

**DRAFT**

**PASADENA COMMUNITY DEVELOPMENT  
COMMISSION (PCDC)**

**Public Housing Agency**

**Annual Plan for Fiscal Year 2012**

PHA Name: Pasadena Community Development Commission  
Annual Plan For Fiscal Year 2012  
HA Code: CA 079

# **Annual Plan**

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

OMB No. 2577-0226  
Expires 4/30/2011

## **PASADENA COMMUNITY DEVELOPMENT COMMISSION (PCDC)**

### **Public Housing Agency (PHA) Annual Plan for Fiscal Year 2012**

## Table of Contents

### PHA Annual Plan

	<u>Pages</u>
1. Agency Identification	3
2. PHA Plan Update	4
3. Policies on Eligibility, Selection and Admissions	5
4. Financial Resources	9
5. Rent Determination Policies	11
6. Operations and Management Policies	13
7. Grievance Procedures	13
8. Housing Needs	18
9. Project Based Voucher Program	19
10. Civil Rights Certification (See Attachment B)	19
11. City of Pasadena-Single Audit Report (Year ended June 30, 2011)	19
12. Violence Against Women Act (VAWA)	19
13. Required Submission	20

### Attachments

#### Required Submission:

- (Attachment A) *Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (Attachment B) *Form HUD-50077-CR,, Civil Rights Certification*
- (Attachment C) *Form HUD-50071, Certification of Payments to Influence Federal Transactions*
- (Attachment D) *Form HUD-50070, Certification for a Drug-Free Workplace*
- (Attachment E) *Resident Advisory Board (RAB) comments*
- (Attachment F) *Public Notices/Public Hearing Comments*
- (Attachment G) *Housing Department Organization Chart*
- (Attachment H) *City of Pasadena-Single Audit Report (Year ended June 30, 2011)*

PHA Name: Pasadena Community Development Commission  
 Annual Plan For Fiscal Year 2012  
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## PHA Annual Plan Agency Identification

### 1.0

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

**PHA Fiscal Year Beginning:** (July 2012)

**PHA Programs Administered:**

Public Housing and Section 8     Section 8 Only     Public Housing Only

### 2.0

**Number of public housing units:** 0  
**Number of S8 units:** 1417

**Number of public housing units:**

<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> 5-Year Plan Only <div style="text-align: right; margin-top: 10px;"><input checked="" type="checkbox"/> Annual Plan Only</div>
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**4.0**  **PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years.

## PHA Plan Update

### 6.0

- (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: 2012 Annual PHA Plan.
- (b) Identify the specific location(s) where the public may obtain copies of the Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

#### PCDC's Main Administrative Office:

City of Pasadena  
Housing Department  
649 N. Fair Oaks Avenue, Suite 202  
Pasadena, CA 91103

#### 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 Pintoresca – 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 Locations:

City of Pasadena  
Office of the City Clerk  
100 North Garfield Avenue, Room S228  
Pasadena, CA 91109

#### Community Facilities:

- 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 Elements** (24 CFR 903.7)

**(1)**

**Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures. Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.**

### **ELIGIBILITY FACTORS**

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the PCDC.

1. An applicant must be a "family."
2. A family must be income-eligible, within the appropriate income limits.
3. A family must be a citizen or a non-citizen who has eligible immigration status.
4. A family must sign an "Authorization for the Release of Information/Privacy Act Notice" form (Form HUD-9886) and PCDC forms.

Note: The proper certification form must be completed for those members of the family who have not been issued a Social Security number.

For the PCDC's additional criteria for eligibility, see Chapter 2, Section F, "Other Criteria for Admission" in the 2011 Administrative Plan.

The family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors. Compliance with the eligibility factors will not be verified before the family is placed on the waiting list. Evidence of Citizenship/Eligible Immigrant Status will not be verified until the family is selected from the waiting list for issuance of a Housing Choice Voucher (HCV), unless the PCDC has determined that such eligibility is in question, regardless of whether or not the family is at or near the top of the waiting list.

### **OTHER CRITERIA FOR ADMISSION [24 CFR 982.552, 982.553 (C)]**

The PCDC must apply the following criteria, in addition to HUD eligibility criteria, as grounds for denial of admission to the program.

1. The family must not have violated any family obligation during a previous participation in Rental Assistance Program (RAP) during the last five years.

When the PCDC denies assistance to an applicant with a disability, the applicant may request a review of the family obligation that was violated, if the violation was a result of the disability.

An exception may be granted by the PCDC if the family member who violated the family obligation is not a current member of the household listed on the application.

2. 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 years unless the PCDC or PHA has imposed a lifetime restriction from participating due to the nature of the violation(s), crime or offense.
3. Family must have paid any outstanding debt owed the PCDC or another housing agency as a result of prior participation in any Federal housing program. Family will have 90 days to pay any outstanding debts in full once their name has been reached on the waiting list.
4. No member of the family may have engaged in drug-related or violent criminal activity within the last five years.

The PCDC will not be obligated to ferret out information concerning a family's criminal activities other than drug-related or violent criminal activity and other related activities as part of the processing of an application for assistance. Initial screening will be limited to routine inquiries of the family and any other information provided to the PCDC regarding this matter. The inquiries will be standardized and directed to all families by inclusion in the application form.

If the family indicates that they have been arrested or convicted within the prior five years for drug-related or violent criminal activity, the PCDC shall obtain verification through police/court records.

Verification of any past activity will be done at the initial eligibility review and will include a check of conviction and other records by a law enforcement agency.

5. No family member may have been evicted from Federally assisted housing for any reason during the last five years.
6. No family member may have engaged in or threatened abusive or violent behavior toward PCDC personnel or their property.
7. Family member(s) must not be subject to a lifetime registration requirement under a State sex offender registration program.
8. No family member may have been convicted of drug-related criminal activity involving manufacture or production of methamphetamine on the premises of Federally assisted housing.
9. Students enrolled in an institution of higher education, who are:
  - a. Under the age of 24;
  - b. Not a veteran;
  - c. Unmarried;
  - d. Do not have a dependent child;
  - e. Have not established a separate household from their parents or legal guardians for at least one year prior to applying for rental assistance;
  - f. Not claimed as a dependent by parents or legal guardians on their Internal Revenue Services tax return; and
  - g. Not receiving financial support from parent or legal guardians.

**ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST**  
**[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205]**

The order of admission from the waiting list may not be based on family size or on the family unit size for which the family qualifies under the PCDC occupancy policy. If the PCDC does not have sufficient funds to subsidize the family unit size of the family at the top of the waiting list, the PCDC may not skip the top family to admit an applicant with a smaller family unit size.

When HUD awards the PCDC funding for a specified category of families on the waiting list, the PCDC must select applicant families in the specified category. The PCDC must have a single waiting list for admission to its Section 8 Tenant-Based Assistance Program (TBAP).

**WAITING LIST PREFERENCES [24 CFR 982.553]**

An applicant will not be granted any preference if any member of the family has been evicted from any Federally assisted housing during the past five years because of drug-related criminal activity or due to any program violations.

The PCDC may grant an exception to such a family if:

1. The responsible member has successfully completed a rehabilitation program.
2. The evicted person was not involved in the drug-related activity that occasioned the eviction.
3. The evicted person is no longer involved in any drug-related criminal activity.

If an applicant makes a false statement in order to qualify for a preference, the PCDC will deny the preference. If the applicant falsifies documents in order to qualify for a preference, the application will be disqualified.

**LOCAL PREFERENCES [24 CFR 982.207]**

A notice adapting new local preferences will be publicized and distributed using the same guidelines as those for opening and closing the waiting list.

The PCDC uses the following local preferences:

1. Residency preference for applicants in which the head of household or spouse lives in Pasadena.
2. Applicants in which the head of household or spouse works full-time or attends school full-time (as defined by the school or institution) within the PCDC's jurisdiction.
3. Disabled preference for applicants in which the head of household or spouse is disabled.
4. Veteran preference in which the head of household is a current member of the military, a veteran, or the surviving spouse of a veteran.
5. Applicants who have been involuntarily displaced (as described below).

Families who claim Involuntary Displacement due to:



- a. Disaster or Government Action:  
Written verification by the displacing unit or agency of government, or by a service agency such as the Red Cross.
- b. Actions taken by the family's current property owner/agent:  
Written notification by owner to family of the action/written verification by the owner or agent, or documents such as sales agreements, foreclosure notices or building permits.
- c. Domestic Violence:  
Written verification from police, social service agency, court, clergy person, physician, and/or public or private facility giving shelter and/or counseling to victims.  
  
Verification must be obtained (from an owner or other source) that the abuser still resides at the unit.  
  
The family must certify that the abuser will not return to the household without the advance written approval of the PCDC.  
  
Before giving approval, the PCDC will require verification of the following:
  - 1. Written statement from social worker, psychologist, or other professional familiar with the abuser that he/she has received counseling/treatment and is unlikely to continue the abuse.
  - 2. Written statement from local law enforcement agency that no complaints have been filed since the date of the preference approval.
  - 3. Certification that the abuser has completed a rehabilitation program.
- d. Witness Protection Program:  
Certification of participation by a law enforcement agency of participation in the Witness Protection Program. Written recommendation from law enforcement agency or HUD.
- e. Hate Crimes:  
Written statement from law enforcement agency, HUD, Fair Housing or other agency responsible for non-discrimination advocacy. Statement should contain approximate number of occurrences and date of last occurrence.
- f. Inaccessibility of Unit:  
Statement from the owner of the critical elements that are inaccessible, and that the owner is not going to make the needed modifications, or permit the family to make the modifications. Inspection by PCDC to verify inaccessibility of critical elements.  
  
Statement from the owner of the building that the accommodations required will not be made. If the owner permits the tenant to make the modifications, verification that the family cannot afford the expense.
- g. HUD Disposition of a Project:  
Written verification from HUD.

6. Applicants who are currently residing in substandard housing (as described below).

Living in Substandard Housing:

- a. Families who claim to be living in a substandard housing unit must provide written verification from a reliable, knowledgeable professional.
- b. Homeless Families: Written verification by a public or private facility providing shelter, the police, or a social services agency certifying that the family lacks a fixed, regular, and adequate nighttime residence.

An applicant shall be given the benefit of the working preference if the head and spouse, or sole member is age 62 or older or is a person with disabilities.

Preferences will be verified pursuant to the verification process outlined in Chapter 7 of the 2011 Administrative Plan.

**(2)**

**Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
1. <b>Federal Grants (FY 2012 grants)</b>	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	\$13,092,372	
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)	\$1,825,810	Economic Development; Youth Diversion; Housing Rehab; Family Empowerment; and Public Services Programs.
i) Community Development Block Grant (CDBG) Stimulus funding	\$175,000	Economic Development; Youth Diversion; Housing Rehab; Family Empowerment; and Public Services Programs.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
j) HOME (Tenant-based Rental Assistance) FY 2012 Grant	\$330,920	Tenant-based rental assistance for families in crisis (victims of domestic violence or hate crimes, involuntarily displaced, at-risk for homelessness).
Other Federal Grants (list below)		
Shelter Plus Care (S+C) (3 years funds)	\$733,764  \$53,904  \$56,304	Tenant-based rental assistance and supportive services for homeless person with disabilities (serious mental illness, HIV/AIDS, and substance abuse); administration.
ARRA (Stimulus) HPRP Homeless Prevention & Rapid Rehousing	\$30,000	Funding to prevent & end homeless.
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) Hestia House	\$235,645	To develop 8 units of permanent supportive housing for recovering substance abusers.
Supportive Housing Program (SHP) (Homeless Management Information Systems – HMIS)	\$137,754	Grant awarded to develop and implement a HUD mandated HMIS service.
Supportive Housing Program (SHP) (Serra Project)	\$227,499	Twelve (12) unit of scattered site housing for homeless families & individuals with HIV/AIDS.
Supportive Housing Program (SHP) (Navarro House)	\$43,724	6 units of permanent supportive housing for homeless individuals.
Supportive Housing Program (SHP) (Casa Maria)	\$155,416	Provide 14 beds of transitional housing for homeless women & children.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Emergency Shelter Grant (ESG)	\$99,448	The provision of temporary emergency shelters, emergency hotel/motel vouchers and supportive services for the homeless.
HOME Affordable Housing Program (FY 2012 Grant)	\$373,163	Home buyer assistance, CHDO set aside, housing projects, administration.
<b>4. Other income (list below)</b>		
HOPWA (City of Los Angeles)	\$30,000	Tenant-based rental assistance for persons living with HIV/AIDS.
<b>4. Non-federal sources (list below)</b>		
PCDC Redevelopment Housing Funds	\$800,000	Housing projects, homebuyer assistance.
Casa Maria Homeless Prevention Funds CDBG Match for ESG • Emergency Shelter	\$46,301	The provision of emergency hotel/motel vouchers, food, supportive services for the homeless.
Casa Maria Homeless Prevention Funds • Bad weather Shelter	\$50,000	The provision of a seasonal shelter for homeless (November – March) yearly; information assistance, referrals, and meals.
PCDC Redevelopment Housing Funds (\$38,999) Compliance Monitoring Fee (\$36,000) • Housing Covenant Compliance Monitoring	\$74,999	Annual housing unit covenant compliance monitoring entailing both on-site visitation and tenant eligibility determination.
<b>Total resources</b>	<b>\$18,857,820</b>	

**(3)**

**Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.**

Payment standards may be adjusted to increase housing assistance payments in order to keep family rents affordable. The PCDC will not raise the payment standards so high that the number of families that can be assisted under available funding is substantially reduced. The PCDC will not raise payment standards if the need is solely to make "high end" units available to voucher holders.

The PCDC will review the payment standard annually to determine whether an adjustment should be made for some or all unit sizes. The payment standard will be reviewed according to HUD requirements. The PCDC may set the payment standard between 90% and 110% of FMR. Additionally, upon the PCDC's request, HUD may approve a payment standard lower than 90% or higher than 110%.

The PCDC may use some or all of the following measures listed below in making its determination whether an adjustment should be made to the payment standards:

**1. Assisted Families' Rent Burdens**

The PCDC will review reports showing the percent of income used for rent by HCVP families to determine the extent to which the rent burden is more than 40% of income.

**2. Reasonable Accommodation**

If the family includes a person with disabilities and requires a higher payment standard for the family, as a reasonable accommodation for such person, the PCDC may establish a higher payment standard for the family within the PCDC established range (see Chapter 7 of the 2011 Administrative Plan).

**3. Quality of Units Selected**

The PCDC will review the quality of units selected by families before determining any change to the payment standard to ensure that payment standard increases are only made when needed to reach the mid-range of the market.

**4. Rent to Owner Increases**

The PCDC may review a sample of units to determine how often owners are increasing rents after the first year of the lease and the average percent of increase by bedroom size. The sample will be divided into units with and without the highest cost utility included.

A comparison will then be made to the applicable annual adjustment factor to determine whether the owner increases are excessive in relation to the published annual adjustment factor.

**5. Rent Reasonableness Database/Average Contract Rents**

The PCDC will compare the payment standards to average rents in its rent reasonableness database and to average contract rents by unit size.

**6. Lowering of the Payment Standard**

If statistical analysis reveals that the payment standard should be lowered, the PCDC will lower the payment standards no less than 90% of the current FMR.

However, the PCDC must obtain HUD approval if the PCDC wishes to lower the payment standards less than 90% of the current FMR.

The PCDC may submit a waiver request to HUD for its review and approval to lower the payment standards below 90% of the current FMR if less than 40 percent of participants in the PCDC's voucher program are paying less than 30 percent of adjusted monthly income for rent.

If the payment standards are lowered, the PCDC will apply the reduced payment standard at the second annual re-examination following the reduced payments standards.

## **7. Financial Feasibility**

Before increasing the payment standard, the PCDC may review the budget and project reserves to determine the impact projected subsidy increases would have on funding available for the program and number of families served.

For this purpose, the PCDC will compare the number of families who could be served under a higher payment standard with the number assisted under current payment standards.

**(4)**

**Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.**

The organization chart showing the PCDC's management structure and organization:  
See Attachment "G"

Section 8 Operation and Management rules, standards and polices are contained in the documents listed 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 (2010 - 2014)
- Rental Assistance Program Policies and Procedures

**(5)**

**Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.**

### **INFORMAL REVIEW PROCEDURES [24 CFR 982.54(d)(12), 24 CFR 982.554]**

Informal reviews are provided for applicants who are denied admission to the program. When the PCDC determines that an applicant is ineligible for the program, the family must be notified of their ineligibility in writing. The notice must contain:

1. A brief statement of reasons for the PCDC decision;
2. The procedure for requesting an informal review if the applicant does not agree with the PCDC decision; and
3. The deadline to request an informal review.

The PCDC must give applicants an opportunity for an informal review of the PCDC decision denying assistance. However, the PCDC is not required to provide the applicant an opportunity for an informal review for any of the following:

1. Discretionary administrative determinations by the PCDC.
2. General policy issues or class grievances.
3. A determination of the family unit size under the PCDC subsidy standards.
4. A PCDC determination not to approve an extension or suspension of a voucher, certificate, or HOME coupon term.
5. A PCDC determination not to grant approval of the tenancy.
6. A PCDC determination that a unit selected by the applicant is not in compliance with HQS.
7. A PCDC determination that the unit is not in accordance with HQS because of the family size or composition.

Decisions related to restrictions on assistance to non-citizens always require an informal hearing, regardless of whether the family is an applicant or a participant. (The informal hearing provisions for the denial of assistance on the basis of ineligible immigration status are contained in 24 CFR Part 5.)

When a request for an informal review is not received by the deadline, the PCDC will not provide an applicant an informal review.

#### PCDC INFORMAL REVIEW PROCEDURES

A request for an informal review must be received by the PCDC, in writing, no later than 15 days from the date of the PCDC's notification of denial of assistance. The informal review will be scheduled within 30 days from the date the request is received.

The informal review may be conducted by any person or persons designated by the PCDC, other than a person who made or approved the decision under review or subordinate of this person. The applicant will be given the opportunity to present oral or written objections to the PCDC's decision.

The PCDC may verify the evidence submitted at the informal review by the applicant before a decision of the informal review is made. The PCDC will inform the applicant, in writing, of the final decision within 30 days after the informal review, including a brief statement of the reasons for the final decision.

#### INFORMAL HEARING PROCEDURES [24 CFR 982.555, 982.54(d)(13)]

The PCDC must give a participant family an opportunity for an informal hearing to consider whether the following PCDC decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and PCDC policies:

1. A determination of the family's annual or adjusted income and the use of such income to compute the housing assistance payment.
2. A determination of the appropriate utility allowance (if any) used for tenant-paid utilities from the PCDC utility allowance schedule.
3. A determination of the family unit size under PCDC subsidy standards.
4. A determination that a certificate family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the PCDC subsidy standards, or the PCDC determination to deny the family's request for an exception from the standards.
5. A determination to terminate assistance for a participant family because of the family's action or failure to act (see 24 CFR 982.552).
6. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under PCDC policy and HUD rules.

For cases described above, with the exception of numbers two and three, the PCDC must give the opportunity for an informal hearing before the PCDC terminates housing assistance payments for the family under an outstanding HAP Contract.

When the PCDC makes a decision regarding eligibility and/or the amount of assistance, the participant family must be notified in writing. The PCDC will give the participant family prompt notice of such determinations, which may include:

1. The proposed action or decision of the PCDC;
2. The date the proposed action or decision will take place;
3. The family's right to an explanation of the basis for the PCDC's decision;
4. The procedures for requesting an informal hearing if the family disputes the action or decision;
5. The deadline for the family to request an informal hearing;
6. The name of the person to whom the informal hearing request should be addressed to; and
7. A copy of the PCDC hearing procedures.

The PCDC is not required to provide a participant family an opportunity for an informal hearing for any of the following:

1. Discretionary administrative determinations by the PCDC.
2. General policy issues or class grievances.
3. Establishment of the PCDC schedule of utility allowances for families on the program.
4. A PCDC determination not to approve an extension or suspension of a voucher, certificate, or HOME coupon term.
5. A PCDC determination not to approve a unit or tenancy.
6. A PCDC determination that an assisted unit is not in compliance with HQS. (However, the PCDC must provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of HQS caused by the family as described in 24 CFR 982.551(C).)
7. A PCDC determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the PCDC to exercise or not exercise any right or remedy against the owner under a HAP Contract.

#### Notification of Hearing

Upon receipt of the request for an informal hearing, the PCDC will notify the participant family, in writing, of the scheduled informal hearing. The notice will include:

1. The date and time of the informal hearing.
2. The location where the informal hearing will be held.
3. The family's right to present evidence, witnesses, legal or other representation at the family's expense. The family must notify the PCDC within five days from the date of the notification of their decision to have legal representation.
4. The family's right to view, before the informal hearing, any documents or evidence in the possession of the PCDC upon which the PCDC based their determination and that are directly relevant to the hearing. The PCDC may provide copies of such documents prior to the hearing, at the family's expense. If the PCDC does not make the documents available for examination on request of the family, the PCDC may not rely on the documents at the informal hearing. Such documents or evidence must be available to or received by the family no later than 10 days before the informal hearing date.
5. The right by the PCDC to examine at the PCDC's office, before the informal hearing, any family documents that are directly relevant to the hearing. The PCDC must be allowed to copy any such document at the PCDC's expense. If the family does not make the document available for examination on request of the PCDC, the family may not rely on the document at the informal hearing. Such documents or evidence must be received by the PCDC no later than 10 days before the informal hearing date.



6. Limited English proficient (LEP) families may have an interpreter present. If the family requires the PCDC's assistance in obtaining an interpreter, the family must submit this request to the PCDC, five days prior to the informal hearing date.

#### PCDC Informal Hearing Procedures

A request for an informal hearing must be received by the PCDC, in writing, no later than 15 days from the date of the PCDC's notification of termination of assistance. The informal hearing will be scheduled within 15 days from the date the request is received.

When the request for an informal hearing is not received by the deadline, the PCDC will not provide a participant family an informal hearing.

After an informal hearing date is agreed to, the family may request to reschedule only upon "good cause," which is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.

The informal hearing will be canceled by the PCDC if the family is not present 15 minutes after the informal hearing scheduled time. The PCDC may schedule a final hearing only if the family can provide "good cause." If a participant family does not appear at a scheduled informal hearing and has not rescheduled the hearing in advance, the family must contact the PCDC within 48 hours, excluding weekends and holidays. The PCDC will reschedule the informal hearing only if the family can provide "good cause" for the failure to appear. No other hearing will be scheduled and the PCDC's decision to terminate will stand.

Families have the right to:

1. Present written or oral objections to the PCDC's determination;
2. Examine the documents in the file which are directly relevant to the basis for the PCDC's action, and all documents submitted to the hearing officer;
3. Copy any relevant documents at their expense;
4. Present any information or witnesses pertinent to the issue of the informal hearing;
5. Request that PCDC staff be available or present at the informal hearing to answer questions pertinent to the case; and
6. Be represented by legal counsel, advocate, or other designated representative at their own expense.

The PCDC has a right to:

1. Present evidence and any information pertinent to the issue of the informal hearing;
2. Be notified if the family intends to be represented by legal counsel, advocate, or another party;
3. Examine and copy any documents to be used by the family prior to the hearing;
4. Have its attorney present; and
5. Have staff persons and other witnesses familiar with the case present.

The informal hearing may be conducted by any person or persons designated by the PCDC, other than a person who made or approved the decision under review or a subordinate of this person. The PCDC appoints hearing officers who are knowledgeable of the Rental Assistance Programs and experienced in dispute resolution, mediation and arbitration.

PHA Name: Pasadena Community Development Commission  
Annual Plan For Fiscal Years 2012  
HA Code: CA 079

The informal hearing shall concern only the issues for which the family has received the opportunity for a hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

No documents may be presented which have not been provided to the other party before the hearing, if requested by the other party. "Documents" includes records and regulations.

The hearing officer may ask the family for additional information and/or adjourn the hearing in order to reconvene at a later date before reaching a decision. The submission of additional information may not exceed 15 days from the date of the informal hearing.

If the family misses an appointment or deadline established by the hearing officer, the decision of the PCDC shall become final and another informal hearing will not be granted.

The hearing officer will determine whether the action, inaction, or decision of the PCDC is in accordance with HUD regulations and this Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the informal hearing.

A notice of the decision made by the hearing officer will be provided, in writing, to the PCDC within 15 days of the informal hearing and shall include:

1. A clear summary of the decision and reason(s) for the decision; and
2. If the decision involves money owed.

The PCDC is not bound by the hearing officer's decision which:

1. Concern matters in which the PCDC is not required to provide an opportunity for an informal hearing, or that otherwise exceeds the authority of the person conducting the hearing under the PCDC hearing procedures.
2. Conflict with or contradict HUD regulations or requirements, or otherwise contradict Federal, State, or local law.

The PCDC will notify the family, in writing, within 15 working days of receipt of the hearing officer's decision. If the PCDC determines that it is not bound by the hearing officer's decision, the PCDC will notify the family of the determination and of the reasons for the determination.

**9.0 Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3446		
Extremely low income <=30% AMI	2967	86%	
Very low income (>30% but <=50% AMI)	476	14%	
Low income (>50% but <80% AMI)		0%	
		<b>100%</b>	
Families with children	1139	33%	
Elderly families	1065	31%	
Families with Disabilities	1057	31%	
		<b>95%</b>	
Race/ethnicity White	1994	58%	
Race/ethnicity Black	1263	36%	
Race/ethnicity Asian	148	.04%	
Race/ethnicity Native	25	.01%	
Race/ethnicity Pacific	16	.005%	
		<b>99.05%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? May 2008 (45 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			
Non Elderly Persons with Disabilities Category 2			

9.1	<b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b> PCDC's Strategy for addressing Housing Needs was submitted in last year's Five Year Plan (2009-2013).
-----	---

### Use of the Project-Based Voucher Program

As of January 16, 2003, PCDC was approved by HUD to project-base up to 20% of PCDC's Annual Contributions Contract (ACC) 1417 which is 283 tenant-based Section 8 Vouchers.

Current locations participating:

- Woodbury Senior Apartments - 3 units
- Villa Los Robles - 2 units
- Centennial Place Apartments - 144 units
- 270 Parke Street - 2 units
- Orange Grove Gardens Apartments - 9 units
- Hudson Oaks - 44 units

Total: 204

### Emergency Rental Assistance Deposit Program (ERAD)

The ERAD Program, which provided no-interest loans for security deposits, is no longer accepting applications effective October 27, 2011 due to funding cuts to the HOME program, the federal funding source for ERAD loans. Tenants who have received security deposit assistance in the past through the ERAD program and who have active repayment agreements will still be required to make their monthly payments until the ERAD loan is repaid. Should funds be available in the future and the need be demonstrated, the PCDC will reopen the program. An outline of this program is in the City's 2011 Administrative Plan.

### HOME Tenant-Based Rental Assistance Program (HOME TBRA)

Effective March 1, 2012, The HOME TBRA program is no longer accepting new referrals. This is due to expected large funding cuts to the HOME program, the federal funding source for HOME TBRA. Current HOME Program participants who remain in good standing will continue being assisted through their two-year period of assistance.

(10)

**Civil Rights Certification. A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.**

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

(11)

**Fiscal Year Audit. The results of the most recent fiscal year audit for the PHA.**

City of Pasadena single Audit Report (Year ended June 30, 2011) was not required. Section 8 was not awarded ARRA Funds only Public Housing. (See Attachment " H ")

(12)

**Violence Against Women Act (VAWA). A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.**

The PCDC will comply with Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA), which protects family members who are victims of domestic violence, dating violence, or stalking, from being evicted or terminated from housing assistance based on acts of such violence against them. The family may be required to complete, sign and submit Form HUD – 50066, or other acceptable certification/documentation, in order to verify the family's claim of domestic violence, within 14 business days of the request. The certification must include the name of the perpetrator. Policies in the City's Administrative Plan that are impacted by the VAWA Act of 2005 have been modified and are outlined in Chapter 26.

The City will provide the families with information on agencies that may provide services to victims of domestic violence. Additionally, this information will be made available in the City's Housing Authority lobby for the general public. The information will include emergency shelters, counseling services, case management, legal assistance and food and clothing sources.

If the family has indicated that they are in a domestic violence situation, the City will provide the family with resources on the above mentioned information along with the City's policy concerning the VAWA Act of 2005. The VAWA Act of 2005 will be effective as soon as the family has requested protection.

The City will attempt to arrange an annual seminar with the collaboration of California Safe at Home Program, Police Department and any other groups willing to participate to discuss how to prevent domestic violence, dating violence, sexual assault, or stalking, and/or to enhance victim safety. Program participants will be invited to attend this seminar.

(13)

**Required Submission for HUD Field Office Review.**

In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures.

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

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments.

**Attachments**

Required Submission:

- (Attachment A) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations
- (Attachment B) Form HUD-50077-CR, Civil Rights Certification
- (Attachment C) Form HUD-50071, Certification of Payments to Influence Federal Transactions
- (Attachment D) Form HUD-50070, Certification for a Drug-Free Workplace
- (Attachment E) Resident Advisory Board (RAB) comments
- (Attachment F) Public Notices/Public Hearing Comments
- (Attachment G) Housing Department Organization Chart
- (Attachment H) City of Pasadena-Single Audit Report (Year ended June 30, 2011)

# Attachment "A"

**PHA Certifications of Compliance  
with PHA Plans and Related  
Regulations**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**Expires 4/30/2011**

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the *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 Annual PHA Plan for the PHA fiscal year beginning JULY 1, 2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed 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 Plan and invited public comment.
6. The PHA certifies that it will carry out the 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.
7. 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.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - 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(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. 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.
11. 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.
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.





# Attachment "B"

<b>Civil Rights Certification</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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**Civil Rights Certification**

**Annual Certification and Board Resolution**

*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 Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing.

\_\_\_\_\_  
 PHA Name

\_\_\_\_\_  
 PHA Number/HA Code

<small>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)</small>	
Name of Authorized Official	Title
Signature	Date

# Attachment "C"

**Certification of Payments  
to Influence Federal Transactions**

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

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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
Signature	Date (mm/dd/yyyy)

Previous edition is obsolete

form HUD 50071 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

# Attachment "D"

**Certification for  
 a Drug-Free Workplace**

U.S. Department of Housing  
 and Urban Development

Applicant Name \_\_\_\_\_

Program/Activity Receiving Federal Grant Funding \_\_\_\_\_

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

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
Signature	Date
X	

form HUD-50070 (3/98)  
 ref. Handbooks 7417.1, 7475.13, 7485.1 & 3

# Attachment "E"



December 13, 2011

RE: HOUSING CHOICE VOUCHER PROGRAM - EXECUTIVE COMMITTEE  
MEMBERS TO THE RESIDENT ADVISORY BOARD MEETING

Dear

The Pasadena Community Development Commission (PCDC) extends an invitation to you to attend the Resident Advisory Board (RAB) Executive Committee meeting. The PCDC has scheduled the Executive Committee meeting for December 27, 2011, at 10:00 a.m. The meeting will be held at the:

Pasadena Community Development Commission  
Housing Department  
649 North Fair Oaks Avenue, Suite 202  
Pasadena, CA 91103

We will discuss and review the PCDC's Public Housing Agency (PHA) Annual Plan (2012).

If you have questions, you may contact me at (626) 744-8305.

Sincerely,

Myrtle Dunson  
Housing Assistance Officer

# PASADENA COMMUNITY DEVELOPMENT COMMISSION

## RESIDENT ADVISORY BOARD (RAB)

### EXECUTIVE COMMITTEE MEETING

December 27, 2011

Housing Department  
Renaissance Plaza  
649 N. Fair Oaks Ave, Suite 202  
Pasadena, CA 91103

#### AGENDA

- I. Welcome and Introductions
- II. Reports
  - Chairperson
  - Vice Chairperson
  - Secretary
- III. Next RAB Meeting on January 9, 2012
  - Public Housing Agency (PHA) Annual PHA Plan (2012)
  - Presentations
- IV. Recommendations for next RAB Meeting
- V. Executive Committee Comments
- VI. Adjournment

December 29, 2011

Dear: Program Participant

The Pasadena Community Development Commission (PCDC) is in the process of preparing its Public Housing Authority (PHA) Annual Plan for fiscal year 2012, as required by the U.S. Department of Housing and Urban Development (HUD). PCDC is requesting your participation in this planning process through your comments and recommendations regarding the PHA Annual Plan.

The PHA Annual Plan describes PCDC's immediate operations, program participants, programs/services, and the strategy for handling operational concerns of the Rental Assistance Programs for the upcoming fiscal year.

The PHA Annual Plan will be reviewed and discussed at the Resident Advisory Board (RAB) meeting on Monday, January 9, 2012, from 11:30 a.m. to 12:30 p.m. Renaissance Plaza Community Room, 649 North Fair Oaks Ave, Suite 203. The PCDC extends an invitation to you to attend the RAB meeting.

**However, your participation is strictly voluntary and your rental assistance will not be affected if you choose not to attend this meeting.**

If you have any questions, please contact the PCDC, at (626) 744-8300.

Sincerely,

Myrtle Dunson  
Housing Assistance Officer  
Housing Department



PASADENA COMMUNITY DEVELOPMENT COMMISSION

December 29, 2011

Dear: Program Participant

The Pasadena Community Development Commission (PCDC) is in the process of preparing its Public Housing Authority (PHA) Annual Plan for fiscal year 2012, as required by the U.S. Department of Housing and Urban Development (HUD). PCDC is requesting your participation in this planning process through your comments and recommendations regarding the PHA Annual Plan.


The PHA Annual Plan describes PCDC's immediate operations, program participants, programs/services, and the strategy for handling operational concerns of the Rental Assistance Programs for the upcoming fiscal year.

The PHA Annual Plan will be reviewed and discussed at the Resident Advisory Board (RAB) meeting on **Monday, January 9, 2012**, from 11:30 a.m. to 12:30 p.m. Renaissance Plaza Community Room, 649 North Fair Oaks Ave, Suite 203. The PCDC extends an invitation to you to attend the RAB meeting.

**However, your participation is strictly voluntary and your rental assistance will not be affected if you choose not to attend this meeting.**

If you have any questions, please contact the PCDC, at (626) 744-8300.

Sincerely,

  
Myrtle Dunson  
Housing Assistance Officer  
Housing & Community Development

**RESIDENT ADVISORY BOARD (RAB)**  
**Annual RAB Meeting**

11:30 A.M. - 12:30 P.M., Monday, January 9, 2012  
Renaissance Plaza  
649 N. Fair Oaks Ave, Suite 203  
Pasadena, CA 91103

**AGENDA**

- I. Call to Order - Welcome
  - II. Executive Committee Reports  
Chairperson (Jacqueline Howard)  
Vice Chairperson (Susan Grant)  
Secretary (Lois Broughton)
    - Last RAB Meeting (1/27/11)
  - III. New Business  
  
Chairperson Presentation
    - Project A.P.P.L.E.
    - Get Rebates/New RefrigeratorsSecretary Presentation
    - Voting IssuesMyrtle Dunson, Housing Assistance Officer
    - New websites:  
[www.ci.pasadena.ca.us/housing](http://www.ci.pasadena.ca.us/housing)  
[www.cityofpasadena.net/housing](http://www.cityofpasadena.net/housing)
    - Public Housing Agency (PHA) Annual Plan (2012)
    - November 2011 House Notes (Newsletter)
  - IV. Recommendations and Comments
  - V. Next RAB Meeting and Suggested Agenda Items
- Adjournment

# Attachment "F"

PHA Name: Pasadena Community Development Commission  
Annual Plan For Fiscal Years 2012  
HA Code: CA 079

Publish Once:  
Account Number: 8112 220 684210 66 50119

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) ANNUAL PLAN (2012).

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) Annual Plan (2012) will be considered for approval at a public hearing by the PCDC on Monday, April 16, 2012 at 7:00 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers, Room S249, 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 Annual Plan (2012).

The PHA Annual Plan (2012) describes the Commission's immediate operations, and assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year.

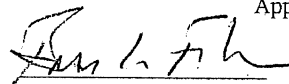
Upon approval by the Commission, the PHA Annual Plan (2012) will be submitted to HUD to ensure the City of Pasadena will continue to receive federal funds for the rental assistance programs that benefit very low income individuals and households. Rental Assistance Programs subsidies will be contingent upon the availability of funding to the Commission from HUD, as well as the preparation and submittal to HUD of the PHA Annual Plan.

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 PHA Annual Plan (2012) at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Public Housing Agency Annual Plan (2012), and/or the process, contact Myrtle Dunson, Housing Assistance Officer, at (626) 744-8300, or provide written comments to: Housing Department, 649 N. Fair Oaks Avenue, Suite 202, Pasadena, California 91103.

Michael J. Beck, Chief Executive Officer  
100 North Garfield Avenue  
Pasadena, CA 91109

Approved as to Form:

  
**BRAD L. FULLER**  
Assistant General Counsel

Publish:

PUBLIC NOTICE OF THE AVAILABILITY FOR REVIEW OF THE  
PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN FOR FISCAL YEAR  
2012 FOR THE PASADENA COMMUNITY DEVELOPMENT COMMISSION.

The Pasadena Community Development Commission (PCDC) announces that the Public Housing Agency (PHA) Annual Plan (2012), for the PCDC 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, is available for public review.

The PHA Annual Plan (2012) describes the PCDC's immediate operations, and assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year. The PCDC 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 Annual Plan will be available for public review at the following locations:

**Housing Department:**

Housing Department

649 North Fair Oaks Avenue, Suite 202,  
Pasadena, CA 91103

Office hours are: Monday – Tuesday 8:00 a.m. – 1:00 p.m.

Wednesday - Thursday 12:00 p.m. - 5:00 p.m.

**Community Facilities\*:**

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

**All Branches of the Pasadena Public Library\*:**

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Allendale – 1130 South Marengo,	626-799-2519
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Hill Avenue – 55 South Hill,	626-796-1276
Lamanda Park – 140 South Altadena Drive,	626-793-5672
La Pintesca – 1355 North Raymond,	626-797-1873
Linda Vista – 1281 Bryant,	626-793-1808
San Rafael – 1240 Nithsdale Road,	626-795-7974
Santa Catalina – 999 East Washington,	626-794-1219

*\*Check these facilities for hours of availability*



PHA Name: Pasadena Community Development Commission  
Annual Plan For Fiscal Years 2012  
HA Code: CA 079

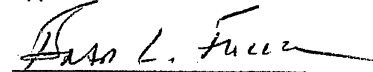
The PHA Annual Plan will be considered by the PCDC in a public hearing on April 16, 2012, and if adopted, will be submitted to the U.S. Department of Housing and Urban Development, shortly thereafter.

Comments in writing from the public on the PHA Annual Plan will be received by the City's Housing Department located at, 649 North Fair Oaks Avenue, Suite 202, Pasadena, CA from December 27, 2011 to April 16, 2012. If you have any questions call Myrtle Dunson, City of Pasadena, Housing Department, at (626) 744-8300.

Michael J. Beck, Chief Executive Officer  
100 North Garfield Avenue  
Pasadena, CA 91109

Publish:

Approved as to Form:



BRAD L. FULLER  
Assistant General Counsel

**PUBLIC NOTICE OF THE  
AVAILABILITY FOR REVIEW  
OF THE PUBLIC HOUSING  
AGENCY (PHA) ANNUAL PLAN  
FOR FISCAL YEAR 2012 FOR  
THE PASADENA COMMUNITY  
DEVELOPMENT COMMISSION.**

The Pasadena Community Development Commission (PCDC) announces that the Public Housing Agency (PHA) Annual Plan (2012), for the PCDC 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, is available for public review.

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Michael J. Beck, Chief Executive Officer  
100 North Garfield Avenue  
Pasadena, CA 91109

Publish: December 29, 2011  
Pasadena Journal

**NOTICE TO THE PUBLIC OF  
A PUBLIC HEARING BY THE  
PASADENA COMMUNITY  
DEVELOPMENT COMMISSION  
TO CONSIDER THE APPROVAL  
OF THE PUBLIC HOUSING  
AGENCY (PHA) ANNUAL PLAN  
(2012).**

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) Annual Plan (2012) will be considered for approval at a public hearing by the PCDC on Monday, April 16, 2012 at 7:00 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers, Room S249, 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 Annual Plan (2012).

The PHA Annual Plan (2012) describes the Commission's immediate operations, and 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 PHA Annual Plan (2012) will be submitted to HUD to ensure the City of Pasadena will continue to receive federal funds for the rental assistance programs that benefit very low income individuals and households. Rental Assistance Programs subsidies will be contingent upon the availability of funding to the Commission from HUD, as well as the preparation and submittal to HUD of the PHA Annual Plan.

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 PHA Annual Plan (2012) at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Public Housing Agency Annual Plan (2012), and/or the process, contact Myrtle Dunson, Housing Assistance Officer, at (626) 744-8300, or provide written comments to: Housing Department, 649 N. Fair Oaks Avenue, Suite 202, Pasadena, California 91103.

Michael J. Beck, Chief Executive Officer  
100 North Garfield Avenue  
Pasadena, CA 91109

Publish: December 29, 2011  
Pasadena Journal

## **RELIGION / CHURCH DIRECTORY**

### **PUBLIC NOTICE OF THE AVAILABILITY FOR REVIEW OF THE PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN FOR FISCAL YEAR 2012 FOR THE PASADENA COMMUNITY DEVELOPMENT COMMISSION.**

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Michael J. Beck, Chief Executive Officer  
100 North Garfield Avenue  
Pasadena, CA 91109

Publish: December 29, 2011  
Pasadena Journal

## RELIGION / CHURCH DIRECTORY

### NOTICE TO THE PUBLIC OF A PUBLIC HEARING BY THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN (2012).

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) Annual Plan (2012) will be considered for approval at a public hearing by the PCDC on Monday, April 16, 2012 at 7:00 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers, Room S249, 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 Annual Plan (2012).

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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 PHA Annual Plan (2012) at the public hearing after receiving testimony, oral or written.

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Michael J. Beck, Chief Executive Officer  
100 North Garfield Avenue  
Pasadena, CA 91109

Publish: December 29, 2011  
Pasadena Journal

**AVISO PUBLICO DE LA DISPONIBILIDAD PARA REVISAR EL PLAN ANUAL  
DE LA AGENCIA DE LA VIVIENDA (PHA) PARA EL AÑO FISCAL 2012,  
PARA LA COMISIÓN DE DESARROLLO COMUNITARIO DE PASADENA.**

La Comisión de Desarrollo Comunitario de Pasadena (PCDC) por sus siglas en inglés, anuncia que el Plan Anual de la Agencia de la Vivienda Pública (PHA) para el año fiscal 2012, para la Comisión de Desarrollo Comunitario de Pasadena estará disponible para ser revisado de acuerdo con la Ley de 1988 de Responsabilidad Laboral y la Calidad de la Vivienda de (QHWRA) por sus siglas en inglés, el Departamento de Vivienda y Desarrollo Urbano de Los Estados Unidos (HUD) siglas en inglés del plan final PHA (24 CFR Parte 903), aviso 2000-43 de la vivienda pública para las Comunidades Indígenas (PIH) siglas en inglés,

El Plan Anual (2012) de PHA describe las operaciones inmediatas de la Comisión, evalúa las necesidades de asistencia de la vivienda, las condiciones del inventario de la vivienda, y las necesidades de subsidiar las rentas de las viviendas para personas de bajos ingresos para el próximo año fiscal.

La Comisión de Desarrollo Comunitario de la Ciudad de Pasadena está bastante interesada en mejorar y aumentar la comunicación con los ciudadanos de Pasadena en el tema de la vivienda. Se los anima y se les solicita sus comentarios sobre el plan.

El Plan Anual de PHA estarán disponibles para que el público lo revise en los siguientes lugares:

**Departamento de la Vivienda:**

Departamento de la Vivienda:

649 North Fair Oaks Avenue, Suite 202,  
Pasadena, CA 91103

Horario de oficina: lunes y martes de 8:00 a.m. a 1:00 p.m.

miércoles y jueves de 12:00 p.m. a 5:00 p.m.

**Instalaciones Comunitarias:**

Centro Jackie Robinson – 1020 North Fair Oaks,	626-791-7983
Centro de Vecinos de Villa-Parke – 363 East Villa,	626-744-6530
Centro de Personas de la Tercera Edad – 85 East Holly,	626-795-4331
Centro Victory Park – 2575 Paloma,	626-798-0865
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**Todas las Sucursales de la Biblioteca Pública de Pasadena:**

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Hill Avenue – 55 South Hill,	626-796-1276
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San Rafael – 1240 Nithsdale Road,	626-795-7974
Santa Catalina – 999 East Washington,	626-794-1219

PHA Name: Pasadena Community Development Commission  
Annual Plan For Fiscal Years 2012  
HA Code: CA 079

*\*comuníquese con estos lugares para las horas de visita*

El Plan Anual del PHA será considerado por la Comisión de Desarrollo Comunitario de Pasadena en una audiencia publica el **16 de abril del 2012**, de ser adoptado por la comisión será presentado después de un corto tiempo al Departamento de Vivienda y Desarrollo Urbano de Los Estados Unidos.

Los comentarios del público por escrito, sobre el Plan Anual de PHA serán recibidos por el Departamento de la Vivienda y Desarrollo Comunitario, ubicado en el 649 North Fair Oaks Avenue, Suite 202, Pasadena, CA desde el **27 de diciembre del 2011 hasta el 16 de abril del 2012**. Si usted tiene alguna pregunta llame a Myrtle Dunson, ciudad de Pasadena, Departamento de la Vivienda y Desarrollo Comunitario al (626) 744-8300.

Michael J. Beck, Oficial Jefe Ejecutivo  
100 North Garfield Avenue  
Pasadena, CA 91109

*Publicar:*

El formato queda aprobado:

---

BRAD L. FULLER  
Consejero General Auxilia

PROOF OF PUBLICATION  
(2015.5C.C.P.)

**La Opinión**

The Leading Spanish Language Daily Newspaper

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Tel:(213) 896-2260 • Fax:(213) 896-2238

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**STATE OF CALIFORNIA**

I am a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of La Opinión a newspaper of general circulation, printed and published daily in the city of Los Angeles, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under the date of July 28, 1969, Case Number: 950176; that the notice, of which the annexed is a printed copy, has been published in each regular and not in any supplement thereof on the following dates, to-wit:

January 8

all in the year 20 12

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Los Angeles, California, this

11 day of January, 20 12

Rosa Berumen  
Signature

This space is for the County Clerk's filing Stamp

Pro

**AVISO PUBLICO DE LA DISPONIBILIDAD PARA REVISAR EL PLAN ANUAL DE LA AGENCIA DE LA VIVIENDA (PHA) PARA EL AÑO FISCAL 2012, PARA LA COMISIÓN DE DESARROLLO COMUNITARIO DE PASADENA.**

La Comisión de Desarrollo Comunitario de Pasadena (PCDC) por sus siglas en inglés, anuncia que el Plan Anual de la Agencia de la Vivienda Pública (PHA) para el año fiscal 2012, para la Comisión de Desarrollo Comunitario de Pasadena estará disponible para ser revisado de acuerdo con la Ley de 1988 de Responsabilidad Laboral y la Calidad de la Vivienda de (QHWRA) por sus siglas en inglés, el Departamento de Vivienda y Desarrollo Urbano de Los Estados Unidos (HUD) siglas en inglés del plan final PHA (24 CFR Parte 903), aviso 2000-43 de la vivienda pública para las Comunidades Indígenas (PIH) siglas en inglés,

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La Comisión de Desarrollo Comunitario de la Ciudad de Pasadena está bastante interesada en mejorar y aumentar la comunicación con los ciudadanos de Pasadena en el tema de la vivienda. Se los anima y se les solicita sus comentarios sobre el plan.

El Plan Anual de PHA estará disponible para que el público lo revise en los siguientes lugares:

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Santa Catalina – 999 East Washington,	(626) 794-1219

\*comuníquese con estos lugares para las horas de visita

El Plan Anual del PHA será considerado por la Comisión de Desarrollo Comunitario de Pasadena en una audiencia pública el 16 de abril del 2012, de ser adoptado, será presentado después de un corto tiempo al Departamento de Vivienda y Desarrollo Urbano de Los Estados Unidos.

Los comentarios del público por escrito, sobre el Plan Anual de PHA serán recibidos por el Departamento de la Vivienda y Desarrollo Comunitario, ubicado en el 649 North Fair Oaks Avenue, Suite 202, Pasadena, CA desde el 27 de diciembre del 2011 hasta el 16 de abril del 2012. Si usted tiene alguna pregunta llame a Myrtle Dunsen, ciudad de Pasadena, Departamento de la Vivienda y Desarrollo Comunitario al (626) 744-8300.

Michael J. Beck, Oficial Jefe Ejecutivo  
100 North Garfield Avenue  
Pasadena, CA 91109

El formato queda aprobado:

**BRAD L. FULLER**  
Consejero General Auxiliar

Publicar: 8 de enero del 2012

L111-404445

**PROOF OF PUBLICATION  
(2015.5C.C.P.)**

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January 8

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I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Los Angeles, California, this

11 day of January, 20 12

Rosa Benner  
Signature

This space is for the County Clerk's filing Stamp

Proof of publication:

**AVISO AL PÚBLICO DE UNA AUDIENCIA PÚBLICA DE LA COMISIÓN DE DESARROLLO COMUNITARIO DE PASADENA PARA DISPONIBILIDAD PARA REVISAR EL PLAN ANUAL DE LA AGENCIA DE VIVIENDA PÚBLICA (PHA) PARA EL AÑO FISCAL 2012**

De acuerdo con el código 24 de las regulaciones federales, parte 903 et seq., publicado por el Departamento de la Vivienda y Desarrollo Urbano de los Estados Unidos (HUD) por sus siglas en inglés, el 22 de diciembre de 2000, en el Registro Federal, y la Oficina de la Vivienda Pública para las Comunidades Indígenas (PIH) por sus siglas en inglés, aviso 2000-43, y la Vivienda de Calidad y la Ley de Responsabilidad Laboral de 1998, la Comisión de Desarrollo Comunitario de Pasadena (la Comisión) por la presente da aviso que el Plan Anual (2012) de la Agencia de Vivienda Pública, será considerado para su aprobación en la audiencia pública por la Comisión de Desarrollo Comunitario de Pasadena el lunes 16 de abril del 2012 a las 7:00 p.m. o un poco después cuando el tema sea escuchado, en la cámara del consejo, sala S249, en el 100 Norte de la Avenida Garfield, Pasadena, California. El propósito de esta audiencia pública es para obtener el punto de vista de los ciudadanos, proveedores de servicios, participantes, y personas interesadas en relación al Plan Anual de PHA (2012).

El Plan Anual (2012) de PHA describe las operaciones inmediatas de la Comisión, evalúa las necesidades de asistencia de la vivienda, las condiciones del inventario de viviendas, y las necesidades de subsidiar las rentas de las viviendas para personas de bajos ingresos para el próximo año fiscal.

Una vez sea aprobado por la Comisión, el Plan Anual (2012) de la Agencia Pública de Vivienda (PHA) será presentado a HUD para asegurar que la Ciudad de Pasadena continúe recibiendo fondos federales para los programas de asistencia para la renta, que benefician a las personas de bajos ingresos. Los subsidios para programas de asistencia para la renta están sujetos a la disponibilidad de los fondos para la Comisión de HUD así como también la preparación y presentación de los planes de PHA al HUD.

TODAS LAS AGENCIAS, GRUPOS O PERSONAS INTERESADAS que desean ser escuchados sobre este asunto están invitados a asistir a esta audiencia pública para hablar ante la comisión a la hora y lugar determinado. La Comisión considerará la aprobación del Plan Anual (2012) de la Agencia Pública de Vivienda (PHA), en la audiencia pública después de haber recibido testimonio, oral o escrito.

Si tiene algunas preguntas o requiere información sobre el Plan Anual (2012) de la Agencia Pública de Vivienda (PHA) y/o el proceso, comuníquese con Myrtle Dunson, Funcionaria Asistente de la Vivienda, al (626) 744-8300, o envíe sus comentarios por escrito al:

Departamento de la Vivienda, 649 N. Fair Oaks Avenue, Suite 202, Pasadena, California 91103.

Michael J. Beck, Oficial Jefe Ejecutivo  
100 North Garfield Avenue  
Pasadena, CA 91109

EL FORMATO QUEDA APROBADO:

BRAD L. FULLER  
CONSEJERO GENERAL AUXILIAR

Publicar: 8 de enero del 2012

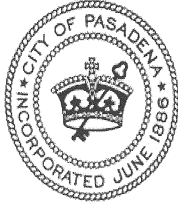
L111-404448



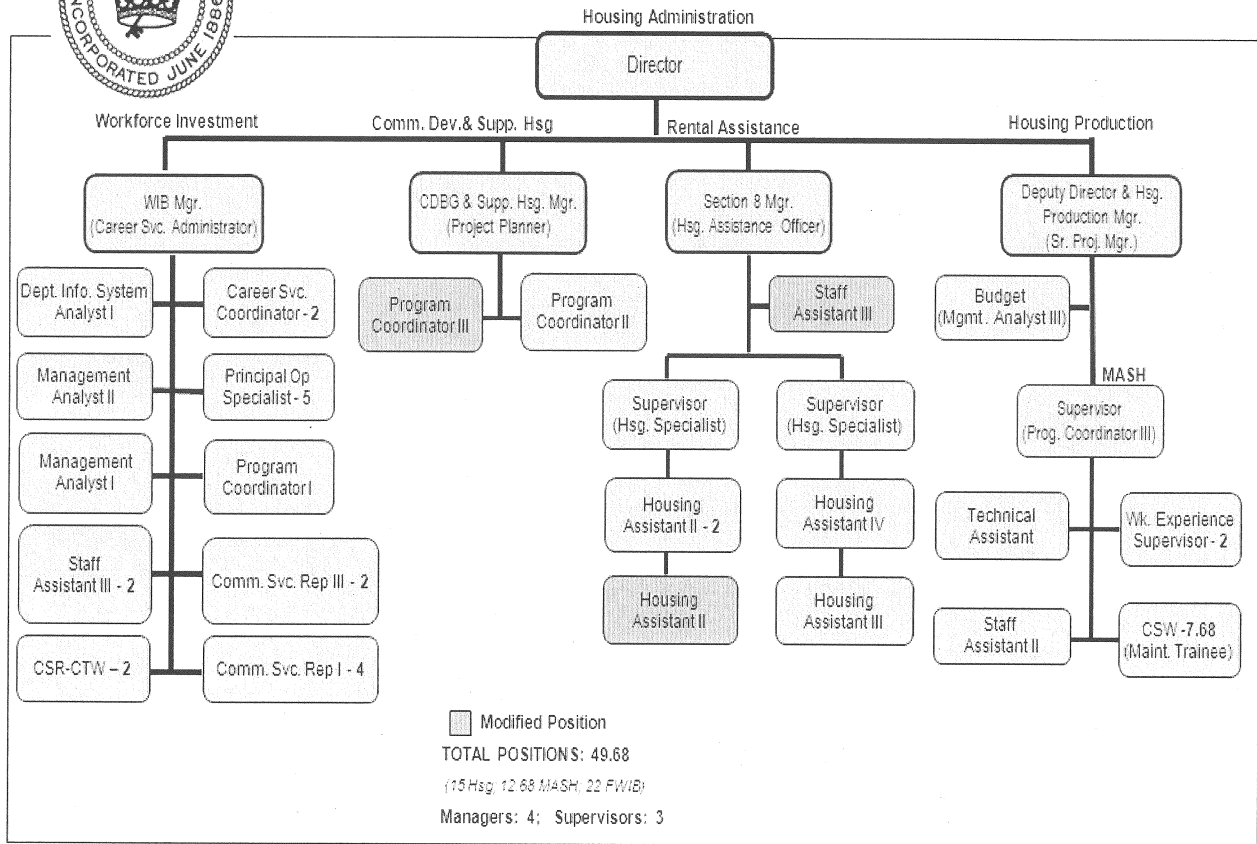
PHA Name: Pasadena Community Development Commission  
Annual Plan For Fiscal Years 2012  
HA Code: CA 079

***Public Hearing Comments:***

# Attachment "G"



## HOUSING DEPARTMENT 2012



# Attachment "H"

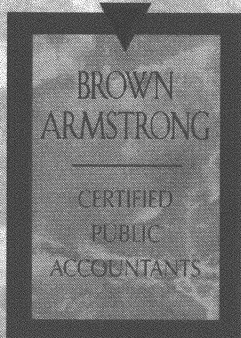
PHA Name: Pasadena Community Development Commission  
Annual Plan For Fiscal Years 2012  
HA Code: CA 079

CITY OF PASADENA-SINGLE  
SINGLE AUDIT REPORT  
(YEAR ENDED JUNE 30, 2011)

**CITY OF PASADENA  
PASADENA, CALIFORNIA  
SINGLE AUDIT REPORT ON FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2011**

**TABLE OF CONTENTS**

	<u>Page</u>
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed In Accordance with <i>Government Auditing Standards</i> .....	1
Independent Auditor's Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program, Internal Control Over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133.....	3
Schedule of Expenditures of Federal Awards.....	5
Notes to Schedule of Expenditures of Federal Awards .....	8
Schedule of Findings and Questioned Costs.....	12
Summary Schedule of Prior Audit Findings .....	19



# BROWN ARMSTRONG

*Certified Public Accountants*

## **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and City Council  
City of Pasadena, California

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We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Pasadena, California (City), as of and for the year ended June 30, 2011, which collectively comprise the City's basic financial statements and have issued our report thereon dated December 29, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal controls over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all the deficiencies in the internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs as items 11-01 through 11-05 as well as 11-10 and 10-01 that we consider to be significant deficiencies in internal control over financial reporting. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention of those charged with governance.



REGISTERED with the Public Company  
Accounting Oversight Board and  
MEMBER of the American Institute of  
Certified Public Accountants

Compliance and Other Matters


As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We also noted other matters that we reported to the City Council of the City of Pasadena in a separate letter dated December 29, 2011.

The City's written responses to the significant deficiencies identified in our audit have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

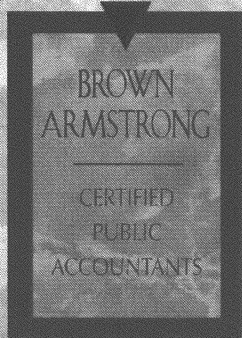
This report is intended solely for the information and use of the City Council, management of the City of Pasadena, others within the City of Pasadena, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

  
By: Eric S. Berman

Pasadena, California  
December 29, 2011





# BROWN ARMSTRONG

*Certified Public Accountants*

## **INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM, INTERNAL CONTROL OVER COMPLIANCE AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH OMB CIRCULAR A-133**

Honorable Mayor and City Council  
City of Pasadena, California

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### Compliance

We have audited the compliance of City of Pasadena (the City) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on the City's major federal programs for the year ended June 30, 2011. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the City's management. Our responsibility is to express an opinion on the City's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the City's compliance with those requirements.

In our opinion, the City complied, in all material respects, with the requirements referred to above that have a direct and material effect on each of its major federal programs for the year ended June 30, 2011.

### Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the City's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of internal control over compliance.



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A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

Schedule of Expenditures and Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City as of and for the year ended June 30, 2011, and have issued our report thereon dated December 29, 2011. Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the City's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of management, City Council, others within the City, federal awarding agencies, and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

  
By: Eric S. Berman

Pasadena, California  
March 23, 2012

**CITY OF PASADENA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2011**

	Federal Domestic Assistance Number		Program Identification Number	Program Expenditures	Amount Provided to Subrecipients
<u>Department of Labor</u>					
<i>Passed through the State of California Employment Development Department (EDD)</i>					
Workforce Investment Act - Adult	17.258	*	R970533, K04137	\$ 552,852	\$ 78,654
Workforce Investment Act - Youth	17.259	*	R970533, K04137	489,394	172,915
Workforce Investment Act - Dislocated Worker	17.260	*	R970533, K04137	508,282	131,280
Workforce Investment Act - Rapid Response	17.260	*	K04137	174,561	-
Workforce Investment Act - Incentive	17.260	*	R865455	4,318	-
Workforce Investment Act - Foster Youth	17.207		K04137	200,000	-
Workforce Investment Act - Indy Mac Bank	17.260	*	R970533	-	-
Workforce Investment Act - Cal GRIP	17.261		R970533	481,007	28,029
Workforce Investment Act - Economic Stimulus 2	17.260	*	R970533	-	-
Workforce Investment Act - Economic Stimulus 3	17.260	*	R970533	-	-
Workforce Investment Act - RR with Participants	17.260	*	K04137	286,276	78,912
Workforce Investment Act - New Start 15% DW Aug	17.258	*	R970533	76,606	23,919
Workforce Investment Act - ARRA Adult	17.258	*	R970533	46,918	18,660
Workforce Investment Act - ARRA Dislocated Worker	17.260	*	R970533	182,385	43,802
Workforce Investment Act - ARRA Youth	17.259	*	R970533	-	-
Workforce Investment Act - ARRA Rapid Response	17.260	*	R970533	326,248	7,993
Workforce Investment Act - ARRA Rapid Response Additional Assistance	17.258	*	K04137	144,239	111,577
Workforce Investment Act - ARRA Auto Tech	17.258	*	K04137	550,898	35,609
				4,023,984	731,350
<i>Total Passed through State of CA EDD</i>					
<i>Passed through the City of Hawthorne</i>					
Workforce Investment Act - ARRA Youth	17.259		20.343	553,168	-
				553,168	-
<i>Total Passed through City of Hawthorne</i>					
				4,577,152	731,350
<b>Total Department of Labor</b>					
<u>Department of Health and Human Services</u>					
<i>Passed through the State of California Department of Health Service (DHS):</i>					
Immunization Subvention Funds	93.268		09-11288	44,545	-
Immunization Subvention Funds- ARRA	93.712		09-11288	-	-
Immunization Collaborative Funds	93.268		09-11288	-	-
Immunization Collaborative Funds- ARRA	93.712		09-11288	-	-
Medi-Cal Administrative Claiming	93.778		04-35118	150,000	-
Child Lead Poison Prevention	93.197		95-6000759	103,117	-
Centers for Disease Control and Prevention - TB Control	93.283		TBCSGF9076	-	-
MCH County and Comprehensive Prenatal Outreach	93.994		201061	111,643	-
MCH Block Infant	93.994		201061	232,609	-
LA County Tobacco Reduction Using Effective Strategies and Teamwork- ARRA	93.724		20.393	168,681	-
Renew Environments for Nutrition, Exercise, and Wellness- ARRA	93.724		20.394	114,173	-
Targeted Case Management	93.778		None - Pasadena 63	-	-
Child Health Development - Foster Care Program	93.658		None - Pasadena 63	-	-
Child Health and Disability Prevention Program - Gateway	93.778		None - Pasadena 63	248,320	-
				1,173,088	-
<i>Total Passed through State of CA DHS</i>					
<i>Passed through the County of Los Angeles:</i>					
Alcohol & Drug Abuse/Mental Hlt Ser Blk Gnt - CPRP	93.992		H210267	-	-
Alcohol & Drug Abuse/Mental Hlt Ser Blk Gnt - AODPS	93.992		H702536	202,337	-
Alcohol & Drug Abuse/Mental Hlt Ser Blk Gnt - Gen Relief	93.992		H700118	11,208	-
Alcohol & Drug Abuse/Mental Hlt Ser Blk Gnt - CALWORKS	93.992		H701389A	8,624	-
AIDS HIV Early Intervention	93.915		H209212	1,146,134	-
Bio-Terrorism	93.069		H-701584	399,468	-
				1,767,771	-
<i>Total Passed through County of Los Angeles</i>					
				2,940,859	-
<b>Total Department of Health and Human Services</b>					

\* Denotes a Major Program

N/A indicates that information is not available

See accompanying Notes to the Schedule of Expenditures of Federal Awards.

**CITY OF PASADENA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (Continued)  
YEAR ENDED JUNE 30, 2011**

	Federal Domestic Assistance Number		Program Identification Number	Program Expenditures	Amount Provided to Subrecipients
<b>Department of Housing and Urban Development</b>					
<i>Direct Program</i>					
Community Development Block Grant Entitlement	14.218	*	n/a	2,362,597	608,251
Section 108 Loan - Fair Grove Shopping Center	14.248		n/a	347,623	-
Community Development Block Grant - ARRA	14.253	*	n/a	319,950	21,551
Homeless Prevention Rapid Re-Housing Program- ARRA	14.257		n/a	395,720	378,665
Section 8 Low Income Housing - Voucher Program	14.871	*	n/a	13,020,196	-
Section 8 Disaster Housing Assistance - Voucher Program	14.xxx		n/a	489	-
HOME - Investment in Affordable Housing	14.239	*	n/a	1,302,331	-
Shelter Plus Care	14.238		n/a	621,211	-
Emergency Shelter Grant Program	14.231		n/a	97,640	97,640
Supportive Housing	14.235	*	n/a	1,376,523	-
<i>Total Direct Programs</i>				19,844,280	1,106,107
<i>Passed through the City of Los Angeles</i>					
Home Opportunities for Persons with AIDS	14.241		C98522	37,074	-
<i>Total Passed through City of Los Angeles</i>				37,074	-
<b>Total Department of Housing and Urban Development</b>				19,881,354	1,106,107
<b>Department of Agriculture</b>					
<i>Passed through the State of California Department of Agriculture</i>					
Supplemental Food Program for Women, Infants and Children (WIC)	10.557		05-45781	1,275,693	-
<i>Total Passed through State of CA Department of Agriculture</i>				1,275,693	-
<b>Total Department of Agriculture</b>				1,275,693	-
<b>Department of Homeland Security</b>					
<i>Passed through the County of Los Angeles</i>					
FY 2007 State Homeland Security Grant Program	97.005	*	2007-0008,OES#37-00000	365,762	-
FY 2008 State Homeland Security Grant Program	97.005	*	2008-0006,OES#37-00000	192,136	-
FY 2009 State Homeland Security Grant Program	97.005	*	2009-0019,OES#37-00000	388,992	-
<i>Total Passed through County of Los Angeles</i>				946,890	-
<i>Passed through the City of Los Angeles</i>					
FY2006 Urban Areas Security Initiative	97.008		C-112112	-	-
FY2007 Urban Areas Security Initiative	97.008		C-114337,OES#037-95050	-	-
FY2008 Urban Areas Security Initiative	97.008		2008-0006,OES#37-95050	64,318	-
FY2009 Urban Areas Security Initiative	97.008		2009-0019,OES#37-95050	25,736	-
<i>Total Passed through City of Los Angeles</i>				90,054	-
<b>Total Department of Homeland Security</b>				1,036,944	-
<b>Department of Transportation</b>					
<i>Passed through the State of California Department of Transportation</i>					
La Loma Bridge	20.205	*	HP21L-5064-(020)	109,359	-
Playhouse District Streetscapes and Alleys	20.500		n/a	11,509	-
Lake/Walnut-Hill/Walnut Capacity Enhancement	20.205	*	RPSTPLE-5064(041)	-	-
Raymond Ave-Pas Freeway Connector	20.205	*	RABA01-5064(027)	-	-
Raymond Avenue Widening	20.205	*	RABA01-5064(022)	1,089	-
Preventive Maint-Asphalt St-2005-2010 - ARRA	20.205	*	ESPL-5064(061)	851,523	-
Slope and Street Repairs - 2005 Winter	20.205	*	ER-4207(002)&(005)	-	-
Traf Control and Monitoring System	20.205	*	RABA01-5064(029)	-	-
South Access Ped Bridge to SMV Lt Rail	20.500		CA-03-0771	55,607	-
Replacement Five Dial a Ride Buses	20.513		SAG455127-10	-	-
Intelligent Transportation System - Phase 1	20.500		SAFTEA-LU GRANT	296,834	-
L-T Signal Washington and Hill-FHWA via MTA	20.205	*	HSIPL5064-(063)(064)	14,874	-
Click it or Ticket Program fir Local Law Enforcement	20.600		CT08310	6,778	-
Selective Traffic Enforcement Program	20.600		PT0905	-	-
Selective Traffic Enforcement Program	20.600		PT1032	94,551	-
Selective Traffic Enforcement Program	20.600		PT11003	201,375	-
Pedestrian Safety for Signalized Intersections	20.600		PS1001	118,314	-
<i>Total Passed through State</i>				1,761,813	-
<b>Total Department of Transportation</b>				1,761,813	-

\* Denotes a Major Program

N/A indicates that information is not available

See accompanying Notes to the Schedule of Expenditures of Federal Awards.

**CITY OF PASADENA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (Continued)  
YEAR ENDED JUNE 30, 2011**

	Federal Domestic Assistance Number	Program Identification Number	Program Expenditures	Amount Provided to Subrecipients
<b>Department of Energy</b>				
<i>Direct Programs</i>				
Repair/Replace Existing St Light System-ARRA	81.128	09-SC004851	226,297	-
Repair/Replace Existing St Light System- ARRA	81.128	09-SC004851	539,610	-
<i>Total Direct Programs</i>			765,907	-
Total Department of Energy			765,907	-
<b>Department of Justice</b>				
<i>Direct Programs</i>				
COPS Technology Grants	16.710	2001CKWX0020	859,341	-
COPS MORE 2002 - Crime Analysis Software	16.710	2002CMWX0142	-	-
Asset Forfeiture	16.000	CA0195300	208,455	-
Neighborhood Outreach Network (NOW) Project	16.541	2010-JL-FX-0044	97,012	-
Edward Byrne Memorial Justice Assistance Grant	16.804	JAG 2010	71,743	-
CalGRIP Grant	16.000	GR 10017625	7,175	-
Elder Abuse and Advocacy and Outreach Program	16.575	EA 09-12-7625/EA08-11-7625	21,319	-
<i>Total Direct Programs</i>			1,265,045	-
<i>Indirect Programs -Pass thru City of LA</i>				
City of LA Recovery Act Justice Assistance Grant Project Award - ARRA	16.804	2009-SB-B9-2024	5,601	-
Justice Assistance Grant 2009	16.804	City Contract 19,991-1	78,388	-
<i>Total Indirect Programs</i>			83,989	-
Total Department of Justice			1,349,034	-
<b>Department of Treasury</b>				
<i>Direct Programs</i>				
Asset Forfeiture	21.000	CA0195300	40,761	-
<i>Total Direct Programs</i>			40,761	-
Total Department of Treasury			40,761	-
<b>U.S. Small Business Administration</b>				
<i>Direct Programs</i>				
Small Business Administration Congressional Grant	59.059	SBAHQ-10-I-0270	56,030	-
<i>Total Direct Programs</i>			56,030	-
Total U.S. Small Business Administration			56,030	-
<b>TOTAL FEDERAL ASSISTANCE PROGRAMS</b>			<b>\$ 33,685,547</b>	<b>\$ 1,837,457</b>

\* Denotes a Major Program

N/A indicates that information is not available

See accompanying Notes to the Schedule of Expenditures of Federal Awards.

**CITY OF PASADENA  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2011**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES APPLICABLE TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

A. Scope of Presentation

The accompanying schedule presents only the expenditures incurred by the City of Pasadena that are reimbursable under the programs of federal agencies providing financial assistance. For the purposes of the schedule, financial assistance includes both federal financial assistance received directly from a federal agency, as well as federal funds received directly by the City from a non-federal agency or other organization. Only the portions of program expenditures reimbursable with such federal funds are reported on the accompanying schedule. Program expenditures in excess of the maximum federal reimbursement authorized or the portion of the program expenditures that were funded with state, local or other non-federal funds are excluded from the accompanying schedule.

B. Basis of Accounting

The expenditures included in the accompanying schedule were reported on the modified accrual basis of accounting. Under the modified accrual basis of accounting, expenditures are incurred when the City becomes obligated for payment as a result of the receipt of the related goods and services. Expenditures reported included any property or equipment acquisitions incurred under the federal program.

C. Subrecipients

During the fiscal year ended June 30, 2011, the City disbursed \$1,837,457 to subrecipients to be used for the federally allowable expenditures in accordance with grant agreements.

D. Additional Disclosures for Department of Justice Technology Grants

In fiscal year 2010, expenditures were \$320,884 and refunded \$802,648 for equipment returned, creating a total net negative expenditure of \$481,764. This balance was not reported on the prior year Schedule of Expenditures of Federal Awards. In fiscal year 2011, the amount reported is for expenditures incurred and not netted with refunds.

**NOTE 2 – RECONCILIATION OF THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

Reconciliation of the Schedule of Expenditures of Federal Awards to Operating Grants and Contributions and Capital Grants and Contributions as reported in the City's Comprehensive Annual Financial Report for the year ended June 30, 2011

The following is a reconciliation between the Schedule of Expenditures of Federal Awards to Operating Grants and Contributions and Capital Grants and Contributions as presented in the City's Comprehensive Annual Financial Report:

Operating Grants and Contributions	\$ 36,910,388
Capital Grants and Contributions	<u>11,089,879</u>
Total Grants and Contributions from Governmental Activities per the City's Comprehensive Annual Financial Report	\$ 48,000,267
<u>Adjustments:</u>	
Net increase in deferred revenues between fiscal 2010 and fiscal 2011 due to changes in eligibility	683,671
Net unbilled expenses due to timing differences	(4,326,714)
Grants from the State of California and other entities recorded as Operating and Capital Grants and Contributions in accordance with GAAP	(16,128,113)
Non-grant amounts received from the Federal Emergency Management Agency	(72,989)
Miscellaneous program income and other adjustments	1,132,941
Disallowed expenses	7,485
Reimbursements for federal loan repayments not on the Schedule of Expenditures of Federal Awards	(188,152)
Workforce Investment Act amounts reported in agency funds	<u>4,577,152</u>
Net Adjustments between the Schedule of Expenditures of Federal Awards and Grants and Contributions	<u>(14,314,720)</u>
Total Expenditures of Federal Awards	<u><u>\$ 33,685,547</u></u>

**NOTE 3 – CLUSTER INFORMATION**

Presented in this note are only grants that are clustered under Part 5 of the *Compliance Supplement* to OMB Circular A-133, and all grants are not presented.

<u>Federal CFDA</u>	<u>Program Title</u>	<u>Federal Expenditures</u>
<b>CDBG - Entitlement Grants Cluster</b>		
14.218	Community Development Block Grants/Entitlement Grants	\$ 2,362,597
14.253	Community Development Block Grant ARRA Entitlement Grants (CDBG-R) - (Recovery Act Funded)	<u>319,950</u>
Total CDBG - Entitlement Grants Cluster		<u><u>\$ 2,682,547</u></u>
<b>Housing Voucher Cluster</b>		
14.871	Section 8 Housing Choice Vouchers	\$ 13,020,196

**NOTE 3 – CLUSTER INFORMATION** (Continued)

Federal CFDA	Program Title	Federal Expenditures
<b>JAG Program Cluster</b>		
<i>Direct Programs</i>		
16.804	Recovery Act - Edward Byrne Memorial Justice Assistance Grant	\$ 71,743
<i>Indirect Programs</i>		
16.804	Recovery Act - Edward Byrne Memorial Justice Assistance Grant (JAG) Program / Grants to Units of Local Government	5,601
16.804	Recovery Act - Edward Byrne Memorial Justice Assistance Grant (JAG) Program / Grants to Units of Local Government	78,388
Total JAG Program Cluster		<u>\$ 155,732</u>
<b>Employment Service Cluster</b>		
<i>Passed Through the State of California Economic Development Department</i>		
17.207	Employment Service	\$ 200,000
<b>WIA Cluster</b>		
<i>Passed Through the State of California Economic Development Department</i>		
17.258	Workforce Investment Act - Adult	\$ 552,852
17.259	Workforce Investment Act - Youth	489,394
17.260	Workforce Investment Act - Dislocated Worker	508,282
17.260	Workforce Investment Act - Rapid Response	174,561
17.260	Workforce Investment Act - Incentive	4,318
17.261	Workforce Investment Act - Cal GRIP	481,007
17.260	Workforce Investment Act - RR with Participants	286,276
17.258	Workforce Investment Act - New Start 15% DW Aug	76,606
17.258	Workforce Investment Act - ARRA Adult	46,918
17.260	Workforce Investment Act - ARRA Dislocated Worker	182,385
17.260	Workforce Investment Act - ARRA Rapid Response	326,248
17.258	Workforce Investment Act - ARRA Rapid Response Additional	144,239
17.258	Workforce Investment Act - ARRA Auto Tech	550,898
Total WIA Cluster		<u>\$ 3,823,984</u>
<b>Highway Planning and Construction Cluster</b>		
<i>Passed Through the State of California Department of Transportation</i>		
20.205	La Loma Bridge	\$ 109,359
20.205	Raymond Avenue Widening	1,089
20.205	Preventive Maint-Asphalt St-2005-2010 - ARRA	851,523
20.205	L-T Signal Washington and Hill-FHWA via MTA	14,874
Total Highway Planning and Construction Cluster		<u>\$ 976,845</u>
<b>Federal Transit Cluster</b>		
<i>Passed Through the State of California Department of Transportation</i>		
20.500	Playhouse District Streetscapes and Alleys	\$ 11,509
20.500	South Access Ped Bridge to SMV Lt Rail	55,607
20.500	Intelligent Transportation System - Phase 1	296,834
Total Federal Transit Cluster		<u>\$ 363,950</u>



**NOTE 3 – CLUSTER INFORMATION** (Continued)

<u>Federal CFDA</u>	<u>Program Title</u>	<u>Federal Expenditures</u>
<b>Highway Safety Cluster</b>		
<i>Passed Through the State of California Department of Transportation</i>		
20.600	Click it or Ticket Program fir Local Law Enforcement	\$ 6,778
20.600	Selective Traffic Enforcement Program	94,551
20.600	Selective Traffic Enforcement Program	201,375
20.600	Pedestrian Safety for Signalized Intersections	118,314
Total Highway Safety Cluster		<u>\$ 421,018</u>
<b>Immunization Cluster</b>		
<i>Passed Through the State of California Department of Health Services</i>		
93.268	Immunization Subvention Funds	\$ 44,545
<b>Medicaid Cluster</b>		
<i>Passed Through the State of California Department of Health Services</i>		
93.778	Child Health and Disability Prevention Program - Gateway	\$ 248,320

**NOTE 4 – LOAN OUTSTANDING**

At June 30, 2011, an outstanding loan under the U.S. Department of Housing and Urban Development – Section 108 program was \$1,000,000. Amounts expended under the U.S. Department of Housing and Urban Development – Community Development Block Grant program were \$347,623 for Fiscal Year 2011. Amounts expended from the loan proceeds are reflected in the accompanying Schedule of Expenditures of Federal Awards.

**CITY OF PASADENA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2011**

**A. Summary of Auditor's Results**

Financial Statements:

Type of auditor's report issued Unqualified

Internal control over financial reporting:

Material weakness(es) identified?  Yes  No

Significant deficiencies identified  
not considered to be a material weakness?  Yes  No

(See items 11-01 through 11-05 and 11-10 and  
one prior year significant deficiency, item 10-01.)

Noncompliance material to financial statements noted?  Yes  No

Federal Awards:

Internal control over major programs:

Material weakness(es) identified?  Yes  No

Significant deficiencies identified  
not considered to be a material weakness?  Yes  No

(See items 11-06 through 11-10.)

Type of auditor's report issued on compliance for  
major programs: Unqualified

Any audit findings disclosed that are required to be  
reported in accordance with OMB Circular A-133, Section  
.510(a)?  Yes  No

Identification of Major Programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
20.205	Highway Planning and Construction
14.218, 14.253	CDBG - Entitlement Grants
14.871	Housing Voucher Cluster
14.239	Home Investment Partnerships Program
14.235	Supportive Housing Program
17.258, 17.259, 17.260	WIA Cluster
97.005	State and Local Homeland Security National Training

Dollar threshold used to distinguish between Type A and  
Type B programs \$ 1,010,566

Auditee qualified as low-risk auditee?  Yes  No

B. Findings Related to the Financial Statements which are required to be reported in accordance with Generally Accepted Government Auditing Standards

**CURRENT YEAR SIGNIFICANT DEFICIENCIES**

11-01 Accrual of Payables

During our testing of unrecorded liabilities, we selected a sample of thirty (30) material cash disbursements that occurred subsequent to fiscal year-end and reviewed support to ensure that they were accrued in accordance with accounting requirements. The results of our testing showed that two (2) of the thirty (30) disbursements were not adequately accrued. The total of the two (2) disbursements totaled \$363,413. During further discussion with Accounts Payable Division, it was noted that accounts payable had an initial accrual cut-off of July 15, 2011 for accrual of expenses related to Fiscal Year 2011. For invoices that were received after this date, the Finance Department would accrue the expenses if the invoice was dated June 30, 2011 or earlier, and the value of the invoice was \$250,000 or more. We consider these inadequate procedures as the City may fail to accrue invoices that are dated after June 30, 2011, but is billing for activity that occurred before or goods that were received before the fiscal year-end.

Recommendation

We recommend that the City's Accounts Payable Division enter the activity periods for each invoice received into the City's accounting software, People Soft. This provides the Finance Department the ability to do query searches based on activity date to assist in its determination of accounts payable completeness and accuracy.

Also, it is our opinion that the City's materiality threshold of \$250,000 be lowered to a more reasonable amount.

Management's Comments Regarding Corrective Actions Planned

The City has already taken steps to reduce the threshold for accrual and will take additional steps to improve this year-end process by setting appropriate thresholds, providing for a longer accrual period, and investigating the possibility of using the additional software feature. This year-end procedure has been in place for a number of years.

11-02 Need to Improve Control over Paramedic Billing and Collections

During our review of the accounts receivable, we noted that the recorded Paramedic Receivables as of June 30, 2011, were over \$3 million with allowance for doubtful accounts calculated as 50% of the receivable amount. Fiscal year 2011 is the second year that the City contracted a third party to perform billing and collection for Paramedic Receivables. The total in the year-end accounts receivable aged report provided by the City's contractor does not have the same exact balance as the monthly reconciliation that was presented for audit purposes because the City is unable to obtain an accurate report from its contractor. We reviewed the report that the City obtained from the contractor which shows a summary of monthly billing amounts and collections and noted that there is a column for "Unbilled and Write Off" that amounted to over \$1 million. Per our inquiry with City personnel, this amount represents amounts that are not billed pending additional information to complete the billing, that are contractual write-offs, or are simply not billable. As a best practice, a year-end aging report should be periodically reviewed for old and slow-paying accounts. Additionally, the City should be able to obtain a detail of the unbilled and write off balance to be reviewed and ensure that there have not been any write-offs unauthorized by the City. Fiscal year 2011 was the second year of this significant deficiency (see 10-01).

Recommendation

We recommend that the City continue its effort in working together with the contractor to improve control over billing and collection of the Paramedic Receivable or consider hiring another vendor.

#### Management's Comments Regarding Corrective Actions Planned

The City agrees with this finding. It appears that the City's former contractor does not follow best practices and has been unable to provide reports that meet the City's requirements. This is one of the reasons that the City has chosen to change vendors for Paramedic billings. The City is confident that the reports provided by the new vendor will fully address this finding.

#### 11-03 Long Outstanding Receivables

During our analysis of long time outstanding receivables, we noted a material receivable included in the general ledger for which the City did not expect to receive payment. Upon further client inquiry, it was noted the receivable had been settled in March of 2011 when the State received payment and the City had failed to remove it from its books. Once proper documentation was received, the City did record this transaction.

#### Recommendation

We recommend that the Finance Department review all pending material long outstanding receivables at year-end and consider their appropriateness.

#### Management's Comments Regarding Corrective Actions Planned

The City did remove this from the books upon receipt of proper documentation. At issue was receipt of a copy of the reconveyance documenting the transaction involved. The City is very diligent in not removing obligations from the books until appropriate to do so. The City agrees that a more thorough review and better documentation of the year-end review is appropriate.

#### 11-04 Capital Asset Cycle

During our walkthrough of the City's capital asset cycle, the following were noted:

- Inventories of capital assets kept in logs at various departments are not regularly reconciled to PeopleSoft, the City's system of record,
- Construction in process (CIP) is only cycled to completed assets on an annual basis, and
- PeopleSoft system has some software errors that allow capital assets to potentially depreciate beyond their cost.

#### Recommendation

To enhance internal controls over capital assets, we recommend that the City review its listing of capital assets by department twice a year off-cycle to the annual audit (i.e., March and September), requiring certification from the department's signatory authority over the accuracy of the inventory. This would alleviate much of the loading and unloading of capital assets close to year-end and spread the work throughout the year.

#### Management's Comments Regarding Corrective Actions Planned

The City agrees with this finding. Finance and the Department of Information Technology (DoIT) are working together to identify a solution to the PeopleSoft Asset Management system errors. Current resources will make it difficult to work on off cycle inventories twice a year, but the City will enhance procedures to ensure confirmations of accurate and timely inventories from all Departments.

#### 11-05 Personnel File Requirements

To test the City's controls over payroll, we selected a sample of forty (40) City employees. During our analysis, we noted the following:

- Six (6) out of the forty (40) employees selected for testing did not have an Employment Eligibility Verification Form I-9, in their personnel file.
- Seven (7) of the forty (40) employees selected for testing did not have the necessary documents included in their personnel file that would allow us to verify information on the Form I-9 (i.e., drivers license, social security card, birth certificate, or passport).
- Six (6) of the forty (40) employees selected for testing did not have an application included in their personnel file.

Reform and Control Act of 1986 (IRCA) requires that all employers verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986. Compliance with IRCA is documented through the completion and maintenance of Employment Eligibility Form I-9. Per further discussion with Management, we noted that there were no monitoring procedures within the Human Resource Department to ensure that all files are complete, having no missing required documents.

#### Recommendation

To ensure federal compliance of the IRCA, we suggest that the City actively seek to maintain complete records for each City employee. We suggest that monitoring procedures be developed and implemented, including a periodic review of personnel files for missing required documents (i.e., Employment Eligibility Form I-9 and copies of the supporting documents).

#### Management's Comments Regarding Corrective Actions Planned

The City agrees with this finding. Over the past several months City staff audited the I-9 records, identified missing information and has completed obtaining the records and updating the files. The I-9 forms are maintained in a separate file and the verification is kept in the personnel file.

#### C. Findings and Questioned Costs for Federal Awards as Defined in Paragraph .510(a) of OMB Circular A-133

##### 11-06 – Community Development Block Grant – CFDA #14.218 and CFDA #14.253

The ARRA 1512 is a quarterly report that is submitted via the FederalReporting.gov website. This report is used by the Federal Government to track the progress on its American Recovery and Reinvestment Act funding.

The CDBG program is currently reporting the ARRA 1512 Report incorrectly. Staff is currently reporting the ARRA 1512 report as if they receive funding through Federally Awarded Contracts. However, CDBG receives its funding through Grant funding. After reviewing all four of the quarterly ARRA 1512 reports for the Fiscal Year 2011, we noted the following consistent mistakes:

- CDBG staff have been interpreting that the "Received/Invoiced" is the total amount that has been invoiced to the CDBG grant by contractors. In addition, staff is not currently reporting any "Expenditure" amount on the ARRA 1512 Report. This is the method used by Contractors of a Federally Funded Contract, not agencies receiving Grant funding.
- The program is receiving its funding from grants, therefore, the "Received/Invoiced" amount is supposed to be the total amount of ARRA 1512 funding that has been received to date through drawdown, while "Expenditure" is to be the expenditure amount that the grant has incurred to date.

Also during our analysis of the ARRA 1512 report, we noted an inadequate review process of the quarterly reports prior to their submission to HUD. Per further discussion with the client, it was noted that the Housing Department relies on HUD's review of the report to determine whether the information is correct.

#### Recommendation

We recommend that CDBG correct the ARRA 1512 report going forward. According to the FederalReporting.gov website, all errors should be corrected in the following period if they are not recognized by the 21<sup>st</sup> of the month in which the report is being submitted. We also suggest strengthened communication between the Housing Department and the Finance Department to ensure that accurate data is submitted to HUD in a timely manner.

#### Management's Comments Regarding Corrective Actions Planned

Commencing in January 2012, Housing Department CDBG staff will prepare/review/submit the ARRA 1512 quarterly report in the manner specified by the audit comments. Housing Department CDBG staff will communicate with the Finance Department in a timely manner to ensure that the ARRA 1512 report is accurate before submitting it to HUD.

#### 11-07 – Supportive Housing – CFDA #14.235

The ARRA 1512 is a quarterly report that is submitted via the FederalReporting.gov website. This report is used by the Federal Government to track the progress on its American Recovery and Reinvestment Act funding.

During our review of the calendar year second quarter ARRA 1512 report, we noted that the "Expenditure" item was incorrect. Through further inquiry with Supportive Housing staff, we noted that this item had not been updated since the calendar year first quarter submitted ARRA 1512 report. We also noted that there is no review by Management of these reports prior to their submission to HUD.

#### Recommendation

We suggest strengthened communication between the Housing Department and the Finance Department to arrive at the financial data presented in the reports. Furthermore, we suggest that the Supportive Housing program implement a review policy so that the report is reviewed prior to submission.

#### Management's Comments Regarding Corrective Actions Planned

Housing Department CDBG staff will communicate with the Finance Department in a timely manner to ensure that the ARRA 1512 report is accurate before submitting it to HUD. Prior to submittal, the report will be reviewed by the Housing Director or his designee.

#### 11-08 – Supportive Housing – CFDA #14.235

The APR report is an annual report that is required to be submitted by the Supportive Housing program. During our audit procedures, we were unable to review the supporting documentation related to the Homeless Assistance Reporting Period section of the APR report due to the Supportive Housing staff being unable to locate this information within their records. This does not conclude that the APR report is being presented incorrectly, but instead that we were unable to confirm whether the information being reported is correct.

### Recommendation

To ensure that all reported data in the APR report can be confirmed and substantiated, we suggest that the Supportive Housing program improve its record keeping system to better safeguard and store its records relating to financial reports.

### Management's Comments Regarding Corrective Actions Planned

Commencing in January 2012, Supportive Housing staff will take steps to improve its records management system relating to financial reports.

### 11-09 – Supportive Housing – CFDA #14.235

Subrecipient Monitoring is generally required to be conducted for each subrecipient on an annual basis. It is acceptable for the program to monitor a subrecipient for two fiscal years if they are unable to review them annually. All subrecipient agreements are for one year and can be extended for an additional year with the permission of the Board.

During our review of the City's subrecipient monitoring review for Affordable Housing Services (AHS) Navarro House, we noted the following relating to internal controls and their accounting systems.

- Follow up site visits must be conducted to verify compliance. Information available to assist us in determining whether follow up occurred was an email chain confirming the timing of the follow up. This documentation did not allow us to confirm whether the internal control and accounting system issues noted during the monitoring of the subrecipient had been addressed by the subrecipient in a timely manner.
- Related to the fiscal years 2009 and 2010 subrecipient monitoring review of AHS Navarro House, we noted that the subrecipient had the same internal control and accounting system issues that were noted during the City's review in 2008. The City performed that same follow up procedures during the fiscal years 2007 and 2008 review as it did during the current review. The City should strengthen its follow up procedures to ensure subrecipients remain in compliance with their contracts within a reasonable timeframe.

### Recommendation

We recommend that the City implement a subrecipient watch list that documents any subrecipients who have internal control or accounting system issues. For subrecipients with significant or repetitive findings noted, the City would then monitor the subrecipient each year prior to signing a subrecipient agreement for the following fiscal year. Furthermore, if the subrecipient does not address all findings and properly maintain superior status for the following two years, they should no longer be a subrecipient.

We also suggest that the City develop a formal checklist, which will help document the issues that arose during the review and the follow up procedures that took place, and whether the subrecipient had adequately mitigated all issues that were identified.

### Management's Comments Regarding Corrective Actions Planned

The City will as recommended develop an internal watch list and will monitor sub-recipients with internal control or accounting system issues to ensure that flagged issues have been resolved prior to entering into a new sub-recipient agreement.

The City currently has an audit checklist utilized in performing the fiscal monitoring. The City will develop an additional checklist or log to document the issues and resolutions resulting from the fiscal monitoring.

#### 11-10 – Preparation and Reconciliation of the Schedule of Expenditure of Federal Awards

The schedule of expenditures of federal awards is presented for the purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the City's basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The preparation of the schedule and of the City's financial reports is a significant undertaking. The reports require coordination and input from internal and external parties. The preparation is highly dependent on information from internal and external parties being timely and fairly stated and the result of these key dependencies is that the City is exposed to significant delays in the preparation of complete and fairly stated financial information. Such was the case with regard to the 2011 schedule of expenditures of federal awards when a program was not detected by management and an outstanding loan under the U.S. Department of Housing and Urban Development Section 108 program – Community Development Block Grant program was not disclosed until after the Schedule of Expenditures of Federal Awards was in the final audit stages. Footnote disclosure of various loan programs was also inadvertently deleted in the year ended June 30, 2010, Notes to the Schedule of Expenditures of Federal Awards.

#### Recommendation

The Finance Department should coordinate with other departments to arrive at timely and fairly stated financial data presented in the reports. This should include, but not be limited to, at least semi-annually Schedule of Expenditures of Federal Awards preparation with a reconciliation to other reports filed with federal agencies and/or interim financial reports. There should also be an assurance from the departments to the Finance Department that all data in the reports is fairly stated.

#### Management's Comments Regarding Corrective Actions Planned

The Finance Department will increase our level of coordination with departments to prepare and reconcile a semi-annual Schedule of Expenditures of Federal Awards with reports to federal agencies or interim financial reports in a timely manner. We will also obtain timely confirmation that all data in the reports is fairly stated. The procedures described above have been added to our year-end checklist.



**CITY OF PASADENA  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2011**

The following is the status of prior audit findings:

10-01 Need to Improve Control over Paramedic Billing and Collections

During our review of the accounts receivable, we noted that the recorded Paramedic Receivables as of June 30, 2010, were over \$7 million with allowance for doubtful account calculated as 50% of the receivable amount. Fiscal Year 2010 is the first year that the City contracted a third party to perform billing and collection for Paramedic receivables. There was no yearend accounts receivable aged report that was presented for audit purposes because the City is unable to obtain such report from its contractor. We reviewed the report that the City obtained from the contractor which shows a summary of monthly billing amounts and collections and noted that there is a column for "Unbilled and Write Off" that amounted to over \$1 million. Per our inquiry with City personnel, this amount represents amounts that are not billed pending additional information to complete the billing. As a best practice, a year end aging report should be periodically reviewed for old and slow-paying accounts. Additionally, the City should be able to obtain a detail of the unbilled and write off balance to be reviewed and ensure that there haven't been any write-offs not unauthorized by the City.

Recommendation

We recommend that the City continue their effort in working together with the contractor to improve control over billing and collection of the Paramedic Receivable.

Management's Comments Regarding Corrective Actions Planned

Management concurs with the auditors recommendations. As commented on above, the outside vendor was unable to provide a detailed accounts receivable aging at year end. Subsequently such a report has been received and staff is carefully reviewing and will implement further actions to validate the vendor data and improve the timely receipt of proper documentation from the vendor.

Current Year Status

See current year 11-02.



