

**HOUSING COMMISSION  
PALM DESERT HOUSING AUTHORITY  
STAFF REPORT**

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MEETING DATE: July 9, 2025

PREPARED BY: Jessica Gonzales, Housing Manager

SUBJECT: CONSIDER A RESOLUTION AMENDING AND RESTATING THE ADMINISTRATIVE PLAN FOR THE HOUSING AUTHORITY'S AFFORDABLE RESIDENTIAL COMMUNITIES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE APPROPRIATE ACTIONS FOR IMPLEMENTATION.

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**RECOMMENDATION:**

Recommend that the Palm Desert Housing Authority:

1. Adopt Resolution No. HA-\_\_\_ entitled "A RESOLUTION OF THE PALM DESERT HOUSING AUTHORITY AMENDING AND RESTATING THE ADMINSTRATIVE PLAN FOR THE PALM DESERT HOUSING AUTHORITY PERTAINING TO THE MANAGEMENT AND OPERATION OF ITS AFFORDABLE HOUSING PROPERTIES" approving the amended and restated Administrative Plan for the Housing Authority's affordable residential communities and authorize the Executive Director (or his/her designee) to take appropriate actions for implementation.
2. Grant all necessary authority provided therein for the management and operation of all properties that may be owned, operated, restricted or otherwise controlled by the Authority from time to time.
3. Authorize the Executive Director or its designee to finalize any corrections, take any other actions that he or she deems necessary to administer, facilitate, modify, establish and implement the Administrative Plan so long as such action is not inconsistent with the terms thereof or any applicable local, state and federal regulations.

**BACKGROUND/ANALYSIS:**

The Palm Desert Housing Authority (Authority) is required by the California Housing and Community Development (HCD) to adopt an approved administrative or management plan that cover specific policies. In 2008, the Authority Board considered and adopted the Authority's Administrative Plan (the Plan). The Plan does not require annual review, but is returned to the Authority Board for further review and approval when there are substantial changes suggested by Authority staff or the property manager, or changes issued by the HCD that require action by the Authority.

The purpose of the Plan is to establish program guidelines, policies and procedures as they pertain to the units owned, operated, restricted or controlled by the Authority ("Restricted Units"). This Plan serves as the management plan for the leasing, improvement, preservation, maintenance and affordability of the Authority's Restricted Units.

The Authority is responsible for the day-to-day operations of the Restricted Units and is further authorized to do all acts necessary or appropriate in connection with the operation, management, repairs and rehabilitation. Consequently, instituting and maintaining the Plan as a means of communicating policies and procedures to very low, low, and moderate-income households of the restricted units at the Properties, will assist in promoting an affordable housing program pursuant to the Fair Housing Act as well as the enforcement of the requirements thereof.

The Authority's policies are derived mainly from state law including fair housing law and regulations issued by HCD. As affordable housing program regulations and/or local policy are revised, the Plan will continue to be amended. In the absence of legal requirements or HCD guidance, industry practice may lead to additional changes in Authority policy.

The Administrator of the Plan is the Authority regardless of the funding source or ownership of the Restricted Units. The Executive Director of the Authority or his/her designee shall have the authority to implement and administer the Plan in accordance with the terms therein as well as the authorizations provided in the Authority Bylaws and resolutions. In matters where the Authority has discretion, waivers to existing policy shall be determined by the Executive Director or his/her designee.

On November 19, 2020, the Authority Board approved revisions to the Plan to update various policies. The updates included policies and procedures regarding resident selection, wait list procedures, household qualification, leasing policies and procedures, recertification requirements and termination of tenancy. Since then, staff has made additional revisions to the Plan and there have been substantial changes issued by the United States Department of Housing and Urban Development (HUD) and HCD that require action by the Authority.

### **Summary of Proposed Policy Revisions**

The proposed revisions are highlighted in redline format in the attached document. Below is a summary of the key changes made:

<b>ADMIN PLAN SECTION</b>	<b>CURRENT POLICY</b>	<b>PROPOSED CHANGES</b>
Section 3. Fair Housing – Reasonable Accommodations	Existed as a general guideline.	Created as a separate section and includes more details on the process reasonable accommodations will be considered.
Section 4. Resident Selection and Waiting List Procedures	Prospective interested households complete a guest card to be placed on the Waiting List.	Prospective interested household will now complete an application to be placed on the Waiting List.

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Section 4. Resident Selection and Waiting List Procedures	Two waiting lists are being maintained for interested households and transfer requests.	One Waiting list will now be maintained that includes interested households and transfer requests.
Section 4. Resident Selection and Waiting List Procedures	Waiting list maintenance currently is purged every two years.	Waiting list maintenance will now be purged annually and includes more systematic criteria.
Section 4. Applications and Household Qualification	Criminal Background outdated.	Criminal Background updated pursuant to Federal and State requirements.
Section 8. Grievance Process	Grievance Process includes a third party arbitration.	Grievance process proposed does not include arbitration.
Exhibit D – Animal Policy	Allows pets as a reasonable accommodation or a senior companion.	Proposed changes are pursuant to new state law allowing pets in apartment communities.
Exhibit E – Zero Tolerance Policy	Zero Tolerance Policy outdated.	Zero Tolerance Policy updated pursuant to Federal and State requirements.

The proposed revisions to the Plan if approved, will be effective September 1, 2025 for all new residents and within thirty (30) days for all existing residents upon proper notice being provided (from the effective date of the Policy).

The Authority's management company, pursuant to their contract with the Authority, must implement any management or administrative plan provided by the Authority. Given that the Plan memorializes the existing policies, it is expected that implementation will be seamless. The Plan incorporates comments from the incoming management company, National Community Renaissance of California (National CORE).

Staff recommends that the Authority Board approve adoption of Authority Resolution approving the Authority's proposed revisions to the Plan as well as the authorities provided therein to the Executive Director or his/her designee for the purpose of the management and operation of the Restricted Units.

**Strategic Plan:**

This request does not apply directly to a specific strategic plan goal, but it furthers the Housing Authority's mission "to serve the citizens of Palm Desert by providing decent, safe, sanitary, and affordable housing to qualifying households whose incomes are very low to moderate including public-private partnerships."

**Legal Review:**

This report has been reviewed by the Authority's special counsel, Richards Watson and Gershon.

**FINANCIAL IMPACT:**

Approval of the Plan will have no fiscal impact. Any expenditure necessary to implement the Plan will not affect the General Plan nor exceed the funds in the proposed budget for the fiscal year 2025/2026.

**ATTACHMENTS:**

1. HA Resolution No. \_\_\_\_\_
2. DRAFT PDHA Administrative Plan Effective 9-1-25.
3. DRAFT PDHA Administrative Plan 12-18-20 Final Redlined.