

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides 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 and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined (High Performance)

Annual PHA Plan for Fiscal Year: 2007 -2008

PHA Name: PASADENA COMMUNITY DEVELOPMENT COMMISSION (PCDC)

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Pasadena Community Development Commission (PCDC)

PHA Number: CA 079

PHA Fiscal Year Beginning: July 2007

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: Number of S8 units: **1315** Number of public housing units:
Number of S8 units:

PHA Plan Contact Information:

Name: **Myrtle Dunson** Phone: **(626) 744-8300**
TDD: **711** Email (if available): **mdunson@cityofpasadena.net**

Public Access to Information

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

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

City of Pasadena
Housing/Community Development
Renaissance Plaza
649 N. Fair Oaks Avenue, Suite 202
Pasadena, California 91103

Display Locations For PHA Plans and Supporting Documents

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

If yes, select all that apply:

Main administrative office of the PHA
 Public library All 9 Branches of the Pasadena Public Library

- Central Library - 285 East Walnut, (626) 744-4052
- Allendale - 1130 S. Marengo, (626) 799-2519
- Hastings - 3325 Orange Grove, (626) 792-0945
- Hill Avenue - 55 S. Hill, (626) 796-1276
- Lamanda Park - 140 S. Altadena Drive, (626) 793-5672
- La Pintoresca - 1355 N. Raymond, (626) 797-1873
- Linda Vista - 1281 Bryant, (626) 793-1808
- San Rafael - 1240 Nithsdale Road, (626) 795-7974

- Santa Catalina – 999 E. Washington, (626) 794-1219

Other

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

Community Facilities:

- Jackie Robinson Center – 1020 North Fair Oaks, (626) 791-7983
- Villa-Park Neighborhood Center – 363 East Villa, (626) 744-6530
- Pasadena Senior Citizens Center – 85 East Holly, (626) 795-4331
- Victory Park Center – 2575 Paloma, (626) 798-0865
- El Centro de Accion Social, Inc.- 37 East Del Mar (626) 792-3148

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

Main business office of the PHA

Streamlined Annual PHA Plan
Fiscal Year 2007-2008
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

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

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<input checked="" type="checkbox"/> 1. Section 8(y) Homeownership 903.7(k)(1)(i) Statement of Homeownership Programs	6
<input checked="" type="checkbox"/> 2. Project-Based Voucher Programs	9
<input checked="" type="checkbox"/> 3. Supporting Documents Available for Review	10

ATTACHMENTS

- A – Housing and Community Development Organizational Chart
- B – City of Pasadena, Single Audit (Year ended June 30, 2006)
- C – Resident Advisory Board
- D – Resident Advisory Board Comments
- E – Public Hearing Comments
- F – Public Notices

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

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

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

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

1. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program (if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? 2

b. PHA-established eligibility criteria

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

Eligibility Requirements [24 CFR 982.625 and 24 CFR 982.627]. Applicant and participant families must meet all of the following requirements prior to commencement of homeownership assistance:

- a. Household contains at least one adult family member who has been fully employed for at least one (1) year.
- b. A graduate of, or currently enrolled in the Family Self-Sufficiency ("FSS") Program for a minimum of 12 months, and in compliance with the provisions of the FSS Program Contract Of Participation (form HUD-52650) entered into between PCDC and the FSS family.
- c. Successfully completion of the required Homeownership course work (this requirement may be waived at discretion of PCDC Housing and Community Development Division Administrator).
- d. Eligible for the Section 8 Housing Choice Voucher Program.
- e. First-time homebuyer status (a family that has not owned or had ownership interest in the past three years).

- f. Federal minimum income requirement: The family must have a gross annual income not less than the Federal minimum wage multiplied by 2,000 hours (currently \$10,300), based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance and SSI will not be counted towards this requirement.
 - g. Federal minimum employment requirement: At least one adult family member who will own the home must be currently employed full-time (defined as not less than an average of 30 hours per week) and must have been continuously employed for one year prior to homeownership assistance. A family member will be considered to have been continuously employed even if that family member has experienced a break in employment, provided that the break in employment: 1) did not exceed 30 calendar days; 2) did not occur within the six-month period immediately prior to the family's application to utilize the homeownership option; and 3) has been the only break in employment within the past 12 calendar months. This employment requirement does not apply to elderly or disabled families.
 - h. The family has had no family-caused violations of HUD's Housing Quality Standards within the last one (1) year.
 - i. The family is not within the initial 1-year period of a Housing Assistance Payments ("HAP") Contract.
 - j. The family does not owe money to PCDC.
 - k. The family has not committed any serious or repeated violations of a PCDC-assisted lease within the past three (3) years.
 - l. PCDC must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by elderly persons and persons with disabilities.
 - m. PCDC may make homeownership available to all who qualify, or restrict homeownership to families or purposes defined by PCDC. PCDC may also limit the number of families assisted with homeownership.
- c. What actions will the PHA undertake to implement the program this year (list)?
The actions would be:
- 1. Perform financial analysis to identify affordability gap for qualified Section 8 participants purchasing a home in Pasadena;
 - 2. Identify funding source(s) that would be available to subsidize the affordability gap;

3. Obtain approval of Pasadena Community Development Commission (PCDC) for program funding assistance ; and
4. Enter into a consultant services contract with local nonprofit Pasadena Neighborhood Housing Services, Inc. to coordinate activities of the various collaborative partner agencies that will be involved in this program (PCDC, Women at Work, Montebello Housing Development Corporation., PNHS, Fannie Mae, lenders, etc.).

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

The list would include:

- a. PCDC administers the Homeownership Opportunities Program ("HOP"), a program which provides 2nd trust deed loan assistance to qualified low and moderate income homebuyers.
- b. PCDC collaborates with other private and public agencies to provide homebuyer assistance and education (Pasadena Foothills Board of Realtors, Pasadena Neighborhood Housing Services, County of Los Angeles, California Cities Home Ownership Authority).
- c. PCDC and the City of Pasadena provide financial assistance and incentives to developers to build affordable home ownership units.

2. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

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

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

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

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

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

3. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.	5 Year and Annual Plans
X	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan.	Streamlined Annual Plans
X	Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan:
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	Policies governing any Section 8 Homeownership program (Chapter 20 of the Section 8 Administrative Plan).	Annual Plan: Homeownership
X	FSS Action Plan(s) for Section 8 is included in Section 8 Administrative Plan.	Annual Plan
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA’s response to any findings.	Annual Plan: Annual Audit
X	Resident Advisory Board Comments.	Annual Plan
X	Public Notices.	Annual Plan
X	Public Hearing Comments.	Annual Plan
X	Housing Authority Mutual Aid Network	Inter Agency Disaster Response
X	Violence Against Women and and Justice Department Act	Administrative Plan

ATTACHMENTS

Attachment A – Housing and Community Development Organizational Chart

Attachment B – City of Pasadena, Single Audit (Year ended June 30, 2006)

Attachment C – Resident Advisory Board

Attachment D – Resident Advisory Board Comments

Attachment E – Public Hearing Comments

Attachment F – Public Notices

ATTACHMENT "A"

HOUSING AND COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART

ATTACHMENT "B"

CITY OF PASADENA

SINGLE AUDIT (YEAR ENDED JUNE 30, 2006)

ATTACHMENT "C"

RESIDENT ADVISORY BOARD

ATTACHMENT "D"

RESIDENT ADVISORY BOARD COMMENTS

ATTACHMENT "E"

PUBLIC HEARING COMMENTS

ATTACHMENT "F"

PUBLIC NOTICES

8. Capital Fund Program Five-Year Action Plan

Publish Once:
Account Number: 8112 220 684210 50107

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

NOTICE TO THE PUBLIC OF A PUBLIC HEARING BY THE PASADENA
COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE
APPROVAL OF THE PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN
(2007 – 2008).

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 (2007-2008), will be considered for approval at a public hearing by the Pasadena Community Development Commission on Monday, April 2, 2007 at 7:30 p.m., or as soon thereafter as the matter may be heard, in the Pasadena Senior Center, Multi-Purpose Room , at 85 Holly Street, Pasadena, California. The purpose of the public hearing is to obtain the views of citizens, service providers, participants, and interested individuals regarding the development of the PHA Annual Plan (2007-2008).

The Annual Plan (2007-2008) describes the Commission's immediate operations, assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year.

Upon approval by the Commission, the Public Housing Agency (PHA) Annual Plan (2007-2008) will be submitted to HUD to ensure the City will continue to receive federal funds that benefit very low income individuals and households from the rental assistance programs. Rental Assistance Programs subsidies will be contingent upon the availability of funding to the City from HUD, as well as, the preparation and submittal to HUD of the PHA Annual Plans.

ALL INTERESTED AGENCIES, GROUPS, OR INDIVIDUALS who wish to be heard on this matter are invited to attend this public hearing and speak to the Commission at the time and place stated. The Commission will consider approval of the Public Housing Agency (PHA) Annual Plan (2007-2008) 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 (2007-2008), and/or the process, contact Myrtle Dunson, Housing Assistance Officer, at (626) 744-8300, or provide written comments to: Office of the City Manager Housing and Community Development, 649 N. Fair Oaks Ave., Suite 202, Pasadena, California 91103.

Approved as to Form:

BRAD L. FULLER
Assistant City Attorney

Publish:
Pasadena Journal
Pasadena Star News

PUBLIC NOTICE OF THE AVAILABILITY FOR REVIEW OF THE PASADENA
COMMUNITY DEVELOPMENT COMMISSION PUBLIC HOUSING
AGENCY (PHA) ANNUAL PLAN FOR FISCAL YEAR 2007-2008.

The Pasadena Community Development Commission (PCDC) announces that in compliance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), U.S. Department of Housing and Urban Development (HUD) PHA Plan Final Rule (24 CFR Part 903), Public and Indian Housing (PIH) Notice 2000-43, the PCDC PHA Annual Plan (2007–2008), will be available January 23, 2007, for public view.

The Annual Plan (2007-2008) describes the PCDC's immediate operations, assesses housing assistance needs, housing stock conditions, and rental housing subsidy needs of lower income households for the upcoming fiscal year.

The City of Pasadena Community Development Commission is extremely interested in improving and increasing communication with Pasadena's citizens in the area of housing. Comments on the plan are requested and encouraged.

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

Housing and Community Development:

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

Community Facilities:

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

All Branches of the Pasadena Public Library:

Central Library - 285 East Walnut,	744-4052
Allendale – 1130 South Marengo,	799-2519
Hastings – 3325 East Orange Grove,	792-0945
Hill Avenue – 55 South Hill,	796-1276
Lamanda Park – 140 South Altadena Drive,	793-5672
La Pintoresca – 1355 North Raymond,	797-1873
Linda Vista – 1281 Bryant,	793-1808
San Rafael – 1240 Nithsdale Road,	795-7974
Santa Catalina– 999 East Washington,	794-1219

**Check these facilities for hours of availability*

The PHA Annual Plan will be considered by the Pasadena Community Development Commission on April 2, 2007, and if adopted by the Commission, will be submitted to the U.S. Department of Housing and Urban Development, shortly thereafter.

Comments in writing, from the public, on the PHA Annual Plan will be received by Housing and Community Development, located at Renaissance Plaza, 649 North Fair Oaks Avenue, Suite 202, Pasadena, CA from January 23 2007 to April 2, 2007. If you have any questions call Myrtle Dunson, City of Pasadena, Housing and Community Development, at (626) 744-8300.

Publish:
Pasadena Star News
Pasadena Journal

Approved as to Form:

BRAD L. FULLER
Assistant City Attorney

Publicar una sola vez:
Número de Cuenta: 8112 220 684210 50111

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

AVISO AL PÚBLICO DE UNA AUDIENCIA PÚBLICA DE LA COMISIÓN DE DESARROLLO COMUNITARIO DE PASADENA PARA CONSIDERAR LA APROBACIÓN DEL PLAN ANUAL (2007-2008) DE LA AGENCIA DE LA VIVIENDA PÚBLICA (PHA)

De acuerdo con el código 24 de las regulaciones Federales, parte 903 et. Seq., tal como lo publica el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD), por sus siglas en inglés, el 22 de diciembre de 2000, en el Registro Federal, el aviso 2000-43 vivienda pública para la comunidad Indígena (PIH), por sus siglas en inglés, y la ley de Responsabilidad laboral y calidad de la vivienda de 1998, La Comisión de Desarrollo Comunitario de Pasadena. (Comisión) da por este medio el aviso que el plan anual de la Agencia de la Vivienda Pública (PHA) (2007-2008), será considerado para su aprobación en una audiencia pública por la comisión de desarrollo comunitario el lunes 2 de abril de 2007, a las 7:30 p.m., o tan pronto estén listo para ser escuchado, en el salón de uso múltiples del Cetro de Personas de la Tercera edad de Pasadena, en el 85 de la calle Holly en Pasadena, California. El propósito de la audiencia pública es para obtener la opinión de los ciudadanos, proveedores de servicios, participantes y personas interesadas en el desarrollo del plan anual del PHA (2007-2008).

El plan anual (2007-2008) describe las operaciones inmediatas de la Comisión, evalúa las necesidades de ayuda para la vivienda, la condición de viviendas disponibles, y las necesidades de ayuda financiera para pagar la renta de personas de bajos ingresos para el próximo año fiscal.

Una vez que la Comisión apruebe, el plan anual de la Agencia de la Vivienda Pública (PHA) (2007-2008) será presentado a la HUD para asegurarse que la ciudad continúe recibiendo fondos federales que beneficien a personas de bajos ingresos económicos del programa de asistencia para la renta. El financiamiento del programa de ayuda económica para pagar la renta estará sujeto a la disponibilidad de fondos que le de a la ciudad el HUB, así como también de la preparación y la entrega al HUB de los planes anuales de PHA.

TODAS LAS AGENCIAS, GRUPOS, O PERSONAS INTERESADAS que deseen ser escuchadas sobre éste asunto se les invita a asistir a ésta audiencia pública y hablar ante la Comisión en el lugar y hora estipulada. La Comisión considerará la aprobación del Plan Anual (2007-2008) de la Agencia de la Vivienda Pública en la audiencia pública después de haber recibidos los testimonios, orales y escritos.

Si usted tiene alguna pregunta o necesita información en relación al Plan Anual (2007-2008) de la Agencia de la Vivienda Pública, y/o del proceso, comuníquese con Myrtle Dunson, Oficial asistente de la vivienda al (626) 744-8300, o puede ofrecer comentarios por escrito a: Oficina de la Gerente de la Vivienda y Desarrollo Comunitario, 649 N. Fair Oaks Ave., Suite 202, Pasadena, California 91103.

Aprobado tal como está

BRAD L. FULLER
Asistente Abogado de la Ciudad

Publicar:
Pasadena Journal
Pasadena Star News