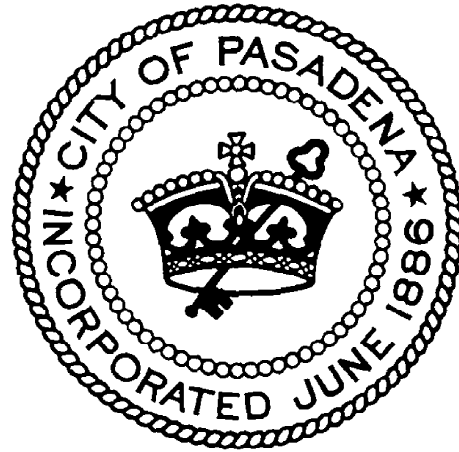


# **CITY OF PASADENA**

**DRAFT**



## *Consolidated Annual Performance and Evaluation Report (CAPER)*

2003-2004

**CITY OF PASADENA**

**DRAFT**

**CONSOLIDATED ANNUAL  
PERFORMANCE AND EVALUATION REPORT (CAPER)**

**2003-2004 Program Year**

***Bill Bogaard, Mayor***

***Sidney F. Tyler, Jr., Vice Mayor***

***Steve Haderlein  
Victor Gordo  
Joyce Streater***

***Chris Holden  
Steve Madison  
Paul Little***

**CITY MANAGER  
*Cynthia J. Kurtz***

***Richard J. Bruckner, Director, Planning and Development Department  
Gregory Robinson, Housing and Community Development Administrator  
Eunice Gray, Project Planner***

**DRAFT**

October 4, 2004

Mr. William G. Vasquez, Executive Director  
Office of Community Planning and Development  
U.S. Department of Housing  
and Urban Development  
Los Angeles Area Office, Region IX  
611 West Sixth Street, Suite 800  
Los Angeles, CA 90017

**Attention: Faye Barnes, Community Planning/Development Representative**

**Subject: Consolidated Annual Performance and Evaluation Report (CAPER)  
Program Year: 2003-2004**

Dear Mr. Vasquez:

Enclosed for your review and approval are the original and two (2) copies of the City of Pasadena's Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2003-2004.

The Pasadena City Council held a public hearing on Monday, October 18, 2004 to obtain citizen comments regarding the Draft CAPER. All comments received at the public hearing are included in the CAPER.

If you have any questions or should you require additional information you may contact Eunice Gray, Project Planner at (626) 744-8300.

Sincerely,

Gregory Robinson  
Housing/Community Development Administrator

Enclosures  
xc: CAPER File-2003/2004 PY

**CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT  
(CAPER) - 2003-2004 PY**

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**CITY OF PASADENA  
FIVE YEAR CONSOLIDATED PLAN (2000-2005)**

**Consolidated Annual Performance and Evaluation Report (CAPER)  
JULY 1, 2003 TO JUNE 30, 2004**

**INTRODUCTION**

The City of Pasadena Five Year Consolidated Plan provides a framework to identify housing, homeless, community and economic development needs and resources to tailor a Strategic Plan for meeting those needs. The Consolidated Plan consists of a five (5) year Strategic Plan and an Annual Action Plan. The Strategic Plan contains three (3) parts: 1) a housing, homeless, community and economic development needs assessment; 2) a housing market analysis; and 3) long-term strategies to meet priority needs. The Action Plan describes the specific projects and activities that Pasadena will undertake in the coming year with its HUD funds to address those priority needs. The Action Plan also contains certifications indicating that the City will follow certain requirements such as furthering fair housing.

The Five Year Consolidated Plan also functions as 1) a planning document for the City, which builds on the City's citizen participation process at the grassroots levels; 2) an application for federal funds under the U.S. Department of Housing and Urban Development's (HUD) formula grant programs; 3) a strategy to be followed in carrying out HUD programs; and 4) an Action Plan that provides a basis for assessing performance.

Essentially, the Plan simplifies the steps needed to receive funding under four (4) HUD formula grant programs. These federal grants are:

Community Development Block Grant (CDBG): A formula-based program that annually allocates funds to metropolitan cities, urban counties, and states for a wide range of eligible housing and community development activities. Over a one (1) year period, not less than 70 percent of a grantee's CDBG expenditures can be used for activities that benefit low- and moderate-income persons.

HOME Investment Partnership (HOME): A formula-based program that provides allocations to states and units of general local governments, known as participating jurisdictions. Its purpose is to retain and expand the supply of affordable housing principally for low- and extremely low-income families through housing rehabilitation, new construction, first-time homebuyer financing, and rental assistance.

Emergency Shelter Grant (ESG): A formula-based program that allocates funds to states, metropolitan cities, and urban counties to support emergency shelters for homeless individuals and families.

Housing Opportunities for Persons with HIV/AIDS (HOPWA): A grant program that addresses the needs of persons living with HIV or AIDS and their families.

Additionally, the Plan provides a basis for programming and allocating other federal funds including its Housing Choice Voucher Program, Continuum of Care Homeless Assistance Programs (Supportive Housing, Shelter Plus Care and Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings), etc., as well as local housing and development resources.

The overall goal of the federal community planning and development programs covered by the Consolidated Plan is to develop viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector. The statutory program goals are:

DECENT HOUSING -- which includes:

- assisting homeless persons to obtain appropriate housing;
- assisting persons at risk of becoming homeless;
- retention of the affordable housing stock;
- increase the availability of permanent housing in standard condition and affordable cost to low-income and moderate-income families; particularly to members of disadvantaged minorities, without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services needed to enable persons with special needs (including persons with HIV/AIDS) to live with dignity and independence; and
- providing housing affordable to low-income persons accessible to job opportunities.

A SUITABLE LIVING ENVIRONMENT -- which includes:

- improving the safety and livability of neighborhoods;
- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through the spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating or deteriorated neighborhoods;
- restoring and preserving properties of special historic, architectural, or aesthetic value; and
- conservation of energy resources.

EXPANDED ECONOMIC OPPORTUNITIES -- which includes:

- job creation and retention;
- establishment, stabilization and expansion of small businesses (including micro-businesses);
- the provision of public services concerned with employment;
- the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

## **CITY OF PASADENA**

### **HOUSING VISION**

#### **Five Year Consolidated Plan (2000-2005)**

All Pasadena residents have an 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.

The City of Pasadena shall achieve this vision by utilizing its resources to:

- Support and provide fair and equal housing opportunities for all persons regardless of race, age, income, disability, sexual orientation, marital status, household size, ancestry, national origin, religion, or color.
- Provide for an adequate supply and range of housing opportunities throughout the City by assisting in the development of new housing, preservation of existing housing and being responsive to the special housing needs of certain resident populations.
- Reduce or mitigate governmental constraints which hinder the production, preservation, maintenance and improvement of housing, particularly affordable housing, for Pasadena residents.
- Ensure that Pasadena residents, especially those with extremely low to moderate incomes and special needs, are assisted in meeting their housing needs through the provision of assistance for rental, residential rehabilitation, homeownership, housing counseling, (and other housing support services);
- Conserve and improve the condition of the existing affordable housing stock, which may include ways to mitigate the loss of dwelling units.
- Preserve the existing assisted housing for lower income households.



## CITY OF PASADENA

### AFFORDABLE HOUSING STRATEGY

**GOAL:** Increase, improve and preserve the supply of quality affordable housing available for all segments of the community.

The objectives and policies identified to meet this goal include

#### OBJECTIVES:

1. Promote the new construction **2,186 housing units** (ownership and rental).
2. Create **1,100 newly constructed** affordable housing units.
3. Provide financial assistance for the rehabilitation of **750 affordable units** (rental and ownership).
4. Provide financial assistance to approximately **300** extremely low, low and moderate-income **homebuyers**.
5. Provide annual rental assistance for **1,300** extremely low and low-income households.
6. Establish and record long-term **affordability covenants** for all City assisted units.
7. Implement the City's Fair Housing Plan that addresses the noted impediments to fair housing opportunities.

#### POLICIES:

1. Encourage the preservation of existing affordable rental housing units.
2. 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.
3. Promote and maintain continued participation by property owners in rental assistance programs.

4. Identify, leverage and effectively utilize all available funding sources (local and other) for affordable housing.
5. 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.
6. Implement the General Plan goal of an Inclusionary Housing Ordinance that requires 10 – 20 percent of the total number of housing units in new developments to be affordable to extremely low, low or moderate-income households.
7. Encourage consideration of establishing “in lieu fees” whereby developers are given the option to pay fees in lieu of providing a required number of below market-rate units. These fees will be used to encourage the development and production of affordable housing.

**PART I**

**ANNUAL ACCOMPLISHMENTS**

**CONSOLIDATED ANNUAL PERFORMANCE AND  
EVALUATION REPORT (CAPER)**

**2003-2004 PROGRAM YEAR**

## ANNUAL ACCOMPLISHMENTS (2003-2004 Program Year)

### HOUSING

The following report provides the key objectives and annual accomplishments for the 2003-2004 Program Year.

#### New Construction (2000-2005)

Promote the new construction of **2,186** housing units (ownership and rental).

Create **1,100** newly constructed affordable housing units.

#### Accomplishments and Investments of Available Resources: (2003 – 2004 PY)

##### New Construction:

Project Name	Tenure	Status	Affordable Units	Total Units
775 E. Union Street, Fountains at Pasadena	Rental	Completed	4	98
25 S. Oak Knoll Avenue	Rental	Completed	10	120
712 Walnut (Walnut Place)	Rental	Completed	3	28
1880 N. Fair Oaks (Beacon Senior Housing)	Rental	Completed	65	65
Newly constructed affordable units completed this PY			82	

**Accomplishments - 82 Newly constructed affordable housing units completed during this program year.**

## Projects in Progress

### Ownership Housing – New Construction Projects

The following projects are in various stages of progress. The following list reflects homeownership units underway as of June 30, 2004:

- 128 – 140 S. Bonnie: 10 units - **1 affordable unit**; the project is in the planning phase.
- 3 South Grand Avenue (Vista Del Arroyo Bungalows): 30 condominium units – **2 affordable units**; Phase I of the project is currently under construction; Phase II is undergoing Plan Check.
- 537 Cypress (Cypress TownHomes): 4 units: **2 affordable** to first time homebuyers and 2 units will be sold at market rate. Affordable Housing Consolidated (AHC) a local for-profit developer will construct this four (4) unit townhouse development. All units will be three bedrooms, 2 baths, with 2-car garages. The OPLA will be submitted for PCDC approval on August 23, 2004.
- 444 E. Orange Grove Blvd: (Renaissance Court) - 31 units; **5 affordable units**. The project will include retail space, live/work space and subterranean parking, etc. The project is in the planning phase.
- 433 N. Altadena Drive (Artisan Square) 52 units of ownership housing; **3 affordable units**. The project is in the planning phase.
- 286 N. Madison Avenue (Madison Walk) 48 units; **3 affordable** ownership units.
- 120-121 N. Raymond Avenue (Raymond Theatre) 49 units; **3 affordable units**. The project is in the planning phase.
- 315 N. Hill Avenue (The Gardens on Hill) 34 units; **11 affordable units**. The project is in the planning phase.
- 205 S. Delacey Avenue (Delacey Flats) 34 units; **5 affordable units** to be located off site at Gardens on Hill.
- 1424 N. Fair Oaks Avenue (Fair Oaks Terrace) 12 units; **2 affordable units**. The project is in the planning phase.
- 1703 N. Fair Oaks Avenue (Fair Oaks Summit) 24 units; **5 affordable units**. The project will consist of 25 condominiums (2 and 3 story), parking, etc. The project is in the planning phase.

## Projects in Progress

### Rental Housing – New Construction:

The following projects are in various stages of progress. This list reflects information related to rental housing units as of June 30, 2004:

- 252 S. Raymond Ave: (Del Mar Station) - 347 units - **21 affordable units**. The project is under construction. Occupancy is anticipated for the latter part of 2004.
- 621 E. Colorado Blvd: (Trio Apartments) - 304 units - **18 affordable units**. The project is under construction. Occupancy is anticipated by the end of the year (2004).
- 168 N. Wilson Avenue: - 23 units - 1 affordable unit. The project is under construction.
- 270 E. Orange Grove Blvd. - (Orange Grove Gardens) 38 units - **38 affordable units**. The project site has been acquired; state and county funding has been secured. The start of construction is projected for the latter part of 2004.
- 160 S. Hudson Avenue (Pasadena Collection) 72 units; **6 affordable units**. The project has been completed.
- 775 E. Union Street: (Fountains at Pasadena) 98 units; **4 affordable units**. The project has been completed.
- 33. S. Wilson Avenue: 45 units; **4 affordable units**. The project is under construction.
- 169 W. Green Street: (Pasadena Place) 38 units; **3 affordable units**.
- 3360 E. Foothill Blvd.: (Pinnacle) - 188 units; **11 affordable units**. The project is in the planning phase.
- 77 N. Oak Avenue: (Granada Court) - 29 units; **4 affordable units**. This project is in the planning phase.
- 315 N. Hill Avenue: (Hill Place) - 34 units; **3 affordable units**. The project is in the planning phase.
- 33 S. Wilson Avenue: 45 units; **4 affordable units**. This project is under construction.
- 270 Parke Street: Affordable Housing Services (AHS) - A local non-profit developer will rehabilitate 8 affordable rental units and construct 4 new affordable rental units for large families (**12 units of affordable housing**).

## Projects in Progress

### Senior Housing – New Construction

The following is a list of senior rental housing projects that are in progress:

- 730 – 790 N. Fair Oaks Avenue: (104 affordable units) - Heritage Square - In March 2001, Pasadena Housing Investors, LP entered into a Disposition and Development Agreement (DDA) with the Pasadena Development Commission (PCDC) for the development of Heritage Square, a senior rental housing complex coupled with commercial space. The project will be built to meet handicap accessibility requirements. Heritage Square planned to include the relocation and renovation of the historic Decker House for use as affordable housing. The developer's application for state tax credits was not successful (April 2004). The status of the project is now uncertain.
- 3 S. Grand Avenue: (38 units) - This project is currently in progress and will include 38 units - 8 currently existing units will be rehabilitated into 16 new units; new construction of 29 condominiums will be done. This project will have an affordable housing component (specific number of units of affordability is yet to be determined); this is a senior complex.

**CITY OF PASADENA  
AFFORDABLE HOUSING PRODUCTION**

Accomplishments, project status, etc. (2003 – 2004 Program Year)

<b>Projects</b>	<b>Tenure</b>	<b>Status</b>	<b>Total Units</b>	<b>Affordable Units</b>
<b>OWNERSHIP</b>				
1191-1193 Summit	Ownership	Construction	2	2
171 Carlton	Ownership	Planning Phase	2	2
537 Cypress (Cypress Townhomes)	Ownership	Planning Phase	4	2
1424 N. Fair Oaks Ave.	Ownership	Planning Phase	12	2*
128-140 S. Bonnie	Ownership	Planning Phase	10	1*
1703 N. Fair Oaks (Fair Oaks Summit)	Ownership	Planning Phase	24	5*
<b>RENTAL</b>				
252-284 E. Orange Grove (Orange Grove Gardens)	Rental	Planning Phase	38	38
444 E. Orange Grove (Farm Fresh Ranch Market)	Rental	Planning Phase	31	6*
33 S. Wilson Ave.	Rental	Construction	45	4*
252 S. Raymond Ave. (Del Mar Station)	Rental	Construction	347	21*
621 E. Colorado Blvd. (Two Apts.)	Rental	Construction	304	18*
25 S. Oak Knoll (Archstone)	Rental	<b>Completed</b>	120	<b>10*</b>
149 W. Green St.	Rental	Planning Phase	38	8*
840 E. Green Street (Lofts at So. Lake)	Rental	Planning Phase	103	6*
3360 E. Foothill (Pinnacle)	Rental	Planning Phase	188	27*
77 N. Oak (Granada Ct.)	Rental	Planning Phase	29	4*
168 N. Wilson	Rental	Construction	23*	1*
712 E. Walnut (Walnut Place)	Rental	<b>Completed</b>	28	<b>3*</b>
315 N. Hill (Hill Place)	Rental	Planning Phase	34	11*
265 N. Madison (Fuller Seminary)	Rental	Planning Phase	179	169*
<b>SENIOR/SPECIAL NEEDS RENTAL HOUSING</b>				
841 E. Washington (Washington Theatre)	Rental	Planning Phase	30	30
270 Parke Street/AHS	Rental	Planning Phase	12	12
2028 E. Villa (Villa Esperanza)	Rental	<b>Completed</b>	10	10
775 E. Union St. (Fountains at Pasadena)	Rental	<b>Completed</b>	98	4*
730-790 N. Fair Oaks Ave. (Heritage Square)	Rental	Planning Phase	106	106
1880 N. Fair Oaks (Beacon Senior Housing)	Rental	<b>Completed</b>	65	<b>65</b>

\* These projects are subject to the City's Inclusionary Housing Ordinance or the Density Bonus Ordinance and will require affordability as part of the project. - *Affordable: (Extremely low, low and moderate income households)*

**Accomplishments: 92 Affordable housing units produced (July 1, 2003/June 30, 2004).**



## REHABILITATION

### **Homeowner and Rental Rehabilitation: (2000-2005)**

- Provide financial assistance for the rehabilitation of **750** affordable units (rental and ownership).
- The City's Homeowner/Rental Rehabilitation programs will provide subsidies to qualified borrowers to obtain financing from conventional lenders for home improvement loans.
- The City will continue to support local non-profit housing agencies/organizations and City administered projects (MASH and Code Enforcement) in housing rehabilitation and preservation efforts.

### Accomplishments and Investments of Available Resources: (2003- 2004 PY):

The City administered Maintenance Assistance Services to Homeowners Program (MASH) provided rehabilitation, minor/major home repair services to **133 households**.

Services through the MASH Program include the removal of 152 tons of debris, exterior house painting of 25 houses, and lead-based paint stabilization; screen/window replacements, accessibility conversions, tree trimming and yard work, minor repairs to 34 homes. The MASH program received \$557,100 in CDBG funds and focuses its activities in the CDBG Benefit Service Area. Services are provided to low/moderate income single-family homeowners.

Pasadena Neighborhood Housing Services (PNHS) - Neighborhood Impact Program provides single-family housing rehabilitation services in the CDBG Benefit Service Area to income eligible homeowners. PNHS provided eleven (11) major rehabilitation loan projects; thirteen (13) Emergency Minor Home Repair projects (grants) and twelve (12) Free Paint-Up projects (grants). A total of **36 households** received assistance during this reporting period. PNHS received \$172,000 in CDBG Entitlement and \$27,622 in Prior Year reprogrammed HOME funds for a total of \$200,000 in Entitlement funds this program year.

**Accomplishments: 169 households/units received Homeowner and/or Rental Rehabilitation Assistance during this program year.**

Uses of other Available Resources:

- The Housing Division and Code Enforcement Partnership:  
The Housing Division will continue to support and strengthen the partnership with Code Enforcement in its efforts to:
  - 1) identify code violations in residential structures;
  - 2) provide financial assistance directed at correcting code violations; and
  - 3) provide information to residents as to the availability of services and resources in the community.

Funding made available for the Code Enforcement Task Force includes \$261,000 in CDBG funds. The Code Enforcement Task Force conducted **2,873 inspections** during the reporting period. Inspection activities include residential properties, vacant lots/buildings, and commercial structures. Approximately 75% of all complaint properties are abated within 60 days of notification having been issued to respective property owners.

**Projects in Progress**

The following is list of housing rehabilitation projects in progress:

841 E. Washington Blvd.- Washington Theater - 30 affordable units - This is an adaptive reuse rehabilitation project involving the historic cinema building known as the Washington Theater Complex. A total of 30 units in this project will be made affordable to extremely low and low-income seniors. The project will include space for office, retail and community uses. The property has recently undergone a change in ownership.

877 N. Orange Grove Blvd.: New Revelation - four (4) affordable units - A local non-profit will rehabilitate four (4) rental units that will be made available to very-low and low-income tenants and will be covenanted for 55 years. The Owner Participation Loan Agreement (OPLA) was approved on June 21, 2004 by the Pasadena Community Development Commission. \$300,000 in HOME funds is used to support this project. It is anticipated that the rehabilitation work will commence in September of this year and the project will be completed within 90 days thereafter.

270 E. Parke Street: Affordable Housing Services (AHS) - a local non-profit developer will rehabilitate eight (8) rental units to be affordable to large families; and implement the new construction of four (4) affordable rental units. Unit sizes range from 3 to 5 bedrooms. Stewart B. McKinney Homeless Assistance funds (federal) of \$350,000 has been awarded. The financial analysis has been completed and the OPLA must be executed.

## OUTREACH TO DEVELOPERS

### NEW CONSTRUCTION AND/OR REHABILITATION

The Commission makes a Notice of Funding Availability (NOFA) and Request for Proposals (RF) available for developers and community-based housing sponsors to compete for federal funding of affordable housing projects t in the following areas:

- New Construction of affordable rental and single-family ownership units.
- Rehabilitation of rental units and owner-occupied housing.
- New Construction or rehabilitation of units for the developmentally/physically disabled.
- New construction or rehabilitation of housing for senior citizens.

The Commission retains a list of interested developers and community-based housing sponsors who are notified upon issuance of the NOFA or RFP. Further outreach is accomplished by announcements at community meetings, through the publication of advertisements and on the Commission's website: [www.ci.pasadena.ca.us](http://www.ci.pasadena.ca.us).

On September 18, 2003, the Commission hosted a luncheon/ forum with 23 local lending institutions in attendance. The objective of this forum was to apprise the lenders of the types of developments that the Commission supports and of the need for outside financial assistance. Additionally, the Commission requested the lenders to inform those present of the various financing products they have available to partner with local developers in the construction/rehabilitation of their properties.

On January 28, 2004, another luncheon was hosted including construction lenders and developers. The objective was to garner opinions on how the respective groups and the City of Pasadena could better serve each other to achieve a higher and more efficient production of affordable housing. Discussion ensued on how to streamline the process from inception to completion of a project, reduce risk to both the developer and the City, and how to reduce overall project related costs.

Additional discussion opportunities (forums) is planned for the future to ascertain further input to improve housing productivity in our community.

## RENTAL ASSISTANCE

### Rental Assistance: (2000-2005)

- Utilizing federal funding, the Housing Choice Voucher Program (HCVP) will provide funding for rental assistance to **1,300** extremely low and low-income families annually.
- Rental Compliance Monitoring will ensure owner compliance with long-term affordability covenants for all City-assisted units to provide housing that meets specific occupancy, income and rent guidelines. Six hundred and fifty (**650**) households/families and units respectively will be monitored.
- The HOME Tenant-Based Rental Assistance (TBRA) Program will provide rental assistance to extremely low-income individuals and families with special circumstances. Households must be referred by a participating supportive service agency. The assistance is available for a period of twenty-four (24) months. Sixty (**60**) households will be assisted under the HOME TBRA Program.

### Accomplishments and Investments of Available Resources:

The City will continue to utilize funding from the federal government, the U. S. Department of Housing and Urban Development (HUD) and other resources to provide rental assistance to extremely low and low-income families in need of decent, safe and sanitary housing.

The Housing Choice Voucher Program (HCVP), formerly the Section 8 Rental Assistance Program, provided assistance to approximately **1,284** households during this reporting period.

Rental Covenant Compliance Monitoring will ensure that owners of assisted units comply with their requirements to provide housing to tenants that meet the respective income guidelines. Approximately **809 households** were assisted during this reporting period utilizing \$50,000 in Housing Trust Funds.

The HOME Tenant-Based Rental Assistance Program (TBRA) provided rental assistance to **28 households** for a temporary period of 24 months. This project was funded with \$130,000 of HOME Entitlement funds for the 2003/04 PY.

- **Accomplishments: 2121 households/families received Rental Assistance during this program year.**

## **OUTREACH TO DEVELOPERS/PROPERTY OWNERS**

### **RENTAL ASSISTANCE:**

The Pasadena Community Development Commission (PCDC) provides several opportunities to property owners in an outreach effort. These outreach opportunities include:

- Free property management seminars, twice annually. These seminars are advertised as property management seminars attracting both non-participating and participating property owners.
- PCDC publishes a quarterly property owner/tenant newsletter that is program informative.
- New contracts inspections are conducted within 72 hours from the time the request for tenancy approval and all supporting documents are received.
- Property owners may request a Housing Quality Standards (HQS) Inspection to insure that HUD required housing standards are met before selection of a tenant.
- Housing Choice Voucher Program (HCVP) tenants may receive credit and budgeting counseling as well as information related to the tenant's responsibilities as a renter.
- Mediation services are available to property owners and tenants to foster early solutions to problems, along with telephone phone consultations regarding Fair Housing issues. These services are provided through the Housing Rights Center (HRC) through the provisions in a contract with the PCDC.
- All participating family members are eligible for career and job counseling and referrals, and will receive professional guidance to develop and implement an individualized opportunity plan.

The Planning and Development Department, Housing and Community Development Division will continue its efforts to promote and support and the rental assistance programs.

## **HOMEBUYER ASSISTANCE AND EDUCATION: (2000-2005)**

Provide assistance to **100** low and moderate-income homebuyers under the Homeownership Opportunities Program (HOP).

Provide assistance to **65** low and moderate-income homebuyers through the Federal National Mortgage Association (Fannie Mae) Down Payment Assistance Investment Note (DPAIN). *(This program was terminated in the 2002-2003 PY due to the availability of more advantageous lower interest rates, conventional financing, etc., however the goals will be obtained through other programs).*

Provide assistance to **100** homebuyers under the Mortgage Credit Certificate (MCC) Program.

Provide assistance to **50** homebuyers through the California Cities Home Ownership Authority (CCHOA) Lease to Purchase Program.

Continue to provide the First-Time Homebuyers' Education and Assistance Program in conjunction with local non-profits and local lenders.

### Accomplishments and Investments of Available Resources (2003 – 2004 PY):

The Homeownership Opportunities Program (HOP) leverages private resources to make homes affordable citywide for eligible low and moderate-income individuals by providing low interest second trust deed loans. The HOP creates both partnerships with developers who earmark a predetermined number of units in a new housing development for low and moderate-income buyers and/or lenders who commit to first trust deed loans if the City provides subordinate financing. The program is funded with HOME funds and local Housing Trust Funds. The financial assistance is in the form of a second trust deed loan.

\$598,930 was expended during the PY. A total of **10 households** were assisted under the HOP Program for this reporting period.

The Mortgage Credit Certificate (MCC) Program: The Pasadena Community Development Commission has been a participating agency in the County of Los Angeles' Mortgage Credit Certificate (MCC) Program since 1992. The MCC assistance is in the form of a federal income tax credit. The tax credit increases the borrowers' effective income thereby allowing more available after-tax income to qualify for a mortgage.

The MCC Program assisted **three (3)** homebuyers during this program year.

California Cities Home Ownership Authority (CCHOA) Lease to Purchase Program: This program provides financial assistance to homebuyers via the opportunity to lease a home with an option to purchase within three years. The participant household, in consultation with CCHOA, chooses a home that CCHOA will purchase on their behalf. The signed lease allows the household, upon financial qualification, to assume the CCHOA loan and take title to the home at no additional cost anytime during the three (3) year period.

No assistance was provided to homebuyers under the Lease to Purchase Program during the 2003/2004 PY.

The First-Time Homebuyers' Assistance Program: Pasadena Neighborhood Housing Services, Inc. (PNHS) administers the City's First-Time Homebuyers' Education and Assistance Program. This program provides educational classes and affordable homeownership opportunities to lower-income renters in order to purchase ownership units in the City. Program services also include the financial prequalification of potential first-time homebuyers. Industry professionals provide the education and prequalification services.

During this program year over **200** prospective homebuyers were assisted.

CalHome Program - Pasadena Neighborhood Housing Services administers the CalHome Program for the City of Pasadena. This program provides loan assistance with funds from the state to low income first-time homebuyers in Pasadena.

During this reporting period, CalHome assistance totaled \$392,643 to **nine (9)** homebuyers.

**Accomplishments: 22 prospective homebuyers received homebuyer assistance and 200 clients received homebuyer education during this reporting period.**

## HOUSING INCENTIVES

### Housing Incentives to Property Owners, Developers/Sponsors and Lenders

A method for implementing the City's affordable housing strategy focuses on providing economic incentives to property owners, developers and lending institutions to create, operate and finance new and/or existing affordable housing developments with emphasis on nonprofit organizations that provide long-term affordability.

1. Notice of Funding Availability (NOFA) and Request for Proposals (RFP) for affordable housing activities including new construction, substantial rehabilitation, homeownership and special needs, will provide the City and interested developers/sponsors opportunity for competitive selection and financing of an affordable housing project anywhere within the City limits. The criteria for project/program selection and funding allocation under the NOFA or RFP will be designed to address the City's priority housing needs and thereby generate a varied array of projects/programs consistent with the mandated purpose, housing type, housing assistance, accessibility requirements or land use stipulated therein. \$13.5 million (\$2 million LMI/HTF, \$6.5 ACF, \$5 million HOME) shall assist two-hundred fifty (250) low and moderate-income units.
2. Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG) and Human Services Endowment Fund (HSEF) funds shall also be distributed through a separate RFP process to provide resources for major/minor housing rehabilitation, community development, economic development, code enforcement, capital improvements, and the provision of human services including fair housing services, which benefit low-income households, eliminate slums and blight and/or address an urgent need. \$4 million in CDBG funds shall assist in the rehabilitation of five-hundred (500) units.
3. The Rental Rehabilitation Program (RRP) shall provide loan assistance for the rehabilitation of rental properties that are to be occupied by extremely low and low-income tenants who are paying affordable rents. The loan interest rate is usually 4% or less and the repayment schedules are based on the projected cash flow. A rental covenant to maintain rent affordability is also enforced during the loan term. \$1 million in HOME funds will assist the rehabilitation of fifty (50) rental units.
4. California Housing Finance Agency's (CHFA) Housing Enabled Local Partnership (HELP) Program shall be utilized to supplement the Rental Rehabilitation Program (RRP). The HELP funds are to be used exclusively for the acquisition, predevelopment, rehabilitation and/or permanent financing needed for affordable multifamily rental housing developments. \$1.9 million (HELP - \$1 million, LMI/HTF - \$305,000, HOME - \$530,000, CDBG - \$81,000) will assist the rental rehabilitation of fifty (50) units.
5. Fee Waiver/Density Bonus shall be used as incentives to encourage the production and development of affordable housing. These financial and non-



financial incentives collectively consist of a) tax and fee waivers, b) reduction or modification of one or more residential development standards, and c) other regulatory incentives or concessions requested by the developer. \$300,000 in fee waivers shall assist development of thirty (30) low-income units.

## HOMELESSNESS AND OTHER SPECIAL NEEDS

### CONTINUUM OF CARE

The City will continue to implement and support its local Continuum of Care strategy. The primary homeless and other special needs goal and objectives are set forth below.

Goal: Implementation of the Continuum of Care which includes outreach/assessment, coordination and collaboration of emergency shelters and transitional housing with supportive services, permanent service-enriched housing and permanent housing, for addressing homelessness and the priority needs of homeless individuals and families in order to meet the housing and supportive services needs of the homeless and at-risk to homeless population including special needs populations.

#### **Continuum of Care (2000-2005)**

Support existing outreach/intake/assessment programs; **7,500** homeless persons will be served.

Support existing emergency shelters and increase the number of emergency shelter beds for families; **3,500** individuals will receive emergency shelter assistance.

Support existing transitional housing programs and increase the number of transitional housing units for individuals; fifty-two **52** households will receive assistance.

Support existing permanent supportive housing programs and increase the number of permanent supportive housing programs for special needs populations; **84** households will receive permanent supportive housing assistance.

#### Accomplishments and Investments of Available Resources: (2003 - 2004 PY)

##### 2000 Continuum of Care - Supportive Housing Programs

On May 31, 2000, PCDC submitted an application to HUD for \$2.3 million. On March 1, 2001, the PCDC was conditionally funded for \$1.8 million and is currently in the Technical Submission phase of the funding process. The application included a funding request for three (3) renewal projects. The projects included in the application were: 1) Passageways for outreach, intake, assessment and referral; 2) Union Station Foundation for Euclid Villa which is a transitional living facility for homeless families; and 3) Serra Project for CHOISS Program which provides scattered site serviced enriched housing for families and singles living with HIV/AIDS.

### 2001 Continuum of Care - Supportive Housing Programs

On May 31, 2001, the PCDC submitted an application to HUD for \$1.7 million dollars. The application included funding request for six (6) projects. The submitted project include: Pacific Clinics/Passageways for the provision of outreach, referral, intake, and assessment services to 969 unduplicated clients, Union Station/Euclid Villa for transitional housing for 28 homeless families; Union Station for a transitional housing program for six (6) men in recovery; Urban Revitalization Development Corporation (URDC) for Casa Maria to provide transitional housing enriched with supportive services for 13 women and women with children; Grandview Foundation for the expansion and rehabilitation of a transitional housing facility; and the Pasadena Community Development Commission (PCDC) for installation of the federally required Homeless Management Information System (HMIS) to track homeless clients in an effort to improve service delivery. Four (4) projects are renewal projects (Passageways, Euclid Villa, Casa Maria, Union Transitional Housing and two (2) new funding requests (Grandview Foundation and HMIS).

### 2002 Continuum of Care - Supportive Housing Programs

On June 17, 2002 the Pasadena Community Development Commission (PCDC) approved the submittal of an application to HUD (SHP) for \$2.1 million. The application included funding requests for six (6) projects. The list of projects include: City of Pasadena/Permanent Supportive Housing; City of Pasadena/Homeless Management Information System (HMIS) which is a HUD requirement for use in reporting and tracking of the services provided to the homeless population; URDC/Casa Maria for the provision of transitional housing for women with a history of chronic substance abuse; Union Station/Euclid Villa for the provision of transitional housing; Union Station/Transitional Housing for the provision of services for single men with chronic substance abuse; Pacific Clinics/Passageways for the provision of outreach, intake and assessment services and to serve as the point of entry into the City of Pasadena Continuum of Care. Emergency street outreach teams are also available in order to make clients aware of the services that are available in the community. Four of the projects are renewal projects (Casa Maria, Euclid Villa, Union Station Transitional Housing and Passageways). Two of the projects are new (Permanent Supportive Housing and HHMIS).

### 2003 Continuum of Care – Supportive Housing Programs

On July 14, 2003, the PCDC submitted an application to HUD for \$2.7 million. The application included funding requests for 10 projects. The submitted projects include: 1). Pasadena Community Development Commission (PCDC) for permanent supportive housing; 2-3). 2 projects for Serra Project which provides permanent supportive housing for homeless persons living with HIV/AIDS; 4). URDC Human Services Corporation for Casa Maria, which provides transitional housing and supportive services for 13 women and women with children who are recovering substance abusers; 5). Union Station Foundation for Euclid Villa, a transitional housing program for families; 6). Union Station Foundation for 412 Transitional Housing, a transitional housing program for homeless men with substance abuse and/or mental health issues; 7). Pacific Clinics for Passageways, an outreach/intake/assessment multi-service center for homeless persons; 8). PCDC for HMIS, a HUD required computer information, reporting and tracking system; 9). Pacific Housing Alliance for Centennial Place, which provides

supportive services to allow formerly homeless persons to remain in permanent housing; and 10). Homes for Life Foundation for Ashtabula Home, a new supportive housing complex for homeless persons with disabilities. Two of the projects, Homes for Life and PCDC permanent supportive housing are both new projects, the rest of the projects are renewals.

On December 27, 2003 HUD conditionally approved funding of \$2.5 million for eight (8) of the requested projects in the annual Stewart B. McKinney Homeless Assistance Competition for the Continuum of Care application (2003). HUD did not fund Homes for Life Foundation/Ashtabula House and Union Station Foundation/Centennial Place Social Services Project.

#### U. S. Department of Housing and Urban Development (HUD) - 10 Year Strategy to End Homelessness

Beginning in February 2004, the City of Pasadena in collaboration with the Housing and Homeless Network embarked upon a 12-month series of Working Group meetings in order to develop a 10-Year Strategy to End Homelessness. The Working Group is made up of members of the Housing and Homeless Network and is strengthened by participation of stakeholders from throughout the community, including business districts, coalitions/committees, currently or formerly homeless persons, neighborhood associations, faith-based associations, corporations, non-profit agencies, elected officials, and non public and private funders. The Working Group meets monthly to examine various strategies, both public and private, to effectively deliver existing and new assistance to the city's homeless and at risk of becoming homeless population. public and private The completed 10-Year Strategy to End Homelessness will be presented to the City Council for approval in February of 2005.

#### Homeless Management Information System (HMIS)

The City of Pasadena has received a Supportive Housing Program grant from HUD to fund a HMIS program. HUD has mandated that all grantees implement the Homeless Management Information System (HMIS) In order to most effectively implement an HMIS, the City has chosen to undertake a regional approach to data collection. The City is a member of the Los Angeles/Orange County HMIS Collaborative, along with the City of Glendale, the City of Long Beach, the Los Angeles Homeless Services Authority (LASHA), and OC Partnership. These entities represent each of the five Continuum of Care (CoC) systems in the Los Angeles/Orange County region.

The LA/OC Collaborative has selected The Rensselaerville Institute (TRI) as their HMIS software provider. The City of Pasadena together with the Collaborative is working toward implementation, with a planned "go-live" date of October 15, 2004.

#### 2004 Continuum of Care – Supportive Housing Programs

On July 27, 2004, PCDC submitted an application to the U. S. Department of HUD for \$2.6 million for eight projects. Of the eight recommended projects, seven are renewal projects: Passageways/Pacific Clinics, Union Station foundation/Euclid Villa, Union Station Foundation/Transitional Housing Program, URDC-Human Services Corporation/Casa Maria Transitional Housing Project, Serra Project/CHOISS Program I, Serra Project/CHOISS Program II, and PCDC/Homeless Management Information

System (HMIS). The remaining project – PCDC/Permanent Supportive Housing is a new project.

Outreach/Intake and Assessment Center - Passageways is the point of entry into the City of Pasadena Continuum of Care. It provides emergency outreach services on the street to link homeless persons to its intake and assessment centers. Ongoing case management is also provided to individuals or families until engagement with the continuum of care is achieved, or no longer appropriate. Individuals and families include those who are currently homeless and living on the streets or living in other places that are not appropriate for shelter.

**Accomplishments: 1370 units of service were provided by Passageways during this reporting period.**

Emergency Shelters - Year-round emergency shelter beds and related case management activities are operated by the Ecumenical Council of Pasadena Area Churches (ECPAC), Door of Hope, Inc., Haven House, the Bad Weather Shelter (BWS) and the Union Station Foundation. These agencies (and others) provide emergency shelter services, temporary and short-term facilities, rental vouchers, certificates, or coupons that can be used for temporary residence in motels, or other similar facilities for temporary residence (up to seven (7) nights). Case management, may be or may not be, provided on site. These emergency shelter services also include facilities that provide overnight shelter (for up to two (2) months) and fulfills a client's basic needs (i.e., food, clothing, shelter, primary medical care), either on-site or through off-site services.

**Accomplishments: Over 2,500 homeless persons received assistance at local emergency shelters during this reporting period.**

Transitional Housing - The transitional housing programs are: Union Station Foundation (Euclid Villa), assisted **48** clients (14 households); Urban Revitalization Development Corporation (URDC) (Casa Maria), assisted **32** clients; and Union Station Transitional Housing Program, assisted **154** clients. These projects provide transitional housing for homeless persons for up to two (2) years. Case management services will be provided to residents both on-site and off-site. Residents are linked to rehabilitative services that include health care, mental health care interventions, employment services, childcare, transportation, individual and group counseling, and life skills training designed to prepare clients for permanent supportive housing or permanent affordable housing.

**Accomplishments: The transitional housing programs assisted 234 persons during this reporting period.**

Permanent Supportive Housing (SHP) - Permanent supportive housing opportunities are offered to clients through the City's Supportive Housing Program. Clients are able to receive tenant-based rental assistance and permanent supportive housing in a private dwelling unit or in a congregate living environment. The Serra Project provides permanent supportive housing that is linked with ongoing supportive services (on-site and/or off-site) and designed to allow individuals and families to live at a residence for an indefinite time. The Serra Project assisted **32** clients during this reporting period. Navarro House (sponsored by Affordable Housing Services (AHS), a local non-profit organization) provided six (**6**) units of permanent supportive housing to residents recovering from substance abuse.

**Accomplishments: 38 persons received services under the Permanent Supportive Housing Programs this year.**

## HOMELESSNESS AND OTHER SPECIAL NEEDS

### Homelessness (2000-2005)

- Provide emergency shelters, homeless prevention activities and supportive services for **4,365** individuals and families with special needs.

The following is a list of programs/activities provided by the City of Pasadena to assist in the provision of affordable rental housing opportunities for the homeless as well as lower income households with special needs. Also, included are the five-year goals as outlined in the City of Pasadena Five Year Consolidated Plan (2000-2005);

1. Emergency Shelter Grant (ESG) Program is a federally funded program to address homelessness in the City. The ESG Program is designed to help improve and maintain the quality of existing emergency shelters for the homeless, assist those emergency shelters to meet their operating expenses and to provide certain essential social services to homeless individuals. It is anticipated that \$900,000 will assist approximately 3,000 homeless individuals. Additional information on the program year is included in the ESG section of the CAPER.
2. Housing Opportunities for Persons With AIDS (HOPWA) is funded by the U. S Department of Housing and Urban Development (HUD) and is designed to provide resources and incentives for meeting the housing needs of persons living with HIV/AIDS. HOPWA provides tenant-based rental assistance, case management and supportive services to these individuals and their families. It is anticipated that \$800,000 will assist twenty-five (25) households.
3. The Shelter Plus Care (S + C) Program provides federal funding for rental assistance and a broad range of supportive services for homeless persons with disabilities and their families. The eligible beneficiaries must be homeless persons with disabilities (primarily people with serious mental illness, AIDS and related diseases, or chronic problems with alcohol or drugs) and their families. \$1.5 million will assist thirty-eight (38) households.
4. The Supportive Housing Program (SHP) is a federally funded program designed to provide supportive services and tenant-based rental assistance to enable homeless persons to live as independently as possible. Essentially, program participants have two (2) housing options depending on their needs: independent living in a private dwelling unit or congregate living with private amenities and on-site supportive services. \$1.3 million shall assist 5,100 households.
5. The HOME Tenant-Based Rental Assistance (TBRA) Program is funded by the U. S. Department of HUD. The program provides rental assistance to extremely low-income individuals and families with special circumstances. All households must be referred by one of the participating supportive service agencies. The

assistance is limited to a period of twenty-four (24) months. \$850,000 shall assist sixty (60) households.

6. Housing Opportunities for Persons with AIDS (HOPWA) Since 1993 the PCDC has administered the tenant-based rental assistance HOPWA Program through a Memorandum of Understanding (MOU) with the City of Los Angeles Housing Department (LAHD). Los Angeles City is the grantee for the HOPWA grant. LAHD provides the grant management, reporting and general oversight. The PCDC functions as the Sponsor Agency for LAHD. Currently, the PCDC has retained the AIDS Service Center (ASC) to provide supportive services to HOPWA Program participants.

Barriers - The low vacancy rate in the rental market in the City of Pasadena has been identified as a barrier for HOPWA program participants seeking rental units. In response to this issue, the Pasadena Community Development Commission will institute a Rental Search Service, providing owner outreach and rental search assistance to voucher holders. This service will include the HOPWA program certificate holders. Outreach to owners is also done through regular attendance at the local Apartment Owner's Association meetings and periodic mailers to all owners of rental properties located in the City of Pasadena.

**Accomplishments: Eight (8) households participated in the HOPWA tenant-based rental assistance program during this reporting period.**

Shelter Plus Care - Since the Shelter Plus Care (S + C) Program began in 1995; approximately 100 homeless persons with issues of substance abuse and/or chronic mental illness have been assisted. A total of 30 participants were served by the Shelter + Care Program during this reporting period.

In addition to the 30 current program participants, 19 families are seeking housing. Another 12 have been referred to participate in the program and eligibility is being determined.

PCDC works with the referring agencies to encourage more referrals of applicants to the program. Due to the low vacancy rate and the high rents in the city, S + C participants have a difficult time locating rental units. PCDC has contracted with a local non-profit mental health provider, Pacific Clinics who acts as the sponsor agency for services under this program.

**Accomplishments: 30 persons received assistance under the S + C Program this year.**



## **Family Self-Sufficiency (FSS) Program**

The Family Self Sufficiency (FSS) Program is designed to provide lower income families, receiving rental assistance from the City's Housing Choice Voucher Program (HCVP), with supportive services through public and private resources to achieve economic self-sufficiency within a five (5) year timeframe. Under the FSS Program, a family receives a comprehensive matrix of supportive services that include opportunities to improve educational attainment, employment skill levels and income generating abilities and opportunities.

On April 2, 2001, the PCDC released a Request for Proposal (RFP) soliciting a qualified sponsor agency to provide supportive services to FSS Program Participants. The RFP deadline was established as June 5, 2001, and three (3) proposals were submitted and reviewed by an evaluation panel.

Women at Work was selected as the sponsor agency for the Family Self-Sufficiency Program. PCDC entered into a Sub-recipient agreement with Women at Work in November 2001. This agreement was renewed in November of 2002. Women at Work provide counseling, job search assistance, mentoring, and referrals to the City's homeownership programs as well as referrals to other available services in the community.

**Accomplishments: As of June 30, 2004, 25 households are participating in the FSS program and 8 of these families have established escrow accounts.**

## EMERGENCY SHELTER GRANT (ESG) PROGRAM

### Emergency Shelters (2000-2005)

Continue to support existing emergency shelters and increase the number of emergency shelter beds for families.

Provide emergency shelter services to **3,000** individuals under the ESG Program.

The Bad Weather Shelter (BWS) Project will provide **500** homeless and at-risk homeless persons with shelter services.

The Emergency Shelter Grant (ESG) Program is a federally funded program, which addresses homelessness in the City. The ESG Program is designed to help improve and maintain the quality of existing emergency shelters for the homeless, assist those emergency shelters to meet their operating expenses and to provide certain essential social services to homeless individuals. The uses of ESG funds must be directly related to one of the five (5) eligible categories of ESG expenditures: Rehabilitation, Essential Services, Operations, Homeless Prevention and Administration.

ESG funds are awarded to the City of Pasadena annually. These funds are obligated by the City within the required 6 months of the grant award and are expended within the program year of 12 months. Additional information is included in this section on the required ESG match.

### Accomplishments and Investments of Available Resources:

During the program year, July 1, 2003 - June 30, 2004, the City provided funding and technical assistance to non-profit organizations and service providers for the administration, operation/maintenance, and homeless prevention activities for two (2) service providers: **Union Station Foundation and Ecumenical Council of Pasadena Area Churches (ECPAC)**. These two providers represent four (4) different projects serving the homeless community. The homeless population served included families, females with children, single females, and single men. Shelter services were also provided to mentally ill, physically disabled and battered women, as well as individuals recovering from substance abuse.

**The Ecumenical Council of Pasadena Area Churches (ECPAC)** provided services through two (2) ESG funded projects:

1). The Emergency Homeless Response Prevention and Intervention Project (EHRP): provides emergency motel vouchers to homeless families who are not able to otherwise secure shelter. The vouchers can cover the lodging expenses for individuals/families up to five (5) - seven (7) consecutive nights of shelter. This project provided emergency shelter services to **285 persons** during the program year. General accomplishments include the issuance of motel vouchers for a total of **1,019 shelter nights**; all clients received food, clothing household and personal hygiene items. This project also provided rental start-up fees to 77 persons of which 44 were children, for those persons seeking to obtain permanent housing.

2). The Emergency Shelter Project (ESP): provides rental start-up costs, case management, and information/referral services to local social service providers. General project accomplishments include the issuance of over **100** motel vouchers for a total of **1,113 shelter nights**. Clients served by this project are encouraged to obtain long-term permanent housing. This project served **296 individuals** (unduplicated count) during the program year.

**Union Station Foundation** provided ESG services through two (2) projects:

1). The Meals Program - serves two breakfast meals and 3 lunch meals daily to the poor and homeless. Breakfast is served at 9:00 a.m. and 9:30 a.m.; lunch is served at 12:00 noon; 12:30 p.m. and 1:00 p.m. Over 122,995 meals were served this program year. The number of meals represents a *duplicate number of clients served*. The Meals Program takes place on the site of Union Station Foundation Emergency Homeless Shelter. Evening meals (dinner) are provided for the overnight shelter guests only. Additionally, clients are provided with information assistance and referral services to local social service providers who are a part of the City's Continuum of Care.

2). Sources - Career Development/Job Training Program - provides career development classes, workshops, seminars, clothing, mentoring and other supportive services to help prospective job applicants who are homeless to enter the job market. Services include the use of the resource room, fax, telephone, computer, resume preparation assistance, interview techniques, wardrobe assistance, etc. This project provides follow-up and support to participants on an ongoing basis. The Sources Project served **130 clients**; 60 clients secured employment in entry- level positions.

**Accomplishments: Approximately 2,500 homeless persons were assisted under the ESG Program during this program year.**

Required ESG Match and Obligation Statement: (2003 – 2004 PY)

Overall, the federal and local funding resources made available for homeless needs and support service activities total **\$182,000** (\$91,000-ESG and \$91,000 PCDC Housing Trust Funds). By using these funds the Pasadena Community Development Commission and community-based organizations were able to provide services to continue programs to meet the needs of the homeless population.

Federal Stewart B. McKinney Homeless Assistance Emergency Shelter Grant (ESG) Program funds were utilized for the above-mentioned ESG eligible activities. The Pasadena Community Development Commission provided the required local match (\$91,000) using the Commission's Low-moderate Income Housing Trust Funds (non-federal funding source).

The ESG funds were obligated to the respective non-profit organizations (Sub-recipients) as of July 1, 2003 (start of the program year). City Council/Commission approved the allocations at its meeting on Monday, May 19, 2003.

Pasadena Community Development Commission's Bad Weather Shelter (BWS) Project:

Bad Weather Shelter (BWS) is a local seasonal shelter program. The Ecumenical Council of Pasadena Area Churches (ECPAC) in cooperation with the City of Pasadena administers this program. The BWS provides an additional 135 shelter beds to the homeless services inventory in the City. The BWS provided services during this cold weather season (November 2003 - March 2004) when the temperature dropped below 40 degrees or lower and/or if a 40 percent chance of rain or greater was expected during the months of November through March.

During the 2003 - 2004 season the BWS was open **50 nights** and provided shelter for an average of **104.5 persons per night**. In total, the BWS provided 5,225 units of service (unit of service: one person, one night of shelter). During the season the shelter served approximately **646 unduplicated clients**. Between 90-100 shelter beds were made available to homeless families and individuals. In addition, food and beverages were provided. Case management and social service referrals were made to other local social service providers. The Commission allocated \$35,000 to support the local project. A coalition of local volunteers, including City staff, volunteered at the shelter on alternating weekends. Twenty-one local community groups volunteered at the shelter this season providing approximately 354 volunteers who assisted the regular shelter staff.

The following table shows the resources made available for emergency shelter programs:

<b>EMERGENCY SHELTER GRANT (ESG) AND BAD WEATHER SHELTER (BWS) RESOURCES: 2003 - 2004 PY</b>	
Emergency Shelter Grant (ESG) Program (federal)	\$ 91,000
Housing Trust Fund (HTF) - (ESG Local Match)	\$ 91,000
<b>Total ESG/HTF Resources</b>	<b>\$182,000</b>
Bad Weather Shelter (BWS) - Housing Trust Funds (This is a locally funded project for the homeless)	\$ 35,000
<b>Total Emergency Shelter Resources</b>	<b>\$217,000</b>

Other Local Resources:

Pasadena Housing and Homeless Network

The City of Pasadena and the Pasadena Housing and Homeless Network has developed a comprehensive plan to help alleviate homelessness. Several strategic planning and development tasks have been moving forward in concurrence. They include: 1) implementing a citywide social service policy, 2) obtaining a profile of who is homeless; 3) identifying local causes of homelessness; 4) bringing street-dwellers inside; 5) identifying locations of social services; 6) inventorying existing services for homeless persons; 7) identifying gaps in programs and service delivery; and 8) making recommendations for further planning and action(s) to be taken. The Network has grown into a diverse group of public and private agencies. Presently, over 25 organizations are represented and participate in its activities on a regular basis. Each agency is a General

Committee member and nearly every agency participates as a member of at least one or more sub-committees. The General Committee meets on the first Thursday of each month.

Pacific Clinics:

Pacific Clinics is one of the leading mental health service providers in the area. Pacific Clinics operates Passageways, which is a federally funded project. Passageways is a one-stop service center and information center for the homeless population in our city. It is a point of entry into the City's Continuum of Care of services for the homeless community. Passageways provided approximately 1370 units of service this year. Project services include an array of information and referral services, social services, etc. Additional information and accomplishments are listed under the Supportive Housing Programs (SHP) section of the CAPER.

**HOUSING FOR THE MENTALLY DISABLED (2000-2005):**

- Support, develop and/or rehabilitate **10** housing units for very low/low-income persons in need of mental healthcare.

Accomplishments and Investment of Available Resources: (2003– 2004 PY)

There are no completed projects or projects in progress to report under this goal.

## **HANDICAPPED ACCESSIBILITY (2000 – 2005)**

Provide handicapped accessible or adaptable rental and/ownership units, in conjunction with the production of assisted ownership and rental housing.

Review design plans with Housing Subcommittee of Accessibility and Disability Commission for new construction and substantial rehabilitation projects.

Promote occupancy of assisted projects with accessible units by qualified handicapped tenants.

Provide outreach to, and coordinate with, organizations working on accessibility/disability issues.

### Accomplishments and Investments for Available Resources: (2003 – 2004 PY)

1880 N. Fair Oaks Avenue: (65 units) - Rose Court Senior Housing. This project provides **65** units of senior housing. The project includes fully accessible units. \$500,000 in HOME funds was used as part of the financial package for this project. Rose Court has been **completed** and occupancy was achieved through a lottery system.

**Accomplishments: 65 units of Handicapped Accessible units have been provided during this Program Year.**

### **Projects in Progress:**

730-790 N. Fair Oaks Avenue: (104 units) - Heritage Square - In March of 2001, Housing Investors, LP entered into a Disposition and Development Agreement (DDA) with the Commission for the development of Heritage Square, a senior rental housing complex coupled with office space. The project will be built to meet handicap accessibility requirements. Heritage Square will also include the relocation and renovation of the historic Decker House for use as affordable housing. The project site has been acquired by the PCDC. The developer secured funding from Los Angeles County however; the developer's application for state tax credits was not awarded, (April 2004).

### Other Actions Taken:

The City's Accessibility and Disability Commission continues to be involved in the development of various types of housing units within the City. The Accessible Housing Committee of the Accessibility and Disability Commission provides assistance and input in the development of the principles of accessibility design and are committed to outreaching to various housing developers.

The Committee recommended to developers the following principles of "Universal Design:"

1. New construction of apartment and condominiums must comply with accessibility provision in state code and the Fair Housing Act.
2. New Townhouses construction should include at least some single-level units that permit people who use wheelchairs, crutches, and canes, or whose walking ability is limited by age to enter the unit and use all of its rooms.
3. Rehabilitating single-family housing should, to the extent feasible, include removable cabinets and baseboards under the kitchen sink; backing for grab bars in bathrooms, and 32-inch wide doorways.
4. The rehabilitation of apartments and condominium complexes should, to the extent feasible, include removable cabinets and baseboards under the kitchen sink; backing for grab bars in bathrooms; 32 inch wide doorways; and a ramp as an alternative to stairs at a common entrance.

The Planning and Development Department will continue to coordinate with the City's Accessibility/Disability Coordinator to assure the accessible units are 1) originally marketed toward the physically challenged community; and 2) that the units remain accessible.



## SENIOR HOUSING

### Housing for Seniors (2000 – 2005)

Develop **315** units of rental housing for senior citizens; 225 or 28.6% will be affordable to extremely low and low and moderate-income seniors.

### Accomplishments and Investments of Available Resources: (2003 – 2004 PY)

1880 N. Fair Oaks Avenue: (65 units) - Rose Court Senior Housing. This project provides 65 units of senior housing. The project includes fully accessible units. \$500,000 in HOME funds was used as part of the financial package for this project. Rose Court has been **completed** and occupancy was achieved through a lottery system.

775 E. Union Street: The Fountains at Pasadena - 72 units of apartments for seniors; four **(4) units** are affordable. This project has been completed.

### Projects in Progress

841 E. Washington Blvd.: (43 units) Washington Theatre Complex. This is an adaptive reuse project and is known to the community as the historic Washington Theater. The 43 units in this project will be made affordable to extremely low and low/moderate income seniors. The project will include space for office, commercial and community use areas. The property has undergone a change in ownership.

750 N. Fair Oaks Avenue: (106 units) - Heritage Square - In March of this year, 2001, Housing Investors, LP entered into a Disposition and Development Agreement (DDA) with the Commission for the development of Heritage Square, a mixed use development consisting of 104 senior rental housing units, coupled with commercial/office space, community/recreation space, parking, etc. The project will be built to meet handicap accessibility requirements. Heritage Square project activities will also include the relocation and renovation of the historic "Decker House" for use as affordable housing. Site acquisition has taken place. Los Angeles County funding has been secured, however, state tax credits were not awarded (April 2004).