

DRAFT

**PASADENA COMMUNITY DEVELOPMENT
COMMISSION (PCDC)**

Public Housing Agency

Annual Plan for Fiscal Year 2010

PHA Name: Pasadena Community Development Commission
Annual Plan For Fiscal Years 2010
HA Code: CA 079

Annual Plan

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

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

PASADENA COMMUNITY DEVELOPMENT COMMISSION (PCDC)

Public Housing Agency (PHA) Annual Plan for Fiscal Year 2010

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Attachments

Required Submission:

- (Attachment A) *Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (Attachment B) *Form HUD-50077-CR., Civil Rights Certification*
- (Attachment C) *Form HUD-50071, Certification of Payments to Influence Federal Transactions*
- (Attachment D) *Form HUD-50070, Certification for a Drug-Free Workplace*
- (Attachment E) *Resident Advisory Board (RAB) comments*
- (Attachment F) *Public Notices/Public Hearing Comments*
- (Attachment G) *City Council adopted policy regarding all affordable housing projects*
- (Attachment H) *City of Pasadena-Single Audit Report (Year ended June 30, 2009)*
- (Attachment I) *Housing Department Organization Chart*

PHA Annual Plan Agency Identification

1.0

PHA Name: Pasadena Community Development Commission

PHA Number: CA 079

PHA Fiscal Year Beginning: (July 2010)

PHA Programs Administered:

Public Housing and Section 8 Section 8 Only Public Housing Only

2.0

Number of public housing units: 0

Number of S8 units: 1315

Number of public housing units:

3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only
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4.0 **PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

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

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

(2)

PHA Plan Update

6.0

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

PCDC's Main Administrative Office:

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

All Branches of the Pasadena Public Library:

- Central Library - 285 East Walnut, 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 Locations:

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

Community Facilities:

- Jackie Robinson Center – 1020 North Fair Oaks, 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 Elements (24 CFR 903.7)

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

ELIGIBILITY FACTORS

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

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

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

For the PCDC's additional criteria for eligibility, see Section F, "Other Criteria for Admission" in the 2008 Administrative Plan.

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

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

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

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

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

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

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

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

If the family indicates that they have been arrested or convicted within the prior five years for drug-related or violent criminal activity, the PCDC shall obtain verification through police/court records. Verification of any past activity will be done at the initial eligibility review and will include a check of conviction and other records by a law enforcement agency.

5. No family member may have been evicted from Federally assisted housing for any reason during the last five years.
6. No family member may have engaged in or threatened abusive or violent behavior toward PCDC personnel or their property after September 1, 1997.
7. Family member(s) must not be subject to a lifetime registration requirement under a State sex offender registration program.
8. No family member may have been convicted of drug-related criminal activity involving manufacture or production of methamphetamine on the premises of Federally assisted housing.
9. Students enrolled in an institution of higher education, who are:
 - a. Under the age of 24;
 - b. Not a veteran;
 - c. Unmarried;
 - d. Do not have a dependent child;
 - e. Have not established a separate household from their parents or legal guardians for at least one year prior to applying for rental assistance;
 - f. Nor claimed as a dependent by parents or legal guardians on their Internal Revenue Services tax return; and
 - g. Not receiving financial support from parent or legal guardians.

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

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

the top family to admit an applicant with a smaller family unit size.

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

WAITING LIST PREFERENCES [24 CFR 982.553]

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

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

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

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

LOCAL PREFERENCES [24 CFR 982.207]

The PCDC uses the following local preferences:

1. Residency preference for applicants in which the head of household or spouse lives in Pasadena.
2. Applicants in which the head of household or spouse works full-time or attends school full-time (as defined by the school or institution) within the PCDC's jurisdiction.
3. PCDC assisted housing preference for applicants in which the head of household lives in a PCDC assisted housing development.
4. Disabled preference for applicants in which the head of household or spouse is disabled.
5. Veteran preference in which the head of household is a current member of the military, a veteran, or the surviving spouse of a veteran.
6. Applicants who have been involuntarily displaced.
 1. Families who claim Involuntary Displacement due to:
 - a. Disaster or Government Action:
Written verification by the displacing unit or agency of government, or by a service agency such as the Red Cross.
 - b. Actions taken by the family's current property owner/agent:
Written notification by owner to family of the action/written verification by the owner or agent, or documents such as sales agreements, foreclosure notices or building permits.

c. Domestic Violence:

Written verification from police, social service agency, court, clergy person, physician, and/or public or private facility giving shelter and/or counseling to victims.

Verification must be obtained (from an owner or other source) that the abuser still resides at the unit.

The family must certify that the abuser will not return to the household without the advance written approval of the PCDC.

Before giving approval, the PCDC will require verification of the following:

1. Written statement from social worker, psychologist, or other professional familiar with the abuser that he/she has received counseling/treatment and is unlikely to continue the abuse.
2. Written statement from local law enforcement agency that no complaints have been filed since the date of the preference approval.
3. Certification that the abuser has completed a rehabilitation program.

d. Witness Protection Program:

Certification of participation by a law enforcement agency of participation in the Witness Protection Program.

Written recommendation from law enforcement agency or HUD.

e. Hate Crimes:

Written statement from law enforcement agency, HUD, Fair Housing or other agency responsible for non-discrimination advocacy. Statement should contain approximate number of occurrences and date of last occurrence.

f. Inaccessibility of Unit:

Statement from the owner of the critical elements that are inaccessible, and that the owner is not going to make the needed modifications, or permit the family to make the modifications.

Inspection by PCDC to verify inaccessibility of critical elements.

Statement from the owner of the building that the accommodations required will not be made.

If the owner permits the tenant to make the modifications, verification that the family cannot afford the expense.

g. HUD Disposition of a Project:

Written verification from HUD.

7. Applicants who are currently residing in substandard housing.

Living in Substandard Housing:

- a. Families who claim to be living in a substandard housing unit must provide written verification from a reliable, knowledgeable professional.

- b. Homeless Families: Written verification by a public or private facility providing shelter, the police, or a social services agency certifying that the family lacks a fixed, regular, and adequate nighttime residence.

CITY COUNCIL ADOPTED POLICY

Regarding all affordable housing projects in the City of Pasadena.
 (See Attachment G)

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2010 grants)	N/A	
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$10,879,122	
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)	\$2,263,084	Economic Development; Youth Diversion; Housing Rehab; Family Empowerment; and Public Services Programs.
i) Community Development Block Grant (CDBG) Stimulus funding	\$593,497	Economic Development; Youth Diversion; Housing Rehab; Family Empowerment; and Public Services Programs.
j) HOME (Tenant-based Rental Assistance)	\$272,795	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)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Shelter Plus Care (S+C)	\$581,172	Tenant-based rental assistance and supportive services for homeless person with disabilities (serious mental illness, HIV/AIDS, and substance abuse)
ARRA (Stimulus) HPRP Homeless Prevention & Rapid Rehousing	\$908,395	Funding to prevent & end homeless.
Supportive Housing Program (SHP) (Euclid Villa)	\$163,700	16 units of transitional housing coupled with supportive services for homeless families.
Supportive Housing Program (SHP) (Union Station Transitional Housing)	\$122,097	Transitional housing & services for 20 homeless individuals.
Supportive Housing Program (SHP) (Permanent Housing for Persons with Disabilities) Hestia House	\$235,695	To develop 8 units of permanent supportive housing for recovering substance abusers.
Supportive Housing Program (SHP) (Homeless Management Information Systems – HMIS)	\$137,754	Grant awarded to develop and implement a HUD mandated HMIS service.
Supportive Housing Program (SHP) (Serra Project)	\$227,499	Ten (12) unit of scattered site housing for homeless families & individuals with HIV/AIDS.
Supportive Housing Program (SHP) (Navarro House)	\$43,724	6 units of permanent supportive housing for homeless individuals.
Supportive Housing Program (SHP) (Casa Maria)	\$155,416	Provide 14 beds of transitional housing for homeless women & children.
Emergency Shelter Grant (ESG)	\$97,383	The provision of temporary emergency shelters, emergency hotel/motel vouchers and supportive services for the homeless.
HOME	\$1,243,773	Rental assistance, CHDO set aside, Fannie Mae housing development loan debt service, administration.
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Family Self Sufficiency Supportive Services (FSS Grant)	\$41,212	Provision of supportive services to FSS program participants. Services include tuition assistance, transportation assistance, childcare, and book allowances.
HOPWA (City of Los Angeles)	\$54,939	Tenant-based rental assistance for persons living with HIV/AIDS
4. Non-federal sources (list below)		
PCDC Housing Trust Funds (\$365,903) State Cal Home Funds (\$1,460,000) • Homeownership opportunity program	\$1,825,903	This program provides a second trust deed loan for low and moderate-income homebuyers.
City Inclusionary Housing Trust Funds • Emergency Shelter	\$97,516	The provision of emergency hotel/motel vouchers, food supportive services for the homeless; City Inclusionary Funds provides the required match to the ESG Grant (\$97,516).
City Inclusionary Housing Trust Funds • Bad weather Shelter	\$60,968	The provision of a seasonal shelter for homeless (November – March) yearly; information assistance, referrals, and meals.
PCDC Housing Trust Funds • Housing covenant Compliance Monitoring	\$74,999	Annual housing unit covenant compliance monitoring entailing both on-site visitation and tenant eligibility determination.
Total resources	\$20,080,643	

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

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

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

Assisted Families' Rent Burdens

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

Quality of Units Selected

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

Rent to Owner Increases

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

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

Rent Reasonableness Database/Average Contract Rents

The PCDC will compare the payment standards to average rents in its rent reasonableness database and to average contract rents by unit size. The payment standards should not be less than 90% of these amounts.

Lowering of the Payment Standard

Statistical analysis may reveal the payment standard should be lowered, in which case the payment standard should not be less than 90% of the current FMR. If the FMR is lowered, the payment standard may not exceed the FMR except in those cases where families are held harmless until they move to a different dwelling unit or have a change in family composition which would affect their HCV size.

Financial Feasibility

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

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

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

The organization chart showing the PCDC's management structure and organization:
See Attachment "T"

Section 8 Operation and Management rules, standards and polices are contained in the documents listed below:

- Rental Assistance Program Administrative Plan
- Shelter Plus Care (S+C) Action Plan
- Housing Opportunities for Persons with AIDS (HOPWA) Action Plan
- Family Self Sufficiency (FSS) Action Plan
- HOME Action Plan
- Consolidated Plan (2005 - 2009)
- Rental Assistance Program Policies and Procedures

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

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

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

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

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

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

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

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

PCDC INFORMAL REVIEW PROCEDURES

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

The informal review may be conducted by any person or persons designated by the PCDC, other than a person who made or approved the decision under review or subordinate of this person.

The applicant will be given the opportunity to present oral or written objections to the PCDC's decision.

The PCDC may verify the evidence submitted at the informal review by the applicant before a decision of the informal review is made.

The PCDC will inform the applicant, in writing, of the final decision within 30 days after the informal review, including a brief statement of the reasons for the final decision.

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

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

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

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

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

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

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

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

Notification of Hearing

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

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

PCDC Informal Hearing Procedures

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

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

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

The informal hearing will be canceled by the PCDC if the family is not present 15 minutes after the informal hearing scheduled time. The PCDC may schedule a final hearing only if the family can provide "good cause." If a participant family does not appear at a scheduled informal hearing and has not rescheduled the hearing in advance, the family must contact the PCDC within 48 hours, excluding

weekends and holidays. The PCDC will reschedule the informal hearing only if the family can provide "good cause" for the failure to appear. No other hearing will be scheduled and the PCDC's decision to terminate will stand.

Families have the right to:

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

The PCDC has a right to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4456		
Extremely low income <=30% AMI	3944	89%	
Very low income (>30% but <=50% AMI)	512	11%	
Low income (>50% but <80% AMI)	0		
Families with children	1214	27%	
Elderly families	1157	26%	
Families with Disabilities	1486	33%	
Race/ethnicity White	2492	56%	
Race/ethnicity Black	1706	38%	
Race/ethnicity Asian	196	4%	
Race/ethnicity Native	38	1%	
Race/ethnicity Pacific	24	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? May 2008			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. PCDC's Strategy for addressing Housing Needs was submitted in last year's Five Year Plan (2009-2013).
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10. Fiscal Year Audit. The results of the most recent fiscal year audit for the PHA.

City of Pasadena single Audit Report (Year ended June 30, 2009) is attached as Attachment "G".

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

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

12. 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
 - assist special needs population
 - enhance housing project viability

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 20% of PCDC's Annual Contributions Contract (ACC) 1315 which is 263 tenant-based Section 8 Vouchers. Current locations participating:

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

Total: 205

13. Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of “significant amendment” and “substantial deviation/modification”. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**
- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

14. Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures.

SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

Attachments

Required Submission:

- (Attachment A) *Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (Attachment B) *Form HUD-50077-CR, Civil Rights Certification*
- (Attachment C) *Form HUD-50071, Certification of Payments to Influence Federal Transactions*
- (Attachment D) *Form HUD-50070, Certification for a Drug-Free Workplace*
- (Attachment E) *Resident Advisory Board (RAB) comments*
- (Attachment F) *Public Notices/Public Hearing Comments*
- (Attachment G) *City Council adopted policy regarding all affordable housing projects*
- (Attachment H) *City of Pasadena-Single Audit Report (Year ended June 30, 2009)*
- (Attachment I) *Housing Department Organization Chart*

Attachment "A"

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

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual PHA Plan for the PHA fiscal year beginning JULY 1, 2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

PHA Name: Pasadena Community Development Commission

Annual Plan For Fiscal Years 2010

HA Code: CA 079

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 the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
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, the Residential Lead-Based Paint Hazard Reduction Act of 1992, 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), 2 CFR Part 225, 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 Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the 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 PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification 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.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

PASADENA COMMUNITY DEVELOPMENT COMMISSION (PCDC)

CA 079

PHA Name

PHA Number/HA Code

Annual PHA Plan for Fiscal Years 2010.

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
MICHAEL J. BECK	CHIEF EXECUTIVE OFFICER
Signature	Date

Attachment "B"

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

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

 PHA Name _____ PHA Number/HA Code

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

form HUD-50077-CR (1/2009)
 OMB Approval No. 2577-0226

Attachment "C"

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

Program/Activity Receiving Federal Grant Funding

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

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

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

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

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

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date (mm/dd/yyyy)

Previous edition is obsolete

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

Attachment "D"

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name _____

Program/Activity Receiving Federal Grant Funding _____

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

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

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

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

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

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

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

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted —

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

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

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

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

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

Name of Authorized Official	Title
Signature	Date
X	

form HUD-50078 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & 3

Attachment "E"

January 13, 2010

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

Dear

The Pasadena Community Development Commission (PCDC) extends an invitation to you to attend the Resident Advisory Board (RAB) Executive Committee meeting. The PCDC has scheduled the Executive Committee meeting for January 21, 2010, at 10:00 a.m. The meeting will be held at the:

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

We will discuss and review the PCDC's Public Housing Agency (PHA) Annual Plan (2010).

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

Sincerely,

Myrtle Dunson
Housing Assistance Officer

PASADENA COMMUNITY DEVELOPMENT COMMISSION

RESIDENT ADVISORY BOARD (RAB)

EXECUTIVE COMMITTEE MEETING

January 21, 2010

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

AGENDA

- I. Welcome and Introductions
- II. Reports
 - Chairperson
 - Vice Chairperson
 - Secretary
- III. Next RAB Meeting on January 27, 2010
 - Public Housing Agency (PHA) Annual PHA Plan (2010)
 - Housing Staff Presentations
- IV. Recommendations for next RAB Meeting
- V. Executive Committee Comments
- VI. Adjournment

January 19, 2010

Dear: Program Participant

The Pasadena Community Development Commission (PCDC) is in the process of preparing its Public Housing Authority (PHA) PHA Annual Plan for fiscal year 2010, as required by the U.S. Department of Housing and Urban Development (HUD). PCDC is requesting your participation in this planning process through your comments and recommendations regarding the PHA Annual Plan.

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

The PHA Annual Plan will be reviewed and discussed at the Resident Advisory Board (RAB) meeting on Wednesday, January 27, 2010, from 11:30 a.m. to 12:30 p.m. Renaissance Plaza Community Room, 649 North Fair Oaks Ave, Suite 203. The PCDC extends an invitation to you to attend the RAB meeting. However, your participation is strictly voluntary and your rental assistance will not be affected if you choose not to attend this meeting.

If you have any questions or wish to obtain a copy of the PHA Annual Plan, please contact the PCDC, at (626) 744-8300.

Sincerely,

Myrtle Dunson
Housing Assistance Officer
Housing & Community Development

RESIDENT ADVISORY BOARD (RAB)

Annual RAB Meeting

11:30 A.M. - 12:30 P.M., Wednesday, January 27, 2010

Renaissance Plaza

649 N. Fair Oaks Ave, Suite 203

Pasadena, CA 91103

AGENDA

- m. Call to Order - Welcome

- II. Executive Committee Reports
 - Chairperson (Jacqueline Howard)
 - Vice Chairperson (Susan Grant)
 - Secretary (Lois Broughton) – Reports
 - Last RAB Meeting (1/5/09)

- VII. New Business
 - Public Housing Agency (PHA) Annual PHA Plan (2010)
Myrtle Dunson, Housing Assistance Officer

 - Housing Department Staff Presentations

- VIII. Recommendations and Comments

- IX. Next RAB Meeting and Suggested Agenda Items

- X. Adjournment

Attachment "F"

PHA Name: Pasadena Community Development Commission
Annual Plan For Fiscal Years 2010
HA Code: CA 079

Publish Once:

PHA: (626) 744-8300

Account Number: 8112 220 684210 50119

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 (2010).

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 (2010), will be considered for approval at a public hearing by the Pasadena Community Development Commission on Monday, March 22, 2010 at 7:30 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers, Room S249, at 100 North Garfield Avenue, Pasadena, California. The purpose of the public hearing is to obtain the views of citizens, service providers, participants, and interested individuals regarding the development of the PHA Annual Plan (2010).

The PHA Annual Plan (2010) describes the Commission's immediate operations, and assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year.

Upon approval by the Commission, the PHA Annual Plan (2010) 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 Plan.

ALL INTERESTED AGENCIES, GROUPS, OR INDIVIDUALS who wish to be heard on this matter are invited to attend this public hearing and speak to the Commission at the time and place stated. The Commission will consider approval of the PHA Annual Plan (2010) 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 (2010), and/or the process, contact Myrtle Dunson, Housing Assistance Officer, at (626) 744-8300, or provide written comments to: Housing Department, 649 N. Fair Oaks Avenue, Suite 202, Pasadena, California 91103.

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

Approved as to Form:

BRAD L. FULLER
Assistant City Attorney

Publish:

PUBLIC NOTICE OF THE AVAILABILITY FOR REVIEW OF THE
PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN FOR FISCAL YEAR
2010, FOR THE PASADENA COMMUNITY DEVELOPMENT COMMISSION.

The Pasadena Community Development Commission (PCDC) announces that the Public Housing Agency (PHA) Annual Plan (2010), for the Pasadena Community Development Commission in compliance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), U.S. Department of Housing and Urban Development (HUD) PHA Plan Final Rule (24 CFR Part 903), Public and Indian Housing (PIH) Notice 2000-43, is available for public review.

The PHA Annual Plan (2010) describes the PCDC's immediate operations, and assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year. The PCDC is extremely interested in improving and increasing communication with Pasadena's citizens in the area of housing. Comments on the plan are requested and encouraged. The PHA Annual Plan will be available for public review at the following locations:

Housing Department:

Housing Department

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

Office hours are Monday – 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
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*

PHA Name: Pasadena Community Development Commission
Annual Plan For Fiscal Years 2010
HA Code: CA 079

The PHA Annual Plan will be considered by the PCDC on March 22, 2010, and if adopted, will be submitted to the U.S. Department of Housing and Urban Development, shortly thereafter.

Comments in writing from the public on the PHA Annual Plan will be received by the City's Housing Department located at, 649 North Fair Oaks Avenue, Suite 202, Pasadena, CA from January 19, 2010 to March 22, 2010. If you have any questions call Myrtle Dunson, City of Pasadena, Housing Department, at (626) 744-8300.

*Michael J. Beck
100 North Garfield Avenue
Pasadena, CA 91109*

Publish:

Approved as to Form:

*BRAD L. FULLER
Assistant City Attorney*

AVISO PUBLICO DE LA DISPONIBILIDAD PARA REVISAR EL PLAN ANUAL DE LA AGENCIA DE LA VIVIENDA (PHA) PARA EL AÑO FISCAL 2010, PARA LA COMISIÓN DE DESARROLLO COMUNITARIO DE PASADENA.

La Comisión de Desarrollo Comunitario de Pasadena (PCDC) por sus siglas en inglés, anuncia que el Plan Anual de la Agencia de la Vivienda Pública (PHA) para el año fiscal 2010, para la comisión de Desarrollo Comunitario de Pasadena estará disponible para ser revisado de acuerdo con la Ley de 1988 de Responsabilidad Laboral y la Calidad de la Vivienda de (QHWRA) por sus siglas en inglés, el Departamento de Vivienda y Desarrollo Urbano de Los Estados Unidos (HUD) siglas en inglés del plan final PHA (24 CFR Parte 903), aviso 2000-43 de la vivienda pública para las Comunidades Indígenas (PIH) siglas en inglés,

El Plan Anual (2010) de PHA describe las operaciones inmediatas de la Comisión, evalúa las necesidades de asistencia de la vivienda, las condiciones del inventario de la vivienda, y las necesidades de subsidiar las rentas de las viviendas para personas de bajos ingresos para el próximo año fiscal.

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

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

Departamento de la Vivienda:

Departamento de la Vivienda:

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

Horario de oficina de lunes-jueves desde las 8:00 a.m. hasta las 5:00 p.m.

Instalaciones Comunitarias:

Centro Jackie Robinson – 1020 North Fair Oaks,	791-7983
Centro de Vecinos de Villa-Parke – 363 East Villa,	744-6530
Centro de Personas de la Tercera Edad – 85 East Holly,	795-4331
Centro Victory Park – 2575 Paloma,	798-0865
El Centro de Acción Social, Inc.- 37 East Del Mar	792-3148

Todas las Sucursales de la Biblioteca Pública de Pasadena:

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

PHA Name: Pasadena Community Development Commission
Annual Plan For Fiscal Years 2010
HA Code: CA 079

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

El Plan Anual del PHA será considerado por la Comisión de Desarrollo Comunitario de Pasadena el 22 de marzo del 2010, de ser adoptado por la comisión será presentado después de un corto tiempo al Departamento de Vivienda y Desarrollo Urbano de Los Estados Unidos.

Los Comentarios del público por escrito, sobre el Plan Anual de PHA serán recibidos por el Departamento de la Vivienda y Desarrollo Comunitario, ubicado en el 649 North Fair Oaks Avenue, Suite 202, Pasadena, CA desde **el 19 de enero del 2010 hasta el 22 de marzo del 2010**. Si usted tiene alguna pregunta llame a Myrtle Dunson, ciudad de Pasadena, Departamento de la Vivienda y Desarrollo Comunitario al (626) 744-8300.

*Michael J. Beck
100 North Garfield Avenue
Pasadena, CA 91109*

Publicar:

El formato queda aprobado:

BRAD L. FULLER

Abogado Auxiliar de la Ciudad

PHA Name: Pasadena Community Development Commission
Annual Plan For Fiscal Years 2010
HA Code: CA 079

Publicar una vez:

Tel: (626) 744-8300

Número de cuenta: 8112 220 684210 50119

FAX: (626) 744-8340

**AVISO AL PÚBLICO DE UNA AUDIENCIA PÚBLICA DE LA COMISIÓN DE DESARROLLO
COMUNITARIO DE PASADENA PARA DISPONIBILIDAD PARA REVISAR EL PLAN ANUAL
DE LA AGENCIA DE VIVIENDA PUBLICA (PHA) PARA EL AÑO FISCAL 2010**

De acuerdo con el código 24 de las regulaciones federales, parte 903 et seq., publicado por el Departamento de la Vivienda y Desarrollo Urbano de los Estados Unidos (HUD) por sus siglas en inglés, el 22 de diciembre de 2000, en el Registro Federal, y la Oficina de la Vivienda Pública para las Comunidades Indígenas (PIH) por sus siglas en inglés, aviso 2000-43, y la Vivienda de Calidad y la Ley de Responsabilidad Laboral de 1998, la Comisión de Desarrollo Comunitario de Pasadena (la Comisión) por la presente da aviso que el Plan Anual (2010) de la Agencia de Vivienda Publica, será considerado para su aprobación en la audiencia pública por la Comisión de Desarrollo Comunitario de Pasadena el **lunes 22 de marzo del 2010** a las 7:30 p.m. o un poco después cuando el tema sea escuchado, en la cámara del consejo, sala S249, en el 100 Norte de la Avenida Garfield, Pasadena, California. El propósito de esta audiencia pública es para obtener el punto de vista de los ciudadanos, proveedores de servicios, participantes, y personas interesadas en relación al Plan Anual de PHA (2010).

El Plan Anual (2010) de PHA describe las operaciones inmediatas de la Comisión, evalúa las necesidades de asistencia de la vivienda, las condiciones del inventario de viviendas, y las necesidades de subsidiar las rentas de las viviendas para personas de bajos ingresos para el próximo año fiscal.

Una vez sea aprobado por la Comisión, el Plan Anual (2010) de la Agencia Pública de Vivienda (PHA) será presentado a HUB para asegurar que la Ciudad continúe recibiendo fondos federales que benefician a las personas de bajos ingresos del programa de asistencia para la renta. Los subsidios para el programas de asistencia para la renta están sujetos a la disponibilidad de los fondos para la ciudad de HUB, así como también la preparación y presentación de los planes de PHA al HUB.

TODAS LAS AGENCIAS, GRUPOS O PERSONAS INTERESADAS que desean ser escuchados sobre este asunto están invitados ha asistir a esta audiencia pública para hablar ante la comisión a la hora y lugar determinado. La Comisión considerará la aprobación del Plan Anual (2010) de la Agencia Pública de Vivienda (PHA), en la audiencia pública después de haber recibido testimonio, oral o escrito.

Si tiene algunas preguntas o requiere información sobre el Plan Anual (2010) de la Agencia Pública de Vivienda (PHA) y/o el proceso, comuníquese con Myrtle Dunson, Funcionaria Asistente de la Vivienda, al (626) 744-8300, o envíe sus comentarios por escrito al:

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

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

EL FORMATO QUEDA APROBADO:

BRAD L. FULLER
ABOGADO AUXILIAR DE LA CIUDAD

Publicar:

Attachment "G"



HOUSING DEPARTMENT

December 10, 2009

TO: Pasadena Community Development Commission
FROM: William K. Huang, Housing Director *William K. Huang*
RE: Approval of Housing Assistance Payment Contract with Abode Communities
Providing Section 8 Project-Based Vouchers for the Hudson Oaks Project
(1267 N. Hudson Ave.)

In response to comments at the December 9, 2009 meeting of the City Council Economic Development and Technology Committee, please be informed that the applicable legal documents for this and future affordable housing projects which are targeted to very low-income renters will include, to the extent permitted by law and regulations of applicable funding sources, a provision to ensure that eligible persons on the Commission's Section 8 waiting list are given preference in the tenant selection process in accordance with the following order of local priority:

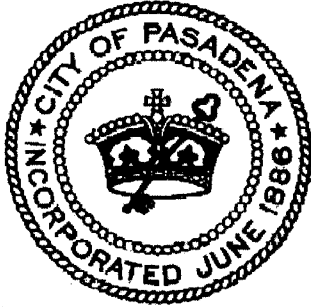
- a. Section 8 waiting list (Pasadena resident and works in city)
- b. Pasadena resident and works in city
- c. Section 8 waiting list (Pasadena resident)
- d. Pasadena resident
- e. Section 8 waiting list (works in Pasadena)
- f. Works in Pasadena

The tenant selection process for the Hudson Oaks and all future affordable housing projects which are targeted to very low income renters will also require proactive marketing to those on the Section 8 waiting list.

cc: Michael J. Beck, City Manager

12/14/2009
5. A. 3.

649 North Fair Oaks Avenue, Suite 202 • P.O. Box 7115 • Pasadena, CA 91109-7215
(626) 744-8300 Fax (626) 744-8340
www.cityofpasadena.net



Agenda Report

DECEMBER 14, 2009

TO: PASADENA COMMUNITY DEVELOPMENT COMMISSION

THROUGH: ECONOMIC DEVELOPMENT AND TECHNOLOGY
COMMITTEE (December 9, 2009)

FROM: HOUSING DEPARTMENT

SUBJECT: APPROVAL OF HOUSING ASSISTANCE PAYMENT
CONTRACTS PROVIDING SECTION 8 PROJECT-BASED
HOUSING CHOICE VOUCHERS WITH ABODE COMMUNITIES
FOR 160 RENTAL HOUSING UNITS AT CENTENNIAL PLACE
(235 E. HOLLY STREET) AND HUDSON OAKS (1267 N.
HUDSON AVENUE) AFFORDABLE HOUSING PROJECTS

RECOMMENDATION:

It is recommended that the Pasadena Community Development Commission approve project-based Housing Assistance Payment contracts under the Housing Choice Voucher Program with Abode Communities for the provision of rent subsidies to assist 116 housing units at the Centennial Place project and 44 housing units at the Hudson Oaks project.

ADVISORY COMMISSION RECOMMENDATION:

The subject item has been scheduled for recommendation by the Community Development Committee at its regular meeting of December 10, 2009.

BACKGROUND:

The subject recommendation provides for the allocation of federal rent subsidies administered by the Pasadena Community Development Commission ("Commission") to 160 housing units in two affordable rental housing projects in Pasadena which are developed and managed by Abode Communities. Residents of the subsidized units will be very low income single persons and senior citizens. The subsidies will reduce the rent burden for the residents and enhance the economic viability of the housing projects.

The Commission administers the Housing Choice Voucher Program, a federal housing program commonly known as "Section 8", which provides rent subsidies

MEETING OF 12/14/2009

AGENDA ITEM NO. 5.A.3.

to assist very low income households in Pasadena. The Program has a total of 1,315 Housing Choice Vouchers, comprised of "tenant-based" and "project-based" rent subsidies. The former category currently comprises approximately 87% of the Program. The rental assistance is "tenant-based" in that a Housing Choice Voucher is issued directly to a qualified tenant household from the program's waiting list. The Voucher recipient is responsible for finding a vacant rental unit in the city and a property owner willing to participate in the Program. If the Voucher recipient is successful in doing so, the Commission enters into a Housing Assistance Payment contract with the property owner pursuant to which the Commission pays out the rent subsidy to the property owner on a monthly basis. The portion of the total rent not subsidized is paid by the tenant and generally ranges from 30% to 40% of household income during the first year of lease under the Program. Subject to Program restrictions, should the tenant choose to move and rent a different housing unit elsewhere in the city, the tenant may request that the Section 8 Voucher be transferred with him/her accordingly; hence, the term "tenant-based" assistance.

On the other hand, up to 263 Housing Choice Vouchers (not to exceed 20% of the total Program allocation) may be "project-based" rental assistance in accordance with the Administrative Plan approved by the Commission on March 2, 2009. Project-based vouchers are those that are allocated to specific rental housing projects in the city (instead of issued to tenant households). Presently, the Commission administers 38 project-based Vouchers. Non-profit housing sponsor Abode Communities submitted applications in response to Request For Proposals ("RFP") issued by the Commission in July and October 2009 announcing the availability of Project-Based Housing Choice Vouchers. The RFP notices were published in the Pasadena Star News and posted on the Housing Department's web page. Abode Communities requested project-based voucher allocations for two housing projects -- Centennial Place and Hudson Oaks. The Abode Communities proposals were reviewed by the Housing Department and determined to satisfy the RFP threshold criteria. No other proposals were received.

Centennial Place

The Centennial Place project is located at 235 E. Holly Street and provides affordable rental housing to very low income persons. In 1991 the Los Angeles Community Design Center -- now Abode Communities -- completed the rehabilitation and conversion of the old YMCA building and placed into service 144 units of single-room occupancy apartments, providing critically needed affordable housing in the community.

Centennial Place is a key resource in addressing the City's critical affordable housing needs. In order that it can continue to perform this vital role and remain a positive contributor to the neighborhood and community, a collaborative effort has been underway between representatives of the City's Housing Department,

Abode Communities, Union Station Homeless Services, and the County of Los Angeles, to enhance Centennial Place in the following respects:

- Expanded rent subsidies for its residents
- Improved supportive services
- Capital improvements to the building
- Enhanced long term financial viability for the project

Presently, 27 units at Centennial Place receive project-based Section 8 rent subsidies from the Commission. As proposed, this subsidy would be expanded by an additional 116 project-based vouchers to cover all 143 affordable units at Centennial Place (one unit is reserved for a resident manager) . The rental assistance will reduce the rent burden for the residents thereby giving them a better opportunity to stabilize their financial situation. The new project-based vouchers will be phased in over time and will not result in the displacement of existing tenants. A Service Provider Agreement between Abode Communities and Union Station Homeless Services is in place and the County of Los Angeles is currently considering a funding request for supportive services and capital improvements and it is anticipated that a funding decision will be made by early 2010.

Hudson Oaks

At its regular meeting of June 22, 2009 the City Council approved the key business terms of an Acquisition, Disposition and Development Agreement with Abode Communities, including a funding commitment in the amount of \$4,312,115, for the proposed acquisition and substantial rehabilitation of a vacant three-story apartment building located at 1267 N. Hudson Avenue for operation as a 45-unit rental housing complex for very low income seniors (44 affordable units plus one resident manager's unit).

In approving the transaction, the Commission was also informed that the proposed Hudson Oaks senior apartments project would require project-based Section 8 rental subsidies for 44 units in order to be economically viable. As in the Centennial Place project, the proposed rent subsidies would further reduce the rent burden for the residents. Furthermore, they would enable the project to support additional permanent financing in the estimated amount of \$900,000.

The Hudson Oaks project is currently in City plan check. The developer is in the process of securing project financing including submittal of an application to the County of Los Angeles in the current City of Industry Program funding cycle and applying to the State for low income housing tax credits in the Spring 2010 funding cycle.

COUNCIL POLICY CONSIDERATION:

The subject recommendation advances a number of Housing Policies that are set forth in the City's Housing Element, including:

Policy 2.3 -- Promote the construction and rehabilitation of suitable and adequate housing for special needs groups, including seniors.....

Policy 3.7 -- Provide rental assistance to address housing overpayment among special needs groups and the very low income population.

FISCAL IMPACT:

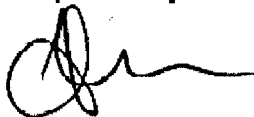
Commission approval of the subject recommendation will result in the allocation of federal Section 8 program funds to assist a total of 160 dwelling units in the Centennial Place and Hudson Oaks housing projects owned and operated by Abode Communities. The funding will be in the form of rent subsidies pursuant to Housing Assistance Payment contracts to be entered between the Commission and Abode Communities. The contracts may be renewed annually subject to federal funding appropriation. The annual amount of the rent subsidies for both projects combined (assuming 100% lease-up of the 160 assisted units) is estimated to be \$841,000. The allocation will be drawn from federal Section 8 entitlement revenues that are programmed in the approved FY 2010 Housing Department operating budget.

Respectfully submitted,



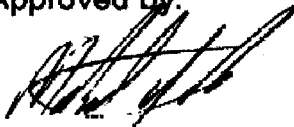
WILLIAM K. HUANG
Housing Director
Housing Department

Prepared by:



James Wong, Senior Project Manager

Approved by:



MICHAEL J. BECK
Chief Executive Officer

Attachment "H"

PHA Name: Pasadena Community Development Commission
Annual Plan For Fiscal Years 2010
HA Code: CA 079

CITY OF PASADENA
Pasadena, California
Single Audit Report on Federal Awards
Year ended June 30, 2009

CITY OF PASADENA
Pasadena, California

Single Audit Report on Federal Awards

Year ended June 30, 2009

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Mayer Hoffman McCann P.C.
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Honorable Mayor and City Council
City of Pasadena, California

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

We have audited the financial statements of the City of Pasadena, California (City) as of and for the year ended June 30, 2009, and have issued our report thereon dated December 17, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

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

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the City's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the City's financial statements that is more than inconsequential will not be prevented or detected by the City's internal control. The matter described in the accompanying Schedule of Findings and Questioned Costs as item 09-1 conforms to this definition.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the City's internal control.

Honorable Mayor and City Council
City of Pasadena, California
Page Two

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe that the significant deficiency described above is not considered a material weakness.

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

Compliance and Other Matters

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

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

We also noted other matters involving internal control over financial reporting that we have reported to the City Council of the City of Pasadena in a separate letter dated December 17, 2009.

Mayer Hoffman McCann P.C.

Irvine, California
December 17, 2009



Mayer Hoffman McCann P.C.

An Independent CPA Firm

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Honorable Mayor and City Council
City of Pasadena, California

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH
MAJOR PROGRAM, INTERNAL CONTROL OVER COMPLIANCE AND ON
THE SCHEDULE OF FEDERAL AWARDS IN ACCORDANCE WITH OMB
CIRCULAR A-133**

Compliance

We have audited the compliance of City of Pasadena with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2009. The City of Pasadena's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the City of Pasadena's management. Our responsibility is to express an opinion on the City of Pasadena's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Pasadena's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the City of Pasadena complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2009.

Internal Control Over Compliance

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

Honorable Mayor and City Council
City of Pasadena, California
Page Two

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

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

Schedule of Expenditures and Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Pasadena as of and for the year ended June 30, 2009, and have issued our report thereon dated December 17, 2009. Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the City of Pasadena's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 not including the financial data schedule and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

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

Mayer Hoffman McCann P.C.

Irvine, California
December 17, 2009

CITY OF PASADENA
 Schedule of Expenditures of Federal Awards
 Year ended June 30, 2009

	Federal Domestic Assistance Number	Program Identification Number	Program Expenditures	Amount Provided to Subrecipients
<u>Department of Housing and Urban Development</u>				
Direct Assistance:				
Community Development Block Grant Entitlement	14.218	n/a	\$ 2,078,271	2,078,271
Section 108 Loan - Fair Grove Shopping Center	14.248	n/a	334,003	334,003
Total CDBG Entitlement and Small Cities Grants			2,412,274	2,412,274
Section 8 Rental Voucher Program	14.871	CA079VO	11,242,817 *	-
Emergency Shelter Grant Program	14.231	n/a	97,516	97,516
Supportive Housing	14.235	n/a	941,743	941,743
Shelter Plus Care	14.238	n/a	619,884	619,884
Home-Investment in Affordable Housing	14.239	n/a	1,715,373	-
Total direct assistance			17,029,607	4,071,417
Passed through the City of Los Angeles:				
Home Opportunities for Persons with AIDS	14.241	C98522	58,193	-
Total Department of Housing and Urban Development			17,087,800	4,071,417
<u>Department of Labor</u>				
Passed through the State of California:				
Workforce Investment Act - Adult	17.258	Various	533,371	44,257
Workforce Investment Act - Youth	17.259	Various	491,711	181,608
Workforce Investment Act - ARRA Adult	17.259	Various	579	-
Workforce Investment Act - ARRA Dislocated Workers	17.259	Various	318	-
Workforce Investment Act - Dislocated Workers	17.260	Various	585,632	33,034
Workforce Investment Act - Rapid Response	17.260	Various	248,057	-
Workforce Investment Act- Incentive	17.260	Various	1,431	-
Workforce Investment Act - Foster Youth- Wagner Peyser	17.207	Various	100,000	50,000
Workforce Investment Act- IndyMac Bank	17.260	Various	415,038	181,164
Workforce Investment Act- CalGRIP	17.261	Various	37,553	-
Workforce Investment Act- Economic Stimulus 2	17.260	Various	14,704	10,205
Workforce Investment Act- Economic Stimulus 3	17.260	Various	4,414	-
Workforce Investment Act- ARRA Youth	17.259	Various	24,275	-
Passed through the County of Los Angeles:				
Workforce Investment Act - Adult	17.258	Various	86,512	13,309
Workforce Investment Act - Youth	17.259	Various	60,919	13,451
Workforce Investment Act - Dislocated Workers	17.260	Various	59,969	14,803
Total Department of Labor			2,664,483 *	541,831

* Major program
 n/a = not available

(Continued)

See accompanying notes to the schedule of expenditures of federal awards.

CITY OF PASADENA
 Schedule of Expenditures of Federal Awards
 (Continued)

	Federal Domestic Assistance <u>Number</u>	Program Identification <u>Number</u>	Program <u>Expenditures</u>	Amount Provided to <u>Subrecipients</u>
<u>Department of Health and Human Services</u>				
Passed through the State of California				
Department of Health Services:				
Maternal and Child Health Services Block Grant	93.994	200661	118,285	-
Centers for Disease Control and Prevention - TB Control	93.283	TB CSGF 90-76	37,479	-
Child Health Development Program - Foster Care	93.658	n/a	108,508	-
Child Lead Poison Prevention	93.197	95-6000759	104,739	-
CHDP Gateway	93.778	n/a	299,348	-
Medi-Cal Administrative Claiming	93.778	04-35118	209,303	-
Immunization Subvention Funds	93.268	98-15761,99-86354	64,864	-
Passed through the County of Los Angeles:				
Alcohol and Drug Abuse/Mental Health Services Block Grant	93.992	Various	544,825	-
AIDS HIV Early Intervention	93.914	H209212	905,309 *	-
Total Department of Health and Human Services			<u>2,392,660</u>	<u>-</u>
<u>Department of Justice</u>				
Direct Assistance:				
Asset Forfeiture	16.000	CA 1953	218,209	-
Edward Byrne Memorial Justice Assistance Grant	16.738	2008-DJ-BX-0350	24,447	-
Community Oriented Policing Services Technology Grants	16.710	2001-CK-WX-0020	283,288	-
Passed through the State of California Department of Criminal Justice and Planning:				
Elder Abuse and Advocacy and Outreach Program - VOCA Grant	16.575	EA08-11-7625/ EA07-10-7625	74,291	-
Total Department of Justice			<u>600,235</u>	<u>-</u>
<u>Department of Treasury</u>				
Direct Assistance:				
Asset Forfeiture	21.000	CA 1953	9,218	-
Total Department of Treasury			<u>9,218</u>	<u>-</u>

* Major program
 n/a = not available

(Continued)

See accompanying notes to the schedule of expenditures of federal awards.

CITY OF PASADENA
 Schedule of Expenditures of Federal Awards
 (Continued)

	Federal Domestic Assistance Number	Program Identification Number	Program Expenditures	Amount Provided to Subrecipients
<u>Department of Agriculture</u>				
Passed through the State of California Department of Health Services:				
Supplemental Food Program for Women, Infants and Children (WIC)	10.557	05-45781	899,020	-
Total Department of Agriculture			<u>899,020</u>	-
<u>Department of Transportation</u>				
Passed through the California Department of Transportation:				
Highway Planning and Construction	20.205	Various	1,646,315	-
State and Community Highway Safety	20.600	Various	264,770	-
Total Department of Transportation			<u>1,911,085</u>	-
<u>Department of Homeland Security</u>				
Direct Assistance:				
2006 State Homeland Security Grant Program	97.005	2006-71,OES#37-00000	196,356	
2007 State Homeland Security Grant Program	97.005	2007-08,OES#37-00000	105,431	
Passed through the Federal Emergency Management Agency				
FEMA- 1008-DR-CA 1994 Northridge Earthquake	97.036	037-56000	201,140	
Passed through the City of Los Angeles				
2006 Urban Areas Security Initiative	97.008	C-112112	380,646	-
Total Department of Homeland Security			<u>883,573</u>	-
Total Expenditures of Federal Awards			<u>\$26,448,074</u>	<u>4,613,248</u>

* Major program
 n/a = not available

See accompanying notes to the schedule of expenditures of federal awards.

CITY OF PASADENA

Notes to Schedule of Expenditures of Federal Awards

Year ended June 30, 2009

(1) Summary of Significant Accounting Policies Applicable to the Schedule of Expenditures of Federal Awards

(a) Scope of Presentation

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

(b) Basis of Accounting

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

(c) Subrecipients

During the fiscal year ended June 30, 2009, the City disbursed \$4,613,248 subrecipients to be used for the federally allowable expenditures in accordance with the grant agreements.

(d) Loans Outstanding

At June 30, 2009, outstanding loans under the U.S. Department of Housing and Urban Development – Section 108 program and U.S. Department of Housing and Urban Development – HOME program were \$1,575,000 and \$711,878, respectively. Amounts expended from loan proceeds are reflected in the accompanying Schedule of Federal Awards. Outstanding loans under the U.S. Department of Housing and Urban Development – Community Development Block Grant program were \$334,004 at June 30, 2009. Amounts expended from loan proceeds are reflected in the accompanying Schedule of Federal Awards.

CITY OF PASADENA

Notes to Schedule of Expenditures of Federal Awards

((Continued))

(e) Additional Disclosures for Elder Abuse and Advocacy and Outreach Program

Total grant expenditures for the Elder Abuse and Advocacy and Outreach Program of \$137,915 are for operating expenditures of two grant years. The City's match on the Victims of Crime Act (VOCA) grant was \$22,500 for grant year ending September 30, 2008 in operating expenditures.

CITY OF PASADENA
Schedule of Findings and Questioned Costs
Year ended June 30, 2009

(A) Summary of Auditors' Results

1. An unqualified report was issued by the auditors on the financial statements of the auditee.
2. There were no material weaknesses in internal control over financial reporting. There was one significant deficiency in internal control over financial reporting that we described as item 09-1.
3. The audit disclosed no noncompliance which is material to the financial statements of the auditee.
4. There were no material weaknesses in internal control over the major programs of the auditee.
5. An unqualified report was issued by the auditors on compliance for major programs.
6. The audit disclosed no audit findings required by the auditors to be reported under paragraph .510(a) of OMB Circular A-133.
7. The major programs of the auditee were as follows:
 - Department of Housing and Urban Development – Section 8 Rental Voucher Program – CFDA #14.871
 - Department of Labor – Workforce Investment Act Program – CFDA #17.207, 17.258, 17.259, 17.260, 17.261
 - Department of Health and Human Services - AIDS HIV Early Intervention Program – CFDA #93.914
8. The dollar threshold used to distinguish Type A and Type B programs was \$793,442.
9. The auditee was considered a low risk auditee for the year ended June 30, 2009 for the purposes of determining major programs.

(B) Findings Related to the Financial Statements which are Required to be Reported in Accordance with GAGAS

(09-1) Enhancing Controls over Supplies Inventory

The City has a formal policy regarding inventory cycle counts. Cycle counts are performed regularly in accordance with the policy, with a focus on high-value material items. Results of the cycle counts performed were validated through our physical inventory observation, although it was noted that one high ticket item that had been withdrawn from inventory remained reflected as inventory in the City's accounting

(B) Findings Related to the Financial Statements which are Required to be Reported in Accordance with GAGAS, (Continued)

records. It is important to identify and remove withdrawn inventory from the accounting records in a timely manner.

Recommendation

We recommend that the City continue to improve policies and procedures to enhance proper accountability over inventory records and physical inventory counts.

Management's Comments Regarding Corrective Actions Planned

The City will update existing formal policies to improve validation of physical inventory counts, including implementation of periodic complete physical inventory counts for selected high-value items, including cost validation. Cycle counts will also be continued in accordance with the existing policy. A quarterly summary of cycle counts will be prepared to ensure adherence to existing policy regarding frequency, proper procedure and use of proper documentation.

The City will also develop and implement a policy to document and strengthen procedures for updating inventory accounting records for activity occurring during *emergencies and* after regular business hours. These procedures will ensure that inventory materials removed from physical inventory during an emergency response or after-hours activities are properly adjusted as inventory in the City's accounting records.

CITY OF PASADENA
Schedule of Findings and Questioned Costs
(Continued)

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

There were no auditors' findings required to be reported in accordance with paragraph .510(a) at OMB Circular A-133.

CITY OF PASADENA
Summary Schedule of Prior Audit Findings
Year ended June 30, 2008

The following is the status of prior audit findings:

(06-2) Construction in Progress

During the year ended June 30, 2006, it was noted that the City had not maintained a detail listing that supported the ending balance of construction in progress at year end by project. Since the City did not have a detailed listing by project, the City was unable to determine if any projects had been mistakenly capitalized that should have been expensed.

During the year ended June 30, 2007, a detailed listing by project for all construction in progress was compiled, which supported the ending balance at year end. However, it was noted that the detailed listing of construction in progress contained \$9,844,831 of non-capitalizable projects, which resulted in a prior period adjustment and a post-closing audit adjustment.

During the year ended June 30, 2008, a detailed listing by project for all construction in progress was compiled, which supported the ending balance at year end. However, it was noted that the detailed listing of construction in progress contained \$3,599,089 of non-capitalizable projects, which resulted in a prior period adjustment and a post-closing audit adjustment.

Recommendation

We recommended that the City conduct a review of its construction in progress in order to support its balance outstanding at year end. We also recommended that additions and deletions to construction in progress be analyzed in order to ensure that only capitalizable projects are capitalized and that all completed construction in progress projects are removed.

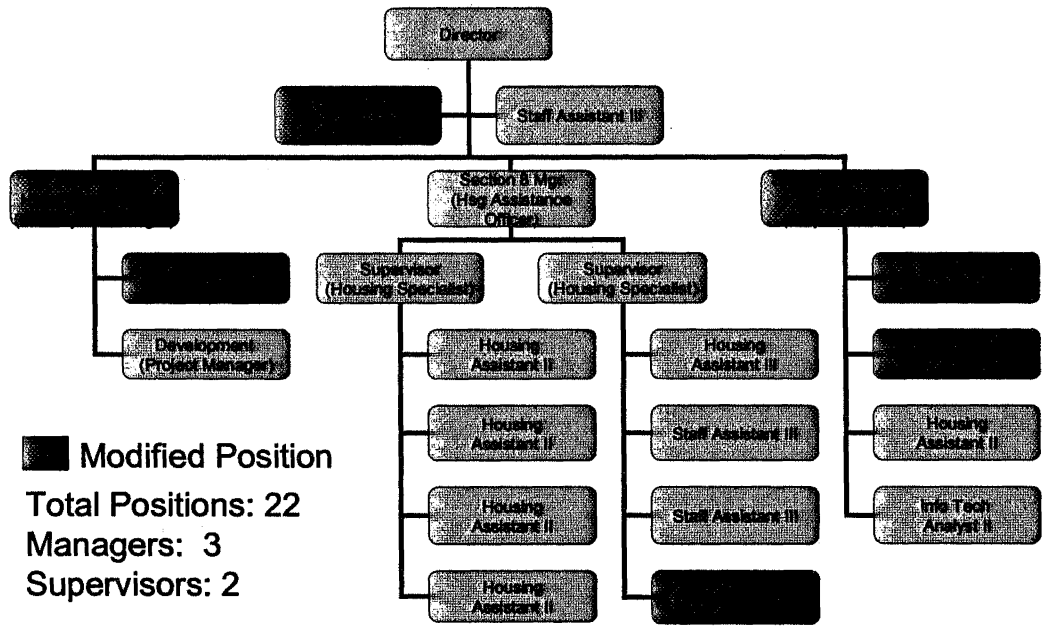
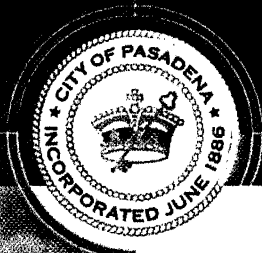
Resolution

Based on the results of testing during the year ended June 30, 2009, no instances were identified of projects, which had been mistakenly capitalized and recorded as construction in progress.

Attachment "I"

Housing Dept 2010

Housing Department



■ Modified Position
 Total Positions: 22
 Managers: 3
 Supervisors: 2

