

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

**PHA Plan
Agency Identification**

PHA Name: Pasadena Community Development Commission (PCDC)

PHA Number: CA 079

PHA Fiscal Year Beginning: July, 2004

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 library

All Branches of the Pasadena Public Library:

- | | |
|---|--------------|
| * Central Library – 285 East Walnut, | 626-744-4052 |
| * Allendale – 1130 S. Marengo, | 626-799-2519 |
| * Hastings – 3325 Orange Grove, | 626-792-0945 |
| * Hill Avenue – 55 S. Hill, | 626-796-1276 |
| * Lamanda Park – 140 S. Altadena Drive, | 626-793-5672 |
| * La Pintesca – 1355 N. Raymond, | 626-797-1873 |
| * Linda Vista – 1281 Bryant, | 626-793-1808 |
| * San Rafael – 1240 Nithsdale Road, | 626-795-7974 |
| * Santa Catalina – 999 E. Washington, | 626-794-1219 |

Other (list below)

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

Community Centers:

*	Jackie Robinson Center – 1020 North Fair Oaks,	626-791-7983
*	Villa Park Neighborhood Center – 363 East Villa,	626-744-6530
*	Pasadena Senior Citizens Center – 85 East Holly,	626-795-4331
*	Victory Park Center – 2575 Paloma,	626-798-0865
*	El Centro de Accion Social, Inc. – 37 East Del Mar,	626-792-3148

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

Main business office of the PHA

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

- One of the missions of the Pasadena Community Development Commission (PCDC) as set forth by the U. S. Department of Housing and Urban Development is “To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.”

- The PCDC Rental Assistance Program’s mission is the provision of rental assistance to very low and low income households so they may obtain decent, safe, and sanitary affordable housing. The PCDC is also dedicated to addressing the supportive service needs of rental assistance program participants and encouraging their self sufficiency and economic empowerment. The PCDC will provide consumer friendly housing and community development services and assistance in an efficient and proficient manner, to the residents, property owners, businesses, public/private institutions, governmental agencies, and others living in, working for or servicing the interest of the City of Pasadena.

More specifically, the Housing Vision of the PCDC states:

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 City of Pasadena 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 needs of 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.

B. Goals

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:
 - Leverage private or other public funds to create additional housing opportunities:
 - Other (list below)
 - Outreach to property owners/landlords, property management agencies, and apartment association to solicit additional owners/landlords to participate in the PCDC Rental Assistance Program (RAP).
 - Increase the inventory of subsidized supportive housing for special needs populations.
 - Increase the inventory of subsidized housing for very low and low income residents of Pasadena.

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - 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)
 - Other: (list below)
 - Inspect all rental units at least annually to ensure that they are decent safe, and sanitary and meet all required local housing codes and HUD defined Housing Quality Standards (HQS),
 - Provide owner/landlords with access and information regarding the HOME Rental Rehabilitation Program, to facilitate repairs and housing code compliance.

- 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:
- Other: PCDC will strives to increase housing choice voucher participation by educating tenants about being a desirable neighbor (i.e. following the established rules of their lease; good housekeeping practices; the importance of paying one's share of the rent timely and consistently).

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

- PHA Goal: Provide an improved living environment
- Objectives:
 - Other: (list below)
 - o Implement measures to deconcentrate poverty by encouraging program participants to reside throughout the City of Pasadena by providing exception rents.

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)
 - o Provide access and promote the rental assistance program participants from PCDC Rental Assistance Lease to Purchase Program.

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:

Other PHA Goals and Objectives: (list below)

The goal of the PCDC is to:

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 2,186 housing units (ownership & rental).
2. Create 1,100 newly constructed affordable housing units.
3. Provide financial assistance for the rehabilitation of 750 affordable units (ownership & rental).
4. Provide financial assistance to approximately 300 extremely low, low and moderate income households.
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.
7. Implement the City's fair housing plan that addresses the noted impediments to fair housing opportunities.

Policies:

1. Encourage 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.

Annual PHA Plan
PHA Fiscal Year 2005
[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)]

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 Section 8 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 (TRA), 60 units under the Shelter Plus Care (S+C) Program 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 554 owners are participating in the PCDC Rental Assistance Program (RAP). For the fiscal year 2003-2004, total assistance payments on behalf of program participants was \$ 9.2 million.

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 annual goal for the 2004/2005 program year is to fully utilize the existing allocation to ensure that the Vouchers are used at all times. The Section 8 waiting list is constantly open and updated with current information in order to contact eligible applicants as soon as possible.

The PCDC has prepared the following PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and ensuring HUD requirements. This PHA Plan contains a 5-Year Plan, which will be updated annually, and an Annual Plan.

Some of the primary goals that the PCDC currently plans to pursue based on its 5 – Year Plan:

- Maintain effective Housing Programs in conformance with HUD and City standards;
- Maintain comprehensive economic development and self-sufficiency opportunities for very low income residents and program participants.

The PCDC Annual Plan is based on the premise that accomplishing the 5 year goals and objectives will move the PCDC in a direction consistent with its mission. The ability of PCDC to accomplish their goals

will be dependent on appropriate funding from HUD and the U. S. Congress that is incorporate with regulations that PCDC must meet. The plans, statements,

budget summary, policies, etc. set forth in this Annual Plan all lead towards the accomplishment of the PCDC's goals and objectives, which 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) QHWRA Regulations as well as all Federal, State and Local Fair Housing Laws and Regulations.

Listed below are highlights from the PCDC's Annual Plan:

1. Provision of financial incentives in the form of "hard to house" fees to increase participation of property owners in the rental assistance program,
2. The Section 8 payment standards for dwellings by bedroom size are set at 110% and higher of the published Fair Market Rent for Los Angeles County, to deconcentrate rental assistance program participants from high poverty areas and give them greater housing choice,
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 PCDC assisted units comply with their requirements to provide affordable housing to lower income households that meet specified occupancy, income and rent guidelines,
6. 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. Preparation of a 10-Year Strategy to End Homelessness that would allow homeless persons in need of assistance to access the service delivery system quicker, and establish a network with various mechanisms to identify and assist at-risk households,
8. 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, California Housing & Community Development-Local Housing Trust Fund, etc.
9. 2000-2005 Fair Housing Plan and Analysis of Impediments to Fair Housing Choice,
10. First source employment agreements with City and PCDC sponsored housing developments,
11. Family Self Sufficiency Program to assist households achieve economic self-sufficiency within a five year period,
12. 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,

13. Application of universal design standards to encourage and/or condition city and agency assisted housing developments to meet accessibility and adaptability requirements,
14. 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,
15. Provision of density bonus and city affordable housing fee waivers to encourage the development of low income housing units,
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 (HRC). 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.
17. 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.
18. 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.
19. Continued participation by the Resident Advisory Board (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.
20. Utilizing the Project Based Assistance (PBA) program 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 shall encourage the creation of new affordable housing units and maintain the continued affordability of existing units.

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

Optional Attachments:

PHA Management Organizational Chart (Attachment A)

Comments of Resident Advisory Board (Attachment B)

Other (List below, providing each attachment name)

- Resident Advisory Board (Attachment C)
- PCDC Rental Assistance Program Statement of Policies (Attachment D)
- FSS Action Plan Amendments (Attachment E)
- City of Pasadena Single Audit Report (Year ended June 30, 2003) (Attachment F)
- Public Hearing Comments (Attachment G)
- Public Notices (Attachment H)
- Rental Assistance Program Administrative Plan Amendments (Attachment I)

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.	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;
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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	Resident Advisory Board Comments	Annual Plan (Attachment B)
X	PCDC Rental Assistance Program Statement of Policies	Annual Plan (Attachment D)
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency (Attachment E)
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 F)
X	Public Hearing Comments	Annual Plan (Attachment G)
X	Public Notices	Annual Plan (Attachment H)
X	Rental Assistance Program Administrative Plan Amendments	Annual Plan (Attachment I)

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	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	9,583	5	5	3	5	5	5
Income >30% but <=50% of AMI	6,905	5	5	3	5	5	5
Income >50% but <80% of AMI	8,543	5	5	3	4	4	4
Elderly	16,222	4	5	3	4	2	5
Families with Disabilities	18,076	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)
 - Meyers Group Housing Analysis (1999)
 - PCDC Rental Survey (2002)

- Housing Element Needs Assessment
- SCAG Regional Housing Needs Assessment (RHNA)

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			
	# of families	% of total families	Annual Turnover
Waiting list total	5,898		
Extremely low income <=30% AMI	3,523	60%	
Very low income (>30% but <=50% AMI)	1,482	25%	
Low income (>50% but <80% AMI)	>706 <154	13%	
Families with children	3,538	60%	
Elderly families	1,357	23%	
Families with Disabilities	188	3.2%	
Race/ethnicity (White)	3,129	53%	
Race/ethnicity (Black)	2,479	42%	
Race/ethnicity (Native American)	52	1%	
Race/ethnicity (Asian)	238	4%	
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

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.

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 500 housing units (ownership & rental).
2. Create 100 newly constructed affordable housing units.

3. Provide financial assistance for the rehabilitation of 35 affordable units (rental and ownership).
4. Provide financial assistance to approximately 100 extremely low, low and moderate income homebuyers.
5. Provide annual rental assistance for 1,450 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:

- 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

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

- 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.

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:
 - Implement recommendations of the Analysis of Impediments to Fair Housing Choice (AI)
 - Implement 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: (list below)
 - Citizen/Community Participation
 - Housing Affordability Task Force

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 2004 grants)	N/A	
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	\$9,896,994	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
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)	\$240,000	Tenant-based rental assistance for families in crisis (victims of domestic violence or hate crimes, involuntarily displaced, at-risk for homelessness)

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
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.
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)	\$91,000	The provision of temporary emergency shelters, emergency hotel/motel vouchers and supportive services for the homeless.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
HOME (Homeownership Opportunities Program)	\$250,000	This program offers loan assistance to low income first time home buyers, for down payment and closing cost.
HOME (Rental Rehabilitation)	\$285,600	This program provides loans to property owners so they may rehabilitate their rental properties up to Housing Quality Standards (HQS) and City of Pasadena housing code. Property owners are required to rent their properties to low and very low-income households.
HOME (Heritage Square Project)	\$1,500,000	Permanent rental housing for the elderly. (104 units)
HOME (Orange Grove Gardens)	\$1,193,153	Permanent rental housing for very low income families. (38 units)
Supportive Housing Program (SHP) (Casa Maria)	\$155,417	Transitional housing for fourteen (14) homeless women in recovery from substance misuse.
4. Other income (list below)		
Family Self Sufficiency Supportive Services (FSS Grant)	\$40,000	Provision of supportive services to FSS program participants. Services include tuition assistance, transportation assistance, childcare, and book allowances.
HOPWA (City of Los Angeles)	\$84,000	Tenant-based rental assistance for persons living with HIV/AIDS
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
PCDC Housing Trust Funds – (Homeownership Opportunities Program)	\$900,000	This program provides a second trust deed loan up to \$80,000 for low-income homebuyers and up to \$60,000 for moderate in homebuyers.
PCDC Housing Trust Funds – (ES)	\$91,000	The provision of emergency hotel/motel vouchers, food supportive services for the homeless; HTF provides the required match to the ESG Grant (\$91,000).
PCDC Housing Trust Funds – (ESG) <ul style="list-style-type: none"> Rebuilding Together 	\$30,000	The provision of minor home repairs, adaptability improvements for seniors and disabled persons.
PCDC Housing Trust Funds – (ESG) <ul style="list-style-type: none"> Bad weather Shelter 	\$35,000	The provision of a seasonal shelter for homeless (November – March) yearly; information assistance, referrals, and meals.
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 rental housing for the elderly. (104 units)
Washington Theatre	\$2,800,000	Thirty (30) affordable rental units.
Fannie Mae American Communities Funds (PNHS Mortgage Assistance Program)	\$621,000	Loan assistance for ten (10) low to moderate income first time home buyers.
PCDC Housing Trust Funds (Heritage Square Project)	\$2,400,000	Permanent housing for the elderly. (104 units).
Fannie Mae American Communities Funds (Heritage Housing Partners Acquisition/Rehab Program)	\$1,070,000	Acquisition/Rehab of affordable ownership housing for 15 low to moderate income families
PCDC Villa Parke Redevelopment Funds (Orange Grove Gardens)	\$250,000	Permanent rental housing for very low income families (38 units).

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Fannie Mae American Communities Funds (Orange Grove Gardens)	\$687,047	Permanent rental housing for very low income families (38 units).
California Housing Finance Agency HELP Funds (King Village Project)	\$1,000,000	Renovation of 313 units for very low income families.
Fannie Mae American Communities Funds (King Village Project)	\$745,430	Renovation of 313 units for very low income families.
Inclusionary Housing Trust Fund	\$2,000,000	Construction/Rehab of low & moderate-income units (40 units).
Total resources	\$33,575,424	

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.

B. Section 8

(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)
- 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 opened enrollment to the Section 8 Housing Choice Voucher tenant-based Rental Assistance Program 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 date 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) (list below)

- 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)

- 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) (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 (list below)

- 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

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

Not Applicable

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)

100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

On October 20, 2003, 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. 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)]

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.

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	N/A	
Section 8 Vouchers	1261	25
HOME (tenant-based rental assistance)	5	24
Project-based Voucher	0	32
Shelter Plus Care (S+C)	12	48
Housing Opportunities for Persons with AIDS (HOPWA)	2	13
Supportive Housing Program(scattered site/transitional housing for homeless families)	68	20
Supportive Housing Program (Passageways)	1283	1084

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)

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)]

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 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?
 PHA main administrative office

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.

Not Applicable

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.

Not Applicable

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.

Not Applicable

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.

Not Applicable

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.

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 eight (8) 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 down payment when the program participant exercises their “option to purchase”.
- **Mortgage Assistance Program - Pasadena Neighborhood Housing Services** - This program is administered by Pasadena Neighborhood Housing Services, a local community-based nonprofit housing sponsor. The program offers comprehensive homebuyer education and counseling, and provides down payment loan assistance for qualified low- and moderate-income first-time homebuyers. The PCDC has funded this program in the amount of \$621,000 for FY 2003-2004, with the goals of providing education/counseling to 450 prospective homebuyers and loan assistance to 10 qualified homebuyers
- **CalHome First Time Mortgage Assistance Program** - This \$500,000 State of California funded mortgage assistance program is administered by a local non- profit organization, Pasadena Neighborhood Housing Services. Eligible first-time homebuyers are required to complete a First-Time Homebuyers’ Training Program. The CalHome loan is secondary financing and is usually in third lien position. The 3% loans are deferred and are due upon sale or refinancing of the property. Currently, seven loans have been funded under this program
- **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?

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

- 25 or fewer 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:

- 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)]

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)?

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

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	25	Specific criteria	PHA main office	Section 8 Participants

through obtaining education and career goals.				
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.	24	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 2003 Estimate)	Actual Number of Participants
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)]

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.

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)]

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.

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 C
 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)

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)

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

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

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

Attachment A – PHA Management Organizational Chart

Attachment B – Comments of Resident Advisory Board

Attachment C – Resident Advisory Board

Attachment D – PCDC Rental Assistance Program Statement of Policies

Attachment E – FSS Action Plan Amendments

Attachment F – City of Pasadena single Audit Report (Year ended June 30, 2003)

Attachment G – Public Hearing Comments

Attachment H – Public Notices

Attachment I – Rental Assistance Administrative Plan Amendments

ATTACHMENT "A"

HOUSING AND COMMUNITY DEVELOPMENT

DIVISION ORGANIZATIONAL CHART

ATTACHMENT "B"

COMMENTS OF RESIDENT ADVISORY BOARD

ATTACHMENT "C"

RESIDENT ADVISORY BOARD

PASADENA COMMUNITY DEVELOPMENT COMMISSION

RENTAL ASSISTANCE PROGRAM

RESIDENT ADVISORY BOARD BYLAWS

(Adopted March 22, 2001)

ARTICLE I.

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 ("Commission") 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 Commission, 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 Commission and exercises all the rights, powers, duties, and responsibilities of the housing agency. As such, the Commission has administered the Rental Assistance Program (formerly Section 8 Program) since 1970.

ARTICLE II.

PURPOSE

In 1998, the U. S. Department of Housing and Urban Development (HUD) enacted the Quality Housing and Work Responsibility Act (QHWRA) which merged the Section 8 Rental Certificate and Voucher Programs under the Housing Choice Voucher Program (HCVP) and called for the preparation of Public Housing Agency (PHA) plans – an Annual Plan and a 5-Year Plan. The 5-Year Plan sets forth the PHA’s mission and long-range goals/objectives for achieving its mission over the subsequent 5 years. The Annual Plan provides detail about the PHA’s immediate operations, program participants, programs/services and strategy for handling operational concerns for the upcoming fiscal year.

A key element of the PHA Plans is the establishment of a Resident Advisory Board (RAB). The role of the RAB is to participate in the planning process and to assist and make recommendations to the PHA Plans and other Pasadena Community Development Commission (“Commission”) rental housing activities.

ARTICLE III.

MEMBERS AND TERMS OF OFFICE

The membership of the RAB is made up of individuals who adequately reflect and represent the persons assisted by the HCVP. The Chief Executive Officer (CEO) of the Commission on March 22, 2001 established a jurisdiction-wide RAB. The Commission’s jurisdiction-wide RAB consists of all the households receiving HCVP assistance from the Commission in compliance with HUD regulations.

Because membership of the RAB is on a voluntary basis, the tenure of RAB members shall expire upon the termination of the member from the Housing Choice Voucher Program (HCVP).

ARTICLE IV.

AUTHORITY AND DUTIES

The Commission RAB shall have the following authority and duty:

Participate in the planning process and assist and make recommendations to the PHA Five-Year and Annual Plans and other Commission rental housing activities.

ARTICLE V.
ADDITIONAL DUTIES

The members of the RAB shall perform such other duties and functions as may from time to time be required by the Commission or the By Laws.

ARTICLE VI.
OFFICERS

The officers of the RAB shall be a Chairperson, Vice Chairperson and Secretary who shall be elected from the Executive Committee.

Section 1. Chairperson. The Chairperson shall preside at all meetings of the RAB and at each meeting shall submit such recommendations and information as may be considered proper concerning the business affairs and policies of the RAB.

Section 2. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson and in case of resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Executive Committee shall select a new Chairperson.

Section 3. Secretary. The Secretary shall cause to be kept the records of the RAB. A record shall be kept of the names of all persons appearing before the RAB. Such record shall be indexed and kept in such a manner as to make the information as to any official action taken by the RAB readily available. The Secretary shall cause to be given such written notice of all Special Meetings of the RAB members or Executive Committee as may be required or permitted under these Laws.

Section 4. Vacancies. Should any of the offices of Chairperson, Vice Chairperson, or Secretary of the RAB become vacant, the RAB shall elect a successor from the Executive Committee at the next regular meeting and such election shall be for the unexpired term of said office.

Section 5. Election of Officer and Terms of Office. An election for each office shall be held annually. Each officer so elected shall be for a period of one (1) year or until a successor has been elected. Officers may be re-elected

Section 6. Acting Chairperson. In the absence or incapacity of the Chairperson or Vice Chairperson, the RAB members shall select an Acting Chairperson.

ARTICLE VII.
MEETINGS

Regular meetings of the RAB shall be held at least bi-annually and whenever possible shall be held at a City-owned facility. All meetings of the RAB shall be open to the public and all HCVP participants. Meeting announcements will be transmitted to all

HCVP participants via U.S. mail at least fourteen (14) days in advance. Meetings will also be announced in the HCVP quarterly newsletter.

Public notice shall be given to the public prior to the convening of any meeting in accordance with the Brown Act.

ARTICLE VIII.
SPECIAL MEETING

A special meeting may be called at any time by the CEO or her/his designee, the RAB Chairperson, or a majority of the RAB members in accordance with State Law.

ARTICLE IX.
QUORUM

The powers of the RAB shall be vested in the members thereof in office from time to time. A majority of the Executive Committee and five percent (5%) of the RAB members shall constitute a quorum for the purpose of conducting its business and exercising its power and for all other purposes. A smaller number may adjourn from time to time until a quorum is obtained. Action may be taken by the members only upon favorable vote of a majority of the Executive Committee and five percent (5%) of the RAB members.

ARTICLE X.
ORDER OF BUSINESS

There shall be a written Agenda for each meeting.

A quorum being present, the order of business at the meeting of the RAB shall be as follows:

- A. Call to Order
- B. Introduction of Commission Staff and Guest
- C. Minutes
- D. Public Committee
- E. Executive Committee Report
- F. Subcommittee Report(s)
- G. Old Business
- H. New Business
- I. Commission Staff Report
- J. Announcements
- K. Next Meeting
- L. Adjournment

ARTICLE XI.
MANNER OF VOTING

The voting on all questions coming before the RAB shall be by show of hands. Each RAB member (head of household or household member over 18) shall be entitled to one (1) vote. No proxy votes or absentee vote will be accepted.

ARTICLE XII.
COMPENSATION AND EXPENSES

Each member of the RAB shall receive no compensation. No additional compensation shall be paid for expenses incurred by members of the RAB in the performance of their duties. Membership to the HCVP is conducted on a voluntary basis.

ARTICLE XIII.
EXECUTIVE COMMITTEE

An Executive Committee shall be created from the RAB. Representatives on the Executive Committee shall include the two appointed PHA tenant commissioners of the Community Development Committee (CDC), and a disabled person appointed by the Chief Executive Officer.

Section 1. Vacancies and Absences. *Vacancies on the Executive Committee occurring otherwise than by expiration of term shall be filled by appointment by the Chief Operating Officer for the remainder of the unexpired term. If a Executive Committee member does not attend two (2) consecutive regular meetings, unless excused from attendance prior to the second absence by the RAB Chairperson, the office of such member may be declared vacant by the Chief Executive Officer.*

Section 2. Additional Duties. *Officers of the RAB shall be selected from the Executive Committee. The officers shall include a Chairperson, Vice Chairperson, and Secretary.*

ARTICLE IVX.
SUBCOMMITTEES

The Executive Committee or RAB may create subcommittees when deemed necessary to address issues surrounding the PHA plans and/or rental assistance business. The creation of subcommittee shall be based on majority vote.

ARTICLE XV.
AMENDMENT OF BYLAWS

The By Laws of the RAB shall be amended only with the approval of at least a majority of Executive Committee members and five percent (5%) of RAB members at a regular or special meeting. Any proposed amendment shall be in writing. Such amendment shall not become effective until it has been approved by the CEO or her/his designee and General Counsel.

The Chief Executive Officer and Commission General Counsel may amend the Bylaws of the RAB.

ATTACHMENT "D"

PCDC RENTAL ASSISTANCE PROGRAM

STATEMENT OF POLICIES

PASADENA COMMUNITY DEVELOPMENT COMMISSION

RENTAL ASSISTANCE PROGRAM

STATEMENT OF POLICIES

INTRODUCTION

The City of Pasadena's Rental Assistance Program serves the jurisdiction within the city boundaries and is administered 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 Section 34115 of the State Of California Health and Safety Code. The City Council acts as the PCDC and exercises all rights, powers, duties, and responsibilities of the housing agency. As such, the PCDC actively participates in other HUD Programs, which provide housing assistance in a manner very similar to the Section 8 Program, but with certain provisions for "special needs" housing. The HUD rental assistance programs, covered by the Rental Assistance Program (RAP) Administrative Plan, include Family Self-Sufficiency (FSS), Housing Opportunity for People With AIDS (HOPWA), Shelter Plus Care, Federal Emergency Management Assistance (FEMA), Supportive Housing and the HOME Investment Partnership Act (HOME). The City of Pasadena Housing and Development Department – Housing Division manages the Rental Assistance Program, and other HUD housing assistance programs on behalf of the PCDC and the City of Pasadena.

RENTAL ASSISTANCE PROGRAM [24 CFR 982, 983]

The HUD Rental Assistance Program provides housing assistance payments (rental subsidies) to eligible low-income families so that these families can afford to rent decent, safe, and sanitary housing. By participation in the Rental Assistance Program, or other city sponsored HUD rental subsidy programs, eligible families are assisted with the selection and lease of rental units that meet federal housing quality standards (HQS) and local housing codes. If the PCDC approves the physical condition of the unit along with the lease for the unit, the PCDC will contract with the local property owner to make housing assistance payment on behalf of the assisted family. The PCDC will not contract for a unit unless the proposed lease is approved, the rent is reasonable, all property ownership information is provided, and the unit passes the HQS inspection.

RENTAL ASSISTANCE PROGRAM ADMINISTRATIVE PLAN [24 CFR 982.54]

The purpose of the Pasadena Community Development Commission (PCDC) Rental Assistance Program (RAP) Administrative Plan is to establish the policies and procedures for carrying out its housing assistance programs in a manner consistent with HUD requirements and local housing objectives. The Rental Assistance Program objectives are:

1. To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level;
2. To promote freedom of housing choice and spatial de-concentration of very low income families of all races and ethnic backgrounds;
3. To provide an incentive to private property owners to rent to very low income families by offering timely assistance payments;
4. To assist the local economy by increasing the occupancy rate and the amount of money flowing to the community;
5. To encourage self-sufficiency, including homeownership, of participating families;
6. To comply fully with all federal, State and local nondiscrimination regulations and laws governing Fair Housing and Equal Opportunity in housing and employment.

The RAP Administrative Plan covers both admission and continued participation in these programs. The PCDC is responsible for complying with all changes in HUD regulations pertaining to the housing assistance programs. If such changes conflict with the RAP Administrative Plan, HUD regulations will have precedence. The RAP Administrative Plan and any future changes shall be approved by the Board of Directors of the Pasadena Community Development Commission and a copy provided to HUD.

The RAP Administrative Plan is available for review and/or purchase at the Planning and Community Development Department – Housing & Community Development Division office located at 100 North Garfield Avenue, Room

101, Pasadena, California, 91109. The Housing & Community Development Division's office hours are 7:30 a.m. to 5:30 p.m. Monday thru Thursday and 7:30 a.m. to 5:30 p.m. every other Friday. The telephone number of the Housing Division is (626) 744-8300.

FAMILY OBLIGATIONS [24 CFR 982.551]

When the family's unit is approved and the Housing Assistance Payment (HAP) contract executed, the family must follow the rules of the PCDC Administrative Plan, as listed below, in order to continue participating in the Rental Assistance Program (RAP).

The family must:

1. The family must supply any information that the PCDC or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR part 5. "Information" includes any requested certification, release or other documentation.
2. The family must supply any information requested by the PCDC or HUD for use in a regularly scheduled re-examination or interim re-examination of family income and composition in accordance with HUD requirements.
3. The family must disclose and verify Social Security Numbers (as provided by 24 CFR, part 5, subpart B) and must sign and submit consent forms for obtaining information in accordance with 24 CFR (part 5, subpart B)
4. Any information supplied by the family must be true and complete.
5. The family must cooperate in moving to another unit when the family has become too large or too small for the Rental Assistance Program they are living in.
6. The family must supply any information or certification requested by the PCDC to verify that the family is living in the unit, or relating to family absence from the unit, including any PCDC-requested information or certification on the purposes of family absences. The family must cooperate with the PCDC for this purpose. The family must promptly notify the PCDC in writing when the family will be away from the unit for 30 days or more. Include the reason for the extended absence in the letter. The PCDC will notify you in writing if we can continue to pay the Housing Assistance Payment in your absence.
7. The family is responsible to pay the utility bills and supply the appliance(s) that the owner is not required to supply under the lease agreement.
8. The family must repay money owed to the PCDC. If you owe an outstanding debt, we the PCDC may arrange a repayment agreement depending on the reason and the amount. You must repay the debt on time to remain eligible for rental assistance. You cannot move from one unit to another until the debt is paid in full.
9. The family must report in writing all changes in household composition, income and assets within fifteen (15) days of the change.
10. The family is responsible for an HQS breach caused by the family as described in 982.404(b).
11. The family must allow the PCDC to inspect the unit at reasonable times and after reasonable notice. The PCDC will inspect your unit at least once a year.
12. The family must notify the PCDC and the owner before the family moves out of the unit or terminates the lease on notice to the owner. The family must provide the PCDC 90 days written advance request for approval, prior to serving the owner 60 days notice of lease termination, when you plan to move out of the unit. If you fail to notify the owner or the PCDC at least 60 days before you move, you are not eligible for a new certificate, coupon or voucher.

13. The family must promptly give the PCDC a copy of any owner eviction notice. Cooperate by fully disclosing details that caused the eviction from the assisted rental property.
14. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
15. The composition of the assisted family residing in the unit must be approved by the PCDC. The family must promptly inform the PCDC of the birth, adoption or court-awarded custody of a child. The family must request PCDC approval to add any other family member as an occupant of the unit, prior to moving the additional family member into the assisted unit.
16. The family must promptly notify the PCDC if any family member no longer resides in the unit.
17. If the PCDC has given approval, a foster child or a live-in aide may reside in the unit. If the family does not request approval or PCDC approval is denied, the family may not allow a foster child or live-in aide to reside with the assisted family.
18. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit as a residence by members of the family. The family must receive permission from the landlord, and the income must be reported to the PCDC within 15 days.
19. The family must not sublease or let the unit.
20. The family must not assign the lease or transfer the unit.
21. The family must not give the owner any unauthorized side payments or pay more rent than the PCDC has authorized. If an owner asks you to pay extra rent, send a written notice to your PCDC representative at once. This is an illegal activity and considered fraud under the Rental Assistance Program.
22. The family may not commit any serious or repeated violation of the lease (such as non-payment of rent or violent criminal or drug activity).
23. The family must not own or have any interest in the unit. Unless it is a mobile home.
24. The family must not damage the unit or surrounding property or allow any guest to damage the rental property.
25. The family must not violate the Rental Assistance Program Obligations of the Family.
26. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs.
27. The members of the family may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises (see 982.553)
28. The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
29. An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.
30. The family must not engage in any acts of violent behavior or threats of violent behavior against PCDC personnel.

The term “promptly” when used with the Family Obligations always means “within 15 days.”

TERM OF VOUCHER [24 CFR 982.303(a)(b)(c)(d), 982.54(d)(2)]

INITIAL TERM

The PCDC issues a voucher with an initial term of 60 calendar days. The initial term must be stated on the voucher.

EXTENSION OF VOUCHER TERM

If an assisted family is unable to locate a suitable unit within the initial term, based on a written request from the family, no less than two weeks prior to the date of expiration of the initial term, the PCDC may grant an extension of the term for an additional 30 days. The family must provide documentation to support the reason(s) for the requested extension. Families meeting the requirements may receive a maximum term of 180 calendar days.

SUSPENSION OF VOUCHER TERM

“Suspension” means stopping the clock on the term of a family’s voucher after the family submits a request for approval of the tenancy.

REQUEST FOR TENANCY APPROVAL (RFTA) AND HOUSING ASSISTANCE PAYMENT (HAP) CONTRACT EXECUTION [24 CFR 982.54(d), 982.305(a)]

After families are issued a voucher, they may search for a unit anywhere within the jurisdiction of the PCDC, or outside of the PCDC jurisdiction, if they qualify for portability. The family must find a unit eligible under the program rules, with an owner who is willing to enter into a HAP Contract with the PCDC.

The RFTA, inspection checklist, and a copy of the proposed lease must be submitted by the family during the term of the voucher. The RFTA must be signed by both the owner and family. The PCDC will review the documents to determine whether or not they are acceptable. The RFTA will be approved if:

1. The unit is an eligible type of housing;
2. The unit meets HUD’s Housing Quality Standards (HQS), local housing codes and any additional criteria identified in the Administrative Plan;
3. The rent is reasonable;
4. The security deposit amount and other charges are approvable;
5. The proposed lease complies with HUD and PCDC requirements as well as state and local law;
6. The family’s portion of rent, plus utility allowance, does not exceed 40% of the monthly adjusted income on an initial or move contract;
7. The owner is acceptable, and there are no conflicts of interest.

Upon approval of the RFTA, the family and owner will execute the lease. The owner and PCDC will execute the HAP contract. The lease may be executed up to 60 days prior to HAP Contract execution but cannot be executed without approval of the PCDC. The HAP Contract will not be executed after more than 60 days from beginning of the lease term and no payments will be made until the HAP Contract has been executed.

If the PCDC determines that the RFTA cannot be approved for any reason, the owner and the family will be notified in writing. If the RFTA is not approved, the PCDC may furnish another RFTA packet to the family, along with the notice of disapproval, so that the family can continue to search for eligible housing. The time on the voucher will be suspended while the RFTA is being processed.

HOUSING QUALITY STANDARDS AND INSPECTIONS [24 CFR 982.401]

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based rental assistance programs. HQS compliance is required both at the initial occupancy and during the term of the lease. HQS apply to the building and premises, as well as the unit. These minimum HQS have been enhanced by the PCDC to include compliance with the City of Pasadena Municipal Building and Housing Code. All units must meet the minimum standards set forth in the City of Pasadena Municipal Building and Housing Codes. The use of the term "HQS" refers to the combination of both HUD and PCDC requirements.

The owner and family must allow the PCDC to inspect the unit at reasonable times with reasonable notice. The PCDC will conduct inspections weekly, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m., unless otherwise requested by the family and owner.

The PCDC may not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PCDC determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.

The PCDC must conduct an initial HQS inspection of the unit at the time of lease up, and an annual HQS inspection at least 12 months from the last annual inspection. Special HQS inspections may be scheduled between anniversary dates. At the time of inspection all utilities must be in service and the stove and refrigerator must be present regardless of who is supplying these appliances. If the unit fails the initial HQS inspection, the owner will be given up to ten (10) days to correct items noted as deficiencies. At the inspector's discretion the time period may be extended based on the cost and complexity of repairs to be done.

The owner/landlord determines which party (tenant or owner), will be responsible for correcting deficiencies that caused the unit to fail. However, if the PCDC does not receive written notification from the owner, the PCDC will assume that the owner/landlord will be responsible for the correction of all cited deficiencies. The PCDC will not abate/suspend housing assistance payments to the owner/landlord for tenant-related deficiencies.

The PCDC will contact the owner and family to schedule the initial inspection. In the case of an annual inspection, the family and owner are both notified by mail, of the inspection appointment date and time. If the family or owner is unable to be present, they must reschedule the appointment in advance so that the inspection is completed within fifteen (15) days. If they are not present for the inspection, a notice shall be placed at the entry to the unit advising the family of the missed inspection and requesting a re-inspection be scheduled.

If the family does not contact the PCDC to schedule the re-inspection, or if the family misses two (2) inspection appointments, the PCDC will consider the family to have violated the Obligations of the Family. The RFTA will be canceled and the housing assistance to the family will be subject to denial or termination.

RENT REASONABLENESS [24 CFR 982.507]

The PCDC must ensure that the rents charged by the owner under the Rental Assistance Program are reasonable based upon subjective comparables in the rental market. Rent reasonableness determinations are required when units are placed under a new HAP Contract for the first time or when an owner requests a rent increase under the HCVP.

For the HCVP the PCDC must determine and document, on a case-by-case basis, the approved rent:

1. Does not exceed rents currently charged on new leases by the same owner for an equivalent assisted or unassisted unit in the same building or complex;
2. Is reasonable in relation to rents currently charged by other owners for comparable units in the unassisted market;
3. The family's portion of rent plus utility allowance cannot exceed 40% of the adjusted income on an initial or move contract.

At least two (2) comparable units will be used for each rent determination, one of which must be from the first category above. All comparables must be based on the rent that the unit would command if leased in the current market. Leased in the current market means that the unit has been leased within the last 30 days. In the HCVP, the rent may be higher than the FMR but must still meet the rent reasonableness determination.

REPAYMENT/RECOVERY OF OUTSTANDING DEBTS [24 CFR 982.453(b), 982.552 (v)(vii)]

When families or owners owe money to the PCDC, the PCDC will make every effort to collect. The PCDC will use a variety of collection methods to recover debts including, but not limited to:

- Request for lump sum payments
- Civil suits
- Abatements
- Reductions
- Collection agencies
- Credit bureaus
- Income tax set-off programs
- Repayment agreements

The PCDC Repayment Agreement is a document entered into between the PCDC and a family who owes a debt to the PCDC. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of repayment, any special circumstances and the remedies available to the PCDC upon default of the agreement.

MOVES WITH CONTINUED ASSISTANCE [24 CFR 982.314, 982.552]

HUD regulations permit families to move with continued assistance to another unit within the PCDC jurisdiction, or to a unit outside of the PCDC jurisdiction under the portability procedures. PCDC allows a family to move to a new unit if:

1. The assisted lease for the old unit has terminated because the PCDC has terminated the HAP Contract for owner breach, or the lease was terminated by mutual agreement of the owner and the family;
2. The owner has given the family a notice to vacate, or has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the family (unless assistance to the family will be terminated);
3. The family has given proper notice of lease termination (if the family has a right to terminate the lease on notice to owner, for owner breach or otherwise);
4. A member of the family is being relocated because they are a witness in connection with efforts to combat crime in public/assisted housing if requested by law enforcement.

Moves within the PCDC jurisdiction shall be treated as a new Housing Choice Voucher (HCV) issuance and totally coordinated by the PCDC. A 90-day written request must be provided to the PCDC prior to the move. The PCDC shall conduct a pre-move interview for those families who express an interest in moving. It is preferred that moves take place at the time of the family's anniversary month. Families may not be permitted to move during the initial year (12 months) of assisted occupancy, or if the family is in violation of the Obligations of the Family, and/or if the family owes money to the PCDC.

PORTABILITY [24 CFR 982.353, 982.355]

Portability applies to families moving out of the PCDC jurisdiction but within the United States and its territories or moving into the jurisdiction of the PCDC. Under portability, families are eligible to receive housing assistance to lease a unit outside of the PCDC jurisdiction. A 90-day written request must be provided to the PCDC prior to the

move. The request must specify the area to which the family wants to move. Families will not be permitted to exercise portability during the initial year (12 months) of assisted occupancy, or if the family is in violation of the Obligations of the Family, and/or if the family owes money to the PCDC.

For outgoing portability, the PCDC will conduct a pre-portability interview for those families who express an interest in moving outside the PCDC jurisdiction. The PCDC will fax and mail the portability packet to the Receiving Housing Agency (RHA). The family is then responsible for contacting the RHA to coordinate their move. The RHA will determine the allowable family unit size. However, the family shall be principally responsible for coordinating their move with the RHA.

PHA DENIAL OR TERMINATION OF ASSISTANCE FOR FAMILY [24 CFR 982.552, (a), (2), (3) 982.553]

The PCDC may deny or terminate assistance for a family because of the family's action or failure to act.

If denial or termination is based upon behavior resulting from a disability, the PCDC will delay the denial or termination in order to determine if there is an accommodation, which would negate the behavior resulting from the disability.

FORM OF DENIAL/TERMINATION

Denial of assistance for an applicant may include any or all of the following:

1. Denying listing on the PCDC waiting list;
2. Denying or withdrawing a Housing Choice Voucher;
3. Refusing to enter into a HAP Contract or approve a lease;
4. Refusing to process or provide assistance under portability procedures.

Termination of assistance for a participant may include any or all of the following:

1. Refusing to enter into a HAP Contract or approve a lease;
2. Terminating housing assistance payments under an outstanding HAP Contract;
3. Refusing to process or provide assistance under portability procedures.

REQUIREMENT TO DENY ADMISSION OR TERMINATE ASSISTANCE

[24 CFR 982.552 (b), (2), (3), (4)]

The PCDC must deny assistance to applicants, and terminate assistance for participants:

1. For a family evicted from housing assisted under the program for serious violation of the lease;
2. If any member of the family fails to sign and submit required HUD or PCDC consent forms for obtaining information;
3. If no member of the family is a U.S. citizen or eligible immigrant;
4. If the family is under contract and one hundred and 180 days have elapsed since the PCDC last housing assistance payment was made.

GROUNDINGS FOR DENIAL OR TERMINATION OF ASSISTANCE

[24 CFR 982.552 (c), (1)]

The PCDC may at any time deny program assistance for an applicant, or terminate program assistance for a participant, for any of the following grounds:

1. The family violates any family obligation under the program as listed in 24 CFR 982.551;
2. Any member of the family has been evicted from federally assisted housing in the last five (5) years;

3. If the PCDC has ever terminated assistance under the program for any member of the family;
4. If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
5. The family currently owes rent or other amounts to the PCDC or to another PHA in connection with Section 8 or public housing under the 1937 Act;
6. The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
7. The family breaches an agreement with the PCDC or another PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;
8. The family has engaged in or threatened abusive or violent behavior toward PCDC personnel;
9. If the family has been engaged in criminal activity or alcohol abuse as described in 982.553.

PCDC DISCRETION

In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, the PCDC has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act.

The PCDC may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The PCDC may permit the other members of a participant family to continue receiving assistance.

Rev. 8/2003

ATTACHMENT "E"

FSS ACTION PLAN

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**SECTION ONE
INTRODUCTION**

BACKGROUND:

The Cranston-Gonzales National Affordable Housing Act of 1990, Section 554, enacted the Family Self Sufficiency (FSS) Program which is being implemented by the Department of

Housing and Urban Development (HUD). This Act set a new direction for Public Housing Authorities (PHAs) across the country. Beginning in Fiscal Year (FY) 1993, HUD mandated all PHAs to implement a FSS program and that failure to implement a FSS Program by a PHA would result in the PHA not receiving new incremental housing allocations.

The Quality Housing and Work Responsibility Act of 1998 (referred to as the "1998 Act") made several changes related to admission and occupancy requirements of Section 8 assisted housing. Section 509 of the 1998 Act amended Section 23 of the 1937 Affordable Housing Act to make several changes related to the FSS Program, which became effective on October 21, 1998. Section 509 provided that the mandatory minimum FSS Program size will not increase when a PHA receives incremental Section 8 funding. Section 509 also allows PHAs to reduce their mandatory minimum FSS Program size obligation as families successfully complete their FSS contracts.

The Pasadena Community Development Commission (PCDC) will not reduce its FSS Program size, but will elect to assist thirty-five (35) families who volunteer to strive to become economically independent from governmental services within a five (5) to seven (7) year period. The Program is available to families currently assisted under the Section 8 Housing Choice Voucher Program (HCVP). The FSS program coordinates existing public and private sector resources and integrates them into personal development programs, in order for individuals who need comprehensive and coordinated help to become economically independent.

ACTION PLAN:

The Action Plan is the blueprint for the PCDC FSS program and how it will be implemented. The PCDC FSS Program is designed to incorporate all HUD guidelines while creating a program locally tailored to function efficiently and effectively in the City of Pasadena for each participating household.

There are specific guidelines stated by HUD that PHAs must follow when designing and implementing a FSS program. The PCDC's FSS program incorporates all of these strictures into its Action Plan.

- HUD guidelines state that there must be development of public-private partnerships, which involve the commitment of all major local sectors: businesses, local elected officials, public and private sector agencies, and the participants themselves. In addition, there must be coordination of existing Federal, State, and local resources. The FSS program has been designed to promote and encourage the public and private sectors to work together in their effort to assist FSS participants. The Action Plan details the coordination of services and harnesses the various relationships within the City of Pasadena.
- The FSS program must have an organizational body to set overall program goals and policies to design and administer FSS. This governing body is referred to as the FSS Program Coordinating Committee. The FSS Program Coordinating Committee assists

the PCDC in securing commitments of public and private resources for the operation of FSS, conducts an assessment of local needs, provides assistance in the development of the Action Plan, and assists in program implementation and management. Members who serve on the Committee are from governmental agencies, not-for-profit agencies, and the private sector. Please refer to attachment to "A " for a listing of the FSS Program Coordinating Committee members.

- The FSS program advocates self-reliance and self-sufficiency so that recipients of Section 8 housing assistance can become economically autonomous from all governmental aid. The PCDC has developed an FSS structure which incorporates services and resources of the Coordinating Committee, PCDC, Greater Avenues of Independence (GAIN)/CalWORKS, educational institutions, and selected community based organizations (CBO'S).
- A successful FSS Program requires experienced case managers with background working with diverse client populations with varying supportive service needs. PCDC has contracted with Women at Work, a non-profit employment assistance organization with 25 years of experience providing clients assistance with job search, career direction, remedial education, and goal setting, to provide case management to FSS participants.

SECTION TWO MISSION STATEMENT

The mission of PCDC's FSS program is to eliminate the economic reliance on the "security blanket" of public assistance by FSS participants and curtail the generational effects of poverty by encouraging the dependents of FSS participants not to be reliant on governmental assistance.

PCDC's FSS program will achieve its purpose by linking and coordinating the supportive services necessary to make families self-sufficient. Specifically, the FSS program will provide opportunities for vocational/job training and placement, remedial and basic education, child care, housekeeping skills counseling, drug/alcohol abuse treatment and counseling, budgeting skills training, homeownership counseling, skill building resources, and job search training.

The Family Self Sufficiency (FSS) program has been designed to enable families receiving Section 8 rental assistance to become economically independent within a five year time frame. This comprehensive FSS program addresses the supportive service needs of the entire family. It is the goal of the Rental Assistance Program staff and its advisory committee, the FSS Coordinating Committee, in conjunction with CBOs, to commit to support and assist participating families.

Each program participant shall be entitled to continued Section 8 HCVP rental assistance and the establishment of an interest-bearing escrow savings account. Funds which are deposited in the escrow savings account can be utilized by the participant as down payment on the purchase of a house, as a resource to transition to economically independent living, and/or toward opportunities to improve educational attainment, skill level, and income-generating abilities.

SECTION THREE

SECTION 8 STATISTICAL AND DEMOGRAPHIC OVERVIEW

The participants in PCDC's FSS Program will be taken from the existing Housing Choice Voucher Program (HCVP). Up to thirty-five (35) HCVP participants will participate at any given time in the FSS Program. The demographic composition of this population of volunteers will reflect the characteristics of the current program. The racial profile of the HCVP is 54.88%

African American, 43.8% White, 1.01% Asian, 0.23% Native American, and .00077% Hawaiian or other Pacific Islander. The ethnic profile is 86.15% non-Hispanic and 13.85% Hispanic.

Female heads of households make up the majority of HCVP participants. Of PCDC's total HCVP participant population of 1,292 persons, 75.54% are female heads of households and 24.46% are male heads of households. Females with dependents total 40.25% of households. Elderly heads of households with dependents is 1.55%.

Three hundred and fifty-five (355) PCDC HCVP participants are employed. HCVP participants receiving AFDC is four hundred and ninety-three (493). Those receiving SSI total two hundred and forty-four (244) and those receiving General Relief total thirty-seven (37).

SECTION FOUR
PROJECTIONS OF PARTICIPATING FAMILIES

All current Housing Choice Voucher Program (HCVP) participants are eligible to participate in the FSS program.

Currently, there are 1,292 participants in the HCVP. The PCDC anticipates that thirty-five (35) of these participants will volunteer to take part in the FSS program.

Any HCVP participant who declines participation in the FSS program will retain the same position on the program as before. There will be no penalty for refusing to participate in the FSS program.

SECTION FIVE OUTREACH AND SELECTION METHODOLOGY

OUTREACH:

The PCDC has and will continue to employ the outreach methodologies of direct mailings and direct contact to all eligible current program participants to facilitate the recruitment of FSS program participants. Utilizing these outreach methodologies will enable the PCDC to increase awareness and ensure that Housing Choice Voucher Program (HCVP) participants are fully informed and counseled about FSS program details, benefits, and regulations. These methods include:

1. PCDC Housing Assistants explaining and introducing the FSS program to HCVP participants when they process annual reviews and/or interim adjustments.
2. Notification of all HCVP participants by mail about the FSS program. This mailing has and shall consist of an information letter accompanied by a response card. The information letter outlined the direct and long term benefits generated by participating in the FSS program. In accordance with HUD regulations, this letter made no mention of the motivation to work as a selection criteria, thus eliminating any possibility of providing favored treatment. Additionally, a column on the FSS Program is included in all issues of House notes, the PCDC's HCVP newsletter.

SELECTION:

HCVP participants who express interest in the FSS program will be given an interest card to complete, which will be date stamped. As slots become available, participants will be drawn in order from those who have completed interest cards. The FSS volunteer will be given the opportunity to schedule an appointment to meet with the FSS Coordinator and have the benefit of the FSS program explained to them. At this time, they will also be given material which explicitly states program requirements and consequences if guidelines are violated. The HCVP participant will be given thirty (30) working days to determine if they want to become an FSS program participant. Upon their decision to participate in the FSS program, program participants will be required to attend an FSS orientation session. The purpose of the orientation session is to further inform and motivate the program participants about the FSS program.

Upon the HCVP participant's decision to become a participant in the FSS program, a second interview will be scheduled at which time the Contract of Participation (COP) will be signed. The date of the contract will establish the beginning of the five year contract period.

The PCDC is not required to assist a program participant with all services needed. If the PCDC determines that some resources are not available to a participant, the PCDC may choose to assist the participant with services, which are determined vital. This matter will be handled on a case by case basis.

If the PCDC determines that it is unable to provide a service which is vital to the participant's needs, the PCDC may skip that participant and offer the FSS assistance to the next participant for which there are available services.

If a service becomes available at a later time, the PCDC may go back and offer an FSS space to a participant that was skipped.

Additionally, as stipulated by HUD, a preference for up to 50 percent of the total FSS allocation will be given to participants who have one or more family members currently enrolled in an FSS related service program, such as, CALWORKS, JOBS, JTPA, GAIN and other supportive services.

HCVP participants who have ported into PCDC's jurisdiction and were participants in an Initial Public Housing Authority's (PHA) FSS program will also be given preference. If the FSS family is absorbed by the PCDC, the Initial PHA will transfer the family's escrow account balance.

SECTION SIX PUBLIC AND PRIVATE RESOURCES

There are a variety of public and private resources that will be made available to FSS program participants. The PCDC, FSS Coordinating Committee, and community based organizations will help secure all resources for the FSS clientele. Below is a description of these services:

BOOK ALLOWANCE:

The PCDC has set aside funds from its Section 8 Administrative Fee Reserve to help reimburse FSS participants for books. FSS participants who are enrolled in a full time educational or job training program and have received grade of “B” or better will have access to reimbursement of their out-of-pocket book expenses. The PCDC will reimburse FSS participants up to one hundred dollars (\$100.00) per year.

TUITION ASSISTANCE:

The PCDC has set aside funds from its Section 8 Administrative Fee Reserve to help reimburse FSS participants for tuition. FSS participants who are enrolled in a full time educational or job training program and have received a grade of “B” or better will have access to reimbursement of their out-of-pocket tuition. The PCDC will, reimburse FSS participants up to five hundred dollars (\$500.00) per year.

CHILD CARE:

Pasadena Headstart, Pasadena Unified School District -Title A Program, Department of Public Social Services (DPSS) and the Child Care Information Service (CCIS) will all play a major role in connecting FSS Program participants with child care services. These agencies will make available child care space, information about licensed day care services, both private and public, and referral assistance regarding child care services.

TRANSPORTATION:

The Metropolitan Transportation Authority (MTA) provides subsidized bus passes to persons enrolled in either vocational training or school. The PCDC will assist FSS Program participants in obtaining these subsidized bus passes.

EDUCATIONAL ATTAINMENT AND ENRICHMENT:

A basic literacy program will be utilized in providing participants with general educational needs. Pasadena Reads, and the Pasadena Community College District will supply clients with basic education, English as a second language, and adult education.

FSS Program participants that desire to obtain their G.E.D. or high school diploma will be serviced by the Pasadena Community College District's adult education program.

Those clients that wish to pursue post secondary education will be assisted-in enrolling into the community college or four year university system.

VOCATIONAL/JOB TRAINING:

Vocational/Job training will be provided by Job Training Partnership Act (JTPA) and its affiliations. The Pasadena Urban League, Foothill Private Industries Council, and Pasadena Community College District (Community Education Center) will all be the PCDC's direct linkage to JTPA services for FSS participant. Job training is also available through the Greater Avenues for Independence (GAIN).

EMPLOYMENT SEEKING SERVICES:

The Employment Development Department (EDD) and Women at Work, will assist by providing information and referrals on possible training programs and by assisting those clients who are prepared to start seeking proper employment.

The FSS Coordinating Committee will assist in obtaining job commitments from various industries throughout the Pasadena and Los Angeles County area.

Women at Work will give FSS Program participants instruction on resume writing, professional behavior, proper work attire, job readiness, goal setting, and interview techniques.

PERSONAL AND FAMILY SERVICES:

The services of Foothill Family Services, Pasadena Planned Parenthood and the Pasadena Mental Health Association have been accessed to provide client with counseling in a broad range of personal and family issues.

YOUTH SERVICES:

The Pasadena Boys' and Girls' Club, El Centro de Accion Social, Cleveland School Community Family Center (Pasadena Unified School District), Alkebu-Lan Cultural Center, American Friends Society, and Armory Center for the Arts will provide space to FSS participants' dependents for services ranging from art classes to academic tutoring and from gang prevention to teen pregnancy. These services include both after school and summer programs.

DRUG AND ALCOHOL COUNSELING:

The Pasadena Alcohol and Drug Dependency Program and Passageways will provide access to treatment and referrals for program participants and/or their family members in need of relieving drug or alcohol addiction.

HOMEOWNERSHIP COUNSELING:

Pasadena Neighborhood Housing Services a member of Neighborhood works will provide technical assistance and counseling to clients who wish to use the money

generated in their escrow accounts for the purchase of a home. This agency also offers low interest loans to first time home buyers.

ENTREPRENEURIAL/ECONOMIC DEVELOPMENT:

Pasadena Neighborhood Enterprise Center will provide training, peer mentor and low interest loans to clients who complete their small business and micro-entrepreneurial program. This program is to help FSS participants who wish to go into business for themselves.

PEER SUPPORT GROUP:

FSS participants will meet regularly in a support group consisting of other FSS Program participants and FSS Coordinating Committee members. The purpose of this support group is to help client foster their own sense of self-help by working in collaboration with other program participants. Initially, the group will be facilitated by the FSS Coordinator, but will eventually be conducted by the program participants themselves. Guest speakers will be invited periodically, to speak on various topics.

GAIN/CalWORKS:

The Greater Avenue to Independence program will directly receive FSS clients to participate in GAIN.

FSS COORDINATING COMMITTEE:

The FSS Coordinating Committee will help in devising strategies for obtaining in-kind services, ongoing support from various community and private sector organizations, and assist in giving FSS participants priority in the work place by negotiating specific contracts with certain industries in Los Angeles County.

Please refer to Attachment A for a roster of the FSS Coordinating Committee.

SECTION SEVEN ACTIVITIES AND SUPPORTIVE SERVICES

The Pasadena Community Development Commission (PCDC) will serve FSS participants by operating a FSS program that emphasizes an interactive approach between the FSS Coordinator, the FSS case manager, and the community to allow participating families to be fully assisted in achieving self-sufficiency within five years from the execution of their Contracts of Participation. The PCDC has contracted with Women at Work, a non-profit employment assistance organization, to act as the FSS case manager. In addition to case management services, Women at Work provides a variety of individualized and group activities to FSS participants, such as, job search and job retention assistance, skill remediation, and support groups, as well as, referrals to community agencies and services that will assist participants in realizing their self-sufficiency goals. At the core of this approach and consistent with HUD guidelines is the FSS Program Coordinating Committee which assist the PCDC in securing the commitment of public and private resources for the operation and implementation of the FSS program. It is anticipated that there are adequate supportive services in the Pasadena community to accommodate the needs of the families that will be participating in the FSS program.

Emphasis is placed on intensive case management and the provision of comprehensive services to achieve participant self-sufficiency. All clients will be provided a network of supportive services. These services include transportation, child care, family and personal counseling, youth services and homeownership counseling. Attachment B depicts the names of participating community based organizations and the type of activities and supportive services provided to participants.

SECTION EIGHT HOMEOWNERSHIP OPPORTUNITIES

The PCDC has made it a goal to transition FSS Program participants to homeownership. In an effort to achieve this goal, the PCDC offers the following first-time homebuyer opportunities to FSS participants:

Homeownership Opportunities Program (HOP)- This program provides a second trust deed loan up to \$80,000 for low- income homebuyers and up to \$60,000 for moderate-income homebuyers. The HOP loan has a below market interest rate and a term of 45 years. Monthly low payments are required, but in some cases, may be forgiven 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). It offers a thirty-eight (38) month "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 cost.

Section 8 Homeownership Program - The PCDC is developing a Section 8 Homeownership Program. This program will give preference to FSS Participants.

Mortgage Assistance Program - This program is administered by Pasadena Neighborhood Housing Services, a local community-based nonprofit housing sponsor. The program offers comprehensive homebuyer education and counseling, and provides down payment loan assistance for qualified low- and moderate-income first-time homebuyers. The PCDC has funded this program in the amount of \$621,000 for FY 2003-2004, with the goals of providing education/counseling to 450 prospective homebuyers and loan assistance to 10 qualified homebuyers.

CalHome First Time Mortgage Assistance Program - This \$500,000 State of California funded mortgage assistance program is administered by a local non-profit organization, Pasadena Neighborhood Housing Services. Eligible first-time homebuyers are required to complete a First-Time Homebuyers' Training Program. The CalHome loan is secondary financing and is usually in third lien position. The 3% loans are deferred and are due upon sale or refinancing of the property. Currently, seven loans have been funded under this program.

SECTION NINE
CLIENT NEEDS ASSESSMENT AND
SUPPORT SERVICES DELIVERY SYSTEM

Based on the fact that Housing Choice Voucher Program (HCVP) participants who volunteer to participate in the FSS program will enter the FSS Program at various levels of educational attainment, skills ability, and job experience, it is an essential function of the FSS case manager to evaluate and appraise the personal history of the client and his or her family. The PCDC will employ general in-take procedures that involve analyzing education and skill levels, setting up a blueprint of an employment strategy, and assessing other needs of the client. The process involved in the client's needs assessment and Contract of Participation will include the following steps:

REGISTRATION:

As stated above, FSS participants will have different levels of education, assorted skills and diverse job experiences. In order to effectively address this diversity, the PCDC has devised a Support Service Delivery System that allows the FSS case manager to develop a comprehensive package of services tailored to the individual needs of participating families.

The FSS case manager will first evaluate the client to ascertain the specific needs of the client and to coordinate the various programs and resources available to assist the client and his or her family.

INDIVIDUAL ASSESSMENT:

Each FSS participant will be administered tests, as appropriate, designed to diagnose and determine levels of education, employment history, and vocational skills. Pasadena Private Industries Council, the Urban League and/or the Pasadena Community College District will administer these tests of skills assessment and education. The FSS Coordinator will review the client's work history, education, and test results in order to develop a preliminary employment plan. Individual assessment will closely mirror the already established intake methods for GAIN clients. The tests will specifically determine if the participant should enroll in school, obtain job/vocational skill training, or entrepreneurialship training. Although education is encouraged, it does not prohibit a client from simultaneously participating in job/vocational training programs.

STRATEGY:

The FSS Coordinator and the FSS program participant will together devise a strategy and timetable indicating a plan for the education and training component. At this time, the Individual Action Plan will be drafted and the various community resources will be identified and accessed to provide assistance to client and members of the client's family. The client will be linked with appropriate resources either by direct linkage, referral, or immediate resources. A listing of these service providers is presented in Attachment B.

The relationship established between the FSS case manager and the client will carry through during the entire five-year contract period and the client will be encouraged to rely on the FSS case manager to assist and guide the client in arriving at the ultimate destination of gainful employment and severance from public assistance.

SIGNING THE CONTRACT OF PARTICIPATION:

The FSS Contract of Participation (COP), Attachment C, is a joint agreement between the client and the FSS program. It will assure that the FSS program will keep its promise for training and services for as long as the client is participating in good faith in the FSS program.

SERVICE IMPLEMENTATION:

After the COP is signed, the client will finalize the Individual Action Plan drafted with the assistance of the FSS case manager. This plan will list final goal(s) and interim goals(s) and all supportive services necessary to help the client obtain these goals. After the Individual Action is finalized, the FSS participant will commence with all supportive services and activities.

MONITORING SERVICE DELIVERY:

The FSS case manager and client will simultaneously monitor the quality and substance of provided resources. This process could result in continued services with the same providers or revised service plan or termination. Alternative services will be provided if original services are inadequate.

The FSS case manager will monitor the COP each month or more frequently for the first two years. During the third year, the Contract will be reviewed bi-monthly for up to fifth year. The Contract will be continually reviewed and adjusted to provide new and different services as needed by the client and his or her family.

SECTION TEN
CERTIFICATION OF COORDINATION OF SERVICES

The provision of social services under the FSS Program is being coordinated by the PCDC with various service agencies which are affiliated with the Workforce Investment Act (WIA) and with the GAIN Program, as required under Part F of Title IV of the Social Security Act. The Pasadena Private Industries Council, Pasadena Urban League, and Pasadena Community College District all have direct linkage to WIA.

SECTION ELEVEN
FSS IMPLEMENTATION TIMELINE PROGRAM PHASES NARRATIVE

HOW THE PROGRAM WORKS

Phase I:

Select and appoint a Program Coordinating Committee (PCC). PCC assists in determining and securing public and private local service group and funding. PCC is in place and meets biannually.

Phase II:

Develop a draft Action Plan, which serves as a blueprint for the Commission in implementing a FSS program tailored to meet the individual supportive service needs of FSS program participants. The Action Plan has been developed and is now being revised.

Phase III:

Work with local service providers and other community resources to assure the delivery of services.

Phase IV:

Notify Housing Choice Voucher Program (HCVP) participants about the FSS Program. Families who elect to participate in the FSS Program enter into a Contract of Participation. This contract is specifically geared to meet the individual family's needs for services and the family's sincere intention to become self-sufficient.

Phase V:

Creation of an escrow accounting system. The family pays rent in accordance with their income; the amount of the FSS credit is put in escrow for the family. Upon successful completion of their Contract of Participation, the family is entitled to the escrow account. The monies generated from the account are earmarked for paying the rent on their own, down payment on the purchase of a home, savings, or to finance a small business or college education for the family's children.

How the escrow accounting system works is further explained in Section Twelve.

SECTION TWELVE ESCROW ACCOUNT

FSS Escrow Accounts

All FSS participants are entitled to an escrow account. The family may utilize the monies generated in this account, upon completion of their Contract of Participation (COP), to pay for college tuition and/or to purchase a home.

A FSS participant's earned income may increase during the term of the COP. If this occurs, the PCDC is required to credit to an escrow account a portion of the increase of rent that would otherwise result from increases in earned income during the term of the COP.

The escrow credit calculation is only based on earned income increases from the effective date of the COP. Earned income is defined as income from wages, salaries, and other employee compensation as well as any earnings from self-employment.

Earned income also includes net income from the operation of a business or profession and military pay that is normally included in Annual Income definition. Earned income does not include income of children under 18 years of age. If an adult is added or a child turns 18 after the COP is executed, this income is counted.

Increases in TANF for a family in which no family member is employed are not deposited into the escrow account.

Calculating Escrow Accounts

The PCDC must establish an escrow savings account for each family participating in the FSS program in the following situations:

- When the FSS participant becomes employed when he or she previously was not; or
- When the FSS participant starts with employment income and has an increase in employment income.

If the FSS participant is in educational or job training and there is no employment income, there is no escrow fund calculation made. If there is no earned employment income, there is no contribution to an escrow account.

During the term of the COP, the PCDC will credit to the FSS escrow account the amount of the FSS credit calculated. The FSS participant pays their regular share of rent according to income to the owner, and the PCDC escrows an amount equal to the extra amount they are paying due to increased employment income for the Housing Assistance Payment (HAP). The PCDC deposits in the FSS participant's escrow account an amount equal to the decrease in the HAP paid by HUD.

Withdrawal from the Escrow Account

The amount in the FSS escrow account may be paid to the head of the FSS family if:

- The PCDC determines that the FSS participant has met all obligations under the Contract of Participation; AND.
- The head of the family certifies that to the best of his/her knowledge and belief, members of the participating family no longer receive any federal, state, local or other public assistance.

Investment of Funds in FSS Account

Funds held by the PCDC in the FSS account must be invested in HUD approved investments. The eligible investments are spelled out in HUD Handbook 7475.1 REV.

Investment income shall be credited periodically, but no less than annually, to each FSS participant's FSS account. The PCDC must calculate the credit at each annual and interim, since the monthly amount could change.

The FSS account shall be held by the PCDC until completion or expiration of the Contract of Participation (COP).

Forfeiture of the FSS Escrow Account

The amount in the family's FSS account will be forfeited by the family if:

- The participating family has failed to meet its obligations under the COP;
- The FSS participant's Section 8 Rental Assistance is terminated.

OR

- The FSS participant is no longer under a COP and is still receiving any federal, state, local, or other public assistance ten years from the commencement of the COP.

SECTION THIRTEEN

FSS TERMINATION POLICIES AND PROCEDURES

The hearing and termination policies for the FSS program are similar to those of the standard Housing Choice Voucher Program's (HCVP) (24CFR 982.552 and 24 CFR 982.555) hearing and termination policies. HCVP assistance and supportive services will be terminated for families who fail to cooperate with these terms and conditions of the FSS Program and Contract of Participation. Failure to cooperate includes repeatedly missing appointments with FSS case manager and/or the various private and public agencies that are providing service, and failure to report information to the PCDC that has a direct bearing on the Section 8 housing assistance calculations and the FSS escrow account.

The termination policies of the HCVP Program directly apply to all FSS participants as designated in the PCDC HCVP Administrative Plan. The FSS participant hearing procedures and grievance procedures for all families so affected will follow the Appeal and Review Process outlined in the PCDC HCVP Administrative Plan

Rental assistance can be denied at the discretion of the PCDC contingent upon the violation, and whether or not it is a repeated violation. Information concerning the above is provided to HCVP Program participants during briefing sessions.

Participants may request an informal hearing of the PCDC decision to terminate assistance.

Hearings will be conducted to assure that PCDC decisions have been made in accordance with law, HUD regulations, and PCDC regulations. Families requesting informal hearings shall be furnished with a written description of the hearing procedures. After the hearing, the family shall receive a written decision, stating the reasons for the decision.

Hearing Procedure:

1. Upon receipt of a written request for an informal hearing, the PCDC shall send an appointment for hearing letter to the family. The appointment letter shall indicate the time and place of the hearing, and a description of the hearing procedure.
2. An Informal Hearing Officer shall conduct the hearing. The PCDC has retained the services of a retired municipal judge to function as its informal hearing officer.
3. At the family's expense, a lawyer or other representative may represent the family.
4. The PCDC and the family shall be given the opportunity to present evidence and question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. The Informal Hearing Officer who conducts the hearing shall issue a written decision. A copy of the hearing decision shall be furnished promptly to the family.
6. The PCDC shall promptly send a letter to the participant if it determines the PCDC is not bound by the hearing officer's determination. The letter shall include the PCDC's reasons for this decision.

**SECTION FOURTEEN
ATTACHMENTS**

ATTACHMENT A FSS PROGRAM COORDINATING
COMMITTEE MEMBERSHIP ROSTER

ATTACHMENT B FSS SUPPORTIVE SERVICES PROVIDERS

ATTACHMENT C FSS PROGRAM CONTRACT OF PARTICIPATION

ATTACHMENT A
FAMILY SELF-SUFFICIENCY COORDINATING COMMITTEE

Connie Aguilar
Child Care Information Service
2698 Mataro St.
Pasadena, CA 91107
(626) 449-8221

Varnessa Aaron-Seymour
Senior Affordable Housing Business Manager
Fannie Mae
135 N. Los Robles Ave.
Pasadena, CA 91101
(626)396-5255

Ana Ogaz
Counselor
Counseling/Career Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106

Myrtle Dunson
Housing Assistance Officer
City of Pasadena Housing Division
100 N. Garfield, Room 101
Pasadena, CA 91109
(626) 744-8300

Anne Lansing
Program Coordinator
City of Pasadena Housing Division
100 North Garfield, Room 101
Pasadena, CA 91109
(626) 744-8300

Patricia Duff-Tucker
Pasadena Neighborhood Housing Services
456 West Montana Street
Pasadena, CA 91103
(626)794-7191

ATTACHMENT A
FAMILY SELF-SUFFICIENCY COORDINATING COMMITTEE
(CONTINUED)

John Russell
Director/Community Action Agency
Center for Community & Family Services
37 E. Villa St.
Pasadena, CA 91103

Sonia Patton
FSS Participant
587 N. Michigan Ave.
Pasadena, CA 91106
(626)793-5371

Ann Marie Stephenson
Pacific Clinics
800 S. Santa Anita Ave.
Arcadia, CA 91006
(626)795-8471 X 435

Naomi Farley
Vice President
Metrociti Mortgage Corporation
87 N. Raymond Ave., Suite 700
Pasadena, CA 91103
(626)405-9900 X 317

Betty Ann Jansson
Women at Work
50 N. Hill Ave., Suite 300
Pasadena, CA 91106
(626)796-6870 X 22

Sarah Mendoza
Foothill Employment & Training Connection
1207 E. Green St.
Pasadena, CA 91106
(626) 584-8383

ATTACHMENT B
FSS SUPPORTIVE SERVICE PROVIDERS
TYPE OF SUPPORTIVE SERVICE PROVIDERS (CBO's) SERVICES

JOB/VOCATIONAL TRAINING	Pasadena Private Industries Council Pasadena Community College District (Community Education Center) Pasadena Urban League
EMPLOYMENT SEEKING SERVICES	Employment Development Department
EDUCATIONAL ATTAINMENT AND ENRICHMENT	Pasadena Community College District Pasadena Reads Literacy Program Women at Work
CHILD CARE	Pasadena Head Start Child Care Information Service Pasadena Unified School District - Title A Program DPSS
TRANSPORTATION	Metropolitan Transportation Authority
PERSONAL AND FAMILY SERVICES	Foothill Family Services Pasadena Mental Health Association Pasadena Planned Parenthood
YOUTH SERVICES	Pasadena Boys and Girls' Club American Friends Service Committee Project D.A.Y. (Diversion Alternatives for Youth) El Centro de Accion Social Cleveland School Community Family Center Armory Center for the Arts
DRUG AND ALCOHOL	Pasadena Drug and Alcohol Dependency Program
TREATMENT AND COUNSELING	Passageways
ENTREPRENEURSHIP	Pasadena Neighborhood Enterprise Center

HOMEOWNERSHIP

Pasadena Neighborhood Housing
Services
Pasadena Community Development
Commission

GAIN/CalWORKS

Department of Public Social Services

TUITION ASSISTANCE

PCDC

BOOK ALLOWANCE

PCDC

ATTACHMENT C
FSS PROGRAM CONTRACT OF PARTICIPATION

ATTACHMENT "F"

CITY OF PASADENA-SINGLE

AUDIT REPORT

(YEAR ENDED JUNE 30, 2003)

ATTACHMENT "G"

PUBLIC HEARING COMMENTS

ATTACHMENT "H"

PUBLIC NOTICES

Publish Once: February 5, 2004
Account Number: 8112 220 684210 50111

PHA: (626) 744-8300
FAX: (626) 744-8340

NOTICE TO THE PUBLIC OF A PUBLIC HEARING BY THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE PUBLIC HOUSING AGENCY (PHA) FIVE YEAR PLAN (2005-2009) AND THE PHA ANNUAL PLAN (2005).

In accordance with 24 Code of Federal Regulations, Part 903 et seq., as published by the U.S. Department of Housing and Urban Development (HUD) on December 22, 2000, in the Federal Register, Public and Indian Housing (PIH) Notice 2000-43, and the Quality Housing and Work Responsibility Act of 1998, the Pasadena Community Development Commission (Commission) hereby gives notice that the Public Housing Agency (PHA) Five Year Plan (2005-2009), and the PHA Annual Plan (2005), will be considered for approval at a public hearing by the Pasadena Community Development Commission on Monday, March 29, 2004 at 8:00 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers, Room 247, at 100 North Garfield Avenue, Pasadena, California. The purpose of the public hearing is to obtain the views of citizens, service providers, participants, and interested individuals regarding the development of the PHA Five Year Plan (2005-2009), and the PHA Annual Plan (2005).

The PHA Five -Year Plan (2005-2009) is a five-year planning document which describes the mission of the PCDC in serving the housing related needs of low-income, very low income, and extremely low-income rental assistance program participants in the City of Pasadena. This plan outlines the PCDC's long range goals and objectives for achieving the mission over the five year period.

The PHA Annual Plan (2005) describes the Commission's immediate operations, assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year.

Upon approval by the Commission, the Public Housing Agency (PHA) Five Year Plan (2005-2009), and the PHA Annual Plan (2005) will be submitted to HUD to ensure the City will continue to receive federal funds that benefit very low income individuals and households from the rental assistance programs. Rental Assistance Programs subsidies will be contingent upon the availability of funding to the City from HUD, as well as, the preparation and submittal to HUD of the PHA Agency Plans.

ALL INTERESTED AGENCIES, GROUPS, OR INDIVIDUALS who wish to be heard on this matter are invited to attend this public hearing and speak to the Commission at the time and place stated. The Commission will consider approval of the Public Housing Agency (PHA) Five Year Plan (2005-2009), and the PHA Annual Plan (2005) at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Public Housing Agency (PHA) Five Year Plan (2005-2009), and the PHA Annual Plan (2005), and/or the process, contact Myrtle Dunson, Housing Assistance Officer, at (626) 744-8300, or provide written comments to: Housing and Community Development Division, 100 North Garfield Avenue, Room 101, Pasadena, California 91109.

Cynthia J. Kurtz

100 North Garfield Avenue
Pasadena, CA 91

Publish:

Approved as to Form:

MARIBEL S. MEDINA
Assistant City Attorney

PUBLIC NOTICE OF THE AVAILABILITY FOR REVIEW OF THE
PUBLIC HOUSING AGENCY (PHA) FIVE YEAR FOR FISCAL YEARS
2005-2009, AND THE PHA ANNUAL PLAN FOR FISCAL YEAR 2005,
FOR THE PASADENA COMMUNITY DEVELOPMENT COMMISSION.

The Pasadena Community Development Commission (PCDC) announces that the Public Housing Agency (PHA) Five Year Plan (2005-2009), and the PHA Annual Plan (2005), for the Pasadena Community Development Commission in compliance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), U.S. Department of Housing and Urban Development (HUD) PHA Plan Final Rule (24 CFR Part 903), Public and Indian Housing (PIH) Notice 2000-43, will be available February 5, 2004, for public view.

The PHA Five Year Plan (2005-2009) is a five-year planning document which describes the mission of the PCDC in serving the needs of low-income, very low income, and extremely low-income rental assistance program participants in the City of Pasadena. This plan outlines the PCDC's long range goals and objectives for achieving the mission over the five year period.

The PHA Annual Plan (2005) describes the PCDC's immediate operations, assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year.

The City of Pasadena Community Development Commission is extremely interested in improving and increasing communication with Pasadena's citizens in the area of housing. Comments on the plan are requested and encouraged.

The PHA Five Year Plan and the PHA Annual Plan will be available for public review at the following locations:

Housing and Community Development Division:

Housing Division

100 North Garfield Avenue, Room 101, Pasadena, CA 91109

Office hours are Monday – Thursday between 8:00 a.m. - 5:00 p.m.

Community Facilities:

Jackie Robinson Center – 1020 North Fair Oaks,	791-7983
Villa-Parke 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

All Branches of the Pasadena Public Library:

Central Library - 285 East Walnut,	744-4052
Allendale – 1130 South Marengo,	799-2519
Hastings – 3325 East Orange Grove,	792-0945
Hill Avenue – 55 South Hill,	796-1276
Lamanda Park – 140 South Altadena Drive,	793-5672
La Pintoresca – 1355 North Raymond,	797-1873

Linda Vista – 1281 Bryant,
San Rafael – 1240 Nithsdale Road,
Santa Catalina – 999 East Washington,

793-1808
795-7974
794-1219

**Check these facilities for hours of availability*

The PHA Five Year Plan and the PHA Annual Plan will be considered by the Pasadena Community Development Commission on March 29, 2004, and if adopted by the Commission, will be submitted to the U.S. Department of Housing and Urban Development, shortly thereafter.

Comments in writing, from the public, on the PHA Five Year Plan and the PHA Annual Plan will be received by the City's Housing and Community Development Division located in Room 101 at City Hall, 100 North Garfield Avenue, Pasadena, CA from February 5, 2004 to March 29, 2004. If you have any questions call Myrtle Dunson, City of Pasadena, Housing and Community Development Division, at (626) 744-8300.

Cynthia J. Kurtz
100 North Garfield Avenue
Pasadena, CA 91109

Publish:

Approved as to Form:

MARIBEL S. MEDINA
Assistant City Attorney

Publish Once: February 5, 2004
Account Number: 8112 220 684210 50111

PHA: (626) 744-8300
FAX: (626) 744-8340

*AVISO AL PUBLICO DE UNA AUDIENCIA PUBLICA DE LA COMISION DE DESARROLLO
COMUNITARIO DE PASADENA PARA CONSIDERAR LA APROBACION DEL PLAN POR CINCO
ANOS (2005-2009) DE LA AGENCIA PUBLICA DE VIVIENDA (PHA, SIGLAS EN INGLES) Y EL PLAN
ANUAL (2005) DE LA PHA.*

Conforme al Codigo 24 de Regulaciones Federales, Parte 903 et seq., como lo publico el Departamento Federal de Vivienda y Desarrollo (HUD, siglas en ingles) el 22 de diciembre del 2000, en el Registro Federal, Noticia 2000-43 de la Vivienda Publica India (PIH, siglas en ingles), y el Acto de Calidad de Vivienda y Responsabilidad de Trabajo de 1998, la Comision de Desarrollo Comunitario (Comision) de Pasadena notifica por este medio que el Plan Por Cinco Anos (2005-2009) de la Agencia Publica de Vivienda (PHA, siglas en ingles) y el Plan Anual (2005) de la (PHA, siglas en ingles) seran considerados para aprobacion por la Comision de Desarrollo Comunitario en la audiencia publica el lunes, 29 de marzo del 2004 a las 8:00 p.m., o en cuanto el asunto pueda escucharse en las camaras del consejo, sala 247, en el 100 Norte Garfield Avenue, Pasadena, California. El proposito de esta audiencia sera para obtener opiniones de los ciudadanos, proveedores de servicios, participantes e individuos interesados aserca del desarrollo del Plan Por Cinco Anos (2005-2009) de la PHA y el Plan Anual (2005) de la PHA.

El Plan Por Cinco Anos (2005-2009) de la PHA es un documento de planificacion que describe la mision de la PCDC en servir con las necesidades relacionadas con vivienda, ingresos bajos, ingresos muy bajos, y ingresos extremadamente bajos a los participantes del programa de asistencia de arriendo de Pasadena. Este plan describe las metas y objetivos amplios para lograr la mision de la PCDC durante el periodo de cinco anos.

El Plan Anual (2005) de la PHA identifica las operaciones inmediatas de la Comision, evalua las necesidas de vivienda, condiciones de abastecimiento de vivienda, y las necesidades de subsidio de vivienda para familias de bajos ingresos, para el ano fiscal venidero.

Luego de ser aprobados por la Comision, el Plan Por Cinco Anos (2005-2009) de la Agencia Publica de Vivienda (PHA, siglas en ingles) y el Plan Anual (2005) de la PHA sera sometidos a HUD para asegurarse que la Ciudad continue recibiendo fondos federales que benefician a individuos de ingresos muy bajos y a familias de los programas de asistencia de arriendo. La asistencia bajo los programas de asistencia de arriendo dependera de la disponibilidad de fondos de HUD para la Ciudad, asi como tambien de la preparacion y sumision a HUD de los Planes de la Agencia.

TODAS LAS AGENCIAS, GRUPOS E INDIVIDUOS INTERESADOS que deseen ser escuchados en lo referente a este asunto estan invitados a asistir a esta audiencia publica y hablarle a la Comision en el lugar y hora indicada. Despues de recibir los testimonios orales o por escrito, la Comision considerara la aprobacion del Plan Por Cinco Anos (2005-2009) de la Agencia Publica de Vivienda (PHA, siglas en ingles) y el Plan Anual (2005) de la PHA.

Si tiene alguna pregunta o necesita informacion aserca del Plan Por Cinco Anos (2005-2009) de la Agencia Publica de Vivienda (PHA, siglas en ingles) o el Plan Anual (2005) de la PHA, y/o el proceso, llame a Myrtle Dunson, Oficial de Asistencia de Vivienda, al (626) 744-8300, o presente sus comentarios por escrito a: Division de Vivienda y Desarrollo Comunitario, 100 North Garfield Ave., Room 101, Pasadena, California 91109.

Cynthia J. Kurtz
100 North Garfield Avenue
Pasadena, CA 91109

Publish:

Approved as to Form:

MARIBEL S. MEDINA
Assistant City Attorney

AVISO AL PUBLICO QUE EL PLAN POR CINCO ANOS DE LA AGENCIA PUBLICA DE VIVIENDA (PHA, SIGLAS EN INGLES) POR LOS ANOS FISCALES 2005-2009, Y EL PLAN ANUAL POR EL AÑO FISCAL 2005 DE LA COMISION DE DESARROLLO COMUNITARIO DE PASADENA, ESTA A DISPOSICION PARA EXAMINAR.

La Comision de Desarrollo Comunitario de Pasadena (PCDC) anuncia que el Plan Por Cinco Anos (2005-2009) de la Agencia Publica de Vivienda (PHA, siglas en ingles), y el Plan Anual (2005) de la Comision de Desarrollo Comunitario como requiere el Acto de Calidad de Vivienda y Responsabilidad de Trabajo de 1998 (QHWRA, siglas en ingles), el Plan de Regla Final (24 CFR Part 903) del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, siglas en ingles) y la Noticia 2000-43 de la Vivienda Publica India (PIH, siglas en ingles) estara disponible al publico para examinar el 5 de febrero del 2004.

El Plan Por Cinco Anos (2005-2009) de la PHA es un documento de planificacion que describe la mision de la PCDC en servir con las necesidades relacionadas con vivienda, ingresos bajos, ingresos muy bajos, y ingresos extremadamente bajos a los participantes del programa de asistencia de arriendo de la ciudad de Pasadena. Este plan describe las metas y objetivos amplios para lograr la mision de la PCDC durante el periodo de cinco anos.

El Plan Anual (2005) identifica las operaciones inmediatas de la PCDC, evalua las necesidades de vivienda, condiciones de abastecimiento de vivienda, y las necesidades de subsidio de vivienda para familias de bajos ingresos para en ano fiscal venidero.

La Comision de Desarrollo Comunitario de la Ciudad de Pasadena estan extremadamente interesados en mejorar y aumentar la comunicacion con los ciudadanos de Pasadena en el area de vivienda. Se les pide e invita a hacer comentarios en relacion a estos planes.

El Plan Por Cinco Anos de la PHA y el Plan Anual de la PHA estaran a disposicion del publico para examinar en las siguientes localidades:

1. DIVISION DE VIVIENDA Y DESARROLLO COMUNITARIO:

Division de Vivienda
100 North Garfield Avenue, Sala 101,
Pasadena, CA 91109
Horas habiles: de lunes a jueves entre las 8:00 a.m. a 5:00 p.m.

2. CENTROS COMUNITARIOS:

Jackie Robinson Center – 1020 North Fair Oaks	791-7983
Villa Parke Neighborhood Center – 363 Eeast 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

3. TODAS LAS SUCURSALES DE BIBLIOTECA PUBLICA:

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

**Favor de verificar las horas de eficacia directamente con estos lugares.*

El Plan Por Cinco Anos de la PHA y el Plan Anual de la PHA seran considerados por la Comision de Desarrollo Comunitario de Pasadena el 29 de marzo del 2004, de ser aprobados por la Comision, seran sometidos al Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos, inmediatamente despues.

Comentarios por escrito, del publico, aserca del Plan por Cinco Anos de la PHA y el Plan Anual de la PHA seran recibidos por la Division de Vivienda y Desarrollo Comunitario de la Ciudad, localizo en la sala 101 del Palacio Municipal, 100 North Garfield Avenue, Pasadena, CA del 5 de febrero del 2004 al 29 de marzo del 2004. Si tiene alguna pregunta, llame a Myrtle Dunson, Divison de Vivienda y Desarrollo Comunitario de la Ciudad de Pasadena al (626) 744-8300.

Cynthia J. Kurtz
100 North Garfield Ave.

Publish:

Approved as to Form:

MARIBEL S. MEDINA
Assistant City Attorney

ATTACHMENT "I"

RENTAL ASSISTANCE PROGRAM

ADMINISTRATIVE PLAN

AMENDMENTS

CHAPTER 20

SUPPORTIVE HOUSING PROGRAMS

HOME Tenant-Based Rental Assistance Program (24 CFR 92.209)

The overall objective of HOME Tenant-Based Rental Assistance (TBRA) is to provide rental subsidies to very low-income individuals and families with special circumstances, who reside or are employed in the City of Pasadena. Special circumstances recognized by the PCDC are: involuntarily displacement due to government action, involuntarily displacement as a result of a health or safety hazard cited by the City of Pasadena, victim of domestic violence, at risk for homelessness due to a crisis situation, and temporary homeless due to loss of job or other event beyond the persons' control. Applicants will be referred to the PCDC by a Sponsor Agency or by the City of Pasadena. If monies are available, applications will also be accepted from recognized supportive service agencies. Under the HOME TBRA Program, assistance is *only* for twenty-four (24) months, with exceptions at the discretion of the Housing & Community Development Administrator. In those cases where exceptions to the twenty-four month limit are made, a new HOME Contract must be signed.

In cases where a HOME TBRA Program participants IS ELIGIBLE FOR ISSUANCE OF A HCVP voucher based on location on the HCVP waiting listing, the HOME Program participant will be given the opportunity to select between the two (2) programs. If the HOME Program participant selects to remain on the HOME Program and declines the HCVP Voucher, their application will be withdrawn from the HCVP.

When HCV are available, PCDC reserves the option to move HOME TBRA participants to the HCVP to ensure continuity of assistance.