

**DRAFT**

**Streamlined Annual Public Housing Agency (PHA) Plan  
For Fiscal Year: 2006-2007**

**PHA Name: PASADENA COMMUNITY  
DEVELOPMENT  
COMMISSION (PCDC)**

**PHA Plans**  
**Streamlined Annual**  
**Version**

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

OMB No. 2577-0226  
(exp. 05/31/2006)

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This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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**Streamlined Annual PHA Plan**  
**for Fiscal Year: 2006-2007**  
**PHA Name: PASADENA COMMUNITY**  
**DEVELOPMENT**  
**COMMISSION (PCDC)**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Pasadena Community Development Commission (PCDC)  
**PHA Number:** CA 079

**PHA Fiscal Year Beginning:** July 2006

### PHA Programs Administered:

**Public Housing and Section 8**       **Section 8 Only**       **Public Housing Only**  
Number of public housing units:      Number of S8 units:1315      Number of public housing units:  
Number of S8 units:

### PHA Plan Contact Information:

Name: Myrtle Dunson      Phone: (626) 744-8300  
TDD: 711      Email: mdunson@cityofpasadena.net

### Public Access to Information

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

PHA's main administrative office       PHA's development management offices

City of Pasadena  
Housing/Community Development  
Renaissance Plaza  
649 N. Fair Oaks Avenue, Suite 202  
Pasadena, California 91103

### Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.       Yes       No.

If yes, select all that apply:

Main administrative office of the PHA  
 Public library - All 9 Branches of the Pasadena Public Library:

- Central Library - 285 East Walnut,      744-4052
- Allendale - 1130 S. Marengo,      799-2519

- Hastings – 3325 Orange Grove, 792-0945
- Hill Avenue – 55 S. Hill, 796-1276
- Lamanda Park – 140 S. Altadena Drive, 793-5672
- La Pintoresca – 1355 N. Raymond, 797-1873
- Linda Vista – 1281 Bryant, 793-1808
- San Rafael – 1240 Nithsdale Road, 795-7974
- Santa Catalina – 999 E. Washington, 794-1219

Other

Pasadena City Clerk's Office  
117 E. Colorado Blvd. 6<sup>th</sup> floor  
Pasadena, CA 91105

Community Facilities:

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

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

- Main business office of the PHA

**Streamlined Annual PHA Plan**  
**Fiscal Year 2006-2007**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

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**Attachments**

Optional Attachments:

- PHA Management Organizational Chart (Attachment A)
- City of Pasadena-Single Audit Report (Year ended June 30, 2005) (Attachment B)
- Resident Advisory Board (Attachment C)
- Comments of Resident Advisory Board (Attachment D)
- Public Hearing Comments (Attachment E)
- Public Notices (Attachment F)
- Rental Assistance Program Administrative Plan Amendments (Attachment G)

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;** and

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the *Streamlined Annual PHA Plan***

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning July 1, 2006, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:*

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
6. For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:  
The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
- 903.7a Housing Needs
  - 903.7b Eligibility, Selection, and Admissions Policies
  - 903.7c Financial Resources
  - 903.7d Rent Determination Policies
  - 903.7h Demolition and Disposition
  - 903.7k Homeownership Programs
  - 903.7r Additional Information
    - A. Progress in meeting 5-year mission and goals
    - B. Criteria for substantial deviation and significant amendments
    - C. Other information requested by HUD
      - 1. Resident Advisory Board consultation process
      - 2. Membership of Resident Advisory Board
      - 3. Resident membership on PHA governing board
22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:
- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA board of directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

PHA Name: Pasadena Community Development Commission  
 PHA Number: CA 079

Streamlined Annual PHA Plan for Fiscal Year: 2006-2007

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
CYNTHIA J. KURTZ	CHIEF EXECUTIVE OFFICER
Signature	Date
X	



## 1. Statement of Housing Needs

[24 CFR Part 903.7 (a)]

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

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

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income < 30% of AMI (Extremely low income)	8,454	5	5	3	5	5	5
Income >30% but <50% of AMI (Very Low income)	5,649	5	5	3	5	5	5
Income >50% but <80% of AMI (Low income)	5,966	5	5	3	4	4	4
Elderly	16,433	4	5	3	4	2	5
Families with Disabilities	25,076	4	5	4	5	3	5
Race/Ethnicity (White)	*52,381	3	3	3	3	3	2
Race/Ethnicity (Black)	*19,319	4	4	4	5	4	5
Race/Ethnicity (Hispanic)	*44,734	4	4	5	5	5	5
Race/Ethnicity (Asian or Pacific Islander)	*13,399	2	2	2	2	2	2
Race/Ethnicity (Other)	*4,103	3	4	3	4	4	4

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

\*Individuals

not family Race/Ethnicity. Total population 133,936 \*\*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: 2005-2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- Other sources: (list and indicate year of information)
  - PCDC Rental Survey (2002)
  - Institute for Urban Research and Development

- 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.

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	4222		
Extremely low income < 30% AMI	3238	77%	
Very low income (>30% but <50% AMI)	895	21%	
Low income (>50% but <80% AMI)	89	2%	
Families with children	1703	40%	
Elderly families	1519	36%	
Families with Disabilities	361	9%	
Race/ethnicity (White)	2,237	53%	
Race/ethnicity (Black)	1,740	41%	
Race/ethnicity (Native American)	39	1%	
Race/ethnicity (Asian)	206	5%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 23 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

## 2. Statement of Financial Resources

[24CFR Part 903.7 (c)]

List the financial resources that are anticipated to be the PHA for the support of Federal public housing and tenant-based Section 8 assistance program administered by the PHA during the Plan year.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
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	\$10,150,933	
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)	\$2,553,569	Economic Development; Youth Diversion; Housing Rehab; Family Empowerment; and Public Services Programs.
i) HOME (Tenant-based Rental Assistance)	\$275,000	Tenant-based rental assistance for families in crisis (victims of domestic violence or hate crimes, involuntarily displaced, at-risk for homelessness)
<b>Other Federal Grants (list below)</b>		
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)

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Housing Opportunities for Persons with AIDS (HOPWA)	\$160,500	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) (Parke Street)	\$499,981	To develop 8 units of permanent supportive housing for recovering substance abusers.
Supportive Housing Program (SHP) (Homeless Management Information Systems – HMIS)	\$138,600	Grant awarded to develop and implement a HUD mandated HMIS service.
Supportive Housing Program (SHP) (2 grants for Serra Project)	\$222,125	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)	\$43,725	6 units of permanent supportive housing for homeless individuals.
Supportive Housing Program (SHP) (Casa Maria)	\$155,417	Transitional housing for fourteen (14) homeless women in recovery from substance misuse.
Supportive Housing Program (SHP) Permanent Supportive Housing (Pacific Clinic)	\$465,726	8 permanent supportive housing units for chronically homeless individuals.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Supportive Housing Program (SHP) Permanent Supportive Housing (TBA)	\$804,877	8 permanent supportive housing units for chronically homeless individuals.
Emergency Shelter Grant (ESG)	\$98,526	The provision of temporary emergency shelters, emergency hotel/motel voucher and supportive services for the homeless
HOME (Homeownership Opportunities Program )	\$200,000	This program offers loan assistance to low income first time home buyers, for down payment and closing cost.
HOME (Rental Rehabilitation – New Revelation Missionary Baptist Church)	\$300,000	Permanent rental housing for four (4) low income families.
<b>4. Non-federal sources (list below)</b>		
PCDC Housing Trust Funds – (Homeownership Opportunities Program)	\$1,000,000	This program provides a second trust deed loan up to \$95,000 for low-income and moderate income homebuyers.
Fannie Mae American Communities Funds – (ESG-Match)	\$98,256	The provision of emergency hotel/motel voucher and food services for the homeless; FMACF provides the required match to the ESG Grant (\$99,321).
HOME – (Transitional Housing)	\$100,000	This program offers rental assistance to lease for low and very low income families.
PCDC Housing Trust Funds (Rebuilding Together)	\$40,000	The provision of minor home repairs, adaptability improvements for seniors and disabled persons. 8 units.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
PCDC Housing Trust Funds <ul style="list-style-type: none"> <li>• Rental Covenant Compliance Monitoring</li> </ul>	\$50,000	Annual rental housing unit covenant compliance monitoring entailing both on-site visitation and tenant eligibility determination.
Washington Theatre <ul style="list-style-type: none"> <li>• Fannie Mae American Communities Funds (\$1,180,000)</li> <li>• PCDC Housing Trust Funds (\$320,000)</li> <li>• HOME (\$0.5M)</li> </ul>	\$2,000,000	Thirty (30) affordable rental units.
Fannie Mae American Communities Funds (Heritage Housing Partners Acquisition/Rehab Program)	\$928,000	Acquisition/Rehab of affordable ownership housing for 13 low to moderate income families.
GAGR Program Funds	\$250,000	Provision of grants to fund handicapped accessibility exterior improvements in rental housing.
Housing Opportunities Fund <ul style="list-style-type: none"> <li>• Inclusionary Housing Trust Fund (\$5,500,000)</li> <li>• CA Local Housing Trust Fund (\$1,250,000)</li> <li>• HELP (\$232,380)</li> <li>• HOME (\$103,963)</li> </ul>	\$7,086,343	Construction/Rehab of low & moderate- income units (47 units).
Heritage Square <ul style="list-style-type: none"> <li>• HOME (\$1,500,000)</li> <li>• PCDC HTF (\$2,400,000)</li> <li>• Fannie Mac (\$1,000,000)</li> </ul>	\$4,900,000	Initiate review of site development options for 50 to 100 units.
1150 N. Allen HELP Funds	\$1,267,620	Acquisition of real property for development of 8 units affordable ownership housing project.
<b>Total resources</b>	<b>\$35,447,695</b>	

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

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, what is the maximum number of participants this fiscal year?

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:

**Eligibility Requirements** [24 CFR 982.625 and 24 CFR 982.627]. Applicant and participant families must meet all of the following requirements prior to commencement of homeownership assistance:

- a. Household contains at least one adult family member who has been fully employed for at least one year.
- b. A graduate of, or currently enrolled in the Family Self-Sufficiency ("FSS") Program for a minimum of 12 months, and in compliance with the provisions of the FSS Program Contract Of Participation (form HUD-52650) entered into between PCDC and the FSS family.
- c. Successfully completion of the required Homeownership course work (this requirement may be waived at discretion of PCDC Housing and Community Development Division Administrator).

- d. Eligible for the Section 8 Housing Choice Voucher Program.
  - e. First-time homebuyer status (a family that has not owned or had ownership interest in the past three years).
  - f. Federal minimum income requirement: The family must have a gross annual income not less than the Federal minimum wage multiplied by 2,000 hours (currently \$10,300), based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance and SSI will not be counted towards this requirement.
  - g. Federal minimum employment requirement: At least one adult family member who will own the home must be currently employed full-time (defined as not less than an average of 30 hours per week) and must have been continuously employed for one year prior to homeownership assistance. A family member will be considered to have been continuously employed even if that family member has experienced a break in employment, provided that the break in employment: 1) did not exceed 30 calendar days; 2) did not occur within the six-month period immediately prior to the family's application to utilize the homeownership option; and 3) has been the only break in employment within the past 12 calendar months. This employment requirement does not apply to elderly or disabled families.
  - h. The family has had no family-caused violations of HUD's Housing Quality standards within the last one year.
  - i. The family is not within the initial 1-year period of a Housing Assistance Payments ("HAP") Contract.
  - j. The family does not owe money to PCDC.
  - k. The family has not committed any serious or repeated violations of a PCDC-assisted lease within the past three years.
  - l. PCDC must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by elderly persons and persons with disabilities.
  - m. PCDC may make homeownership available to all who qualify, or restrict homeownership to families or purposed defined by PCDC. PCDC may also limit the number of families assisted with homeownership.
- c. What actions will the PHA undertake to implement the program this year (list)?



1. Perform financial analysis to identify affordability gap for qualified Section 8 participants purchasing a home in Pasadena;
2. Identify funding source(s) that would be available to subsidize the affordability gap;
3. Obtain approval of Pasadena Community Development Commission (PCDC) for program funding assistance ; and
4. Enter into a consultant services contract with local nonprofit Pasadena Neighborhood Housing Services, Inc. to coordinate activities of the various collaborative partner agencies that will be involved in this program (PCDC, Women at Work, Montebello Housing Development Corporation., PNHS, Fannie Mae, lenders, etc.).

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

The list would include:

- a. PCDC administers the Homeownership Opportunities Program ("HOP"), a program which provides 2<sup>nd</sup> trust deed loan assistance to qualified low and moderate income homebuyers.
- b. PCDC collaborates with other private and public agencies to provide homebuyer assistance and education (Pasadena Foothills Board of Realtors, Pasadena Neighborhood Housing Services, County of Los Angeles, California Cities Home Ownership Authority).
- c. PCDC and the City of Pasadena provide financial assistance and incentives to developers to build affordable home ownership units.

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below):
  - safeguard possible displacement
  - safeguard rental increases

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

As of January 16, 2003, PCDC was approved by HUD to project-base up to 206 tenant-based Section 8 Vouchers. Current locations participating:

- Woodbury Senior Apartments - 3 units
- Villa Los Robles - 2 units
- Centennial Place Apartments - 27 units
- 270 Parke Street - 3 units
- Orange Grove Gardens Apartments - 9 units

## **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

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 on its waiting lists 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)
  
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - a. The PCDC will continue to use funding from the feral government and other resources to provide rental assistance to very low- and low-income households in need of decent, safe and sanitary housing opportunities. Assistance will be provided to the families remaining on the waiting list as funds are available.
  - b. Continue to educate and enlist landlords to accept Section 8 vouchers.
  - c. Continue to apply to HUD for increase in the budget.
  - d. Continue to educate Rental Assistance program participants on how to effectively compete for housing.

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.	5 Year and Annual Plans
X	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan.	Streamlined Annual Plans
X	Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan:
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 (Chapter 20 of the Section 8 Administrative Plan).	Annual Plan: Homeownership
X	FSS Action Plan(s) for Section 8 is included in Section 8 Administrative Plan.	Annual Plan
X	The results of the most recent fiscal year audit of the PHA conducted under	Annual Plan: Annual

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Audit
X	Resident Advisory Board Comments.	Annual Plan
X	Public Notices.	Annual Plan
X	Public Hearing Comments.	Annual Plan
X	Rental Assistance Program Administrative Plan Amendments.	Annual Plan

## ATTACHMENTS

Attachment A – Housing and Community Development Division Organizational Chart

Attachment B – City of Pasadena, Single Audit (Year ended June 30, 2005)

Attachment C – Resident Advisory Board

Attachment D – Resident Advisory Board Comments

Attachment E – Public Hearing Comments

Attachment F – Public Notices

Attachment G - Rental Assistance Program Administrative Plan Amendments