$206,668	6 units of permanent supportive housing for homeless individuals.
Supportive Housing Program (SHP) (Centennial Place)	\$174,657	Provide supportive services to formerly homeless individuals living in permanent supportive housing.
Emergency Shelter Grant (ESG)	\$206,000	The provision of temporary emergency shelters, emergency hotel/motel voucher and supportive services for the homeless
HOME (Homeownership)	\$250,000	This program offers assistance for downpayment and closing cost.
HOME (Rental Rehabilitation)	\$285,600	This program provides loans to property owners so they may bring their rental property up to Housing Quality Standards (HQS) and City of Pasadena housing code. Property owners are required to rent their property to low and very low-income households.
HOME, Section 8 (Heritage Square Project)	\$1,500,000	Permanent rental housing for the elderly and families.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Supportive Housing Program (SHP) (Casa Maria)	\$163,700	Transitional housing for fourteen (14) homeless women in recovery from substance misuse.
4. Other income (list below)		
Family Self Sufficiency Supportive Services (Section 8 Administrative Fee Reserve)	\$50,000	Provision of supportive services to FSS program participants. Services include tuition assistance, transportation assistance, childcare, and book allowances.
HOPWA (Section 8 Administrative Fee Reserve)	\$84,000	Tenant-based rental assistance for persons living with HIV/AIDS
4. Non-federal sources (list below)		
PCDC Housing Trust Funds – (Homeownership)	\$700,000	This program provides a second trust deed loan up to \$60,000 for low-income homebuyers and up to \$45,000 for moderate in homebuyers.
PCDC Housing Trust Funds – (ESG)	\$88,000	The provision of emergency hotel/motel voucher and food services for the homeless
PCDC Housing Trust Funds - (Rental Covenant Compliance Monitoring)	\$50,000	Annual rental housing unit covenant compliance monitoring entailing both on-site visitation and tenant eligibility determination.
Fannie Mae American Communities Funds (Heritage Square Project)	\$1,000,000	Permanent housing for the elderly.
Beacon Housing Inc. (Harvest Time)	\$145,000	Three (3) affordable rental units.
Washington Theatre	\$1,305,000	Thirty (30) affordable rental units.
Total resources	\$20,283,416	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

NOT APPLICABLE

B. Section 8

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- 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
 - The family must not have violated any Family Obligations during a previous participation in the Rental Assistance Program within the last five (5) years
 - No family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last five (5) years or incarcerated in the last twelve (12) months
 - Family must not have violated the requirements under the family's FSS Contract of Participation (COP) without good cause
 - Family must have paid any outstanding debt owed the PCDC or another Public Housing Agency as a result of prior participation in any federal housing program.

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Other (describe below)
 - The PCDC will provide prospective property owners with the address of the family and the names and addresses and telephone numbers of the family's current and previous landlord, if known, provided that such request is received in writing.

- The PCDC will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.
- The PCDC will inform property owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Property owners will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.

(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

b. Where may interested persons apply for admission to Section 8 tenant-based assistance? (select all that apply)

Other (list below)

PCDC open enrollment to the Section 8 tenant-based assistance waiting list on October 1, 2002. Enrollment is taken by telephone between the hours of 9:00 a.m. and 12:00 noon on Tuesdays, Wednesdays, Thursdays and on Saturdays between the hours of 10:00 a.m. and 2:00 p.m. only by calling (626) 585-6799. Hearing impaired applicants should call the California Relay Service at 711 to relay their enrollment. The enrollment process will remain open until public notice is given.

(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:

A family may request an extension of the rental voucher time period. All requests for extensions must be received no less than fifteen (15) days prior to the expiration ate of the voucher.

Extensions are permissible at the discretion of the PCDC up to a maximum of one hundred and eighty (180) days, primarily for these reasons:

1. The PCDC is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the PCDC, throughout the initial sixty (60) day period. A completed search record is required.
2. Extenuating circumstances such as disability, hospitalization or a family emergency for an extended period of time, which has affected the family's ability to find a unit within the initial sixty (60) day period. Verification is required.
3. The family was prevented from finding a unit due to disability, accessibility requirements or large size four (4) or more bedroom unit requirement,

(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

Other preferences (select all that apply)

- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)

- Families with a disabled head of household or spouse
- Families with an elderly head of household
- Graduates of emergency/transitional housing programs for homeless,

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.

Former Federal preferences

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

Other preferences (select all that apply)

- 4 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- 5 Those previously enrolled in educational, training, or upward mobility programs
- 5 Victims of reprisals or hate crimes

Other preference(s) (list below)

- 2 Families with a disabled head of household
- 2 Families with an elderly head of household
- 5 Graduate of emergency/transitional housing for the homeless
- 5 Educational program graduates

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

- Date and time of application

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

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

- 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

- Family Self Sufficiency (FSS) Action Plan
- Shelter Plus Care Action Plan
- Housing Opportunities for Person with AIDS (HOPWA) Action Plan

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

Other (list below)

- The PCDC solicit and retain sponsor agencies to administer special-purpose Section 8 programs. These sponsor agencies enter into sub-recipient agreements with PCDC which require these agencies to conduct outreach announcing the availability of special-purpose Section 8 programs. This outreach may include mass mailings, publishing in local news papers, posting of flyer in public and community agencies.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

NOT APPLICABLE

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

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

- 100% of FMR
 Above 100% but at or below 110% of FMR
 Above 110% of FMR (if HUD approved; describe circumstances below)

On April 12, 2002, the PCDC submitted the annual formal request to HUD Los Angeles Area Office seeking Section 8 Program Exception Rents for designated census tracts within the City of Pasadena. In accordance with HUD regulations, the Pasadena Community Development Commission, Housing & Community Development Division requested a 17.6% increase over the current Fair Market Rent levels for all bedroom size units in the census tracts for Linda Vista/South west Pasadena. The actual rents for units in these census tracts are far higher than the published Fair Market Rents, making it extremely difficult for new Section 8 voucher holders to find affordable places to lease. From the period of October 2000, through November 30, 2001, our agency issued 298 vouchers to new applicants. Of those 298 vouchers, 193 expired (unable to locate a suitable unit in the City of Pasadena). The remaining 105 voucher holders did lease a unit in the City of Pasadena, however, 52 of those 105 contracted in place. In other words, out of 298 vouchers issued, only 53 voucher holders were able to locate new units within our current Fair Market Rent levels. Our request for exception rents was based on the declining lease-up rate, the increase in the number of vouchers that expired, and the historical rent differentials between the median gross rents in the requested exception rent areas and Los Angeles County as a whole.

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- 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
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
- 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)
- Rental surveys conducted by the PCDC
 - RDD surveys conducted by HUD

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

- An organization chart showing the PHA's management structure and organization is attached.

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	1,112	100
Special Purpose Section 8 Certificates/Vouchers (list individually)		
HOME (tenant-based rental assistance)	13	7
Shelter Plus Care (S+C)	6	7
Housing Opportunities for Persons with AIDS (HOPWA)	3	6
Other Federal Programs (list individually)		
Supportive Housing Program (Scattered site/transitional housing for homeless families)	58	38
Supportive Housing Program (Passageways)	975	250

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (list below)

NOT APPLICABLE

(2) Section 8 Management: (list below)

- Rental Assistance Program Administrative Plan
- Shelter Plus Care (S+C) Action Plan
- Housing Opportunities for Persons with AIDS (HOPWA) Action Plan
- Family Self Sufficiency (FSS) Action Plan
- HOME Action Plan
- Consolidated Plan (2000 - 2004)
- Rental Assistance Program Policies and Procedures

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

NOT APPLICABLE

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:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

NOT APPLICABLE

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

NOT APPLICABLE

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

NOT APPLICABLE

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

NOT APPLICABLE

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

NOT APPLICABLE

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

NOT APPLICABLE

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:

PCDC administers five (5) homeownership programs designed to promote homeownership among rental assistance program participants, and low, very low, and moderate income Pasadena residents. These homeownership programs are as follows:

- **First Time Homebuyer's Club** – This program offers two percent (2%) down payment assistance and up to \$4,000 for non-recurring closing costs, in the form of a loan not to exceed \$7,000. Participants are required to attend a series of homebuyer education workshops.

- **Homeownership Opportunities Program (HOP)** – This program provides a second trust deed loan up to \$45,000 for low- income homebuyers and up to \$30,000 for moderate-income homebuyers. The HOP loan has a below market interest rate and a term of 20-30 years. Monthly low payments are required, but in some cases, may be deferred during the first five (5) years.
- **Mortgage Credit Certificate (MCC) Program** – This program provides first-time homebuyers with a federal income tax credit, which increases their ability to qualify for a mortgage. The amount of the tax credit is equal to fifteen percent (15%) of the homebuyer’s annual mortgage interest payments. This amount is applied annually as a dollar-for-dollar credit against the homeowner’s federal income tax liability.
- **Lease-Purchase Program** – This program is offered by the California Cities Home Ownership Authority (CCHOA) and provides thirty-eight (38) months “Option to Purchase” with gifted down payment and closing cost. The program participant picks the home of their choice and CCHOA will purchase the home on their behalf. The program participant will then enter into a “Lease with Option to Purchase” agreement, after which they may assume the loan and take title to the home at no additional transfer cost.
- **Section 8 Homeownership Program** – This program allows rental assistance program participant to utilize HAP payments toward the purchase of a home. The program participant will enter into a thirty–six (36) month “Option to Purchase” agreement with the owner of the property. Monies from HAP and tenant rent are set aside and these funds are utilized towards the downpayment when the program participant exercises their “option to purchase”.
- **Acquisition/Rehabilitation/Homeownership Program- Heritage Housing Partners**
This program is a local non-profit housing sponsor, that will acquire properties in Northwest Pasadena and rehabilitate or develop them as for-sale ownership housing. This program will produce 15 affordable housing units. The PCDC has provided funding assistance to this program in the amount of \$1,070,000.

a. Size of Program

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

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:

- A full-time work history of three (3) or more years.
- A minimum non-welfare income of forty-eight percent (48%) of the Los Angeles County Area Median Income, adjusted for family size (\$24,800 for a family of three (3) and \$27,550 for a family of four (4)).

- A one (1) year history of timely rental payments.
- A one (1) year history of maintaining a rental dwelling unit in a decent, safe, and sanitary manner.
- No tenant related evictions within the last three (3) years.
- Participant has not owned a home during the three-year period prior to application.
- Minimum FICO score of 540 and demonstrated effort to address credit issues, if any.
- Participation in the Family Self-Sufficiency Program and has generated an escrow account to assist with down payment and closing cost.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has 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)?

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)

- Section 8 admissions policies
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for section 8 homeownership option participation

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)
Family Self Sufficiency – A program designed for rental assistance participants to assist them in achieving self sufficiency through obtaining education and career goals.	25	Specific criteria	PHA main office	Section 8 Participants
Shelter Plus Care – Tenant-based rental assistance for homeless persons. Rental assistance is coupled with supportive services to help program participants obtain and remain in permanent housing, increase their skill level and/or income and achieve greater self determination.	60	Specific criteria	Sponsor Agencies – Passageways/Pacific Clinic, Union Station, AIDS Service Center	Section 8 Participants
Housing Opportunities for Person with AIDS – Tenant-based rental assistance for persons living with HIV/AIDS. Rental assistance is couple with supportive services to help program participant to level as independently as possible.	15	Specific criteria	Sponsor Agency – AIDS Service Center	Section 8 Participants
HOME Tenant-based Rental Assistance – Tenant based rental assistance in conjunction with supportive services for families in crisis. Program participants are linked with supportive services to address the crisis and prevent another crisis in the future.	30	Specific criteria	Sponsor Agency-Passageways	Section 8 Participants
Homeownership Programs – To promote homeownership among rental assistance program participants.	5	Specific criteria	PHA main office	Section 8 Participants

(2) Family Self Sufficiency Program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants
Public Housing		
Section 8	25	25

- 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.

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)]

NOT APPLICABLE

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

NOT APPLICABLE

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)]

NOT APPLICABLE

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)
 - Attachment E
 - 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:

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 Representatives of all PHA resident and assisted family organizations
 Other (list)

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: City of Pasadena

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)

The PCDC is unique in that both the Community Development Block Grant (CDBG) and Rental Assistance Program activities are administered from the Planning and Development Department, Housing and Community Development Division. This closeness in proximity has fostered a relationship that involves coordination of effort and information sharing.

The PHA is consistent with the Consolidated Plan and supports the following actions and commitments:

- provision of special needs housing for low and very low income individuals/families,
- provision of affordable decent, safe and sanitary housing for low and very low income families/individuals,
- economic development and self sufficiency activities to assist low and very low income families/individuals,
- homeownership program for moderate, low and very low households,
- information and data on the housing, social, and economic needs of moderate, low, and very low income families/individuals,
- provision of a Continuum of Care of housing and supportive services for homeless individuals/families,
- provision of housing units for low, and very low income household in compliance with the HUD Housing Quality Standards (HQS) and City of Pasadena building and housing codes,
- access of low, and very low income households to affordable housing throughout the City of Pasadena,
- commitment to addressing impediments to Fair Housing Choice,
- utilization of the same data sources.

D. Other Information Required by HUD

Please refer to attachments

Attachments

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

Attachment A – Housing and Community Development Division Organizational Chart

Attachment B – PCDC Rental Assistance Program Statement of Policies

Attachment C – Family Self Sufficiency Action Plan

Attachment D - City of Pasadena, Single Audit (Year ended June 30, 2002)

Attachment E – Resident Advisory Board

Attachment F – Public Hearing Comments

Attachment G – Public Notices

Attachment H -- Rental Assistance Program Administrative Plan Amendments

ATTACHMENT "A"

HOUSING AND COMMUNITY DEVELOPMENT DIVISION ORGANIZATIONAL CHART

ATTACHMENT "B"

PCDC RENTAL ASSISTANCE PROGRAM STATEMENT OF POLICIES

ATTACHMENT "C"

FAMILY SELF SUFFICIENCY ACTION PLAN

ATTACHMENT "D"

City of Pasadena,

SINGLE AUDIT (YEAR ENDED JUNE 30, 2002)

ATTACHMENT "E"

RESIDENT ADVISORY BOARD

ATTACHMENT "F"

PUBLIC HEARING COMMENTS

ATTACHMENT "G"

PUBLIC NOTICES

ATTACHMENT "H"

RENTAL ASSISTANCE PROGRAM ADMINISTRATIVE PLAN AMENDMENTS

In response to recent changes in federal regulations Pasadena Community Development Commission (PCDC) performed an extensive review of the Section 8 Housing Choice Voucher Program (HCVP) policies and procedures to determine compliance with local and federal regulations. Based on this review, modifications to Section 8 HCVP policies, documents, forms and processing procedures were warranted to ensure compliance with both local and federal program requirements.

The PCDC's Rental Assistance Program Administrative Plan which has 23 chapters, is available upon request for public inspection and review at the main administrative office of the PCDC, 100 North Garfield Avenue, Room 101, Pasadena, CA 91109, the office telephone number is (626) 744-8300.

PASADENA COMMUNITY DEVELOPMENT COMMISSION

PUBLIC HOUSING AGENCY

ANNUAL PLAN

FISCAL YEAR 2003-2004

JULY 1, 2003

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