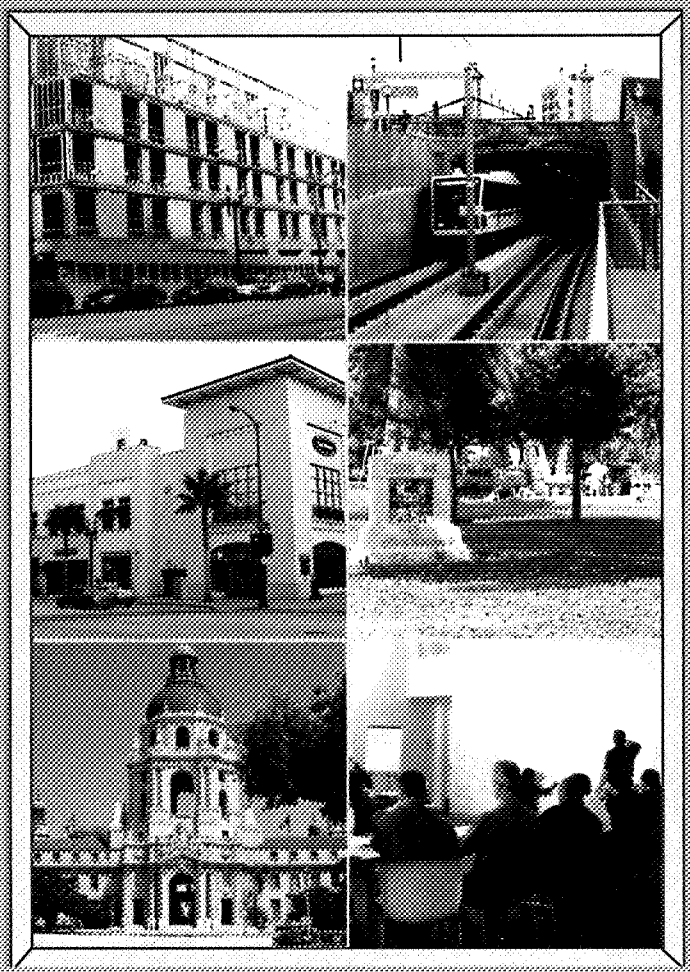
CITY OF PASADENA

# PASADENA COMMUNITY DEVELOPMENT COMMISSION
# PUBLIC HOUSING AGENCY

# Five Year Plan 2009-2013
# Annual Plan 2009



# PHA 5-Year and 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)

## 5-Year Plan for Fiscal Years 2009 - 2013

## Annual Plan for Fiscal Year 2009

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## PHA Annual Plan


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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-50070, Certification for a Drug-Free Workplace*
- (Attachment C) *Form HUD-50071, Certification of Payments to Influence Federal Transactions*
- (Attachment D) *Form SF-LLL, Disclosure of Lobbying Activities*
- (Attachment E) *Resident Advisory Board (RAB) comments*
- (Attachment F) *Public Notices/Public Hearing Comments*
- (Attachment G) *City of Pasadena-Single Audit Report (Year ended June 30, 2008)*
- (Attachment H) *Housing Department Organization Chart*

# Five Year Plan

# Five-Year PHA Plan
## Agency Identification

**1.0**
**PHA Name:** Pasadena Community Development Commission
**PHA Number:** CA 079

**PHA Fiscal Year Beginning:** (July 2009)

**PHA Programs Administered:**
☐ **Public Housing and Section 8** ☒ **Section 8 Only** ☐ **Public Housing Only**

**2.0**
**Number of public housing units:** **Number of S8 units:** 1315
**Number of S8 units:**

**Number of public housing units:**

| 3.0 | **Submission Type** |
|---|---|
| | ☒ 5-Year and Annual Plan ☐ Annual Plan Only |
| | ☐ 5-Year Plan Only |

☐ **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:**<br><br>The mission of the PCDC is the same as that of the Department of Housing and Urban Development: "To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination." The PCDC Rental Assistance Program's mission is the provision of rental assistance to low , very low and extremely low income households so they may obtain decent, safe, and sanitary affordable housing. The PCDC is also dedicated to addressing the supportive service needs of rental assistance program participants and encouraging their self sufficiency and economic empowerment. The PCDC will provide consumer friendly housing, community development services and assistance in an efficient and proficient manner, to the residents, property owners, businesses, public/private institutions, governmental agencies, and others living in, working for or servicing the interest of the City of Pasadena.<br><br>All Pasadena residents have a equal right to live in decent, safe and affordable housing in a suitable living environment for the long-term well being and stability of themselves, their families, their neighborhoods and their community. The housing vision for Pasadena is to maintain a socially and economically diverse community of homeowners and renters who are afforded this right. |

**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.**

**See Page 22 of 29, Section 10.0 (Additional Information) for the report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.**

**PCDC Goal:** Expand the supply of assisted housing
Objectives: Apply for additional rental vouchers
Leverage private or other public funds to create additional housing opportunities

**PCDC Goal:** Improve the quality of assisted housing
Objectives: Improve voucher management: (SEMAP score)
Increase customer satisfaction
Concentrate on efforts to improve specific management functions

**PCDC Goal:** Increase assisted housing choices
Objectives: Provide voucher mobility counseling
Conduct outreach efforts to potential voucher landlords
Increase voucher payment standards

**PCDC Goal:** Provide an improved living environment
Objectives: Implement measures to deconcentrate poverty by encouraging program participants to reside throughout the City of Pasadena

**PCDC Goal:** Promote self-sufficiency and asset development of families and individuals
Objectives: Increase the number and percentage of employed persons in assisted families
Provide or attract supportive services to improve assistance recipients' employability
Provide or attract supportive services to increase independence for the elderly or families with disabilities

**PCDC Goal:** Ensure Equal Opportunity in Housing for all Americans
Objectives: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability
Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability
Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

## PHA Plan Update

### 6.0

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: **(none)**

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and 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

# Annual Plan

# PHA Plan Elements
(24 CFR 903.7)

**1. 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.

**2. 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 2004 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 | $12,151,692 | |
| 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) | $2,204,222 | Economic Development; Youth Diversion; Housing Rehab; Family Empowerment; and Public Services Programs. |
| a) HOME (Tenant-based Rental Assistance) | $275,000 | Tenant-based rental assistance for families in crisis (victims of domestic violence or hate crimes, involuntarily displaced, at-risk for homelessness) |
| Other Federal Grants (list below) | | |
| Shelter Plus Care (S+C) | $53,612 | Tenant-based rental assistance and supportive services for homeless person with disabilities (serious mental illness, HIV/AIDS, and substance abuse) |
| Housing Opportunities for Persons with AIDS (HOPWA) | $55,000 | Tenant-based rental assistance and supportive services for individuals and families living with HIV/AIDS. |

| Financial Resources: Planned Sources and Uses | | |
|---|---|---|
| **Sources** | **Planned $** | **Planned Uses** |
| Supportive Housing Program (SHP) (Euclid Villa) | $163,700 | 16 units of transitional housing coupled with supportive services for homeless families. |
| Supportive Housing Program (SHP) (Union Station Transitional Housing) | $122,097 | Transitional housing & services for 20 homeless individuals. |
| Supportive Housing Program (SHP) (Permanent Housing for Persons with Disabilities) Hestia House | $232,863 | 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) | $222,125 | 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) | $97,516 | The provision of temporary emergency shelters, emergency hotel/motel vouchers and supportive services for the homeless. |
| HOME (Homeownership Opportunities Program) | $405,278 | This program offers loan assistance to low income first time home buyers, for down payment and closing cost. |
| **4. Other income** (list below) | | |
| 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. |

| Financial Resources: Planned Sources and Uses | | |
|---|---|---|
| **Sources** | **Planned $** | **Planned Uses** |
| HOPWA (City of Los Angeles) | $55,000 | Tenant-based rental assistance for persons living with HIV/AIDS |
| **4. Non-federal sources** (list below) | | |
| PCDC Housing Trust Funds<br>City Inclusionary Housing Trust Funds<br>State Cal Home Funds | $1,825,512 | This program provides a second trust deed loan for low and moderate-income homebuyers up to $200,000. |
| City Inclusionary Housing Trust Funds<br>• 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). |
| PCDC Housing Trust Funds<br>• Rebuilding Together | $60,000 | The provision of minor home repairs, adaptability improvements for seniors and disabled persons. |
| City Inclusionary Housing Trust Funds<br>• 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 - (Rental Covenant Compliance Monitoring) | $74,999 | Annual rental housing unit covenant compliance monitoring entailing both on-site visitation and tenant eligibility determination. |
| **Total resources** | ***$18,535,206*** | |

## 3. 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.

4. **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 "H"

Section 8 Management: (list below)

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

## 5. 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.

**10. 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.

**11. 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, 2008) is attached as Attachment "G".

**13 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.

| | |
|---|---|
| **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)
- ☒ Section 8 tenant-based assistance
- ☐ Public Housing
- ☐ Combined Section 8 and Public Housing
- ☐ 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 | 4953 | | |
| Extremely low income <=30% AMI | 3845 | 78% | |
| Very low income (>30% but <=50% AMI) | 1108 | 22% | |
| Low income (>50% but <80% AMI) | 0 | | |
| Families with children | 1257 | 25% | |
| Elderly families | 1215 | 25% | |
| Families with Disabilities | 1803 | 36% | |
| Race/ethnicity White | 2738 | 55% | |
| Race/ethnicity Black | 1933 | 39% | |
| Race/ethnicity Asian | 215 | 4% | |
| Race/ethnicity Native | 41 | 1% | |
| Race/ethnicity Pacific | 26 | 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)? ☐ No ☒ 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? ☐ No ☒ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No ☐ 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.** |

1. Provide annual rental assistance for 1,450 extremely low and low-income households.

2. Establish and record long-term affordability covenants for all city-assisted units and inclusionary housing.

3. Support the City's fair housing plan that addresses the noted impediments to fair housing opportunities.

4. Promote a 98% Section 8 lease-up rate by utilizing an appropriate payment standard that enables families to rent units throughout the city.

5. Support the preservation of existing affordable rental housing units.

6. Promote and strengthen implementation of a comprehensive continuum of care strategy which includes outreach/assessment, coordination and collaboration of emergency shelters and transitional housing with support services, permanent service-enriched housing and permanent housing, for addressing homelessness and priority needs of homeless and at-risk individuals and families.

7. Promote and maintain continued participation by property owners in rental assistance programs.

8. Identify, leverage and effectively utilize all available funding sources (local and other) for affordable housing.

9. Promote a balanced geographic dispersal of assisted affordable housing developments including emergency shelters, transitional housing, service-enriched permanent housing, independent-living permanent housing, and associated supportive social services for individuals/households, throughout the city.

10. Support the General Plan goal of an inclusionary zoning ordinance that requires 15 percent of the total number of housing units in new developments to be affordable to extremely low, low or moderate income households.

11. Support the established "in lieu fees" whereby developers are given the option to pay fees in lieu of providing a required number of below market-rate units.

## 10.0 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).**

The PCDC will continue to administer its programs in a manner that reflects its commitment to building better lives and better neighborhoods while maintaining program integrity and compliance with all applicable Federal, State and local housing regulations.

During FY 2005, 2006 and 2007 the SEMAP scores had rated PCDC a High Performer. In FY 2008 our SEMAP score was rated a Standard Performer. During this time the City open its Section 8 Tenant Based Rental Assistance's Waiting List (January 28, 2008 through May 2, 2008). The results of the Waiting list demonstrate that PCDC continues to strive to improve its SEMAP score in all arrears.

The PCDC's Inspection Unit conducted four workshops with the Section 8 landlords to explain various aspects of the program, including new policies and program changes. The Unit also participated in the annual landlord school with the City's Prosecutor Officer, Health Department, Police Officers from Narcotic Activity and Gangs Division and Neighborhood Connections.

The PCDC also published "House Notes" a newsletter containing program updates and useful information for participants, and landlords/owners. The newsletters are published at least two times annually.

The PCDC sets the payment standard at a level that is high enough to ensure that families are able to afford quality housing while also balancing the need to provide assistance as many families as possible. PCDC's payment standards have reflected annual increases in HUD's Fair Market Rent.

Currently due to housing market cost within the PCDC's jurisdiction the homeownership program is not feasible, our participants options were very few to none.

The PCDC pursued15 participants that defaulted on their overpayment agreements. PCDC continues to increase the level of resouces committed to its Fraud detection and pursuits remedies against participants who commit fraud and do not reimburse the agency relating to fraud.

The Family Self Sufficiency Supportive Services (FSS) has had full program implementation for the last four years. The FSS program has provides workforce development and educational services to promote self-sufficiency among very low, low and moderate-income participants.

The PCDC will continue to provide information regarding housing opportunities through our printed listing and as well as at community outreaches. The briefing packet for the Section 8 participants are updated monthly, to include the most up to date federal, state and local information on fair housing and equal opportunity.

Inclusionary Housing Program that requires 15% of the total units in a new housing development of ten or more units be affordable to low and moderate-income households.

Provision of density bonus and city affordable housing fee waivers to encourage the development of low income housing units,

Housing Mediation Program that provides the opportunity for local residents (tenants, owners, managers) to resolve rental issues in an objective and constructive manner. These services

are provided by the City through a contract with the Housing Rights Center (HRC). Free mediation services are available to foster early solutions to problems along with free phone consultations regarding Fair Housing issues. The Center supports and promotes freedom of residence through education, they assist with basic questions about landlord and tenant rights and responsibilities. The HRC counselors provide clients with comprehensive information they can use to resolve those problems.

Continued participation by the Resident Advisory Board (RAB) to allow program participants to be actively involved in the planning, programming and implementation of PCDC rental housing activities. The RAB ensures that appropriate actions are taken by the PCDC to address the needs of program participants in their efforts to lease properties in the City.

Utilizing the Project Based Assistance (PBA) program to induce property owners to participate and make rental housing available to low income families (Section 8 Housing Choice Voucher Program participants). Through PBA, PCDC shall encourage the creation of new affordable housing units and maintain the continued affordability of existing units. Currently, we have 32 PBA units leased.

(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.)**

**None**

(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).**

**11.0 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

## Attachments

Required Submission:

- (Attachment A) *Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (Attachment B) *Form HUD-50070, Certification for a Drug-Free Workplace*
- (Attachment C) *Form HUD-50071, Certification of Payments to Influence Federal Transactions*
- (Attachment D) *Form SF-LLL, Disclosure of Lobbying Activities*
- (Attachment E) *Resident Advisory Board (RAB) comments*
- (Attachment F) *Public Notices/Public Hearing Comments*
- (Attachment G) *City of Pasadena-Single Audit Report (Year ended June 30, 2008)*
- (Attachment H) *Housing Department Organization Chart*

# Attachment "A"

| PHA Certifications of Compliance with PHA Plans and Related Regulations | U.S. Department of Housing and Urban Development<br>Office of Public and Indian Housing<br>OMB No. 2577-0226<br>Expires 4/30/2011 |
|---|---|

## PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-*Year and 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* X *5-Year and/or* X *Annual PHA Plan for the PHA fiscal year beginning* July 1, 2009 *, 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.

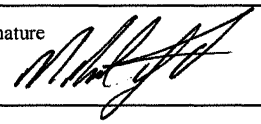
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental 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 COMM | CA079 |
|---|---|
| PHA Name | PHA Number/HA Code |

X ____ 5-Year PHA Plan for Fiscal Years 20<u>09</u> - 20<u>13</u>

X ____ Annual PHA Plan for Fiscal Years 20<u>09</u> - 20<u>10</u>

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 5-1-09 |

# Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

I, *MICHAEL J. BECK* the *CHIEF EXECUTIVE OFFICER* certify that the Five Year and Annual PHA Plan of the *PCDC* is consistent with the Consolidated Plan of *CITY OF PASADENA* prepared pursuant to 24 CFR Part 91.

3-9-09

Signed / Dated by Appropriate State or Local Official

# Attachment "B"

# Certification for a Drug-Free Workplace

**U.S. Department of Housing and Urban Development**

Applicant Name

PASADENA COMMUNITY DEVELOPMENT COMMISSION

Program/Activity Receiving Federal Grant Funding

SECTION 8 TENANT BASED RENTAL ASSISTANCE PROGRAM

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

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

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

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

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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

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

(1) Abide by the terms of the statement; and

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

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency 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 |
|---|---|
| MICHAEL J. BECK | CHIEF EXECUTIVE OFFICER |

| Signature | Date |
|---|---|
| X | 3/9/09 |

# Attachment "C"

OMB Approval No. 2577-0157 (Exp. 3/31/2010)

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

PASADENA COMMUNITY DEVELOPMENT COMMISSION

Program/Activity Receiving Federal Grant Funding

SECTION 8 TENANT BASED RENTAL ASSISTANCE PROGRAM

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

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

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

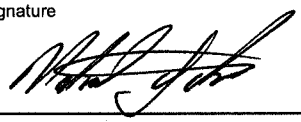
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

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

| Name of Authorized Official | Title |
|---|---|
| MICHAEL J. BECK | CHIEF EXECUTIVE OFFICER |

| Signature | Date (mm/dd/yyyy) |
|---|---|
|  | 03/09/2009 |

# Attachment "D"

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

| 1. Type of Federal Action: | 2. Status of Federal Action: | 3. Report Type: |
|---|---|---|
| ☐ a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance | ☐ a. bid/offer/application<br>b. initial award<br>c. post-award | ☐ a. initial filing<br>b. material change<br>**For Material Change Only:**<br>year _____ quarter _____<br>date of last report _____ |

| 4. Name and Address of Reporting Entity: | 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: |
|---|---|
| ☐ Prime ☐ Subawardee<br>Tier _____, *if known*:<br><br>**Congressional District**, *if known*: 4c | **Congressional District**, *if known*: |
| **6. Federal Department/Agency:** | **7. Federal Program Name/Description:**<br><br>CFDA Number, *if applicable*: _____ |
| **8. Federal Action Number**, *if known*: | **9. Award Amount**, *if known*:<br>$ |
| **10. a. Name and Address of Lobbying Registrant**<br>(*if individual, last name, first name, MI*): | **b. Individuals Performing Services** (*including address if different from No. 10a*)<br>(*last name, first name, MI*): |

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____
Print Name: MICHAEL J. BECK
Title: CHIEF EXECUTIVE OFFICER
Telephone No.: _____ Date: 3/9/09

**Federal Use Only:**

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

# Attachment "E"

# PASADENA COMMUNITY DEVELOPMENT COMMISSION

## RESIDENT ADVISORY BOARD (RAB)

## EXECUTIVE COMMITTEE MEETING

## December 17, 2008

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, 2009

- Public Housing Agency (PHA) Five Year Plan (2009-2013) and Annual PHA Plan (2009)

- Housing Staff Presentations

IV. Recommendations for next RAB Meeting

V. Executive Committee Comments

VI. Adjournment

PASADENA COMMUNITY DEVELOPMENT COMMISSION

December 17, 2008

Dear: Program Participant

The Pasadena Community Development Commission (PCDC) is in the process of preparing its Public Housing Authority (PHA) PHA 5 Year Plan (2009-2013) and Annual Plan for fiscal year 2009, 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 5 Year Plan and 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 Monday, January 5, 2009, from 11:00 a.m. to 12:00 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 5 Year Plan and Annual Plan, please contact the PCDC, at (626) 744-8300.

Sincerely,

Myrtle Dunson
Housing Assistance Officer
Housing Department

*649 North Fair Oaks Avenue, Suite 202 · P.O. Box 7115 · Pasadena, CA 91109*
*(626) 744-8300 Fax (626) 744-8330*
*www.cityofpasadena.net*

# RESIDENT ADVISORY BOARD (RAB)
## Annual RAB Meeting

11:00 A.M. - 1:00 P.M., Monday, January 5, 2009
Renaissance Plaza
649 N. Fair Oaks Ave, Suite 203
Pasadena, CA 91103

## AGENDA

I. Call to Order - Welcome

II. Executive Committee Reports
Chairperson (Jacqueline Howard)
Vice Chairperson (Susan Grant)
Secretary (Lois Broughton) – Reports
- Last RAB Meeting (2/19/08)

III. New Business

- Public Housing Agency (PHA) Five Year Plan (2009-2013) and Annual PHA Plan (2009)
  Myrtle Dunson, Housing Assistance Officer

- Housing Department Staff Presentations

IV. Recommendations and Comments

V. Next RAB Meeting and Suggested Agenda Items

VI. Adjournment

# NO PUBLIC HEARING COMMENTS

# Attachment "F"

# NOTICE OF SPECIAL MEETING
# OF THE HOUSING SUBCOMMITTEE
# OF THE PASADENA COMMUNITY DEVELOPMENT COMMITTEE

**AT**
**3:30 P.M.**
**ON**
**WEDNESDAY, JANUARY 7, 2009**
**AT**
**649 N. FAIR OAKS AVENUE, SUITE 202**
**PASADENA, CALIFORNIA 91103**

**NOTICE IS HEREBY GIVEN** that the Chair of the Housing Subcommittee of the Pasadena Community Development Committee has called a Special Meeting of the Housing Subcommittee for the purpose of discussing the following item(s):

Submittal to HUD of Public Housing Agency (PHA) Five-Year Plan (2009-2013) and Annual Plan (2009), which describes the policies and procedures for serving the needs of the lower income households participating in the rental assistance programs of the Pasadena Community Development Commission.

Public comment on items listed on the agenda will be heard at the time the agenda item is discussed.

Daniel P. Yen, Chair
Housing Subcommittee of the
Community Development Committee

**DATE:** JANUARY 7, 2009

**TO:** HOUSING SUB-COMMITTEE

**FROM:** MYRTLE DUNSON, HOUSING ASSISTANCE OFFICER
HOUSING DEPARTMENT

**SUBJECT:** PUBLIC HOUSING AGENCY (PHA) FIVE YEAR PLAN (2009-2013) AND ANNUAL PLAN (2009)

## RECOMMENDATION

No action is recommended; these items are presented for information purposes only.

## BACKGROUND

The Pasadena Community Development Commission's (Commission) Annual Public Housing Agency (PHA) Five Year Plan (2009-2013) and Annual Plan (2009) collectively, the "PHA Plan" is enclosed for Housing Sub-Committee's review and comments.

The PHA Plan describes the Commission's mission, policies and procedures for serving the needs of lower income households participating in Commission's rental assistance programs for the City of Pasadena. The PHA Plan also documents the housing assistance needs and rental housing subsidy requirements for lower-income households in the upcoming fiscal year.

The PHA Plan was made available to the general public at all public libraries and five community centers (Jackie Robinson Center, Pasadena Senior Center, Villa-Parke Community Neighborhood Center, Victory Park Center, and El Centro de Accion Social) for a forty-five day public review and comment period. Public notices were placed in the Pasadena Star News, Pasadena Journal News and La Opinion from January 1, 2009, through January 9, 2009. The PHA Plan was also submitted to the RAB on January 5, 2009 for review and comment.

The PHA Plan is currently scheduled for review and action by the Community Development Committee on January 22, 2009, and a public hearing before the Commission on March 2, 2009.

Attachment: Public Housing Agency Five Year Plan (2009-2013) and Annual Plan (2009)

# PASADENA COMMUNITY DEVELOPMENT COMMITTEE

## AGENDA
## THURSDAY, JANUARY 22, 2009 - 6:00 P.M.
## CITY HALL
## 100 N. GARFIELD AVE., ROOM S116
## PASADENA, CA 91109

1. Roll Call – Introductions

2. Comments from the Audience

**ACTION ITEMS:**

3. Approval of Public Housing Agency Five-Year Plan (2009-2013) and Annual Plan (2009).

4. Approval of Resolution to Submit an Application to State of California for Grant Funding in an Amount Not to Exceed $2,000,000 from the Local Housing Trust Fund Program.

5. Approval of Predevelopment Loan Agreement in the Amount of $144,235 with Abode Communities (formerly Los Angeles Community Design Center) for Development of Proposed 46-Unit Affordable Senior Rental Housing Project at 1267 N. Hudson Ave. (aka, Hudson Oaks).

6. Appointments to the Coordinating Committee for the Land Use and Mobility Elements of the General Plan.*

**INFORMATION ITEMS:**

7. PCOC Hotel Update.

**REPORT ON COUNCIL AND OTHER COMMISSION/COMMITTEE ITEMS:**

**COMMENTS FROM COMMITTEE MEMBERS**

**DISCUSSION OF AGENDA FOR NEXT MEETING**

*(Continued on next page)*

**ADJOURNMENT**

*Oral report

**POSTING STATEMENT**

I HEREBY CERTIFY that this Agenda, in its entirety was posted on the Council Chamber Bulletin Board S249 and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on the 16th day of January, 2009 by 5:30 p.m., an electronic copy sent to the Central Library for posting and the agenda may be viewed at the City's website at: http://www.ci.pasadena.ca.us/planning/meetings/notices.asp

Angeline Lee

**ANGELINE LEE**
Planning and Development

In compliance with the Americans with Disabilities Act of 1990, listening assistive devices are available from the City Clerk's Office with a 24-hour advance notice. Please call (626) 744-4660 to request use of a listening device.

**Language translation services are available for this meeting by calling (626) 744-4660 at least 24 hours in advance.**
**HABRA SERVICIO DE INTERPRETACION DISPONIBLE PARA ESTAS JUNTAS LLAMANDO AL (626) 744-4660 POR LO MENOS CON 24 HORAS DE ANTICIPACION.**

PASADENA COMMUNITY
DEVELOPMENT COMMITTEE

Agenda Report

**DATE:** JANUARY 22, 2009

**TO:** COMMUNITY DEVELOPMENT COMMITTEE

**FROM:** WILLIAM K. HUANG, HOUSING DIRECTOR
HOUSING DEPARTMENT

**SUBJECT:** APPROVAL AND SUBMISSION OF THE PUBLIC HOUSING AGENCY FIVE YEAR PLAN (2009-2013) AND ANNUAL PLAN (2009) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

## RECOMMENDATION

It is recommended that the Community Development Committee recommend the Pasadena Community Development Commission ("Commission") approve the Public Housing Agency Five Year Plan (2009-2013) and Annual Plan (2009) and its submission to the U.S. Department of Housing and Urban Development (HUD).

## ADVISORY BODIES

The Public Housing Agency Five Year Plan (2009-2013) and Annual Plan (2009) (collectively, the "PHA Plan") was submitted to the Resident Advisory Board (RAB) on January 5, 2009, and Housing Sub-Committee on January 7, 2009. Upon review all advisory bodies concurred with recommending the Commission approve the PHA Plan and its submission to HUD.

## BACKGROUND

### Quality Housing and Work Responsibility Act

In 1998, the U. S. Department of Housing and Urban Development (HUD) enacted the Quality Housing and Work Responsibility Act that called for the creation of a public housing agency annual plan. The purpose of the Plan is to provide for more flexible use of Federal assistance to public housing agencies (PHAs); facilitate mixed income communities; decrease concentrations of poverty; increase accountability and reward effective management of PHAs; create incentives and economic opportunities for residents assisted.

The Commission's PHA Five-Year Plans were submitted and approved in 2000 and 2005; and its PHA Annual Plans were submitted and approved beginning 1999 to present.

### Rental Assistance Programs

The Rental Assistance Programs administered by the City's Housing Department, principally the Section 8 Housing Choice Voucher Program and the Supportive Housing Program provide 1,465 households of affordable housing to very low and low-income households. This represents assistance for approximately three percent of the households residing within the City of Pasadena. For the current fiscal year (2009), the total federal appropriation for the rental assistance programs is $12.7 million, including $11.6 million appropriated for the Section 8 HCV Program and 1.1 for the Supportive Housing Programs.

Item No. _____



Meeting of _____

## PUBLIC HOUSING AGENCY FIVE YEAR PLAN AND ANNUAL PLAN

The Commission's 2009 PHA Plan provides details about the agency's rental assistance program operations, program participants, programs and services and its strategy for handling operational concerns, program participant concerns, and needs for the upcoming fiscal year. Moreover, the PHA Plan establishes mechanisms for addressing the housing needs of the City of Pasadena. It provides a framework for the agency's rental assistance programs to be utilized as a part of effective, coordinated neighborhood and community development strategies. The PHA Plan was developed through a public process which solicited input from local residents, property owners, businesses, and organizations with an interest in housing and community development issues. Through the years the public input has consistently informed the Commission that its PHA Plan should support, as the agency's main focus, the provision of adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Copies of the PHA Plan were made available to the general public at all public libraries and five community centers (Jackie Robinson Center, Pasadena Senior Center, Villa-Parke Community Neighborhood Center, Victory Park Center, and El Centro de Accion Social) for a forty-five day public review and comment period. Public notices were placed in the Pasadena Star News, Pasadena Journal News and La Opinion from January 1, 2009, through January 9, 2009. The PHA Plan was also submitted to the RAB, and the Housing Sub-Committee for review and comment.

## CHILDREN, YOUTH, FAMILY IMPACT

The City's Rental Assistance Programs provides subsidized affordable housing units/beds to 1,465 very low and low-income individuals and families. Of this number, 552 are families with children and youth. The approval of the PHA Plan establishes HUD-mandated policies and procedures for these households to access available federal resources. It sets forth the mechanism and initiatives to provide affordable, decent, safe and sanitary housing that will enable seniors, disabled, children, youth, and families to live comfortably in a stable environment and receive appropriate supportive services.

## FISCAL IMPACT

Submission of the PHA Plan to HUD will ensure compliance with HUD-stipulated regulations for the City's receipt of federal funds in excess of $12.7 million to administer and provide rental subsides. The City's Rental Assistance Programs provide an average $672.00 in financial subsidy per month toward the rental of dwelling units by approximately 1,465 very low and low-income households.

Prepared by:

**MYRTLE DUNSON,**
Housing Assistance Officer

Approved by:

**WILLIAM K. HUANG,**
Housing Director

To access staff reports, please click on the link below to download Adobe Reader Version 6.0.

http://www.adobe.com/products/acrobat/readstep2.html

*IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, LISTENING ASSISTIVE DEVICES ARE AVAILABLE FROM THE CITY CLERK'S OFFICE WITH A 24-HOUR ADVANCE NOTICE. PLEASE CALL (626) 744-4124 TO REQUEST USE OF A LISTENING DEVICE.*

*LANGUAGE TRANSLATION SERVICES ARE AVAILABLE FOR THIS MEETING BY CALLING (626) 744-4124 AT LEAST 24 HOURS IN ADVANCE.*

*HABRÁ SERVICIO DE INTERPRETACIÓN DISPONIBLE PARA ÉSTAS JUNTAS LLAMANDO AL (626) 744-4124 POR LO MENOS CON 24 HORAS DE ANTICIPACIÓN.*

*MEETINGS ARE BROADCAST LIVE ON CABLE CHANNEL 55 AND REBROADCAST DAILY; CALL (626)794-8585 FOR SCHEDULE.*

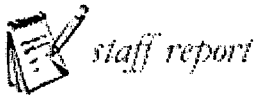
# AGENDA
## CITY COUNCIL & COMMUNITY DEVELOPMENT COMMISSION
## MARCH 2, 2009

Dinner Recess 5:30 P.M.
Public Meeting 6:30 P.M.
Public Hearing 7:30 P.M.
Council Chamber, Pasadena City Hall
100 North Garfield Avenue, Room S249

5:30 P.M. DINNER RECESS

6:30 P.M. PUBLIC MEETING

pubic officials delivering public notices required by law and handbills which have been requested by the resident [e.g., newspaper subscriptions]).
(c) Prohibit any person from distributing handbills in or upon any automobile or other vehicle citywide.
(d) Permit the handing of any handbill to a person who is willing to accept the handbill.
(e) Establish a rebuttable presumption that the person whose message is on the unlawfully-distributed handbill has violated the ordinance.

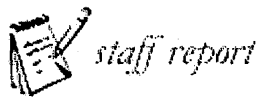


1141k

F. Reports from Representatives

6. PUBLIC HEARING - 7:30 P.M.

A. PUBLIC HEARING: APPROVAL AND SUBMITTAL OF THE PUBLIC HOUSING AGENCY FIVE YEAR PLAN (2009-2013) AND ANNUAL PLAN (2009) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Recommendation of Chief Executive Officer: It is recommended that the Pasadena Community Development Commission (Commission), after a public hearing, approve the Public Housing Agency Five Year Plan (2009-2013) and Annual Plan (2009); and authorize the Chief Executive Officer to execute any and all documents regarding its submission to the U.S. Department of Housing and Urban Development (HUD).
Recommendation of Advisory Bodies: The Public Housing Agency Five Year Plan (2009-2013) and Annual Plan (2009) (collectively, the "PHA Plan") was submitted to the Resident Advisory Board (RAB) on January 5, 2009, Housing Sub-Committee on January 7, 2009, and the Community Development Committee (CDC) on January 22, 2009. Upon review, all advisory bodies concurred with recommending the Commission approve the PHA Plan and its submission to HUD.
The CDC's action included a recommendation that future drafts of the Five Year Plan take into consideration the link between mass transit and affordability so that residents in public housing can avail themselves to transit programs and thereby improve the quality of their lifestyle.



685k

DRAFT ANNUAL PLAN 4218k

7. RECOMMENDATIONS FROM OFFICERS AND DEPARTMENTS

A. City Manager

(1) TEMPORARY SUSPENSION OF THE REMOVAL OF HEALTHY STREET TREES
Recommendation of City Manager: Direct the City Manager to temporarily suspend the removal of all healthy street trees, with the exception of certain cases as outlined in the body of the agenda report, for a period of four months from date of this action or until staff has completed a review of all streetscape and specific plans for consistency with the Master Street Tree Plan and City Environmental Plans, along

DATE: MARCH 2, 2009

TO: PASADENA COMMUNITY DEVELOPMENT COMMISSION

FROM: MICHAEL J. BECK, CHIEF EXECUTIVE OFFICER

SUBJECT: PUBLIC HEARING: APPROVAL AND SUBMITTAL OF THE PUBLIC HOUSING AGENCY FIVE YEAR PLAN (2009-2013) AND ANNUAL PLAN (2009) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

## RECOMMENDATION

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## PUBLIC HOUSING AGENCY FIVE YEAR PLAN AND ANNUAL PLAN

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**FISCAL IMPACT**

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Respectfully Submitted,

For **MICHAEL J. BECK,**
Chief Executive Officer

Prepared by:

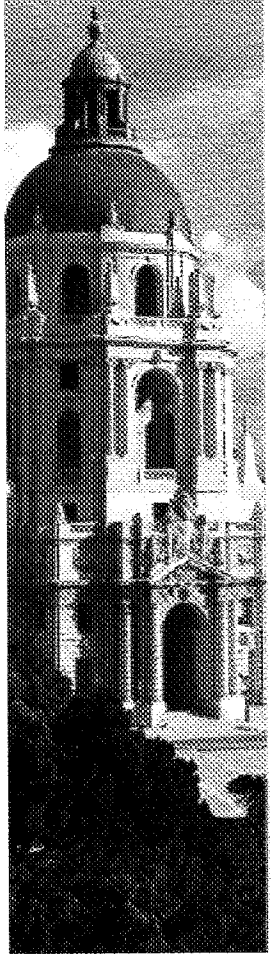
**MYRTLE DUNSON,**
Housing Assistance Officer

Approved by:

**WILLIAM K. HUANG,**
Housing Director

PASADENA

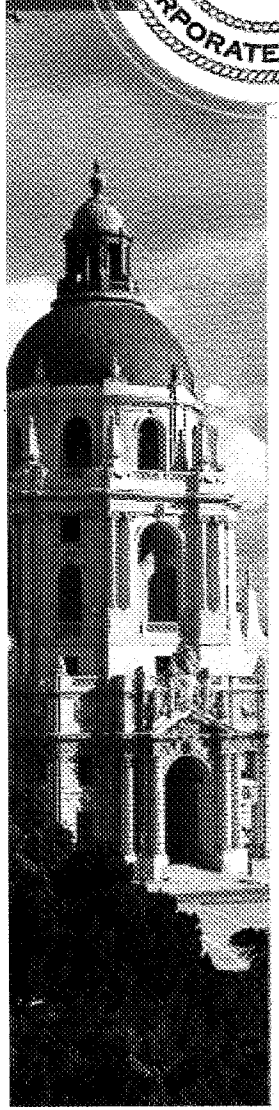
HOUSING DEPARTMENT



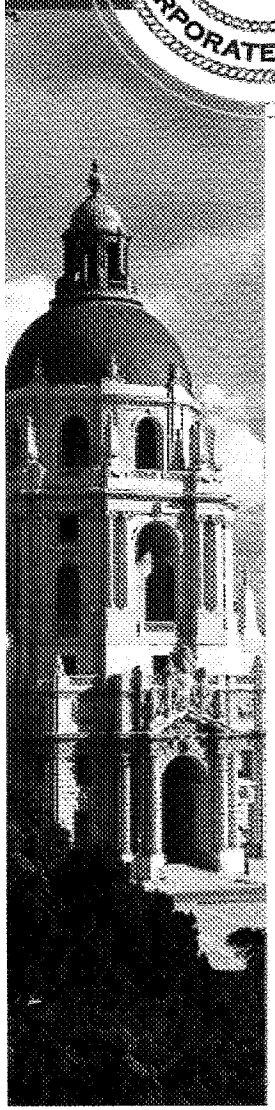
# THE PUBLIC HOUSING AGENCY 5 YEAR PLAN (2009-2013) AND ANNUAL PLAN

# HCV Program Characteristics Report
# January 2009 and February 2009

## HOUSING DEPARTMENT



- **Current HCV Program Statistic**
  - > January 2009 and February 2009
    - lease-up rate 100%.
  - > Number of household as of February 28, 2009
    - 1,315
    - Approximately 5% of all rental units in Pasadena
  - > Number of household members as of February 28, 2009
    - 2,605



# HCV Program Characteristics Report
# October 2007 through January 2009

## HOUSING DEPARTMENT

- **Household Members Ages**
  - > 30% Children
  - > 24% Seniors (62 years old and older)
- **Household Size**
  - > 24% 3 persons or more
- **Length of stay on the program**
  - > 30% less 2 years
  - > 52% 2 to 10 years
  - > 18% over 10 years
- **Average Tenant Annual Income on the HCVP**
  - > $14,799 (City of Pasadena)

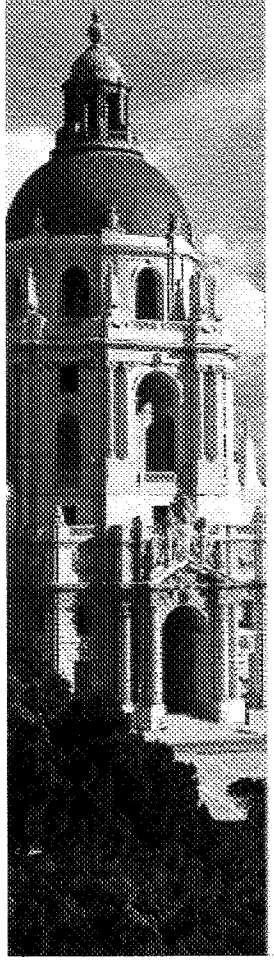
# HCV Program Characteristics Report
# October 2007 through January 2009

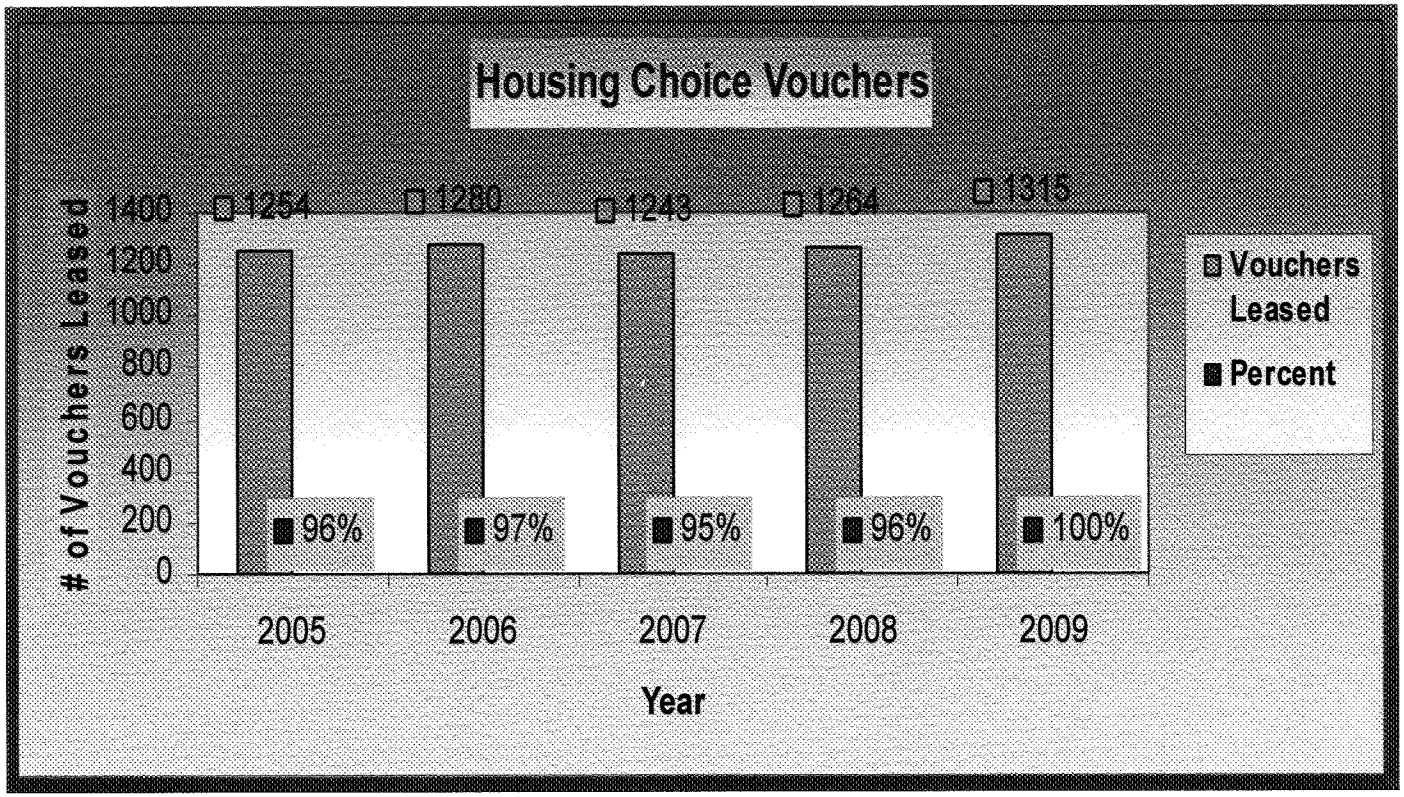
## HOUSING DEPARTMENT

- **Average Total Tenant Payment (TTP)**
  - > $353 (City of Pasadena)
- **Average Housing Assistance Payment**
  - > $672 (City of Pasadena)

# 5 Year Lease Up Rate

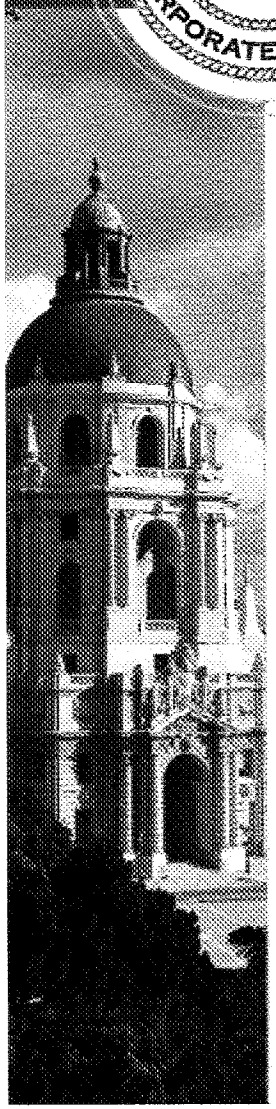
## HOUSING DEPARTMENT



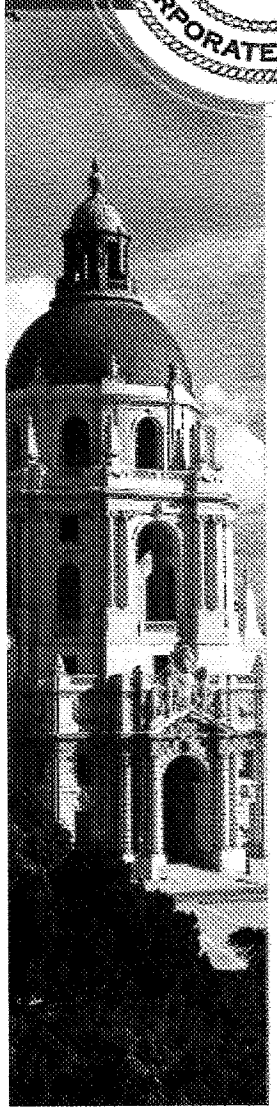


# Housing Choice Voucher (HCV) Waiting List Report

## HOUSING DEPARTMENT



- PCDC's enrollment for the Section 8 Housing Choice Voucher Program Waiting List was open from January 28, 2008 through May 2, 2008.
- PCDC received over 5450 applications.
- PCDC currently has approximately 4953 applications on the Waiting List.



# 5 Year Plan and Annual Plan

## HOUSING DEPARTMENT

**The 5 Year Plan, which each Public Housing Agency (PHA) Submits to HUD once every 5th PHA fiscal year, and the Annual Plan, which is submitted to HUD every year.**

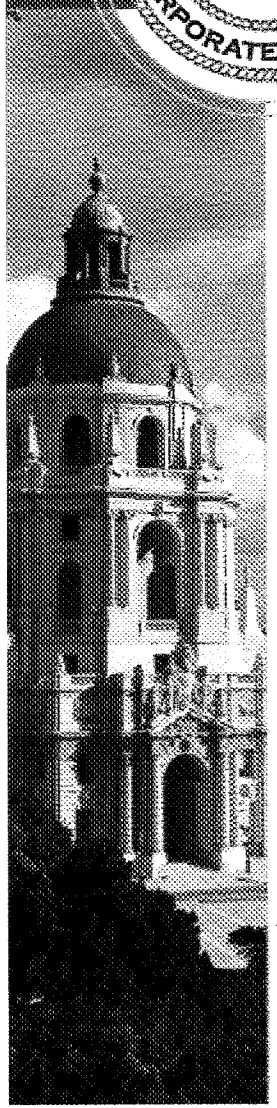
- **5 Year Plan**
  - > Describes the mission, long-range goals, and objectives for achieving PCDC's mission over the subsequent 5 years.

- **Annual Plan**
  - > Provides details about the PCDC's immediate operations, program participants, programs and services, and strategies for handling operational concerns, participants needs, for the upcoming fiscal year.

**Both plans requires PCDC to examine their existing operations and needs; particularly the needs of the families they serve and design long range and short range strategies to address those needs.**

# 5 Year Plan and Annual Plan

## HOUSING DEPARTMENT

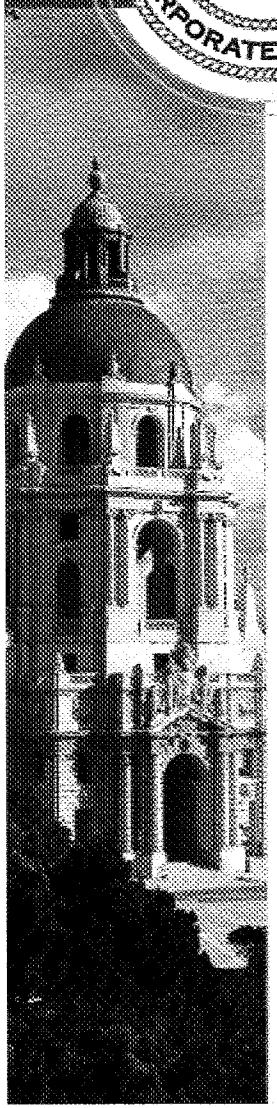


## Reviewed and Recommendations:

- Resident Advisory Board (01/05/09)
  - > Submit Plans for Approval
- Housing Sub-Committee (01/07/09)
  - > Submit Plans for Approval
- Community Development Committee (01/22/09)
  - > Future drafts of the 5 Year Plan consider the link between mass transit and affordability

# 5 Year Plan and Annual Plan

## HOUSING DEPARTMENT



- Plan Content
  - Mission (page 4)
  - Goals & Objectives (page 5)
  - PHA Plan Elements (pages 7-11)
  - Financial Resources (pages 11-13)
  - Rent Determination (page 14)
  - Grievance Procedures (page 16)
  - Audit Report (Attachment "G")
  - Housing Needs (page 21)
  - Strategy for Addressing Housing Needs (page 22)

# 5 Year Plan and Annual Plan

## HOUSING DEPARTMENT

- Additional Information (pages 22-23)
  - > Section 8 Management Assessment Program (SEMAP)
    - 2005, 2006 & 2007 High performer
    - 2008 standard performer (lease rate 96% s/b 98%)
  - > Family Self Sufficiency (FSS)
    - 4 year full program
    - Provide workforce development
    - Educational services
  - > Inspection Unit
    - Conduct 4 workshops with owners annually
  - > House Notes newsletter- owners/participants
    - 2 annually
  - > Pursue overpayments
  - > Utilize Project-Based Assistance
    - 32 participants

PUBLIC NOTICE OF THE AVAILABILITY FOR REVIEW OF THE PUBLIC HOUSING AGENCY (PHA) FIVE YEAR FOR FISCAL YEARS 2009-2013, AND THE PHA ANNUAL PLAN FOR FISCAL YEAR 2009, FOR THE PASADENA COMMUNITY DEVELOPMENT COMMISSION.

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

Publish:

Approved as to Form:

BRAD L. FULLER
Assistant City Attorney

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**Michael J. Beck**
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(Space below for use of County Clerk only)

PASADENA STAR-NEWS

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911 E. Colorado Blvd.
Pasadena, CA 91109

# PROOF OF PUBLICATION

## (2015.5 C.C.P.)

## STATE OF CALIFORNIA

## County of Los Angeles

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of PASADENA STAR-NEWS, a newspaper of general circulation which has been adjudicated as a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, on the date of June 22, 1927, Case Number 225647. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

1/5/09

I declare under penalty of perjury that the foregoing is true and correct.

Executed at West Covina, LA Co. California
this 5 day of JANUARY, 20 09

signature

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

**Publish: January 5, 2009** **Pasadena Star-News** **Ad #5**

Publish Once: January 5, 2009
Account Number: 8112 220 684210 50109

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) FIVE YEAR PLAN (2009-2013) AND THE PHA ANNUAL PLAN (2009).

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Michael J. Beck
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Approved as to Form:

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Publish:

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**Publish: January 5, 2009** **Pasadena Star-News** **Ad #53081**

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# PROOF OF PUBLICATION

(2015.5

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## County of Los Angeles

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I declare under penalty of perjury that the foregoing is true and correct.

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this 5 day of JANUARY, 20 09

signature

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Michael J. Beck
Pasadena, CA 91109

Publish: January 5, 2009 Pasadena Star-News Ad #530

## PUBLIC NOTICE

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Publish: January 1, 2009
Pasadena Journal

## PUBLIC HEARING

### NOTICE TO THE PUBLIC OF A PUBLIC HEARING BY THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE PUBLIC HOUSING AGENCY (PHA) FIVE YEAR PLAN (2009-2013) AND THE PHA ANNUAL PLAN (2009).

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) Five Year Plan (2009-2013), and the PHA Annual Plan (2009), will be considered for approval at a public hearing by the Pasadena Community Development Commission on Monday, March 2, 2009 at 7:300 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 Five Year Plan (2009-2013), and the PHA Annual Plan (2009).

The PHA Five -Year Plan (2009-2013) is a five-year planning document which describes the mission of the PCDC in serving the housing related needs of low-income, very low income, and extremely low-income rental assistance program participants in the City of Pasadena. This plan outlines the PCDC's long range goals and objectives for achieving the mission over the five year period.

The PHA Annual Plan (2009) 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) Five Year Plan (2009-2013), and the PHA Annual Plan (2009) 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 Agency 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) Five Year Plan (2009-2013), and the PHA Annual Plan (2009) at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Public Housing Agency (PHA) Five Year Plan (2009-2013), and the PHA Annual Plan (2009), 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
Pasadena, CA 91109

Publish: January 1, 2009
Pasadena Journal

AVISO PUBLICO DE LA DISPONIBILIDAD PARA REVISAR EL PLAN DE CINCO AÑOS PARA LOS AÑOS FISCALES 2009-2013 DE LA AGENCIA DE LA VIVIENDA PÚBLICA, Y EL PLAN ANUAL PHA, PARA EL AÑO FISCAL 2009, 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 de Cinco Años (2009-2013) de la Agencia de la Vivienda Pública (PHA) y el Plan Anual (2009), 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 de Cinco Años (2009-2013) del PHA es un documento de planificación de cinco-años que describe la misión de PCDC en servir las necesidades relacionadas con el programa de asistencia técnica para pagar la renta de la vivienda de personas de bajos ingresos, muy bajos ingresos y de ingresos extremadamente bajos para los que participan en la Ciudad de Pasadena. Este plan delinea las metas a largo plazo y objetivos del PCDC para lograr la misión sobre un periodo de cinco años.

El Plan Anual (2009) 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 de Cinco Años y 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 |

**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 2 de marzo de 2009, 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 de Cinco Años del PHA, y 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 5 de enero de 2009 hasta el 2 de marzo de 2009. 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

# PROOF OF PUBLICATION
# (2015.5C.C.P.)

**La Opinión**
The Leading Spanish Language Daily Newspaper
700 S. Flower St. • Los Angeles, CA 90017
Tel:(213) 896-2260 • Fax:(213) 896-2238
www.laopinion.com

## STATE OF CALIFORNIA

I am a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitle matter. I am the principal clerk of the printer of La Opinión a newspaper of general circulation, printed and published daily in the city of Los Angeles, County of Los Angeles, and which newpaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under the date of July 28, 1969, Case Number: 950176; that the notice, of which the annexed is a printed copy, has been published in each regular and not in any supplement thereof on the following dates, to-wit:

January 08

all in the year 20 09

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Los Angeles, California, this

08 day of January, 2009

Signature

This space is for the County Clerk's filing Stamp

Proof

**AVISO PUBLICO DE LA DISPONIBILIDAD PARA REVISAR EL PLAN DE CINCO AÑOS PARA LOS AÑOS FISCALES 2009-2013 DE LA AGENCIA DE LA VIVIENDA PÚBLICA, Y EL PLAN ANUAL PHA, PARA EL AÑO FISCAL 2009, 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 de Cinco Años (2009-2013) de la Agencia de la Vivienda Pública (PHA) y el Plan Anual (2009), 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 de Cinco Años (2009-2013) del PHA es un documento de planificación de cinco-años que describe la misión de PCDC en servir las necesidades relacionadas con el programa de asistencia técnica para pagar la renta de la vivienda de personas de bajos ingresos, muy bajos ingresos y de ingresos extremadamente bajos para los que participan en la Ciudad de Pasadena. Este plan delinea las metas a largo plazo y objetivos del PCDC para lograr la misión sobre un periodo de cinco años.

El Plan Anual (2009) 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 de Cinco Años y el Plan Anual de PHA estarán disponibles para que el público lo revise en los siguientes lugares:

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Departamento de la Vivienda:
649 North Fair Oaks Avenue, Suite 202,
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*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 2 de marzo de 2009, 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 de Cinco Años del PHA, y 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 5 de enero de 2009 hasta el 2 de marzo de 2009. 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: La Opinion 01/07/09

El formato queda aprobado:

BRAD L. FULLER
Abogado Auxiliar de la Ciudad

ADV #017 Controlled
Rev. 06/05

Publicar una vez:
Número de cuenta: 8112 220 684210 50109

Tel: (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 DE CINCO AÑOS (2009-2013) DE LA AGENCIA DE LA VIVIENDA PÚBLICA (PHA) SIGLAS EN INGLÉS Y EL PLAN ANUAL PHA (2009).

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 de cinco años (2009-2013) de la Agencia de la Vivienda Publica (PHA), y el plan anual PHA (2009), será considerado para su aprobación en la audiencia pública por la Comisión de Desarrollo Comunitario de Pasadena el lunes 2 de marzo de 2009 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 Garfied, 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 desarrollo del Plan de Cinco años del PHA (2009-2013), y el Plan Anual de PHA (2009) .

El Plan de Cinco Años del PHA (2009-2013) es un documento de planificación de cinco-años que describe la misión de PCDC de servir las necesidades relacionadas con el programa de asistencia para pagar la renta de la vivienda de personas de ingresos muy bajos y extremadamente bajos para los que participan en la Ciudad de Pasadena. Este plan hace un resumen de las metas y objetivos a largo plazo del PCDC para lograr la misión en un periodo de cinco años.

El Plan Anual (2009) 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 de Cinco Años (2009-2013) de la Agencia Pública de la Vivienda (PHA), y el Plan Anual de PHA (2009), 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 ANGENCIAS, 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 de Cinco Años (2009-2013) del la Agencia Pública e la Vivienda (PHA), y el Plan Anual del PHA (2009) en la audiencia pública después de haber recibido testimonio, oral o escrito.

Si tiene algunas preguntas o requiere información sobre el Plan de Cinco Años (2009-2013) de la Agencia Pública de la vivienda (PHA), y el Plan Anual (2009), y/o el proceso, comuníquese con

Myrtle Dunson, Funcionaria Asistente de la Vivienda, al (626) 744-8300, o envié 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:

# PROOF OF PUBLICATION
# (2015.5C.C.P.)

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all in the year 20 09

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Dated at Los Angeles, California, this

08 day of January, 20 09

Signature

This space is for the County Clerk's filing Stamp

Proof of publication:

**AVISO AL PÚBLICO DE UNA AUDIENCIA PÚBLICA DE LA COMISIÓN DE DESARROLLO COMUNITARIO DE PASADENA PARA CONSIDERAR LA APROBACIÓN DEL PLAN DE CINCO AÑOS (2009-2013) DE LA AGENCIA DE LA VIVIENDA PÚBLICA (PHA) SIGLAS EN INGLÉS Y EL PLAN ANUAL PHA (2009).**

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El Plan de Cinco Años del PHA (2009-2013) es un documento de planificación de cinco-años que describe la misión de PCDC de servir las necesidades relacionadas con el programa de asistencia para pagar la renta de la vivienda de personas de ingresos muy bajos y extremadamente bajos para los que participan en la Ciudad de Pasadena. Este plan hace un resumen de las metas y objetivos a largo plazo del PCDC para lograr la misión en un periodo de cinco años.

El Plan Anual (2009) 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 de Cinco Años (2009-2013) de la Agencia Pública de la Vivienda (PHA), y el Plan Anual de PHA (2009), 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 ANGENCIAS, GRUPOS O PERSONAS INTERESADAS que deseen 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 de Cinco Años (2009-2013) del la Agencia Pública e la Vivienda (PHA), y el Plan Anual del PHA (2009), en la audiencia pública después de haber recibido testimonio, oral o escrito.

Si tiene algunas preguntas o requiere información sobre el Plan de Cinco Años (2009-2013) de la Agencia Pública de la vivienda (PHA), y el Plan Anual (2009), y/o el proceso comuníquese con Myrtle Dunson, Funcionaria Asistente de la Vivienda, al (626) 744-8300, o envié 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

Publicado: La Opinion 1/07/09

ADV #017 Controlled
Rev. 06/05

# Attachment "G"

CITY OF PASADENA

Single Audit Report on
Federal Awards

Year ended June 30, 2008

CITY OF PASADENA

Single Audit Report on Federal Awards

Year ended June 30, 2008

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Mayer Hoffman McCann P.C.
An Independent CPA Firm
**Conrad Government Services Division**
2301 Dupont Drive, Suite 200
Irvine, California 92612
949-474-2020 ph
949-263-5520 fx
www.mhm-pc.com

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, 2008, and have issued our report thereon dated December 12, 2008. 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 control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

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 Summary Schedule of Prior Audit Findings as item 06-2 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.

Our consideration of internal control was for the limited purpose described in the first paragraph 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 that we consider to be material weaknesses, as defined above.

We noted two immaterial 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 12, 2008.

## 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.*

The written responses and comments provided by the City that are described in the accompanying Summary Schedule of Prior Audit Findings have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

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 specified parties.

Mayer Hoffman McCann P.C.

Irvine, California
December 12, 2008

Mayer Hoffman McCann P.C.
An Independent CPA Firm
Conrad Government Services Division
2301 Dupont Drive, Suite 200
Irvine, California 92612
949-474-2020 ph
949-263-5520 fx
www.mhm-pc.com

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, 2008. 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. Our audit does not provide a legal determination on the City of Pasadena's compliance with those requirements.

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, 2008. However, we noted an immaterial instance of noncompliance that we have reported to the City Council of the City of Pasadena in a separate letter dated December 12, 2008.

### 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.

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, 2008, and have issued our report thereon dated December 12, 2008. Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the City if 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 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 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 12, 2008

CITY OF PASADENA
Schedule of Expenditures of Federal Awards
Year ended June 30, 2008

| | Federal Domestic Assistance Number | Program Identification Number | Program Expenditures | Amount Provided to Subrecipients |
|---|---|---|---|---|
| Department of Housing and Urban Development | | | | |
| Direct Assistance: | | | | |
| Community Development Block Grant Entitlement | 14.218 | n/a | $ 2,025,465 * | 819,078 |
| Section 108 Loan - Fair Grove Shopping Center | 14.248 | n/a | 332,279 | - |
| Total CDBG Entitlement and Small Cities Grants | | | 2,357,744 | 819,078 |
| Section 8 Rental Voucher Program | 14.871 | CA079VO | 11,801,673 * | - |
| Emergency Shelter Grant Program | 14.231 | n/a | 96,868 | 96,868 |
| Supportive Housing | 14.235 | n/a | 1,018,702 * | 1,018,702 |
| Shelter Plus Care | 14.238 | n/a | 345,935 | 345,935 |
| Home-Investment in Affordable Housing | 14.239 | n/a | 1,068,754 * | 778,979 |
| Total direct assistance | | | 16,689,676 | 3,059,562 |
| Passed through Pacific Clinics: | | | | |
| Supportive Housing | 14.235 | 10220000-305 | 20,446 | |
| Passed through the City of Los Angeles: | | | | |
| Home Opportunities for Persons with AIDS | 14.241 | C98522 | 19,702 | - |
| Total Department of Housing and Urban Development | | | 16,729,824 | 3,059,562 |
| Department of Labor | | | | |
| Passed through the State of California: | | | | |
| Workforce Investment Act - Adult | 17.258 | Various | 1,031,149 | 82,901 |
| Workforce Investment Act - Youth | 17.259 | Various | 543,043 | 231,836 |
| Workforce Investment Act - Dislocated Workers | 17.260 | Various | 465,665 | 68,283 |
| Workforce Investment Act - Rapid Response | 17.260 | Various | 435,934 | - |
| Workforce Investment Act - Foster Youth | 17.267 | Various | 210,950 | 163,025 |
| Passed through the County of Los Angeles: | | | | |
| Workforce Investment Act - Adult | 17.258 | Various | 72,360 | 8,337 |
| Workforce Investment Act - Youth | 17.259 | Various | 69,293 | 34,703 |
| Workforce Investment Act - Dislocated Workers | 17.260 | Various | 70,145 | 1,940 |
| Total Department of Labor | | | 2,898,539 | 591,025 |

* 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 |
|---|---|---|---|---|
| Department of Health and Human Services | | | | |
| Passed through the State of California Department of Health Services: | | | | |
| Maternal and Child Health Services Block Grant | 93.994 | 200661 | 249,692 | - |
| Centers for Disease Control and Prevention - TB Control | 93.283 | TB CSGF 90-76 | 39,193 | - |
| Child Health Development Program - Foster Care | 93.658 | n/a | 80,892 | - |
| Child Lead Poison Prevention | 93.197 | 95-6000759 | 87,699 | - |
| CHDP Gateway | 93.778 | n/a | 201,396 | - |
| Medi-Cal Administrative Claiming | 93.778 | 04-35118 | 386,072 | - |
| Immunization Subvention Funds | 93.268 | 98-15761,99-86354 | 63,890 | - |
| Public Health Preparedness and Response for Bioterrorism | 93.069 | n/a | 575,173 | |
| AIDS Drug Assistance Program - ADAP | 93.917 | n/a | 7,988 | - |
| Children's Outreach, Enrollment, Retention and Utilization | 93.778 | PH 000011 | 13,799 | - |
| Passed through the County of Los Angeles: | | | | |
| Alcohol and Drug Abuse/Mental Health Services Block Grant | 93.992 | Various | 230,826 | - |
| AIDS HIV Early Intervention | 93.915 | H209212 | 819,169 | - |
| Total Department of Health and Human Services | | | 2,755,789 | - |
| Department of Justice | | | | |
| Direct Assistance: | | | | |
| Asset Forfeiture | 16.000 | CA 1953 | 122,765 | |
| Local Law Enforcement Block Grants Program | 16.592 | 2006-DJ-BX-0215 | 76,978 | |
| Passed through the State of California Department of Criminal Justice and Planning: | | | | |
| Elder Abuse and Advocacy and Outreach Program - VOCA Grant | 16.575 | EA 04077625 | 1,193 | - |
| Total Department of Justice | | | 200,936 | - |
| Department of Treasury | | | | |
| Direct Assistance: | | | | |
| Asset Forfeiture | 21.000 | CA 1953 | 21,276 | - |
| Total Department of Treasury | | | 21,276 | - |

* 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 |
|---|---|---|---|---|
| Department of Agriculture | | | | |
| Passed through the State of California Department of Health Services: | | | | |
| Supplemental Food Program for Women, Infants and Children (WIC) | 10.557 | 05-45781 | 857,822 | - |
| Total Department of Agriculture | | | 857,822 | - |
| Department of Transportation | | | | |
| Passed through the California Department of Transportation: | | | | |
| Highway Planning and Construction | 20.205 | Various | 8,600,080 | - |
| State and Community Highway Safety | 20.600 | Various | 394,225 | - |
| Total Department of Transportation | | | 8,994,305 | - |
| Department of Homeland Security | | | | |
| Passed through the County of Los Angeles: | | | | |
| Urban Areas Security Initiative | 97.008 | Various | 187,517 | - |
| Public Assistance Grants | 97.036 | 037-56000 | 488,732 | - |
| Total Department of Homeland Security | | | 676,249 | - |
| Total Expenditures of Federal Awards | | | $ 33,134,740 | 3,650,587 |

* 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, 2008

(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, 2008, the City disbursed $3,650,587 to subrecipients to be used for the federally allowable expenditures in accordance with the grant agreements.

(d) Loans Outstanding

At June 30, 2008, 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 $1,835,000 and $4,306,979, 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 $691,344 at June 30, 2008. Amounts expended from loan proceeds are reflected in the accompanying Schedule of Federal Awards.

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

Total grant expenditures for the Elder Abuse and Advocacy and Outreach Program of $82,066 are comprised of $1,193 for personnel services and $80,873 for operating expenditures. The match on the Victims of Crime Act (VOCA) grant was $22,500 in operating expenditures.

CITY OF PASADENA

Schedule of Findings and Questioned Costs

Year ended June 30, 2008

(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 06-2.

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 – Community Development Block Grant Entitlement – CFDA #14.218
   - Department of Housing and Urban Development – Section 8 Rental Voucher Program – CFDA #14.871
   - Department of Housing and Urban Development – Supportive Housing Program – CFDA #14.235
   - Department of Housing and Urban Development – HOME – CFDA #14.239

8. The dollar threshold used to distinguish Type A and Type B programs was $994,042.

9. The auditee was considered a low risk auditee for the year ended June 30, 2008 for the purposes of determining major programs.

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

See finding 06-2 on the Summary Schedule of Prior Audit Findings.

(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, 2007

The following is the status of prior audit findings:

(07-1) Internal Controls over Purchase Cards

Resolved.

(07-2) Excess Collection Refunds

Excess collection refunds resulting from various types of overpayments are processed by Municipal Services. A report is created in excel by an individual in Municipal Services and is then sent via email to the Department of Information Technology (IT). IT formats the report and sends it to Accounts Payable for processing. We recommended the controls below to reduce the risk that IT might add an unauthorized refund to the report since the final amount disbursed is not compared to what was initially approved by Municipal Services.

Recommendation

We recommended that the report that is created, reviewed, and approved in Municipal Services be signed and forwarded to Accounts Payable. Accounts Payable should ensure that the final amount disbursed agrees to what was initially approved by Municipal Services.

Status

The excel based report is still sent from Municipal Services to IT for formatting. In addition, a word based document is attached to that initial email from Municipal Services to IT in which Municipal Services indicates the total amount to be processed. IT then forwards these two documents along with the formatted file to Accounts Payable for processing. However, there is still a risk that the excel based report and word documents that are sent from Municipal Services could be altered and then an unauthorized refund could be processed and concealed since the final amount disbursed is not compared to what was actually approved by Municipal Services. The word based report that is sent to IT is printed out and signed by an individual in Municipal Services; however, that report is filed and kept in Municipal Services and is not forwarded to Accounts Payable. We recommend that this signed report be forwarded to Accounts Payable who should ensure that the final amount disbursed agrees to what was approved by Municipal Services. This comment is not considered to be a significant deficiency since excess collection refunds for the year ended June 30, 2008 were considered to be inconsequential in relation to the City's overall financial statements.

(07-2) Excess Collection Refunds, (Continued)

Management's Comments Regarding Corrective Action Planned

Accounts Payable had partially implemented the corrective action recommended. The full recommendation is now in place and is being utilized.

(07-3) Changes to Vendor Information

Resolved.

(06-1) Verification of Authorized Signatures for Invoice Approval

Resolved.

(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.

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.

Status

During the year ended June 30, 2008, additional projects which amounted to $3,599,089 were identified as being non-capitalizable projects, which had been mistakenly capitalized and recorded as construction in progress. We recommend that the Department of Finance and Public Works personnel meet at least annually to review construction in progress activity and ensure that only capitalizable projects are capitalized.

CITY OF PASADENA

Summary Schedule of Prior Audit Findings

(Continued)

(06-2) Construction in Progress, (Continued)

Management's Comments Regarding Corrective Action Planned

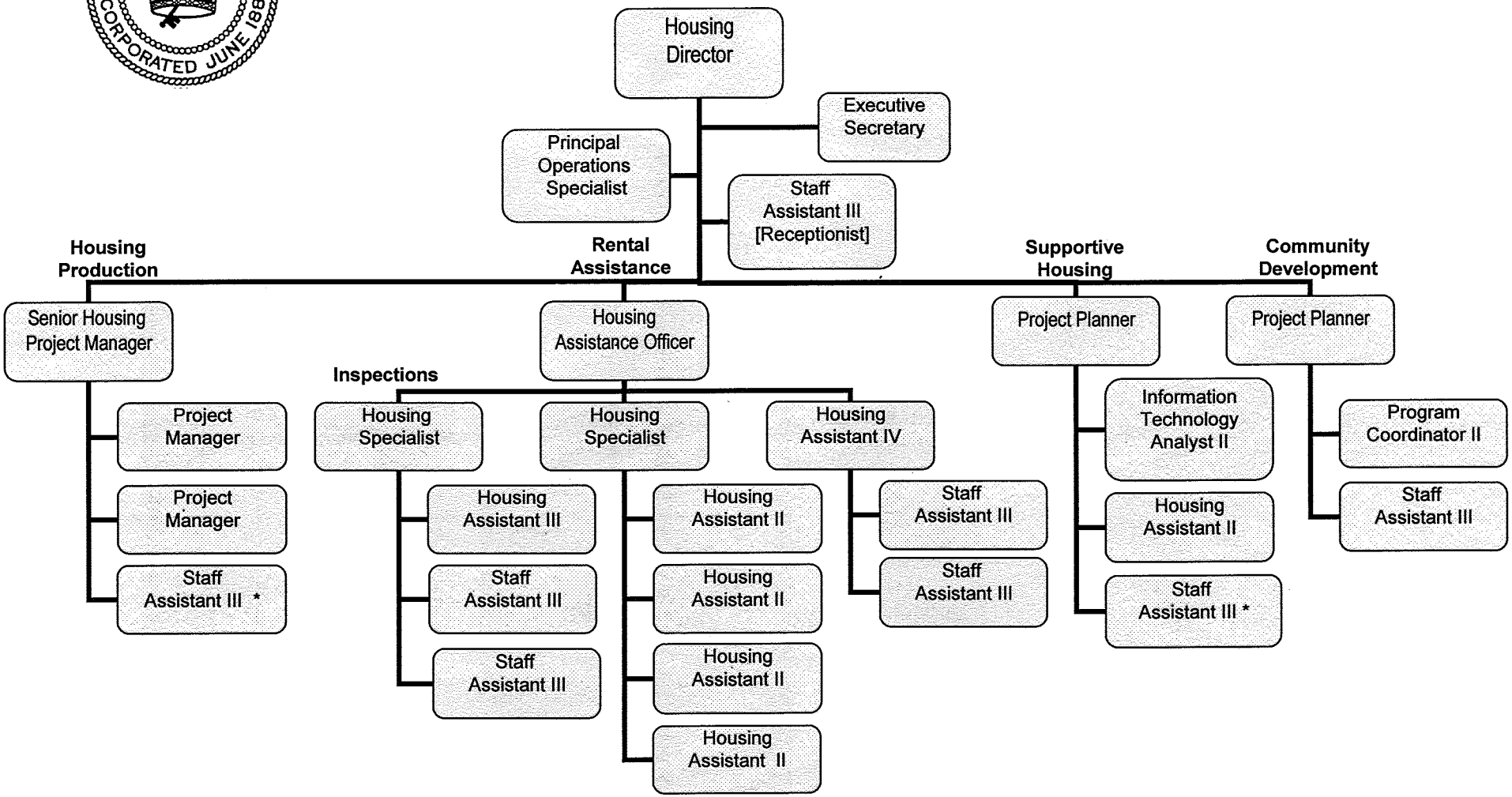
Staff had partially implemented the suggestion through numerous communications between Finance and Public Works and had believed that appropriate capitalization had been accomplished. To further implement corrective action on this item Finance and Public Works will formally meet. Additionally, staff will incorporate a column in our work papers that will identify when a project should be capitalized or expensed.

(06-3) City Management Review of Skidata Reports Provided by Modern Parking

Resolved.

# Attachment "H"

# HOUSING DEPARTMENT




* 1 FTE shared between Housing Production and Supportive Housing.