

# Agenda Report

**DATE:** OCTOBER 20, 2003

**TO:** CITY COUNCIL

**FROM:** CYNTHIA J. KURTZ, CITY MANAGER

**SUBJECT:** PUBLIC COMMENT ON THE CITY OF PASADENA'S CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) JULY 1, 2002-JUNE 30, 2003 FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIP (HOME), EMERGENCY SHELTER GRANT (ESG), AND THE HUMAN SERVICES ENDOWMENT FUND (HSEF); AND APPROVAL OF THE NEEDS ASSESSMENTS AND PROGRAM PRIORITIES FOR THE CDBG/ESG/HSEF (2004 - 2005)

## RECOMMENDATIONS:

It is recommended that the City Council take the following actions:

1. Receive Public Comment on the City of Pasadena Draft Consolidated Annual Performance and Evaluation Report (CAPER) 2002-2003 Program Year; and receive the Project Performance Assessment Report for CDBG/ESG/HSEF and HOME funded projects, and
2. Approve the Needs Assessments and Program Priorities for the Community Development Block (CDBG) Program, Emergency Shelter Grant (ESG) Program and Human Services Endowment Fund.

## ADVISORY BODIES:

### **Human Services Commission (Public/Human Services Priorities)**

The Human Services Commission recommended approval of the public/human services priorities for the 2004-2005 and 2005-2006 program years on Monday, September 8, 2003.

### **Northwest Commission (Non-Public Services Priorities)**

The Northwest Commission recommended approval of the non-public services priorities for 2004-2005 program year on Tuesday, September 9, 2003.

The Commissions also reviewed the Performance Assessment Reports (Exhibits A-D) and Allocation Schedule (Exhibit E) at their respective meetings.

**BACKGROUND:**

**Draft Consolidated Annual Performance and Evaluation Report (CAPER) 7/1/02 – 6/30/03**

The City of Pasadena and other federal grant recipients are required by the U. S. Department of Housing and Urban Development (HUD) to submit a Consolidated Annual Performance and Evaluation Report (CAPER) that describes the progress made in carrying out its Five-Year Consolidated Plan and Annual Action Plan. The purpose of the CAPER is to provide a comprehensive report on the use of federal funds for the Community Development Block Grant (CDBG) Program, Home Investment Partnership (HOME) Program, Emergency Shelter Grant (ESG) Program and other federal programs.

Each jurisdiction is required to make the Draft CAPER available for a fifteen day comment period to allow review and public comment on the report prior to its submission to HUD. The public comment period is October 2 - 20, 2003. As part of the public comment requirement, public notices were published in the local newspaper. On October 2, 2003 copies of the draft CAPER were also made available at community centers, all branches of the public library and the Planning and Development Department, Housing and Community Development Division. Any public comments received will be included in the final CAPER submitted to HUD. A copy of the Draft CAPER is on file with the City Clerk's Office.

Also attached to this report for City Council review and comment are the CDBG/ESG/HSEF/HOME Performance Review Reports (Exhibits A - D) which summarizes the Draft CAPER and reflects the status of each funded project as of June 30, 2003. The exhibits are: Exhibit A-CDBG/ESG/HSEF Public/Human Services Projects, Exhibit B-CDBG Non-Public Services Projects, Exhibit C-CDBG Continuing Projects and Exhibit D-HOME Projects. The Allocation Schedule for the 30<sup>th</sup> Program Year (2004-2005), Exhibit E, is also provided for review.

The Planning and Development Department, Housing and Community Development Division, performs the administrative oversight and program administration for the CDBG, ESG, and HOME projects. An annual on-site monitoring review (fiscal and programmatic) is conducted for each funded project. The monitoring review is performed in accordance with the provisions of the Code of Federal Regulations (24 CFR 570) which requires the City, as grantee, to make annual determinations that all Sub-recipients are in compliance with the federal statutes and have the continuing capacity to administer and/or implement the project for which federal assistance has been provided. Site visits are conducted at least once during the program year. As part of the ongoing program administration each Sub-recipient is also required to provide monthly progress/activity reports and to submit monthly invoices to receive reimbursement for eligible costs for the funded project.

The Human Services and Recreation Department performs the administrative oversight and program administration for the Human Service Endowment Fund (HSEF) projects. The public/human services projects funded under the City's HSEF Program are not included in the CAPER. However, these activities are included in Exhibit A of this report for public review.

**Needs Assessment and Program Priorities (Program Year: 2004-2005)**

Annually, prior to the commencement of the CDBG/ESG/HSEF allocation process, the Human Services Commission and the Northwest Commission, respectively, conduct needs assessments to determine the appropriate priorities for the forthcoming year. Both Commissions undertook extensive community outreach efforts to assess the City's public/human services and non-public services community development needs for 2004-2005. Based on these efforts the following program priorities are herewith recommended to City Council:

<b>Public/Human Services</b>	<b>Non-Public Services</b>
Job Preparation/Training Services for Youth/Young Adults Information, Access to Services and Service Linkages Education Transportation Safety Health Homelessness	Economic Development Housing Administration/Planning Code Enforcement Public Facilities and Improvements

**PUBLIC/HUMAN SERVICE NEEDS ASSESSMENT AND PROGRAM PRIORITIES:**

The Human Services Commission conducted the following needs identification process:

1. Analysis of available data on City demographics, service inventories, etc.;
2. Resident input through citywide distribution and collection of a Community Needs Survey, in English/Spanish/Armenian; and
3. Resident input through three scheduled public meetings (focus groups).

During the months of April through May 2003, three public/community meetings were held. In addition to the community meetings 3,200 community needs assessment surveys were distributed citywide from June 1, to July 21, 2003. The Human Services and Recreation Department received 189 responses to the community needs assessment surveys. A summary of the needs assessment and public meetings is captured in Exhibit F in this report.

The Human Services Commission staff reported that the suggested agencies and groups were contacted to secure data for use in developing the Human Services Needs Assessment, identify gaps and set program priorities for the 2004-2006 allocation cycle. The Human Services and Recreation Department also provided the results of the public meetings and the survey responses. The findings are consistent with the resources, products, etc., identified for use in the development of the program priorities. A partial list of resources include the following:

- The Quality of Life in Pasadena 2002 - Index
- 2000 Census Data Reports for Pasadena Census Tracts
- Pasadena Residents Survey 2003
- City of Pasadena Senior Master Plan
- City Council Goals
- City of Pasadena Senior Commission Work Plan for 2002-2003

**NON-PUBLIC SERVICES NEEDS ASSESSMENT AND PROGRAM PRIORITIES:**

The Northwest Commission conducted a needs identification process that included an extensive review of current socio-economic data and related documentation. Additionally, on August 19 and on September 9,

2003, the Commission convened public meetings to obtain community input on the non-public services needs of the community. The Commission received public comments principally from residents who live in the CDBG Benefit Service Area. Subsequently, after review and deliberation of the public comments received the Northwest Commission recommended the following program priorities for the 2004-2005 Program Year.

1. Economic Development (Most Urgent Priority Need)

Public testimony overwhelmingly stressed the need for jobs and business opportunities. The emphasis in this category was for business development, particularly the stabilization and expansion of existing businesses in the Benefit Service Area and the recruitment of new labor-intensive businesses (job creation/retention; assistance to micro-enterprises, etc.). Priority consideration will be given to proposed projects demonstrating a commitment to contracting with companies that are committed to job training and employment of local youth/young adults and other residents of the community, the provision of child care, after school services and youth programs. Additionally, priority consideration will be given to proposed projects that demonstrate cultural diversity in its job training and hiring policies/practices.

2. Housing (Second Most Urgent Priority Need)

Affordable housing, maintaining and improving the current housing stock, including the preservation of historical homes was determined to be of equal importance as economic development. Priority consideration will be given to proposals which target deteriorated and vacant single-family dwellings and offer the financing of such property for the continued or future occupancy by the elderly and working poor. Proposals will be encouraged to address housing related activities that complement affordable housing activities (i.e., first-time homebuyers, rental/home ownership). This priority includes consideration for proposed projects that demonstrate the employment of local residents.

4. Administrative/Planning

Administrative/planning proposals which will analyze and develop strategies for future CDBG activities that focus on housing revitalization and economic development will receive limited funding. Consideration under this priority will include the provision of fair housing services. Funding will not be recommended for planning and administrative proposals which do not have a direct emphasis on housing or economic development activities.

4. Code Enforcement

Code Enforcement including the associated inspections and correction of deficiencies was deemed a priority. It is anticipated that code enforcement together with public and/or private improvements are expected to arrest the decline of the area. Many properties in the CDBG Benefit Service Area are blighted, deteriorating and owned by absentee landlords, etc.

5. Public Facilities and Improvements

Limited priority consideration shall be given to public improvements within the CDBG Benefit Service Area, (e.g., neighborhood facilities, (including parks), facilities for persons with special needs, etc.).

**CHILDREN, YOUTH AND FAMILY IMPACT:**

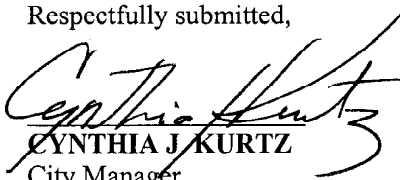
The Community Development Block Grant, Emergency Shelter Grant, the Human Services Endowment Fund and the HOME Programs provide an array of community services (direct and indirect) to

approximately 15,000 low/moderate income residents of Pasadena annually. Activities include, but are not limited to, economic development, housing, emergency shelter services, education, health care and other human/public services projects. The provision of these services contributes to achievement of the City's goal of providing a balanced and enhanced quality of life for residents.

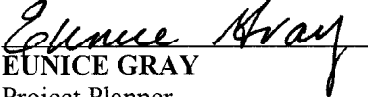
**FISCAL IMPACT:**

Collectively, the Community Development Block Grant Program (\$2,800,000), Emergency Shelter Grant Program/Housing Trust Fund (HTF) (\$182,000) and the Human Services Endowment Fund (\$120,000) represent an annual allocation of federal and local funds of approximately \$3,112,000. HOME funds (\$1,375,000) and other available local, state and federal resources will also be used to address the priority housing needs identified by the Commissions. Approval of the recommendation will establish the funding priorities and facilitate the allocation process of these funds for the 2004-2005 Program Year.


Respectfully submitted,

  
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Attachments: Exhibits A - F  
A copy of the Draft CAPER (2002/03) is on file in the City Clerk's office.