

# PHA Plan 2020

CITY OF PASADENA HOUSING DEPARTMENT  
PHA 5 YEAR PLAN & ANNUAL PLAN

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A.	PHA Information.														
A.1	<p>PHA Name: <u>City of Pasadena Housing Department</u> PHA Code: <u>CA079</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2020</u>            PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Specific locations where the public may obtain copies of the 5-Year and Annual PHA Plan are:</p> <ul style="list-style-type: none"> <li>• City of Pasadena Housing Department located at 649 N. Fair Oaks Ave., Suite 202 Pasadena CA 91103 Office hours are: Monday &amp; Tuesday between 8:00 a.m. - 1:00 p.m. Wednesday &amp; Thursday between 12:00 p.m. - 5:00 p.m.</li> <li>• CoPHD’s website, <a href="http://www.cityofpasadena.net/housing">www.cityofpasadena.net/housing</a>;</li> <li>• Calling 626 744-6701 to request a copy;</li> <li>• Emailing <a href="mailto:alansing@cityofpasadena.net">alansing@cityofpasadena.net</a> to request a copy to be emailed.</li> </ul> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:					
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B.	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.														
B.1	<p><b>Mission.</b> State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>The mission of the City of Pasadena Housing Department (CoPHD) is as follows: “The City of Pasadena Housing Department is dedicated to providing affordable housing and community development opportunities for low and moderate income persons and employment resources to enhance and strengthen our community.”</p>														

<p><b>B.2</b></p>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low- income families for the next five years.</p> <p>The CoPHD has set the following goals for the 2020-2025 period:</p> <p><b>Goal:</b></p> <ul style="list-style-type: none"> <li>• <b>Improve the availability of decent, safe, and affordable housing.</b></li> </ul> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Increase the number of Project Based Voucher units available through the RFP process</li> <li>• Strengthen outreach to the landlord community to increase awareness of and participation in rental assistance programs.</li> <li>• Increase housing choice through monitoring of the payment standards in relation to average rents for modest dwelling units within the City.</li> <li>• Increase the availability of rental vouchers by applying for special needs or other vouchers when available.</li> </ul> <p><b>Goal:</b></p> <ul style="list-style-type: none"> <li>• <b>Promote fair housing and equal opportunity.</b></li> </ul> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Continue to provide training to employees, owners, and residents through workshops and mailers.</li> <li>• Implement objectives identified upon completion of Analysis of Impediments to Fair Housing Choice.</li> </ul> <p><b>Goal:</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure effective operations and program management.</b></li> </ul> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Maintain Section 8 Management Assessment Program (SEMAP) High Performer status.</li> <li>• Utilize technology to improve program access.</li> </ul>
<p><b>B.3</b></p>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The goals and objectives set in the 2014-19 5-Year Plan and the progress made are listed below.</p> <p><b>Goal:</b></p> <ul style="list-style-type: none"> <li>• <b>Improve the availability of decent, safe, and affordable housing.</b></li> </ul> <p>Objective:</p> <ul style="list-style-type: none"> <li>• Apply for additional rental vouchers.</li> </ul> <p>Progress:</p> <ul style="list-style-type: none"> <li>• Seven additional VASH vouchers were awarded in May, 2015, increasing the total VASH allocation to 32.</li> <li>• The CoPHD collaborated with the Los Angeles County Development Authority to increase the number of landlords who are open to participation in rental assistance programs through the utilization of local Measure H funds to assist formerly homeless voucher program participants to pay security deposits, and provide vacancy loss and damage claim funding for landlords.</li> </ul> <p><b>Goal:</b></p> <ul style="list-style-type: none"> <li>• <b>Improve the quality of assisted housing.</b></li> </ul> <p>Objective:</p> <ul style="list-style-type: none"> <li>• Maintain SEMAP high performer rating</li> </ul> <p>Progress:</p> <ul style="list-style-type: none"> <li>• High Performer rating was awarded 4 of the 5 years covered by the prior 5-Year Plan. The one year CoPHD earned standard performer was as a result of low lease-up of NED 2 vouchers.</li> </ul> <p><b>Goal:</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure integrity in housing programs.</b></li> </ul> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Use technology to increase our capacity to maintain program integrity.</li> </ul> <p>Progress:</p> <ul style="list-style-type: none"> <li>• The CoPHD utilized an electronic application when the waiting list was opened in October 2014, resulting in over 26,000 applications during the two-week open enrollment period.</li> <li>• The CoPHD utilizes its website, social media, and affordable housing search websites to advertise open applications and for affordable housing units and homeownership programs.</li> </ul> <p><b>Goal:</b></p> <ul style="list-style-type: none"> <li>• <b>Promote fair housing and equal opportunity.</b></li> </ul> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• CoPHD will continue to provide training related to fair housing discrimination.</li> </ul> <p>Progress:</p> <ul style="list-style-type: none"> <li>• Two staff members attended fair housing training, and one department-wide training was held.</li> <li>• Annual owner/tenant newsletter addressed fair housing topics.</li> <li>• All-staff training on fair housing &amp; the reasonable accommodation process was conducted on August 7, 2019.</li> </ul>

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<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The CoPHD's policy is to serve victims of domestic violence, dating violence, sexual assault, or stalking in accordance with VAWA guidelines and regulations, in order to allow eligible households to exercise their right to housing. Protections under this policy are available to all victims regardless of sex, gender identity, or sexual orientation and will be applied consistent with all nondiscrimination and fair housing requirements. The activities the CoPHD engages in to ensure victims are aware of their rights to housing include making information about VAWA and the emergency transfer plan available through participant meetings, owner/tenant newsletter, and website updates.</p>
<b>B.5</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A significant amendment or modification is defined by the CoPHD as a change in policy or procedure that is expected to have an impact on how the program is operated.</p>
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y   N <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>At the RAB meeting on February 20, 2020, the RAB made recommendations related to the 5-year Plan. The RAB recommended that the CoPHD apply for special needs or other housing vouchers as available, supported the ongoing education and outreach to the landlord community about rental assistance programs, and recommended the approval of the 5-year Plan by City Council and its subsequent approval by HUD. The recommendations were incorporated into the 5-year Plan.</p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low-income families

**Applicability.** Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

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A.1	<p> <b>PHA Name:</b> <u>City of Pasadena Housing Department</u>      <b>PHA Code:</b> <u>CA079</u>  <b>PHA Type:</b> <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>07/2020</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>0</u>      <b>Number of Housing Choice Vouchers (HCVs)</b> <u>1409</u>  <b>Total Combined</b> <u>1409</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> CoPHD has posted the 2020 PHA Plan, including updates, at their main administrative office located at: </p> <p style="margin-left: 40px;"> City of Pasadena  Housing Department  649 N. Fair Oaks Avenue, Suite 202  Pasadena, CA 91103 </p> <p> CoPHD has also posted the complete 2020 PHA Annual Plan draft on their official website, <a href="http://www.cityofpasadena.net/housing/rentalassistance">www.cityofpasadena.net/housing/rentalassistance</a>. </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:											
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<b>B.</b>	<p><b>Annual Plan Elements Submitted with 5-Year PHA Plans.</b> Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).</p>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Five-Year PHA Plan</b> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>The CoPHD intends to release a Request for Proposals (RFP) for Project-based Vouchers (PBVs) for Permanent Supportive Housing. This is consistent with the PHA Plan goal to "Improve the availability of Decent, Safe, and Affordable Housing". The projected number of units to be allocated through the RFP is 138. The units would be located within the City of Pasadena.</p> <p>The CoPHD currently administers vouchers for the following PBV sites:</p> <ul style="list-style-type: none"> <li>• Centennial Place Apartments – Permanent Supportive Housing-142 units</li> <li>• Orange Grove Gardens Apartments –housing for families- 9 units</li> <li>• Hudson Oaks – housing for seniors-44 units</li> <li>• Marv's Place - Permanent Supportive Housing for families-19 units</li> <li>• Heritage Square – housing for seniors-69 units</li> </ul> <p><b>Total current units: 283</b></p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p>

	<p>Goals and Objectives 2014-2019</p> <ul style="list-style-type: none"> <li>• <b>Goal: Improve the availability of Decent, Safe, and Affordable Housing.</b></li> </ul> <p><b>Objective: Apply for additional rental vouchers.</b></p> <p>The City of Pasadena Housing Department is collaborating with the Housing Authority of the County of Los Angeles to increase the number of landlords who are open to participation in rental assistance programs through the utilization of local Measure H funds to assist formerly homeless voucher program participants to pay security deposits, and provide vacancy loss and damage claim funding for landlords.</p> <ul style="list-style-type: none"> <li>• <b>Goal: Improve the Quality of Assisted Housing.</b></li> </ul> <p><b>Objective: Maintain Section Eight Management Assessment Program (SEMAP) High Performance rating.</b></p> <p>The CoPHD received a High Performance rating in the 2019 SEMAP.</p> <ul style="list-style-type: none"> <li>• <b>Goal: Ensure integrity in Housing Programs.</b></li> </ul> <p><b>Objective: Utilize technology to increase our capacity to maintain program integrity.</b></p> <p>CoPHD continues to provide information regarding housing opportunities through its website and other printed materials, as well as at community forums. The CoPHD utilizes its website and social media sites such as Facebook and Twitter to advertise open applications for affordable housing units and homeownership programs.</p>
C.	<p><b>Annual Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.</p>
C.1.	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
C.2	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-SM</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p>

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<b>D</b>	<b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.
<b>D.1</b>	<b>Civil Rights Certification.</b>  <u>Form 50077-SM-HP</u> , <i>Certification of Compliance with PHA Plans and Related Regulations</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
<b>D.2</b>	<b>Resident Advisory Board (RAB) Comments.</b>  (a) Did the RAB(s) provide comments to the PHA Plan?  Y    N <input type="checkbox"/> <input checked="" type="checkbox"/>  If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
<b>D.3</b>	<b>Certification by State or Local Officials.</b>  <u>Form HUD 50077-SL</u> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
<b>E</b>	<b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP). NOT APPLICABLE FOR CoPHD.
<b>E.1</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.