

**DATE:** JULY 10, 2000  
**TO:** PASADENA COMMUNITY DEVELOPMENT COMMISSION  
**FROM:** CYNTHIA J. KURTZ, CHIEF EXECUTIVE OFFICER  
**SUBJECT:** **PUBLIC HEARING: APPROVAL AND SUBMITTAL OF THE PUBLIC HOUSING AGENCY (PHA) ANNUAL (2000) AND FIVE YEAR (2000-2005) PLANS AND RENTAL ASSISTANCE PROGRAM ADMINISTRATIVE PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

### **RECOMMENDATION**

It is recommended that the Pasadena Community Development Commission (PCDC) take the following actions:

1. Hold a public hearing to consider the Public Housing Agency (PHA) Annual (2000) and Five Year Plans and the Rental Assistance Program Administrative Plan; and
2. Adopt a resolution approving the PHA Annual and Five Year Plans and the Rental Assistance Program Administrative Plan and authorizing the Chief Executive Office to execute, and the City Clerk to attest any and all documents pertaining to their submission to the U.S. Department of Housing and Urban Development.

### **ADVISORY BODIES**

On July 5, 2000 the PHA Plans and Rental Assistance Administrative Plan were submitted to the Northwest Commission for approval. The Northwest Commission recommended that greater funding be sought for rental assistance, homeownership, and the Housing Opportunities for Persons with AIDS Program. Similarly, on July 6, 2000, the PHA Plans and Rental Assistance Program Administrative Plan were submitted to the Community Development Committee (CDC) for approval and their recommendation will be presented to the City Council at the Public Hearing.

### **BACKGROUND**

#### **Quality Housing and Work Responsibility Act**

In 1998, the U. S. Department of Housing and Urban Development enacted the Quality Housing and Work Responsibility Act which called for the creation of public housing agency plans – an Annual Plan and a Five Year Plan. The Five Year Plan describes the mission of the Public Housing Agency and the agency's long-range goals and objectives for achieving its mission over the subsequent five years. The Annual Plan provides details about the agency's immediate operations, program participants, programs and services and its strategy for handling

operational concerns, program participant concerns and needs, and programs and services for the upcoming fiscal year.

### **Rental Assistance Program**

The City of Pasadena Tenant –Based Rental Assistance Program is operated under the authority of the Pasadena Community Development Commission (PCDC) which is the designated local public housing authority/agency established by the City in April 1989. The PCDC provides 1,426 units/beds of affordable housing to very low and low-income households. This represents assistance for approximately three percent of the 54,236 households residing within the City of Pasadena. For the fiscal year of 1999-2000, the total appropriations for the rental assistance program was \$9.4million.

### **PUBLIC HOUSING AGENCY PLANS**

The Public Housing Agency Plans enable the PCDC to establish mechanisms for addressing the housing needs of the City of Pasadena. It helps the PCDC to shape its various rental assistance programs into effective, coordinated, neighborhood and community development strategies.

The key elements of the Plans include:

- ***Mission Statement/Housing Vision*** – a statement of the PCDC mission for serving the needs of very low-income and low-income households.
- ***Goals and Objectives*** – outlines the purpose towards which the PCDC will direct its efforts to address the needs identified in the mission statement during the next five fiscal years.
- ***Housing Needs Assessment/Market Analysis*** – describes the City’s estimated housing needs for the ensuing five year period and the significant characteristics of the City’s housing market. This effort is being coordinated with the preparation of the Housing Element of the General Plan being developed by the Planning and Permitting Department.
- ***Strategy for Addressing Housing Needs*** - provides an overview of the City’s plan of actions for addressing housing needs.
- ***Housing Initiatives*** – the introduction of new housing initiatives to meet the growing affordable housing need. These initiatives not only expand the rental housing choice, but also provide the opportunities for homeownership.

### **RENTAL ASSISTANCE PROGRAM ADMINISTRATIVE PLAN**

The Rental Assistance Program Administrative Plan establishes the policies and procedures for carrying out the daily operations of the PCDC Rental Assistance Program consistent with HUD requirements and local objectives. The PCDC Rental Assistance Program Administrative Plan outlines both admission and continued participation requirements as well as program participant termination and grievance procedures. The Rental Assistance Program Administrative Plan “Statement of Policies”, which provides a synopsis of the Administrative Plan, is included as “Attachment A” of the PHA Plans.

### **CITIZEN PARTICIPATION/PUBLIC REVIEW**

Through a four-tier consultation and community participation process, the Plans have been developed in response to the broad range of public input from local residents, property owners,

businesses, and organizations with interest in housing and community development issues. The four-tier process provided the following avenues of consultation/public participation:

- ***Consolidated Plan/PHA Plans Technical Advisors Team*** - representatives from various City departments as well as social service, housing, and health services agencies and local non-profit organizations.
- ***Housing and Homeless Network of Greater Pasadena*** - public and private agency representatives and community residents, including homeless and formerly homeless individuals, who work in collaboration to assess both the affordable housing and supportive service needs of the homeless.
- ***Housing 2000 Stakeholders Group*** – a series of five community workshops co-chaired by members from the City’s Planning Commission and Community Development Committee (CDC).
- ***Public Review and Comment Period*** – draft copies of the Public Housing Agency Plans and the Rental Assistance Administrative Plan were made available to the general public at all public libraries and five community centers (Jackie Robinson Center, Pasadena Senior Center, Villa-Parke Community Neighborhood Center, and El Centro de Accion Social) for a forty-five day public review and comment period. Public notices were placed in the Pasadena Star News, Pasadena Weekly and Pasadena Journal from May 25, through July 10, 2000.

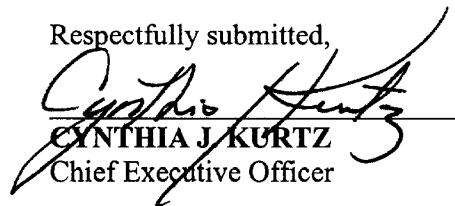
#### **CHILDREN, YOUTH, FAMILY IMPACT**

The PCDC Rental Assistance Program provides 1,426 bed/units of affordable subsidized housing to very low and low-income individuals/families. Of this number, 637 families include children, and youth. The approval of the Public Housing Agency Plans and Rental Assistance Administrative Plan provides the U.S. Department of Housing and Urban Development mandated policies and procedures to address the needs of these households and allow access to available federal resources. It sets forth the mechanism and initiatives to provide affordable decent, safe and sanitary housing that will enable seniors, disabled, children, youth, and families to live comfortably in a stable environment and receive appropriate supportive services.

#### **FISCAL IMPACT**

Submission of the Public Housing Agency Plans and Rental Assistance Program Administrative Plan to HUD will satisfy compliance with HUD stipulated rules and regulations for receipt of federal funds in excess of \$10.3 million for local rental assistance program activities. The Rental Assistance Programs administered by the PCDC provide 1,426 unit/beds of affordable housing to very low and low-income households.

Respectfully submitted,



CYNTHIA J. KURTZ  
Chief Executive Officer

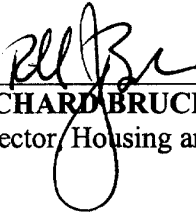
**PCDC PHA Plans and Rental Assistance Administrative Plan**

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