

ATTACHMENT "D"

RESIDENT ADVISORY BOARD COMMENTS

PASADENA COMMUNITY DEVELOPMENT COMMISSION

RESIDENT ADVISORY BOARD (RAB) MEETING

Public Housing Authority (PHA) Annual Plan

1:00 – 3:00 P.M., Wednesday, February 8, 2006

Renaissance Plaza
649 North Fair Oaks Ave
Pasadena, CA 91103

Resident Advisory Board (RAB) Comments and Recommendations

- RAB members recommended that the Pasadena Community Development Commission approve the submission of the Public Housing Agency Annual Plan (2006-2007) to the U.S. Department of Housing and Urban Development.
- RAB members elected a new Chairperson, Ms. Donna Martin.

ATTACHMENT "E"

PUBLIC HEARING COMMENTS

ATTACHMENT "F"

PUBLIC NOTICES

PUBLIC NOTICE OF THE AVAILABILITY FOR REVIEW OF THE
PASADENA COMMUNITY DEVELOPMENT COMMISSION PUBLIC
HOUSING AGENCY (PHA) ANNUAL PLAN FOR FISCAL YEAR
2006-2007.

The Pasadena Community Development Commission (PCDC) announces that 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, the PCDC PHA Annual Plan (2006-2007), will be available January 24, 2006, for public view.

The Annual Plan (2006-2007) describes the PCDC's immediate operations, assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year. The City of Pasadena Community Development Commission is extremely interested in improving and increasing communication with Pasadena's citizens in the area of housing. Comments on the plan are requested and encouraged.

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

Housing and Community Development:

Renaissance Plaza,
649 North Fair Oaks Avenue, Suite 202,
Pasadena, CA 91103
Office hours are Monday – Thursday between 8:00 a.m. - 5:00 p.m.

Community Facilities:

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

All Branches of the Pasadena Public Library:

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

PHA Name: PASADENA COMMUNITY DEVELOPMENT COMMISSION
Streamlined Annual Plan for Fiscal Year 2006-2007
HA Code: CA079

Linda Vista – 1281 Bryant,	793-1808
San Rafael – 1240 Nithsdale Road,	795-7974
Santa Catalina – 999 East Washington,	794-1219

**Check these facilities for hours of availability*

The PHA Annual Plan will be considered by the Pasadena Community Development Commission on March 27, 2006, and if adopted by the Commission, will be submitted to the U.S. Department of Housing and Urban Development, shortly thereafter.

Comments in writing, from the public, on the PHA Annual Plan will be received by Housing and Community Development, located at Renaissance Plaza, 649 North Fair Oaks Avenue, Suite 202, Pasadena, CA from January 24, 2006 to March 27, 2006. If you have any questions call Myrtle Dunson, City of Pasadena, Housing and Community Development, at (626) 744-8300.

Publish:

Pasadena Star News
Pasadena Journal

Approved as to Form:

BRAD L. FULLER
Assistant City Attorney

Publish Once: January 24, 2006
Account Number: 8112 220 684210 50111

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

NOTICE TO THE PUBLIC OF A PUBLIC HEARING BY THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN (2006 – 2007).

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 (2006-2007), will be considered for approval at a public hearing by the Pasadena Community Development Commission on Monday, March 27, 2006 at 8:00 p.m., or as soon thereafter as the matter may be heard, in the Pasadena Senior Center, Multi-Purpose Room , at 85 Holly Street, 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 (2006-2007).

The Annual Plan (2006-2007) describes the Commission's immediate operations, assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year.

Upon approval by the Commission, the Public Housing Agency (PHA) Annual Plan (2006-2007) will be submitted to HUD to ensure the City will continue to receive federal funds that benefit very low income individuals and households from the rental assistance programs. Rental Assistance Programs subsidies will be contingent upon the availability of funding to the City from HUD, as well as, the preparation and submittal to HUD of the PHA Annual Plans.

ALL INTERESTED AGENCIES, GROUPS, OR INDIVIDUALS who wish to be heard on this matter are invited to attend this public hearing and speak to the Commission at the time and place stated. The Commission will consider approval of the Public Housing Agency (PHA) Annual Plan (2006-2007) at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Public Housing Agency (PHA) Annual Plan (2006-2007), and/or the process, contact Myrtle Dunson, Housing Assistance Officer, at (626) 744-8300, or provide written comments to: Office of the City Manager Housing and Community Development, 649 N. Fair Oaks Ave., Suite 202, Pasadena, California 91103.

PHA Name: PASADENA COMMUNITY DEVELOPMENT COMMISSION
Streamlined Annual Plan for Fiscal Year 2006-2007
HA Code: CA079

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Assistant City Attorney

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FAX: (626) 744-8340

AVISO AL PÚBLICO DE UNA AUDIENCIA PÚBLICA DE LA COMISION
DE DESARROLLO COMUNITARIO DE PASADENA PARA CONSIDERAR
LA APROBACION DEL PLAN ANUAL (2006-2007) DE LA PHA.

Conforme al Código 24 de Regulaciones Federales, Parte 903 et seq., como lo publico el Departamento Federal de Vivienda y Desarrollo (HUD), siglas en ingles) el 22 de diciembre del 2000, en el Registro Federal, la Noticia 2000-43 de la Vivienda Publica India (PIH, siglas en ingles), y el Acto de Calidad de Vivienda y Responsabilidad de Trabajo de 1998, la Comisión de Desarrollo Comunitario de Pasadena (Comisión) notifica por este medio que el Plan Anual (2006-2007) de la Agencia Publica de Vivienda (PHA, siglas en ingles) será considerado para aprobación en la audiencia publica por la Comisión de Desarrollo Comunitario el lunes, 27 de marzo del 2006 a las 8:00 p.m., o en cuanto el asunto pueda escucharse en el Centro para Personas Mayores de Pasadena, sala Multiusos, 85 Holly St., Pasadena, California. El propósito de esta audiencia será para obtener opiniones de los ciudadanos, proveedores de servicios, participantes e individuos interesados acerca del desarrollo del Plan Anual de la PHA (2006-2007).

El Plan Anual (2006-2007) identifica las operaciones inmediatas de la PCDC, evalúa las necesidas de vivienda, condiciones de abastecimiento de vivienda, y las necesidades de subsidio de vivienda para familias de bajos ingresos para el ano fiscal venidero.

Luego de ser aprobado por la Comisión, el Plan Anual (2006-2007) de la Agencia Publica de Vivienda (PHA) será sometido a HUD para asegurarse que la Ciudad continúe recibiendo fondos federales que benefician a individuos de ingresos muy bajos y a familias de los programas de asistencia de arriendo. La asistencia bajo los programas de asistencia de arriendo dependerá de la disponibilidad de fondos de HUD para la Ciudad, asi como también de la preparación y presentación a HUD de los Planes Anuales de la PHA.

TODAS LAS AGENCIAS, GRUPOS E INDIVIDUOS INTERESADOS que deseen ser escuchados en lo referente a este asunto están invitados a asistir a esta audiencia pública y hablarle a la Comisión en el lugar y hora indicada. Después de recibir los testimonios orales o por escrito, la Comisión considerara la aprobación del Plan Anual (2006-2007) de la PHA.

Si tiene alguna pregunta o necesita información acerca del Plan Anual (2006-2007) de la Agencia Publica de Vivienda (PHA), y/o el proceso, llame a Myrtle Dunson, Oficial de Asistencia de Vivienda, al (626) 744-8300, o presente sus comentarios por escrito a: División de Vivienda y Desarrollo Comunitario, Renaissance Plaza, Suite 202, Pasadena, California 91103.

Publish:
La Opinion

Approved as to Form:

BRAD FULLER
Assistant City Attorney

AVISO AL PÚBLICO QUE EL PLAN ANUAL POR EL AÑO FISCAL 2006-2007 DE LA COMISION DE DESARROLLO COMUNITARIO DE PASADENA, ESTA A DISPOSICION PARA EXAMINAR.

La Comisión de Desarrollo Comunitario de Pasadena (PCDC) anuncia que el Plan Anual (2006-2007) de la Comisión de Desarrollo Comunitario como requiere el Acto de Calidad de Vivienda y Responsabilidad de Trabajo de 1998 (QHWRA, siglas en inglés), el Plan de Regla Final (24 CFR Part 903) del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, siglas en inglés) y la Noticia 2000-43 de la Vivienda Pública India (PIH, siglas en inglés) estará disponible al público para examinar el 24 de enero del 2006.

El Plan Anual (2006-2007) identifica las operaciones inmediatas de la PCDC, evalúa las necesidades de vivienda, condiciones de abastecimiento de vivienda, y las necesidades de subsidio de vivienda para familias de bajos ingresos para en año fiscal venidero.

La Comisión de Desarrollo Comunitario de la Ciudad de Pasadena esta extremadamente interesada en mejorar y aumentar la comunicación con los ciudadanos de Pasadena en el área de vivienda. Se les pide e invita a hacer comentarios en relación a este plan.

El Plan Anual de la PHA estará a disposición del público para examinar en las siguientes localidades:

1. DIVISION DE VIVIENDA Y DESARROLLO COMUNITARIO:

División de Vivienda
Renaissance Plaza,
649 N. Fair Oaks Ave., Suite 202,
Pasadena, CA 91103
Horas hábiles: de lunes a jueves entre las 8:00 a.m. a 5:00 p.m.

2. CENTROS COMUNITARIOS:

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

3. TODAS LAS SUCURSALES DE BIBLIOTECA PÚBLICA:

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

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

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

El Plan Anual de la PHA será considerado por la Comisión de Desarrollo Comunitario de Pasadena el 27 de marzo del 2006, de ser aprobado por la Comisión, será sometido al Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos, inmediatamente después.

Comentarios por escrito, del publico, acerca del Plan Anual de la PHA serán recibidos por la División de Vivienda y Desarrollo Comunitario de la Ciudad, localizado en la Renaissance Plaza, 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA del 24 de enero del 2006 al 27 de marzo del 2006. Si tiene alguna pregunta, llame a Myrtle Dunson, Divison de Vivienda y Desarrollo Comunitario de la Ciudad de Pasadena al (626) 744-8300.

Publish:
La Opinion

Approved as to Form:

BRAD FULLER
Assistant City Attorney

ATTACHMENT "G"

RENTAL ASSISTANCE PROGRAM ADMINISTRATIVE PLAN AMENDMENTS

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CHAPTER 1

STATEMENT OF POLICIES AND OBJECTIVES

REASONABLE ACCOMMODATION

Persons with disabilities may request in writing for a specific change to a policy or practice as an accommodation of their disability before the Pasadena Community Development Commission (PCDC) will treat a person differently than anyone else. The PCDC policies and practices are designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services. This policy is intended to afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities.

In order to facilitate a request for a reasonable accommodation, the requester must first complete the Request for a Reasonable Accommodation (RRA) form. However, if assistance is necessary to complete the RRA form, PCDC staff will facilitate.

Upon receipt of the Request for a Reasonable Accommodation form, the PCDC will mail a Certification of Disability form to the professional third party that the family has identified who is competent to verify the person's status as a disabled person. The PCDC will also require that the third party provide additional information concerning any specific accommodation that the disabled person may require.

The PCDC's Reasonable Accommodations Committee (RA Committee) is responsible for reviewing the Requests for Reasonable Accommodations made by applicants and /or participants of the HCV Program. The RA Committee is formed of the Housing Assistant (HA) who is assigned to the family's case and the two Housing Specialists (HS). Once a decision is made by the RA Committee, the assigned HA will be responsible for notifying the family in writing of the RA Committee's decision on their request for reasonable accommodation. The notification to the family will also inform the family of their rights to an informal review or informal hearing, if applicable in accordance to CFR 982.554 and 982.555.

If the PCDC finds that the requested accommodation creates an undue administrative or financial burden, the HA or/and RA Committee will deny the

request and/or present an alternate accommodation that will still meet the need of the person. Examples of alternate accommodations are:

- Payment standard maybe adjusted in accordance to the CFR.
- Expiring vouchers with less than 30 days remaining, may be granted an additional 60 days over the 180 days outlined in this Plan.
- Voucher size maybe increased based on veritable accommodations provided by the professional third party.
- PCDC may grant two additional scheduled appointments over the standard written Policy.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of the PCDC.

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the PCDC.

All requests for accommodation will be verified with a reliable, a knowledgeable, and professional that can verify the identifiable relationship, or nexus, between the requested accommodations and the individual's disability.

The PCDC will notify the family in writing within 60 days or longer, pending the return of required documentation, if their request for a reasonable accommodation has been approved or denied. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review the PCDC decision. The PCDC will make two attempts to obtain the required documentation. If the required documentation is not returned, the PCDC will make a determination based on the documentation submitted by the family or requester.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All PCDC mailings will be made available in an accessible format upon written request, as a reasonable accommodation, if there is no undue administrative or financial burden. The PCDC will utilize organizations, which provide reasonable assistance for hearing- and sight-impaired persons when needed.

The PCDC is entitled to obtain information that is necessary to evaluate if a requested reasonable accommodation may be necessary because of a disability.

CHAPTER 2

ELIGIBILITY FOR ADMISSION 24 CFR Part 5, Subparts, B, D and E; Part 982, Subpart E

Live-In Aides [982.316]

A family that consists of one or more elderly, near-elderly or disabled persons may request that the PHA approve a live-in aide to reside in the unit and provide necessary supportive services for a family member who is a person with disabilities. The PCDC must approve a live-in aide if needed as a reasonable accommodation in accordance with 24 CFR Part 8 to make the program accessible to and usable by the family member with a disability.

The live-in aide:

1. Is determined to be essential to the care and well being to the person with disabilities;
2. Is not obligated for the support of the person;
3. Would not be living in the unit except to provide care for the person and;
4. Does not have a separate residence.

Once the PCDC has approved the family's request for a live-in aide, the person selected by the family must be approved by the PCDC and owner. The PCDC may refuse to approve a particular person as a live-in aide, or withdraw such approval if:

1. The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
2. The person commits drug-related criminal activity or violent criminal activity; or
3. The person currently owes rent or other amounts to the PCDC or to another PHA in connection with Section 8 or public housing assistance.

A live-in aide is treated differently than family members:

1. Income of the live-in aides will not be counted for purposes of determining eligibility or level of benefits. However, information will be gathered.
2. Live-in aides are not subject to Non-Citizen Rule requirements.
3. Live-in aides will not be considered as a remaining member of the family.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

A live-in aide may only reside in the unit with the approval of the PCDC. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or caseworker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near elderly (50-61) or disabled. Verification must include the number of hours that care will be provided.

Family members of a live-in aide may reside in the unit with the approval of PCDC and owner provided doing so does not increase the subsidy by the cost of an additional bedroom, and that the presence of the live-in aide's family members does not overcrowd the unit.

The PCDC has the right to disapprove the person selected as the live-in aide based on the "Other Criteria for Eligibility" described in this chapter.

Families will be required to complete the "Request for Live-in Aide" form. The person approved as the Live-in Aide must complete and sign "Care Attendant/Live-in Aide Certification" form.

CHAPTER 7

VERIFICATION PROCEDURES 24 CFR PART 5, Subparts B,D,E and F; 982.207

Up-Front Income Verification (UIV)/(EIV)

Upfront income verification is the verification of income, before or during reexaminations, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals.

Current UIV resources include:

- HUD's UIV System, which provides a single source for obtaining verification of wages, unemployment compensation, and social security benefits.
- Social Security (SS) and Supplemental Security Income (SSI) information accessed via a secure Internet facility Tenant Assessment Subsystem(TASS);
- State Wage Information Collection Agencies (SWICAs);
- State TANF systems;
- Credit Bureau Association (CBA) credit report;
- Internal Revenue Service (IRS) Tax Transcript (request with form 4506-T); and
- Private sector databases (e.g., The Work Number).

CHAPTER 8

ISSUANCE AND BRIEFINGS

Expirations

If the HCV has expired for a participant, and has not been extended by the PCDC or expires after an extension, the family's participation under the HCVP terminates/ends. The PCDC will process an End of Participation. The participant will not be entitled to an informal hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect and the property owner wishes to continue the family tenancy.

Suspensions

If the RFTA was rescinded because the tenant and property owner are related, suspension will be denied if the family/property owner failed to disclose this information.

Suspension will be denied if the property owner and HCV holder are residing in the same unit and the RFTA is rescinded.

Extensions

A family may request an extension of the HCV time period. Family must submit a log reflecting their attempt to locate a unit during the voucher term. All requests for extensions must be received no less than 15 days prior to the expiration date of the HCV.

Extensions are permissible at the discretion of the PCDC, up to 180 days from the date of issuance, primarily for these reasons:

1. The PCDC is satisfied that the family has made a reasonable effort to locate a unit throughout the initial and/or extensions of term.
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 and/or extension term. Family must submit documentation supporting the family circumstance which will be verified by the PCDC.

3. The family was prevented from finding a unit due to disability, accessibility requirements or for a larger size unit requirement of four or more bedrooms. The Search Record is part of the required verification.

NOTE: Reasonable effort is defined as "for every 3 days, the family must have contacted a property owner/management company/agent and/or viewed a rental property". For example, if the family had 60 days, then the family needs to have 20 properties listed on the request for an extension.

The PCDC may grant an additional 60 days over the 180 days as a reasonable accommodation for persons with a disability provided that the family has made a reasonable effort to locate a unit throughout the initial and extensions of term. This extension would be considered a final extension.

Transfer of Housing Choice Voucher

The HCV is non-transferable if the head of household no longer requires rental assistance. The Head of Household is must to submit a written statement that they no longer require rental assistance to the PCDC and the HCV will be canceled.

In the event that the head of household has passed away or is permanently residing in a convalescent home, the HCV may be transferred to another family member that was originally listed on the application prior to the issuance of the HCV.

CHAPTER 11

OWNER RENTS, RENT REASONABLENESS AND PAYMENT STANDARDS 24 CFR 982.503, 982.504, 982.505

D. PAYMENTS TO OWNERS [24 CFR 982.451]

Once the Housing Assistance Payments (HAP) contract is executed, the PCDC begins processing payments to the owner. A HAP Register will be used as a basis for monitoring the accuracy and timeliness of payments. Changes are made automatically as well as manually to the HAP Register for the following month. Checks are generally disbursed directly from the City of Pasadena's Finance Department to the owner the 1st and 17th of each month. In cases of demonstrated hardship, an exception may be made with the approval of the Housing & Community Development Administrator and/or the Housing Assistance Officer.

The PCDC will notify the city of Pasadena Finance Department in writing to place stop payment on checks that were not received by the owner/payee. After the Finance Department has verified that the check has not been cleared, a replacement check will then be mailed to the owner/payee.

When subsidies are paid late, owners may assess late fees against the PCDC where local practice provides for late fees. The PCDC is not obligated to pay any late payment penalty if HUD determines that late payment by the PCDC is due to factors beyond the PCDC's control.

CHAPTER 12

RE-EXAMINATIONS

INTRODUCTION

HUD requires the PCDC to re-examine the income and composition of all families at least annually. In addition, the PCDC is required to inspect the assisted unit, process requests for rent adjustments and review the utility allowance schedule. These activities must be coordinated to ensure that they are completed in accordance with the regulations. It is a HUD requirement that families report all changes in family composition, but the PCDC decides what other changes must be reported, and the procedures for reporting them. The head of household will be informed that the assisted unit address cannot be used as "mailing" address by persons who are not part of the household. This Chapter defines the PCDC's policy for conducting annual re-examinations and coordinating the four annual activities. It also explains the interim reporting requirements for families and the standards for timely reporting.

Documents Required From the Family

In the notification letter to the family, the PCDC will include instructions for the family to submit the following information by a given deadline:

1. Current documentation of income sources for all family members.
2. Current documentation of disposed assets, the cash value of assets, and income derived from assets.
3. Current documentation of any deductions/allowances.
4. Completed Update of Family Circumstances form.
5. Completed, signed, and dated Form HUD-9886 and PCDC Authorization for Release of Information.
6. Notarized Affidavit from an adult family reporting zero income.
7. Completed Tenant Declaration Certification from adult family members no longer receiving Temporary Aid for Needy Families (TANF) due to the expiration of a lifetime or other time limit on welfare benefits and who are reporting zero income from other sources for themselves.
8. Signed Family Obligations by all adult family members.
9. Birth Certificate and Social Security card for new additions to the family due to birth and approved family members by the PCDC.
10. Copy of California Identification or Driver License for family members who turned 18 years old.
11. Completed, signed, and dated 214 Certification form for new additions to

- the family.
12. Copy of Permanent Resident card for family members whose legal status has been adjusted.
 13. Documentation supporting continued disability status for families whose disability payments have been terminated by the Social Security Administration.
 14. Completed Live-in Aide Certification, if applicable.
 15. Copy of Marriage Certificate or Divorce Decree, if marital status has changed.
 16. Other documentation as may be determined necessary by PCDC.

Tenant Rent Increases

If the tenant rent increases, a 30 day notice will be mailed to the family prior to the anniversary date. Once the family has received the notification of the tenant rent increase, this amount may change as a result of additional information that may not have been available at the time of notification (i.e., 3rd party verifications). If less than 30 days are remaining before the anniversary date, the tenant rent increase will be effective on the first of the month following the 30 days notice. If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the re-examination processing, there will be a retroactive increase in rent to the anniversary date. The following are examples where the family waives the right to proper 30 days notice of tenant rent increase:

- Delay in returning the completed annual re-examination program forms and documentation supporting family circumstances by established deadlines.
- Violation of Family Obligations due to unreported and/or untimely reporting of changes in family circumstances.
- PCDC verifies that the family failed to disclose true, complete, and accurate information of family circumstances.
- Failure to keep two scheduled appointments.

Tenant Rent Decreases:

If the annual re-examination reveals that a decrease in family's income occurred prior to the PCDC's notification of the family's annual re-examination, the decrease in tenant rent will become effective at the family's anniversary date.

FAMILIES INELIGIBLE FOR CURRENT HCV SIZE:

Families whose HCV bedroom size has been downsized due to a change in family composition will be informed of the estimated tenant rent based on the new HCV bedroom size. The family will also be informed of the option to remain in the assisted unit paying a higher tenant rent or to move with continued assistance.

FAMILIES INELIGIBLE FOR CONTINUED RENTAL ASSISTANCE (24 CFR 982.455)

Families found ineligible for continued rental assistance due to the annual re-examination resulting in zero HAP will be informed in writing that their rental assistance will automatically terminate 180 calendar days after the last housing assistance payment to the owner. The family will be informed of their responsibility to report changes in family circumstances, within 15 days of the change, during the 180 days period.

C. REPORTING INTERIM CHANGES [24 CFR 982.516]

When a participant wishes to add additional members to the household, the PCDC will follow the procedure outlined below for members who are 18 years or older to determine whether or not to approve the new member as part of the family:

1. Conduct an interview with the proposed new family member.
2. Explain Form HUD-9886, PCDC Authorization for Release of Information, Things You Should Know, and obtain date and signature on all documents.
3. Collect vital statistics information.
4. Collect income and asset information.
5. Collect allowance information, if applicable.
6. Complete the Client Screening – Criminal History Background form.
7. Complete the 214 Certification form.

The family will be notified in writing of the PCDC's decision of their request to add the additional family member(s) to the household upon receipt of all supporting information. If the additional family member(s) is/are approved by the PCDC, the family will be informed that written approval from the owner is necessary prior to allowing the additional member(s) to move-in to the assisted unit.

CHAPTER 20

SUPPORTIVE HOUSING SERVICES

Emergency Rental Assistance Deposit Program (ERAD)

The Emergency Rental Assistance Deposit Program (ERAD) provides a loan for security deposit to allow low-income households to move in to privately owned rental units. ERAD is funded with HOME Program entitlement funds administered by the City of Pasadena. A low-income household that has located a unit in the City of Pasadena may apply for security deposit assistance through ERAD. If the application for assistance is approved, a check for the security deposit amount will be sent directly to the landlord. This security deposit assistance is a loan. The ERAD participant will make monthly payments to the PCDC. When the participant vacates the unit, the participant will return any outstanding deposit monies to the City of Pasadena. Funds exist to help approximately 50 households in a Fiscal Year.

Applicants must be very low or low-income; must live, work, or go to school full time in Pasadena; and must be able to pay the ongoing rent on the selected rental unit. All applicants must complete an Application for the ERAD Program and provide all required verifications, including verification of income, bank accounts, and family status. The Application for the ERAD Program must be completed by the prospective tenant. A landlord may not apply for assistance on behalf of a tenant.

The selected rental unit must be located in the City of Pasadena, and the applicant must provide a signed lease agreement indicating security deposit and ongoing rent amounts. The property owner must be able to provide proof of ownership for the property, and provide a current Certificate of Occupancy from the City of Pasadena.

If the household is found eligible to receive ERAD funds and the required ownership and occupancy verifications are submitted, the head of household will sign an ERAD Repayment Agreement. If the household defaults on the repayment agreement, their file will be sent to collections and the default will be reported to the appropriate credit reporting agencies.