

DATE: MARCH 28, 2005

TO: PASADENA COMMUNITY DEVELOPMENT COMMISSION

FROM: CYNTHIA J. KURTZ, CHIEF EXECUTIVE OFFICER

SUBJECT: PUBLIC HEARING: APPROVAL OF THE SUBMITTAL OF THE PUBLIC HOUSING AGENCY ANNUAL PLAN (2005-2006) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RECOMMENDATION

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

1. Hold a public hearing to take comments on the Public Housing Agency Annual Plan (2005-2006); and
2. Approve the Public Housing Agency Annual Plan (2005-2006) and authorize the Chief Executive Officer to execute any and all documents pertaining to its submission to the U.S. Department of Housing and Urban Development.

ADVISORY BODIES

The Public Housing Agency Annual Plan (2005-2006) (the "PHA Plan") was submitted to the Resident Advisory Board (RAB) on February 23, 2005, for comments and recommendations. The RAB is comprised of individuals receiving rental assistance from the Pasadena Community Development Commission (PCDC). All RAB members present voted to recommend approval of the submission of the PHA Plan to the PCDC.

On March 8, 2005, the PHA Plan was submitted to Northwest Commission as an information item. On March 10, 2005, the PHA Plan was submitted to the Community Development Committee (CDC) for comment and recommendation. Upon review the CDC requested further clarification of three items in the PHA Plan:

- Statement of Housing Needs.
- Tenant notification of Section 8 rent increases.

- PCDC eligibility screening criteria for applicants with conviction records of violent criminal and drug-related activities.

Staff will report back to the CDC at its meeting on March 24, 2005 on these items.

BACKGROUND

Quality Housing and Work Responsibility Act

In 1998, the U. S. Department of Housing and Urban Development (HUD) enacted the Quality Housing and Work Responsibility Act that called for the creation of a public housing agency annual plan. The PHA Plan, which follows the format prescribed by HUD, provides details about the agency's immediate operations, program participants, programs and services for the upcoming fiscal year and is essentially an update of the Plans that have been prepared for HUD during the past several years.

Rental Assistance Program

The City of Pasadena Tenant-Based Rental Assistance Programs, principally the Section 8 Housing Choice Voucher Program, are 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 1,465 units/beds of affordable housing to very low and low-income households. This represents assistance for approximately three percent of the households residing within the City of Pasadena. For the fiscal year of 2005-2006, the total appropriation for the rental assistance programs will be \$11.6 million, of which \$9.6 million will be appropriated for the Section 8 HCV Program.

PUBLIC HOUSING AGENCY PLANS

The PHA Plan enables 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. HUD prescribes the format of submission of the plans as well as the format of attachments to the plans and documents related to the plans.

CITIZEN PARTICIPATION/PUBLIC REVIEW

The PHA Plan has 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. Draft copies of the PHA 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, Victory Park Center, and El Centro de Accion Social) for a 45-day public review and comment period. Public notices were placed in the Pasadena Star News, Pasadena Journal News and La Opinion from February 3, 2005, through February 19, 2005. The PHA Plan was submitted to the RAB and the Northwest Commission for review and comment. Also, the PHA Plan was submitted to the CDC for recommendations and approval to go forth to the PCDC. The RAB members expressed the following comments:

- Concerns regarding the HUD issued Notice PIH 2004-7 (HA) that implemented budget cuts to the Section 8 Housing Choice Voucher (HCV) Program.
- Concerns regarding HUD's recommended administrative steps to reduce cost, but agrees that the PCDC needs to comply with the recommendations to ensure continuous assistance to all existing and future program participants.
- Recommended the PCDC to advertise more frequently to property owners and property management companies, to solicit increased owner participation.
- Recommended several RAB members to volunteer their services to call property owners and property management companies, to request their support by renting their properties to PCDC participants.

The PCDC has and will continue to express these concerns to HUD and our local congressional representatives for support of meaningful changes to the rental assistance programs that will provide for the efficient and effective delivery of services. Additionally, PCDC will initiate the RAB member's recommendations in the near future.

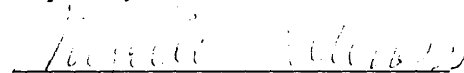
CHILDREN, YOUTH, FAMILY IMPACT

The PCDC Rental Assistance Programs provides 1,465 beds/units of affordable subsidized housing to very low and low-income individuals/families. Of this number, 709 are families with children and youth. The approval of the PHA Plan provides the HUD mandated policies and procedures to address the needs of these households and allows 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 PHA Plan to HUD will ensure compliance with HUD-stipulated rules and regulations for receipt of federal funds in excess of \$11.6 million for local rental assistance program activities. The Rental Assistance Programs administered by the PCDC provide an average \$625.00 in rental subsidy per month toward the rental of housing for approximately 1,465 very low and low-income households.

Prepared by:



MYRTLE DUNSON,
Housing Assistance Officer

Reviewed by:



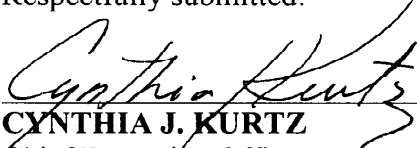
GREGORY ROBINSON,
Housing & Community
Development Administrator

Approved by:



RICHARD J. BRUCKNER
Director of Planning and Development

Respectfully submitted:


CYNTHIA J. KURTZ
Chief Executive Officer

CITY OF PASADENA

PASADENA COMMUNITY DEVELOPMENT COMMISSION

PUBLIC HOUSING AGENCY

ANNUAL PLAN

FISCAL YEAR 2005 – 2006

MARCH 28, 2005

DRAFT

PHA Plans

**Streamlined Annual
Version**

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

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

Streamlined Annual PHA Plan for Fiscal Year: 2005-2006 Pasadena Community Development Commission (PCDC)

Streamlined Annual PHA Plan Agency Identification

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

PHA Fiscal Year Beginning: July, 2005

PHA Programs Administered:

Section 8 Only

Number of Section 8 units:1315

PHA Plan Contact Information:

Name: Myrtle Dunson
TDD: 711

Phone: (626) 744-8300
Email : mdunson@cityofpasadena.net

Public Access to Information

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

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

City of Pasadena
Planning & Development Department
Housing/Community Development Division
Renaissance Plaza
649 N. Fair Oaks Avenue, Suite 202
Pasadena, CA 91103

Display Locations For PHA Plans and Supporting Documents

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

If yes, select all that apply:

Main administrative office of the PHA
 Public library

All Branches of the Pasadena Public Library:

- Central Library - 285 East Walnut, 744-4052
- Allendale – 1130 S. Marengo, 799-2519
- Hastings – 3325 Orange Grove, 792-0945
- Hill Avenue – 55 S. Hill, 796-1276
- Lamanda Park – 140 S. Altadena Drive, 793-5672

- La Pintoresca – 1355 N. Raymond, 797-1873
- Linda Vista – 1281 Bryant, 793-1808
- San Rafael – 1240 Nithsdale Road, 795-7974
- Santa Catalina – 999 E. Washington, 794-1219

Other

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

Community Facilities:

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

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

- Main business office of the PHA

Streamlined Annual PHA Plan Fiscal Year 2005-2006

[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

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

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Attachments

Optional Attachments:

- PHA Management Organizational Chart (Attachment A)
- Comments of Resident Advisory Board (Attachment D)
- Other (List below, providing each attachment name)

- City of Pasadena-Single Audit Report (Year ended June 30, 2004) (Attachment B)
- Resident Advisory Board (Attachment C)
- Public Hearing Comments (Attachment E)
- Public Notices (Attachment F)
- Rental Assistance Program Administrative Plan Amendments (Attachment G)

1. Statement of Housing Needs

[24 CFR Part 903.7 (a)]

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

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

| Housing Needs of Families in the Jurisdiction By Family Type | | | | | | | |
|---|---------|---------------|--------|---------|---------------|------|----------|
| Family Type | Overall | Affordability | Supply | Quality | Accessibility | Size | Location |
| Income < 30% of AMI (Extremely low income) | 8,454 | 5 | 5 | 3 | 5 | 5 | 5 |
| Income >30% but <50% of AMI (Very Low income) | 5,649 | 5 | 5 | 3 | 5 | 5 | 5 |
| Income >50% but <80% of AMI (Low income) | 5,966 | 5 | 5 | 3 | 4 | 4 | 4 |
| Elderly | 16,433 | 4 | 5 | 3 | 4 | 2 | 5 |
| Families with Disabilities | 25,076 | 4 | 5 | 4 | 5 | 3 | 5 |
| Race/Ethnicity (White) | *52,381 | 3 | 3 | 3 | 3 | 3 | 2 |
| Race/Ethnicity (Black) | *19,319 | 4 | 4 | 4 | 5 | 4 | 5 |
| Race/Ethnicity (Hispanic) | *44,734 | 4 | 4 | 5 | 5 | 5 | 5 |
| Race/Ethnicity (Asian or Pacific Islander) | *13,399 | 2 | 2 | 2 | 2 | 2 | 2 |
| Race/Ethnicity (Other) | *3,688 | 3 | 4 | 3 | 4 | 4 | 4 |

Total number of renter occupied households =28,119. Total number of owner-occupied households = 23,725. *Individuals not family Race/Ethnicity. Total population 133,936 **Source: U.S. Census Bureau 2000 data.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

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

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

State the housing needs of the families on the PHA's waiting list.

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 5081 | | |
| Extremely low income < 30% AMI | 3404 | 67% | |
| Very low income (>30% but <50% AMI) | 1169 | 23% | |
| Low income (>50% but <80% AMI) | 508 | 10% | |
| Families with children | 2,590 | | |
| Elderly families | 2,104 | 41% | |
| Families with Disabilities | 390 | 8% | |
| Race/ethnicity (White) | 2,636 | 52% | |
| Race/ethnicity (Black) | 2,186 | 43% | |
| Race/ethnicity (Native American) | 43 | 1% | |
| Race/ethnicity (Asian) | 216 | 4% | |
| 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)? 11 months | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |

2. Statement of Financial Resources

[24CFR Part 903.7 (c)]

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

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|--|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2003 grants) | | |
| a) Public Housing Operating Fund | N/A | |
| b) Public Housing Capital Fund | N/A | |
| c) HOPE VI Revitalization | N/A | |
| d) HOPE VI Demolition | N/A | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | \$10,682,663 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | N/A | |
| g) Resident Opportunity and Self-Sufficiency Grants | N/A | |
| h) Community Development Block Grant (CDBG) | \$2,669,000 | Economic Development; Youth Diversion; Housing Rehab; Family Empowerment; and Public Services Programs. |
| i) HOME (Tenant-based Rental Assistance) | \$275,000 | Tenant-based rental assistance for families in crisis (victims of domestic violence or hate crimes, involuntarily displaced, at-risk for homelessness) |
| Other Federal Grants (list below) | | |
| Shelter Plus Care (S+C) | \$420,000 | Tenant-based rental assistance and supportive services for homeless person with disabilities (serious mental illness, HIV/AIDS, and substance abuse) |
| Housing Opportunities for Persons with AIDS (HOPWA) | \$160,500 | Tenant-based rental assistance and supportive services for individuals and families living with HIV/AIDS. |

| Financial Resources: Planned Sources and Uses | | |
|--|-------------------|---|
| Sources | Planned \$ | Planned Uses |
| Supportive Housing Program (SHP) (Euclid Villa) | \$163,700 | 16 units of transitional housing coupled with supportive services for homeless families. |
| Supportive Housing Program (SHP) (Union Station Transitional Housing) | \$122,097 | Transitional housing & services for 20 homeless individuals. |
| Supportive Housing Program (SHP) (Parke Street) | \$499,981 | To develop 8 units of permanent supportive housing for recovering substance abusers. |
| Supportive Housing Program (SHP) (Homeless Management Information Systems – HMIS) | \$138,600 | Grant awarded to develop and implement a HUD mandated HMIS service. |
| Supportive Housing Program (SHP) (2 grants for Serra Project) | \$222,125 | Ten (10) unit of scattered site housing for homeless families & individuals with HIV/AIDS. |
| Supportive Housing Program (SHP) (Passageways) | \$952,700 | Homeless Services Center for Pasadena Continuum of Care. Gateway into the Continuum. |
| Supportive Housing Program (SHP) (Navarro House) | \$206,668 | 6 units of permanent supportive housing for homeless individuals. |
| Supportive Housing Program (SHP) (Casa Maria) | \$155,417 | Transitional housing for fourteen (14) homeless women in recovery from substance misuse. |
| Supportive Housing Program (SHP) Permanent Supportive Housing (Pacific Clinic) | \$778,473 | 8 scattered sites housing units for chronically homeless individuals. |
| Supportive Housing Program (SHP) Permanent Supportive Housing (TBA) | \$804,877 | 8 permanent supportive housing units for chronically homeless individuals. |
| Emergency Shelter Grant (ESG) | \$99,321 | The provision of temporary emergency shelters, emergency hotel/motel voucher and supportive services for the homeless |

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|---|
| Sources | Planned \$ | Planned Uses |
| HOME (Homeownership Opportunities Program) | \$200,000 | This program offers loan assistance to low income first time home buyers, for down payment and closing cost. |
| HOME (Rental Rehabilitation – New Revelation Missionary Baptist Church) | \$300,000 | Permanent rental housing for four (4) low income families. |
| 4. Non-federal sources (list below) | | |
| PCDC Housing Trust Funds – (Homeownership Opportunities Program) | \$900,000 | This program provides a second trust deed loan up to \$80,000 for low-income homebuyers and up to \$60,000 for moderate in homebuyers. |
| Fannie Mae American Communities Funds – (ESG-Match) | \$99,321 | The provision of emergency hotel/motel voucher and food services for the homeless; FMACF provides the required match to the ESG Grant (\$99,321). |
| HOME – (Transitional Housing) | \$100,000 | This program offers rental assistance to lease for low and very low income families. |
| PCDC Housing Trust Funds (Rebuilding Together) | \$40,000 | The provision of minor home repairs, adaptability improvements for seniors and disabled persons. 8 units. |
| PCDC Housing Trust Funds <ul style="list-style-type: none"> • Rental Covenant Compliance Monitoring | \$50,000 | Annual rental housing unit covenant compliance monitoring entailing both on-site visitation and tenant eligibility determination. |
| Washington Theatre <ul style="list-style-type: none"> • Fannie Mae American Communities Funds (\$1.2M) • PCDC Housing Trust Funds (\$0.3M) • HOME (\$0.5M) | \$2,000,000 | Thirty (30) affordable rental units. |
| Fannie Mae American Communities Funds (Heritage Housing Partners Acquisition/Rehab Program) | \$928,000 | Acquisition/Rehab of affordable ownership housing for 13 low to moderate income families. |

| Financial Resources: Planned Sources and Uses | | |
|---|---------------------|--|
| Sources | Planned \$ | Planned Uses |
| Housing Opportunities Fund <ul style="list-style-type: none"> • Inclusionary Housing Trust Fund (\$5,500,000) • CA Local Housing Trust Fund (\$1,250,000) • HELP (\$1,500,000) • HOME (\$103,963) | \$8,353,963 | Construction/Rehab of low & moderate- income units (55 units). |
| Heritage Square <ul style="list-style-type: none"> • HOME (\$1,500,000) • PCDC HTF (\$2,400,000) • Fannie Mac (\$1,000,000) | \$4,900,000 | Initiate review of site development options for 50 to 100 units. |
| Total resources | \$36,222,406 | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 (b)]

Section 8

(1) Eligibility

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

- Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other

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

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

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

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

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

Other (describe below)

- The PCDC will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.
- The PCDC will inform property owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Property owners will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.
- The PCDC will provide prospective property owners with the address of the family and the names and addresses and telephone numbers of the family's current and previous landlord, if known, provided that such request is received in writing.

(2) Waiting List Organization

a. With which of the following program waiting lists is the Section 8 tenant-based assistance waiting list merged? (select all that apply)

None

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

Other (list below)

Pasadena Community Development Commission (Commission) closed their enrollment to the Section 8 tenant-based assistance waiting list, effective July 15, 2004. The Commission currently has enough applicants on its waiting list to accommodate for contract terminations and re-issuance of available vouchers over a 24 month period.

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

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

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

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

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date and time of application)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness

Other preferences (select all that apply)

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

- Families with a disabled head of household or spouse
- Families with an elderly head of household
- Graduates of emergency/transitional housing programs for homeless
- Residency in PCDC assisted housing developments

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

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

Other preferences (select all that apply)

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

- 2 Families with a disabled head of household
- 2 Families with an elderly head of household
- 3 Graduate of emergency/transitional housing for the homeless
- 3 Educational program graduates
- 1 Residency in PCDC assisted housing developments

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

- Date and time of application

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction"

(select one)

- This preference has previously been reviewed and approved by HUD

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

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other

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

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

- Other (list below)

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

4. PHA Rent Determination Policies

[24 CFR Part 903.7 (d)]

Section 8 Tenant-Based Assistance

(1) Payment Standards

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

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

The actual rents for units in the City of Pasadena's census tracts are far higher than the published Fair Market Rents, making it extremely difficult for new Section 8 voucher holders to find affordable units to lease.

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

The PCDC has decided to use their discretion in the HUD regulations to set Section 8 voucher payment standards at a level from 90% to 100% of the Fair Market Rent. This choice was made to enable the PCDC to administer all 1315 vouchers and thereby assist more applicants on its waiting list.

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
 - Rental surveys conducted by the PCDC
 - PCDC's Annual Contribution Contract (HUD's budget authority)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 (e)]

A. PHA Management Structure

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

B. HUD Programs Under PHA Management

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|-------------------|
| Public Housing | N/A | |
| Section 8 Vouchers | 1,277 | 100 |
| HOME (tenant-based rental assistance) | 28 | 5 |
| Shelter Plus Care (S+C) | 29 | 15 |
| Housing Opportunities for Persons with AIDS (HOPWA) | 5 | 6 |

| | | |
|---|------|-----|
| Other Federal Programs (list individually) | | |
| Supportive Housing Program (Scattered site/transitional housing for homeless families) | 71 | 55 |
| Supportive Housing Program (Passageways) | 1000 | 850 |

C. Management and Maintenance Policies

Section 8 Management: (list below)

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 (f)]

Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

PCDC's hearing officer has a legal background, these officers are generally either a retired attorney or retired judge.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

PHA main administrative office

7. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 (k)]

Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified),

2. Program Description:

PCDC administers seven (7) homeownership programs designed to promote homeownership among rental assistance program participants, and low, very low, and moderate income Pasadena residents. These homeownership programs are as follows:

- ***Homeownership Opportunities Program (HOP)*** – This program provides a second trust deed loan up to \$95,000 for low and moderate-income homebuyers. The HOP loan has a below market interest rate and a term of 45 years. Monthly low payments are required, but in some cases, may be deferred during the first five (5) years.
- ***Mortgage Credit Certificate (MCC) Program*** – This program provides first-time homebuyers with a federal income tax credit, which increases their ability to qualify for a mortgage. The amount of the tax credit is equal to fifteen percent (15%) of the homebuyer's annual mortgage interest payments. This amount is applied annually as a dollar-for-dollar credit against the homeowner's federal income tax liability.
- ***Lease-Purchase Program*** – This program is offered by the California Cities Home Ownership Authority (CCHOA) and provides thirty-eight (38) months "Option to Purchase" with gifted down payment and closing cost. The program participant picks the home of their choice and CCHOA will purchase the home on their behalf. The program participant will then enter into a "Lease with Option to Purchase" agreement, after which they may assume the loan and take title to the home at no additional transfer cost.
- ***Section 8 Homeownership Program*** – This program allows rental assistance program participant to utilize HAP payments toward the purchase of a home. The program participant will enter into a thirty-six (36) month "Option to Purchase" agreement with the owner of the property. Monies from HAP and tenant rent are set aside and these funds are utilized towards the downpayment when the program participant exercises their "option to purchase".
- ***Mortgage Assistance Program – Pasadena Neighborhood Housing Services*** – This program is administered by Pasadena Neighborhood Housing Services, a local community –based nonprofit housing sponsor. The program offers comprehensive homebuyer education and counseling with the goals of providing education/counseling to 450 prospective homebuyers.
- ***CalHome First Time Mortgage Assistance Program*** – This \$500,000 state of California funded mortgage assistance program is administered by a local non-profit organization, Pasadena Neighborhood Housing Services. Eligible first-time homebuyers are required to complete a First-Time Homebuyers' Training Program. The CalHome loan is secondary financing and is usually in third lien position. The 3% loans are deferred and are due upon sale or refinancing of the property. Currently, seven loans have been funded under this program.
- ***Acquisition/Rehabilitation/Homeownership Program- Heritage Housing Partners***
This program is a local non-profit housing sponsor, that will acquire properties in Northwest Pasadena and rehabilitate or develop them as for-sale ownership housing. This program will produce 15 affordable housing units. The PCDC has provided funding assistance to this program in the amount of \$1,070,000.

a. Size of Program

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

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

- A full-time work history of three (3) or more years.
- A minimum non-welfare income of forty-eight percent (48%) of the Los Angeles County Area Median Income, adjusted for family size (\$24,800 for a family of three (3) and \$27,550 for a family of four (4)).
- A one (1) year history of timely rental payments.
- A one (1) year history of maintaining a rental dwelling unit in a decent, safe, and sanitary manner.
- No tenant related evictions within the last three (3) years.
- Participant has not owned a home during the three-year period prior to application.
- Minimum FICO score of 540 and demonstrated effort to address credit issues, if any.
- Participation in the Family Self-Sufficiency Program and has generated an escrow account to assist with down payment and closing cost.

8. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

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

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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

(2) Family Self Sufficiency Program/s

a. Participation Description

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

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:
(select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

9. Fiscal Audit

[24 CFR Part 903.7 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

10. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

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

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

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

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

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

11. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction: City of Pasadena
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in a consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

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

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

12.Supporting Documents Available for Review

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located, which includes the Analysis of Impediments to Fair Housing Choice and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies (Attachment G) |
| X | Section 8 rent determination (payment standard) | Annual Plan: Rent |

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Determination |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan/ Administrative Plan Homeownership |
| X | FSS Action Plan/s for public housing and/or Section 8 | Administrative Plan: Community Service & Self-Sufficiency |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit (Attachment B) |
| X | PCDC Rental Assistance Program Statement of Policies | Administrative Plan |
| X | Resident Advisory Board Comments | Annual Plan (Attachment D) |
| X | Public Hearing Comments | Annual Plan (Attachment E) |
| X | Public Notices | Annual Plan (Attachment F) |
| X | Rental Assistance Program Administrative Plan Amendments | Annual Plan (Attachment G) |

13. Other Information Required by HUD

Please refer to attachments

SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

Form HUD-50070, Certification for a Drug-Free Workplace:

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

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning July 1, 2005, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:

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

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

Pasadena Community Development Commission
 PHA Name

CA 079
 PHA Number

Streamlined Annual PHA Plan for Fiscal Year: 2005-2006

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

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

Certification of Payments to Influence Federal Transactions

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

Applicant Name

PASADENA COMMUNITY DEVELOPMENT COMMISSION

Program/Activity Receiving Federal Grant Funding

SECTION 8 TENANT - BASED RENTAL ASSISTANCE PROGRAM

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

CYNTHIA J. KURTZ

Title

CHIEF EXECUTIVE OFFICER

Signature

Date (mm/dd/yyyy)

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

PASADENA COMMUNITY DEVELOPMENT COMMISSION

Program/Activity Receiving Federal Grant Funding

SECTION 8 TENANT - BASED RENTAL ASSISTANCE PROGRAM

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
CYNTHIA J. KURTZ

Title
CHIEF EXECUTIVE OFFICER

Signature

Date

X