

Agenda Report

TO: CITY COUNCIL **DATE: NOVEMBER 5, 2007**

FROM: CITY MANAGER

SUBJECT: PUBLIC HEARING: DRAFT CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR JULY 1, 2006 – JUNE 30, 2007 FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG); EMERGENCY SHELTER GRANT (ESG); HOME INVESTMENT PARTNERSHIP ACT (HOME); HUMAN SERVICES ENDOWMENT FUND (HSEF); OTHER FEDERAL GRANT PROGRAMS; APPROVAL OF THE NEEDS ASSESSMENTS/PROGRAM PRIORITIES FOR PROJECTS UNDER THE CDBG/ESG/HSEF PROGRAMS FOR THE 2008 – 2009 PROGRAM YEAR AND APPROVE THE RELEASE OF THE CDBG/ESG/HSEF REQUEST FOR PROPOSALS FOR THE 2008-2009 PROGRAM YEAR

RECOMMENDATIONS

It is recommended that City Council take the following actions:

1. Hold a public hearing to receive public comment on the Draft Consolidated Annual Performance and Evaluation Report (CAPER) 2006-2007, which includes the Project Performance Assessment for the CDBG/ESG/HSEF and HOME funded projects (Exhibits A-C); and
2. Upon close of the public hearing approve:
 - a. Program Priorities for activities funded by the CDBG/ESG/HSEF Programs for the 2008-2009 Program Year as described in this report:
 - o Public/Human Services: Community Violence and Safety; Education; Employment and Training; Food and Nutrition Programs; Health Care Services; Homeless Prevention and Intervention; and Services for Youth and Young Adults;
 - o Non-Public Services Priorities: Housing; Economic Development; Code Enforcement; Public Facilities and Improvements; and Planning and Administration.
 - b. Release of Request for Proposal (RFP) for the 2008-2009 Program Year.

RECOMMENDATIONS FROM ADVISORY BODIES

Human Services Commission

On September 12, 2007, the Human Services Commission reviewed the public/human services needs assessment and program priorities for 2008-2009 and recommended City Council approve the staff recommendations. On October 10, 2007, this Commission reviewed the annual performance assessment of CDBG/ESG/HSEF public/human service projects for the year ended June 30, 2007 and the Draft Request for Proposal, and recommended City Council approve the staff recommendations.

Northwest Commission

On October 11, 2007, the Northwest Commission reviewed the annual performance assessment of CDBG non-public service and HOME/Housing Trust projects for the year ended June 30, 2007, the non-public services needs assessment and program priorities for 2008-2009, and the Draft Request for Proposal, and recommended City Council approve the staff recommendations.

EXECUTIVE SUMMARY

The Draft Consolidated Annual Performance and Evaluation Report (CAPER) for July 1, 2006 through June 30, 2007, includes the Annual Project Performance Assessment for the CDBG/ESG/HOME and HSEF projects as specified in Exhibits A-C. Following the public comment and City Council approval, the final CAPER will be submitted to HUD in compliance with federal regulations. To initiate the process for projects to request CDBG/ESG/HSEF for July 1, 2008 – June 30, 2009, a needs assessment process was completed to identify priorities for funding. As recommended by the Northwest Commission (for non-public service projects) and the Human Services Commission (for human/public service projects), Program Priorities for the 2008-2009 Program Year are included for approval in this Report, along with the Funding Allocation Schedule for the 2008-2009 Program Year (see Exhibit D). As directed by City Council at the June 26, 2006 meeting, the 2008-2009 funding process streamlines and modifies the CDBG/ESG/HSEF allocation system, including completion of a coordinated needs assessment process, reduction of paperwork through greater use of electronic files, and a rating system that prioritizes new, innovative proposals while requiring additional documentation of continuing need for applicants seeking repeat funding.

BACKGROUND:

Draft Consolidated Annual Performance/Evaluation Report (CAPER) 2006/2007 PY

The City of Pasadena, as a federal grant recipient, is 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 it has made in carrying out its Five-Year Consolidated Plan and Annual Action Plan. The CAPER covers the period July 1, 2006 - June 30, 2007. The purpose of the CAPER is to

provide a comprehensive format for reporting the use of federal funds for the CDBG/HOME/ESG and other federal grant programs.

Each jurisdiction is required to make the Draft CAPER available for a fifteen-day public comment period where citizens are able to review and give public comment on the report prior to its submission to HUD. The public comment period was October 22 – November 5, 2007. As part of the public access requirement, public notices (English/Spanish) were published in the Pasadena Journal and La Opinion newspapers. Copies of the Draft CAPER were made available at community centers, all branches of the public library, on the City web page, and the Office of the City Manager, Housing/Community Development. Public comments received will be included in the final document (CAPER). A copy of the Draft CAPER is on file with the City Clerk's Office.

The Office of the City Manager, Housing/Community Development, performs the administrative oversight and program administration for the CDBG/ESG/HOME Programs. An annual on-site monitoring assessment (fiscal and programmatic) is conducted of each funded project. The monitoring review is performed in accordance with the provisions of the Code of Federal Regulations (CFR) 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. As part of the ongoing program administration, each sub-recipient is also required to provide monthly progress/activity reports and to submit monthly invoices (including documentation) for reimbursement of approved costs for the funded projects.

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

Needs Assessments and Program Priorities for July 1, 2008 – June 30, 2009

Prior to the start of the CDBG/ESG/HSEF allocation process, the Human Services Commission and the Northwest Commission conduct a needs assessment to determine program priorities for the forthcoming year. In an effort to assess the City's public/human services and non-public services community development needs for the 2008/2009 program year, staff and both Commissions undertook outreach efforts to secure community input, which included a public meeting to receive public comment, completion of a survey process, as well as a review of other data, research, reports and survey findings to identify unmet need and develop priorities. Following a review of the findings from the needs assessment process, the following program priorities were recommended for Council approval.

PUBLIC/HUMAN SERVICES (Listed in alphabetical order without ranking, and applicable for a two-year funding cycle for 2008-2010):

- A. **COMMUNITY VIOLENCE AND SAFETY:** Gang prevention and youth violence prevention programs.
- B. **EDUCATION:** Academic enrichment, literacy and ESL for children, youth and families from low income households.
- C. **EMPLOYMENT AND TRAINING:** Job preparation and training for youth and young adults ages 13-22.
- D. **FOOD AND NUTRITION PROGRAMS:** Access to food banks and affordable nutritious food.
- E. **HEALTH CARE SERVICES:** Access to health, dental and mental health care for low income populations.
- F. **HOMELESSNESS:** Homeless prevention and intervention, including housing and support services (i.e., job training, childcare and access to services).
- G. **SERVICES FOR YOUTH AND YOUNG ADULTS:** Youth enrichment activities, gang prevention, youth participation in government, job training and advanced educational opportunities for youth and young adults ages 13-22.

NON-PUBLIC SERVICES (Listed in rank order and applicable for a one-year funding cycle for 2008-2009):

- 1. **HOUSING - (MOST URGENT PRIORITY NEED)** Affordable housing, maintaining and improving the current housing stock, including the preservation of historical homes and the preservation of the existing rental/affordable housing stock. Proposals will be encouraged to address housing related activities that complement affordable housing efforts.
- 2. **ECONOMIC DEVELOPMENT - (SECOND MOST URGENT PRIORITY NEED)** Public input 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. Priority consideration will be given to proposed projects demonstrating a commitment to contracting with organizations that are committed to job training and employment of local youth/young adults. Additionally, priority consideration will be given to proposed projects that demonstrate cultural diversity in job training and hiring policies/practices.
- 3. **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.

4. **PUBLIC FACILITIES AND IMPROVEMENTS (CAPITAL IMPROVEMENTS)** - Limited priority consideration shall be given to public improvements within the CDBG Benefit Service Area, (e.g., neighborhood facilities, (including parks), facilities that serve seniors and/or persons with special needs, etc.).
5. **PLANNING/ADMINISTRATION** - Planning/Administration proposals, which will analyze and develop strategies for future CDBG activities that focus on housing revitalization and economic development; consideration under this priority will include the provision of fair housing services. Funding will not be recommended for planning and administration proposals which do not have a direct emphasis on housing or economic development activities.

Request for Proposal for the 2008-2009 Program Year

At the City Council meeting of June 26, 2006, Council requested various modifications to streamline and improve the 2008-2009 Request for Proposal and funding allocation process. Accordingly, the new Request for Proposal and review process for 2008-2009 applications implements the following improvements:

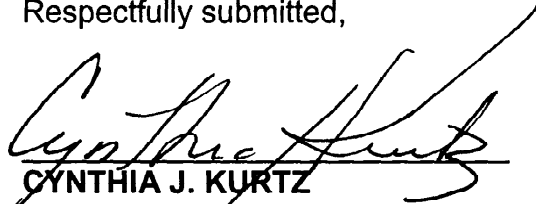
- Conducted a coordinated, enhanced Needs Assessment process to identify unmet need and recommend Funding Priorities.
- Reduced volume of papers and paperwork through greater use of secure electronic communication, including application materials. Proposals and related materials will be made available for staff and commissioners to review in electronic form, rather than hard copy.
- Improved system for rating/ranking of proposals that limits the award of points to relevant proposal elements (as opposed to required documents such as articles, bylaws, etc.).
- In the Public/Human Services funding category, awards will be subject to a specific funding range, setting a minimum award to assure cost effective allocation of resources.
- Applicants seeking repeat funding for the same project(s) will be required to submit new documentation to demonstrate continuing, unmet need.
- Priority consideration will be given to new and innovative proposals.

FISCAL IMPACT:

The CDBG/ESG/HOME Programs collectively provide approximately \$3.5 million in federal funds to the community annually, and HSEF contributes over \$100,000 in public service funding. These funds can be used to supplement local services delivered to low/moderate income residents. Approval of this recommendation will establish the funding priorities and facilitate the Request for Proposal (RFP) process for the 2008-

2009 program year. No specific allocation of funds is requested at this time; funding recommendations for the Fiscal Year 2009 will be submitted to City Council for action following completion of the Request for Proposal and review process, targeted for May 2008.

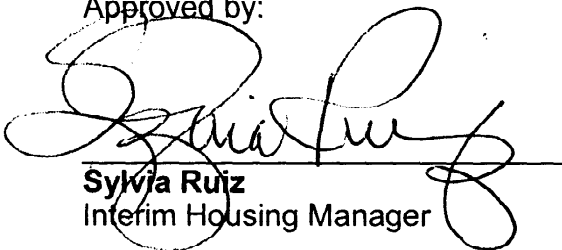
Respectfully submitted,


CYNTHIA J. KURTZ
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Prepared by:


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Concurrence:


PATRICIA A. LANE
Director, Human Services & Recreation

A copy of the Draft CAPER (2006-2007) is on file in the City Clerk's office.

Attachments: Exhibits: A- D

CITY OF PASADENA
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM • EMERGENCY SHELTER GRANT (ESG) PROGRAM • HUMAN SERVICES ENDOWMENT FUND (HSEF)
 Annual Project Performance Assessment as of June 30, 2007
 Public/Human Service Projects for 32nd Program Year (2006-2007)

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
1.	CASE MANAGEMENT PROGRAM (Family Hope dba Elizabeth House) site address: P.O. Box 94077 Pasadena, CA 91109 (HSEF)	\$23,000	\$23,000	Each resident will develop life skills to handle the demands and hardships of single parenting and independent living, and link with resources to help residents toward ending welfare dependency and achieving self-sufficiency. Residents will become competent parents by improving their abilities to relate to their children in a healthy way and by providing a safe and nurturing environment.	Agency will provide: 12-15 homeless families with shelter, food, access to health-care; intervene with 10 high-risk families to prevent potential child abuse and equip mothers with the skills necessary to cope with the challenges of single parenthood; support 15-18 families in finding housing, employment and transitioning to independent living. Increase awareness of health-related issues and improve the physical and mental health of 15-30 homeless women and children.	This program will reduce the abuse of homeless women and children by providing education, parenting skills, pre-employment or job skills training, health education, anger management and conflict resolution.	<p>Quantitative This program served 15 unduplicated homeless families to date, with 756 hours of case management; 233 hours of case management with alumni families, inquiries and referrals; 195 hours of individual counseling; 39 hours of pre-employment or job skills training; 48 mentoring hours; 366 hours of independent educational studies or schooling for women; and 117 hours of medical appointments.</p> <p>Qualitative 100% of participating families took part in at least 3 months of the case management program and were provided services to obtain housing. To date none of the participating families have relapsed into homelessness. All of the babies born into the program were of a healthy birth weight averaging 7.11 lbs. 50% of the program graduates are continuing their education, working toward employment or have secured employment. According to pre-post tests 85% of the residents have demonstrated increased knowledge of health related issues.</p> <p>The project achieved its goals.</p>

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2.	<p>COMMUNITY SOCIAL SERVICES (Armenian Relief Society) site address: 740 E. Washington Blvd. Pasadena, CA 91104 (HSEF)</p>	\$23,000	\$23,000	<p>To provide social services for 300 families and individuals from low and moderate socio/economic backgrounds. 50 participants will receive job placement assistance. Project will emphasize clients who are recent immigrants with limited English skills and female heads of households.</p>	<p>Provide general social services including case management, citizenship preparation, interpretation and translation, referral to social services, transportation and educational agencies/institutions, to 300 clients. The program will provide job placement assistance to 50 individuals helping them to secure and maintain employment. Agency will also participate in community collaborations and outreach activities.</p>	<p>Program participants will have their social service needs met and will become more knowledgeable of the social services available in the community. In addition to direct services provided by ARS, participants will also refer clients to other agencies for additional services as needed. ARS will collaborate with other local social service agencies.</p>	<p>Quantitative The project served 440 clients with assistance on employment matters, renters rebate, information referrals, citizenship, other social service assistance, basic skills and ESL referrals, translation services, bus tokens and taxi coupons. The project has also been participating in collaborative activities with LA County Department of Public Social Services, Union Station, Foothill Unity Center, Center For Aging Resources, and Friends Outside. Qualitative 100% of the individuals seeking general social services including referrals, citizenship, and renters rebates have had their cases resolved or are in the process of resolving their cases (citizenship resolution takes more time than completing a renters rebate). 54 individuals received job placement assistance and 27 secured employment, all of whom have retained their jobs for an average of 5 months. The project achieved its goals.</p>
3.	<p>COUNSELING PROGRAM (Pasadena Mental Health Center) site address: 1495 N. Lake Ave. Pasadena, CA 91104 (CDEG)</p>	\$30,000	\$30,000	<p>Assist individuals, couples, and families through mental health counseling. Develop proficiency of counseling interns through supervision and instruction from licensed mental health professionals. Provide counseling for approximately 500 residents.</p>	<p>Enlist 35 to 40 students/interns to provide 2,500 hours of counseling for approximately 500 clients. Provide interns with approximately 150 hours of direct supervision and training via licensed mental health professionals.</p>	<p>As a result of receiving mental health counseling, clients will develop better coping skills, improve their problem solving skills and decision-making abilities, and reduce negative social behaviors. Mental health interns will receive valuable instruction that will improve their professional counseling skills.</p>	<p>Quantitative The project served 555 clients providing approximately 7,500 hours of counseling in a direct clinician-client setting. 38 interns participated in the program and they were supervised by 9 licensed clinicians. Additionally, information assistance and referrals were provided to the general public via telephone contacts. Qualitative The project assisted individuals, couples and families who are unable to afford private mental healthcare, are uninsured or are not eligible for other publicly funded care. Clients receiving the services improve their coping skills and are better able to solve personal problems. 70% of clients report they were very satisfied with services received and 30% report they were satisfied with services. The project achieved its goals.</p>

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4.	EMANCIPATED YOUTH SERVICES EXPANSION PROJECT (Journey House, Inc.) Site address: 1232 M. Los Robles Ave. Pasadena, CA 91104 (CDBG)	\$45,000	\$45,000	Provide foster and former foster youth (young men), with tutoring, independent living skills, counseling, after-school activities, etc. Current and former foster youth have to complete high school and enter college or vocational school to achieve productive self sufficient lives, employment, etc.	Serve 61 current and former foster care youths. Provide 10,208 units of service: education, tutoring, life skills training, psychological counseling and self-esteem building activities. Project effectiveness will be measured by monitoring the participant's academic achievement, securing and/or maintaining part time or full time employment, matriculation in school, exhibiting appropriate dress and behavior.	At risk young men will receive support and services that are intended to address and mitigate major causes of homelessness - failure to complete high school and having been a foster care youth. Students who participate in this activity are required to complete high school. The students are encouraged to achieve success in college and/or to attend vocational/training schools. Students will learn the importance of becoming self-disciplined, self-motivated, productive and self-sufficient members of society.	Quantitative The Project enrolled 70 participants and provided over 12,000 units of services, including psychotherapy, life skills and academic counseling, tutoring, sports activities, education and enrichment. All participants residing at Journey House are enrolled in school and/or employed. The "Bridge" post emancipation component of the project served 59 clients who were young men who "aged out" of the foster care system at age 18. All "Bridge" participants reside at a Journey House facility or their housing is case managed by Journey House. To remain in the "Bridge" the participants must be enrolled in college or trade school and/or be employed. Qualitative Effectiveness was verified by monitoring grades, completion of school assignments and staff observations. The program reports that 4 participants graduated high school, 5 entered college, and 11 remained in college. The remainder of the "Bridge" participants are working but continue to need and receive post emancipation services. Research shows that without housing and life skills assistance 40% of the nation's former foster children will become homeless within 12 months of their 18 th birthday. The "Bridge" program is designed to reduce this risk. The project achieved its goals.
5.	EMERGENCY OVERNIGHT SHELTER PROGRAM (Union Station Foundation) Site address: 825 E. Orange Grove Blvd. Pasadena, CA 91104 (ESG)	\$30,000	\$30,000	Provide emergency overnight shelter for persons going through the intake process at Passageways. Passageways is the point of entry into the City's homeless services system.	Assist 700 homeless persons. Provide 1,100 shelter bed nights (a bed night is one person sheltered for one night) at Union Station Foundation shelter for persons going through the intake process at Passageways. 75% of the persons served will complete the intake process and be referred to services.	The provision of temporary overnight shelter will assist homeless persons going through Passageway's intake process. This will enable clients to complete the process, and thus, be able to access available services.	Quantitative The project provided 535 bed nights of shelter. 236 persons/families were provided shelter (of which 26 were children). The quantitative goals of the project fell short due to less demand than anticipated. Services are demand driven. Qualitative Experience shows that providing immediate supervised emergency housing to persons entering the homeless assistance system increases the likelihood that they will complete the intake process and be able to access the services. Over 80% of clients successfully completed the intake process and secured emergency shelter, transitional and/or permanent supportive housing. The project did not achieve its quantitative goals but did achieve its qualitative goals.

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6.	EMERGENCY SHELTER PROGRAM (Ecumenical Council) site address: 444 E. Washington Blvd. Pasadena, CA 91104 (ESG)	\$15,000	\$11,381	To provide emergency shelter to an estimated 26 homeless families/individuals (approximately 60 persons) when no other emergency shelter option are available. Provide 1 to 5 nights of shelter.	Provide short-term motel vouchers (up to 5 consecutive nights). Coordinate services with the City's Continuum of Care homelessness assistance system and provide information and referrals to other local social services providers.	Homeless clients receive emergency shelter services and will be provided with assistance by Continuum of Care partners as well as other community social services providers.	<p>Quantitative The project provided emergency housing assistance to 91 individuals, including 53 children, and provided 56 nights of shelter (motel rooms).</p> <p>Qualitative All clients are served in conjunction with Passageways, the entry point of the City's Continuum of Care system. Project resources are used only when other emergency housing is not available or is not appropriate. To maximize capacity, in the first half of the program year the project used non-ESG funds to pay for motel rooms.</p> <p>The project achieved its goals.</p>
7.	FAMILY ACCESS TO HEALTH (Urban Revitalization Development Corp) site address: 1460 N. Lake Ave., #107 Pasadena, CA 91104 (CDBG)	\$28,000	\$28,000	Provide health assessments and treatment to 450 individuals. Deliver 1,656 units of medical services (medical encounters, prescriptions, lab tests, health education sessions).	Provide 450 patients with 720 medical encounters, 360 prescriptions, 432 lab tests and 144 health education contacts.	<p>Program participants will have increased access to health care. Uninsured persons will receive services to resolve acute health problems and stabilize chronic health problem. Health Education will be provided where indicated. Medically indigent persons will have their quality of life improved.</p> <p>The project emphasized treating individuals with chronic health conditions such as diabetes and hypertension and centers its recruitment efforts in the City's most disadvantaged census tracts where morbidity is high and access to health services is lacking. This project enables poor, uninsured clients to meet some of their basic medical, health care needs.</p> <p>The project achieved its goals.</p>	

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8.	FOOTHILL UNITY CENTER (Nutrition Assistance Project) site address: 415 W. Chestnut Ave. Monrovia, CA 91016 (HSEF)	\$65,000	\$65,000	Provide 300 low-income households with sufficient nutrition to maintain good health and help move out of food insecurity. Promote awareness of available community resources including employment and educational opportunities. Educate the community with facts about hunger, homelessness and very low-income people who are trying to stabilize and improve their life situations.	Continue food distribution and client services. Distribute school supplies to 400 qualified children at Back to School Distribution. Sign up new and existing clients for Thanksgiving and Holiday distributions. Implement outreach schedule.	Families and individuals are expected to make notable progress toward self-sufficiency and better nutrition. For those clients on limited incomes, it is expected that they maintain stable status on the agency's scale of nutritional well being.	Quantitative This project served 2007 individuals in a total of 688 households. Monthly food distribution was based on family/household size. Of the 688 households, 426 had 1-3 members and received 10 bags of food monthly; 213 had 4-6 members and received 20 bags of food monthly; and 49 had 7 or more members so received 30 bags of food a month. Outreach services and referrals to other supportive services were also provided to these families. Over 500 Pasadena children participated in the Back to School Distribution. Qualitative 504 families were in crisis when they came to the program, of which 220 families were able to become "stable" (defined by the agency as having adequate food but relying on food assistance provided to low-income families whose resources are not sufficient to meet basic nutritional needs, and having basic knowledge of the principles of sound nutrition). Of the families that did not become stable, 144 progressed to "vulnerable" and 81 progressed to "safe". The project achieved its goals.
9.	GET OUT AND LEARN (GOAL) (Outward Bound Adventures, Inc.) site address: 2020 Lincoln Ave. Pasadena, CA 91103 (CDBG)	\$32,278	\$31,710	Teach environmental issues, wilderness principals and stewardship of the natural and urban environments. Provide team building and leadership exercises for 60 youths. Project will provide program activities during outdoor/wilderness outings. Participants come from 5 local agencies serving "at-risk" youth. Each agency's participants will receive approximately 4 wilderness trips.	Enroll 60 youths from 5 collaborating agencies. Conduct orientations for each organization. Provide 12 environmental learning trips totaling 15 days in the outdoors. Participants will demonstrate a 25% increase in their understanding of environmental issues and a 75% increased level of comfort in being in the natural environment as measured by pre and post testing.	Each group in the GOAL program will demonstrate improved group dynamics. Each participant will exhibit better leadership skills, possess improved personal confidence and develop greater self-esteem. No less than 10% of the youths will continue to participate with OBA through its Youth Advisory Council. Continued participation with OBA will provide them with an opportunity to interview with the U.S. Forest Service and the Pasadena Water and Power Department for environmental restoration jobs. At least 50% of continuing participants will be recruited for work as OBA trip staff.	Quantitative The program served 72 participants from five agencies and provided 15 days in the outdoors. Qualitative A pre and post test was used to measure qualitative outcomes. Outcomes assessed include understanding and awareness of environmental issues, an increased comfort in and knowledge of wilderness areas. 56% of the participants clearly demonstrated increased appreciation for and comfort in the natural environment. The project achieved its goals.

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10.	EMERGENCY HOMELESS RESPONSE PROGRAM (Ecumenical Council) site address: 444 E. Washington Blvd. Pasadena, CA 91104 (ESG)	\$39,864	\$32,714	To assist Pasadena families and individuals who are on the verge of homelessness from becoming homeless. Program will provide resources and guidance to prevent the occurrence of homelessness. Activity will serve 80 households/individuals annually.	Assist in preventing 80 households/individuals from experiencing homelessness by providing supplemental resources such as: clothing, food, healthcare, household items, landlord-tenant mediation, referral to public assistance, rental assistance, utility assistance, etc. All clients receiving services are required to receive long term case management.	Households at risk of homelessness will be aware of and receive resources before becoming homeless. They will be able to keep and maintain their housing. It is expected that 75% of households receiving supplemental resources will remain in permanent housing and of them 50% will access resources from other local agencies to assist them with housing and related needs.	Quantitative 60 individuals received supportive services designed to supplement household resources to help prevent the loss of housing. Qualitative The EHRP activity was revised this year to be consistent with, and part of, the Homeless Prevention services as outlined in the City's 10 Year Strategy to End Homelessness. Services emphasized assistance to households at imminent risk of homelessness. The EHRP homeless prevention services were cautiously put into practice to gauge their effectiveness and to refine policies and procedures in identifying and assisting at-risk of homelessness households. The project did not achieve its quantitative goals, but did achieve its qualitative goals.
11.	JUST FOR GIRLS AFTER SCHOOL PREVENTION & LEARNING ENRICHMENT PROGRAMS (YWCA Pasadena-Foothill Valley) site address: YWCA: 1200 N. Fair Oaks Ave. Pasadena, CA 91103 Washington Middle School Jackson Elementary School Cleveland Elementary School (CDBG)	\$15,000	\$15,000	Provide 75 girls after school life skills programming to address contemporary concerns such as: conflict resolution, relationship building skills, educational achievement, computer technology, physical and mental health. Also promote parental involvement through an informed and active role in the Just for Girls program.	Enroll 75 girls in the program. Maintain case management with 70% of the girls. Provide an average of 160 hours of curriculum to the girls. Host three mother daughter events. Use pre and post test evaluation tools throughout the program to gauge participant progress.	Program participants will develop leadership skills; greater social awareness, increased self-esteem and self-confidence. Participants will display more positive behaviors at home, at school and in the community.	Quantitative The project served 108 girls and provided over 365 hours of program activities. The project collaborated with various organizations including: Haven House, LACRAAW, Hathaway-Sycamores, Pasadena LEARNs, Planned Parenthood and Day One. Qualitative Program staff reports that within the various age related peer groupings there are observed improvements in group cohesion, individual communication skills and receptiveness to both peer input and staff counseling. Pre and post tests results indicate gains in personal confidence, improved self-confidence in decision making, the ability to deal with stressful events and circumstances and improved trust with adults and peers. The project achieved its goals.
12.	MEALS PROGRAM (Union Station Foundation) 825 E. Orange Grove Blvd., Pasadena, CA 91104 site address: 412 South Raymond Avenue Pasadena, CA 91105 (ESG)	\$50,000	\$50,000	Serve 123 free meals annually to low-income needy and homeless persons. Provide food security and good nutrition to some of the community's most needy persons.	Provide two (2) free meals to the poor and homeless daily. Serve 123,000 meals annually. Information, assistance and referrals are also made to social service providers.	Homeless clients will receive food on a daily basis (free meals) to supplement their nutritional needs.	Quantitative The project served 127,393 free meals to the City's homeless population. Breakfast and lunch were provided daily. Qualitative While serving the meals, shelter staff also provides information, assistance and referrals to social service agencies to assist the patrons in obtaining needed services. The food program is a major part of the Union Station homeless assistance effort and provides food security for its patrons who would otherwise go hungry on a regular basis. The project achieved its goals.

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
13.	NORTHWEST SCHOOL-BASED CHILDREN & FAMILY SERVICES (Pasadena Unified School District) site address: 357 S. Hudson Ave. Pasadena, CA 91101 (COBG)	\$85,000	\$85,000	The project is comprised of three distinct programs that often operate in coordination with one another: 1) Cleveland, Madison and Rose City Family Centers; 2) Young and Healthy School Program at Blair and Washington Middle Schools. The overall goals of the activities are to enhance the educational mission of these schools by address non-academic issues that effect learning and/or to supplement the academic goals of the schools.	1) Cleveland, Madison and Rose City Family Centers will provide an estimated 5,400 units of service to approximately 1,250 students as well as their family members through counseling, medical services, information and referrals to various social services. 2) Young and Healthy will enroll some 900 eligible students in need of free medical service, and provide case management and follow-up services. 3) Pasadena LEARNS at Washington and Blair Middle Schools will enroll 70 students and provide approximately 7,200 units of after school programming services, including homework assistance, credit reclamation, sports and enrichment programs, all offered in a safe and constructive environment.	1) Cleveland, Madison and Rose City Family Center expected outcomes are: increase access to healthcare for families and children; assist in access academic support services; increase parent participation in the schools; assist parents in accessing adult education, job training and parenting classes and increase linkages with and referrals to community resources. 2) Young and Healthy expected outcomes are: improved access to healthcare for children, reduced emergency room visits, increased enrollments in health insurance programs; increase in preventative healthcare leading to healthier children and improved academic achievement. 3) Pasadena LEARNS at Washington and Blair Middle Schools outcomes are: the provision of homework assistance, credit reclamation, tutoring, sports and enrichment activities provided in a safe, constructive and academically enriching environment.	Quantitative 1) Cleveland, Madison and Rose City Family Centers served 1,297 students and their families and provided over 20,000 units of service. 2) Young and Healthy served 1,575 children providing them with 1,981 medical appointments, 1,576 dental appointment and 742 mental health sessions. 3) Pasadena LEARNS at Washington and Blair Middle Schools enrolled 524 students and provided 20,700 units of services (defined as one student participating on any given day). Qualitative 1) Cleveland, Madison and Rose City Family Centers. The California Dept. of Education found that low performing schools with Healthy Start programs have a 25% increase in reading scores and a 50% increase in math scores when compared with similar schools that do not have the program. 2) Young and Healthy provided free access to high-quality healthcare for uninsured children in addition to improving their overall quality of life through prevention and health education. 3) Participants who regularly attend Pasadena LEARNS at Washington and Blair Middle Schools show higher levels of school attendance as well as better language and math skills than students who are not regular participants. LEARNS is instrumental in helping participants to graduate or promote to the next grade level. At Blair, 29 seniors graduated with their class and 28 middle school students promoted to high school because of the component. The project achieved its goals.

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
14.	<p>ORANGE GROVE FAMILY CENTER (Mothers' Club Community Center) site address: 562 E. Orange Grove Blvd. Pasadena, CA 91104 (CDBG)</p>	\$30,000	\$30,000	<p>Provide age appropriate pre-school activities, parenting education, ESL, support groups and Early Childhood Education for mothers (parents) and their children.</p>	<p>Provide support to young mothers and fathers with pre-school age children through a pre-school program, ESL instruction and parenting education. The project will serve 50 parents and 60 children. Program measures results using the DRDP (Desired Results Developmental Profile), the CASAS (Comprehensive Adult Student Assessment System) and the AAPI (Adult-Adolescent Parenting Index) in addition attendance records are maintained and feedback is sought.</p>	<p>The parents will improve their parenting skills, social skills and English language skills. The impact of social isolation will be minimized. The children will receive age appropriate Pre-K activities. Improve their learning skills and display positive social behavior and be prepared for entry into elementary school.</p>	<p>Quantitative The project enrolled 57 families and 74 children. Many services were provided in collaboration with other local agencies (i.e., PCC, Azusa Pacific University, Young & Healthy, Pasadena Public Library, Pasadena Public Health Dept., Huntington Hospital, Planned Parenthood, Elizabeth House and Madison Neighborhood Partners) to enhance the quality of program services. In addition to Early Childhood Education, the program provided Parenting Education, and parents are required to attend this activity (provided in conjunction with PCC). A Parent Support Group lead by a licensed Family Therapist is also provided. Approximately 75% of parents take advantage of the support group. Qualitative 75% of preschoolers will enter kindergarten having mastered or almost mastered reading/school indicators known to support successful transition to kindergarten as measured by the Desired Results Developmental Profile system. Adults in ESL classes averaged a 5 point gain on the Comprehensive Adult Student Assessment System (CASAS) standardized English language acquisition test. The project achieved its goals.</p>
15.	<p>PENA JUVENILE PROGRAM (El Centro de Accion Social, Inc.) site address: 37 E. Del Mar Blvd. Pasadena, CA 91105 (CDBG)</p>	\$30,000	\$30,000	<p>To provide a variety of youth development activities to 860 youths and their families through the following program components: After-School Tutorials; Youth Fitness; Youth Leadership; Summer School in the Park and Cultural Events.</p>	<p>Serve 860 youths and their families. Project components include outreach to "at risk youth," after school tutorial, a fitness group, a youth leadership group, summer school and cultural celebrations. Project will report quantitative and qualitative measures where feasible.</p>	<p>Participating youths/families will acquire greater self-esteem and improved academic performance. The family unit and the student's support network will be strengthened.</p>	<p>Quantitative The Pena Juvenile Program served 1,112 youths and their families. 104 were enrolled in tutoring. 170 took part in the Project's Summer School in the Park. 58 participated in the mentoring activities and 104 enrolled in the Fun and Fitness activity. Also, approximately 750 additional persons participated in cultural events. Qualitative The program developed pre and post test academic assessments for its various components and measurable gains were made and documented in both math and reading. The project achieved its goals.</p>

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	GOAL/S/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
16	PROJECT LEAP (Pasadena City College Foundation) site address: 1570 E. Colorado Blvd. Pasadena, CA 91106 (CDBG)	\$15,000	\$15,000	Enroll 55 PCC students at risk of dropping out of college and match them with mentors from the college facility and staff. Focus services on students residing in Northwest Pasadena.	Provide academic support, mentoring and other supportive services to 55 students, primarily from Northwest Pasadena. Recruit 35 to 40 mentors. All participants will establish an educational plan and career goals. 75% of the participants will increase their grade point average and remain in college.	75% of the participants will achieve at least one of the following objectives: 1) Remain in college 2) Earn an AA/AS degree, 3) Obtain a vocational certificate, 4) Transfer to a four-year college, and 5) secure employment as a result of their community college educations.	Quantitative The project enrolled 55 students and provided 1,544 hours of services. 40 PCC staff members served as mentors. Qualitative A series of eight workshops called "Got Skills" was provided for the students, addressing Time Management; Study Skills; Test Taking/Anxiety; Stress Management; Mid-Term and Final Exams; Financial Aid; Introduction to Leadership; and Coping with Holiday Blues. Each unit has pre and post test assessments to measure knowledge gained. PCC research substantiated that students who participated in this program had higher GPAs (2.29 vs. 2.00) and higher matriculation rates (77%) compared to a control group of students with like circumstances (59%). During this year, five participants earned AA degrees and transferred to four-year institutions. The project achieved its goals.
17.	PROJECT HEALTH (Community Health Alliance of Pasadena (CHAP) site address: 1855 N. Fair Oaks Ave., #200 Pasadena, CA 91103 (CDBG)	\$20,000	\$20,000	Increase access to medical care and health education to low income and uninsured Pasadena residents. Project will achieve this through two components: 1) education and 2) treatment. Make CHAP these patients medical home.	Enroll 150 new patients at CHAP and provide comprehensive medical examinations. Recruit 5 community-based volunteers as peer facilitators. Conduct 10 community workshops on health issues enroll 200 adults and children into the workshops. Outcome will be measured by pre and post testing on health knowledge, and improved health as measured by standard clinical indicators.	Pasadena residents' health status will be improved through accessing medical services. Health Education recipients will improve their health by being able to make well informed health/lifestyle choices.	Quantitative The project served 155 new patients with medical services and 237 patients through the health education component. In total, 351 unduplicated persons were served. The project delivered 1,376 units of services (patient contacts). Qualitative Patient clinical information is entered into a database of health indicators. During the program year 65% of patients showed improvements in key health indicators. 37% lowered their blood pressure, 35% lost weight, and 21% had lower blood sugar levels. Of the 351 patients, 229 achieved improved health as measured by standard clinical indicators. The project achieved its goals.

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
18.	PROJECT REACH OUT (Pasadena Senior Center) site address: 85 East Holly Street Pasadena, CA 91103 (HSEF)	\$20,000	\$20,000	To identify gaps in services for seniors and provide advocacy to address unmet need or gaps. Recruit and train senior volunteers as Senior Counselors. Partner with other community agencies to address senior issues and identify resources. Improve lives of Alzheimer's patients and their caregivers. Distribute non-perishable food to low-income and home bound seniors. Alleviate food insecurity for seniors. Provide seniors with safe transportation alternative to help with food security and other basic needs. Serve 800 unduplicated clients.	Serve 800 unduplicated seniors by addressing a variety of needs and issues such as transportation, food insecurity, hunger, elder abuse, Alzheimer's disease, and housing issues. Performance will be measured by maintaining a count of the number of participating seniors that are served in one of the funded programs, maintaining a record of the identified gaps in service as well as identifying special accomplishments and collaborative efforts, and by utilizing customer satisfaction surveys. These surveys will allow the agency to review the quality of their services along with the quantity of services provided.	Hunger and transportation issues in the low-income senior population will be reduced and seniors will be linked to other available social services. Project services will help to eliminate social isolation and address other senior problems such as elder abuse, Alzheimer's disease, and housing issues.	Quantitative This project helped 811 unduplicated seniors access their hunger and transportation concerns by delivering 5892 units of services, which included taxi vouchers and food distribution along with assistance in addressing elder abuse, Alzheimer's disease, housing, security, and referrals for other social service needs. A unit of service is defined as a single visit to either the food distribution or taxi voucher program. Qualitative As a result of program attendance, 413 participating seniors reported experiencing a decrease in hunger. According to the International Institute of Los Angeles Immediate Needs Transportation scale, 350 seniors reported an increased ability to access vital transportation services. Results from the customer satisfaction surveys to assess the quality of services are being collected and will be available at a future date. The project achieved its goals.
19.	SOURCES: CAREER DEVELOPMENT (Union Station Foundation) 825 E. Orange Grove Blvd. Pasadena, CA 91104 site address: 739 E Walnut, #205 Pasadena, CA 91101 (ESG)	\$60,000	\$60,000	Recruit and enroll 110 individuals into job preparation, placement and follow-up program for homeless and low-income individuals.	Present curriculum to 110 individuals and secure employment for the majority of the participants. Clients will receive 35 hours of pre-employment training over a 10 day period and 20 hours of one-on-one counseling.	As the each low-income or homeless person receives supportive services, employment assistance, job placement etc., he/she will be able to obtain a job. Employment opportunities will lead to the ability to become self-sufficient.	Quantitative This activity enrolled 128 clients, of which 112 graduated from the program and 72 of those were known to have secured employment. Many others likely secured jobs but the program lost contact with some graduates. Sources also helped to secure 55 jobs for alumni. In total, 127 verified jobs placement were achieved during the program year. Qualitative Sources is a unique program that uses a curriculum specifically designed to address the employment issues of the target population. Clients received post employment follow-up and ongoing counseling. Initial placements were sometimes interim jobs and the program often assists clients with subsequent employment opportunities and counseling services. The program is part of the "Continuum of Care" homeless recovery system and focuses on individuals becoming or returning to self-sufficiency through entering or re-entering the workforce. Sources intensive services enhances the likelihood that clients will secure and maintain employment. The project achieved its goals.

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
20.	STARS PROGRAM (Lake Avenue Community Foundation) site address: 712 E. Villa St. Pasadena, CA 91101 (HSEF)	\$15,000	\$14,510	To provide home based tutoring, academic enrichment and growth through Internet access, reading, literacy, summer enrichment, parent counseling and nutritional education for 25 additional neighborhood youth (beyond the 100 already served through other resources).	Minimum of one grade improvement in reading and math over the course of the school year. Continue implementation of a new literacy model program. Fifty percent of STARS students will improve their literacy levels; 100% of STARS parents will commit to supporting completion of assigned homework. Implement the objectives of the "40 Developmental Assets." Provide leadership development and promote health consciousness for the benefit of STARS families and community.	For those students enrolled in this program, they will show an improvement by one grade level in their reading and math scores. Parents' educational and nutritional awareness will be enhanced and program needs will be met when participants demonstrate improved behaviors in and out of school.	<p>Quantitative This project served 30 children with HSEF funding, exceeding the target of serving 25 more children (in addition to the 100 children already served from other funding sources).</p> <p>Qualitative Assessments of student reading levels and of the "40 Developmental Assets" were completed. Pre-tests to measure student math and reading performance, parent educational and nutritional awareness and student behavior were completed at the start of the program (Oct '06), with post tests conducted at the year end. While 4.2% of student participants began the program year reading below grade level, 58% increased reading by at least one grade level and at year end were reading at or above grade level. 93% of participating students improved or maintained their grades in reading and math. The project achieved its goals.</p>
21.	VILLA-PARKE SENIOR NETWORK (El Centro de Accion Social, Inc.) site address: Villa Parke Community Center 363 E. Villa Street Pasadena, CA 91101 (CDBG)	\$40,000	\$39,988	Provide instructional, social and cultural activities to enrich the lives of the elderly and to mitigate the onset of mental and physical illness brought on by social and physical isolation.	Provide 912 units of services to 150 seniors, with activities including: arts/crafts, field trips, community events, ESL instruction, citizenship preparation, fitness and socialization activities. Project also provides case management, home visits, counseling and coordination of family support mechanisms.	The physical/mental deterioration and social isolation associated with aging will be mitigated. Seniors will become more aware of vital social services and become more involved in their community.	<p>Quantitative The project enrolled 140 seniors who received a variety of programming such as: ESL, Citizenship, and Arts and Crafts classes. Clients also participated in social activities such as field trips.</p> <p>Qualitative Services included case management, home visits and counseling. Supportive services are provided in collaboration with other agencies, to access resources to address unmet needs. Services are designed to address social isolation to prevent physical and mental deterioration. During the program year, pre and post tests were implemented in English and Citizenship classes and gains in both activities were confirmed.</p> <p>Due to the lack of a Program Manager for several months of the year, the project only achieved 93% of its planned enrollment goal. The project did not achieve its quantitative goals but did achieve its qualitative goals.</p>

**CITY OF PASADENA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
Annual Project Performance Assessment as of June 30, 2007
Non-Public Service Projects for 32nd Program Year (2006-2007)**

#	PROJECT (Agency)	ALLOCATED AMOUNT	TOTAL EXPENDED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
1.	A NEW HOME FOR MOTHERS' CLUB (Mothers' Club Community Center) site address: 526 E. Orange Grove Blvd. Pasadena, CA 91104	\$10,000	\$10,000	Complete the architectural design for the renovation of the building at 980 N. Fair Oaks Ave. Incorporate design elements resulting in a Leadership in Energy and Environmental Design (LEED) certified building.	A) Completed construction drawings, securing project building permits; B) an environmentally friendly and esthetically pleasing building in which high quality early childhood education and family learning programs will take place.	Increased capacity from 50 to 70 children a day to receive high quality early childhood education and related family services. The creation of an energy efficient, attractive building for the delivery of education/family services as well as a facility for other community events and programs.	A) At 10,000 square feet, Mothers' Club's new home has the capacity to serve 70 children with both indoor and outdoor learning facilities. The total renovation budget was over \$2,500,000. The newly renovated building is scheduled to open in the fall of 2007 and is the first LEED certified pre-school in California. The project has achieved its goal.
2.	BUSINESS DEVELOPMENT (JOB FAIRS) (City/Human Svcs. Recreation Dept./Career Svcs. Div.) site address: 1207 E. Green St. Pasadena, CA 91106	\$30,000	\$29,863	Connect Northwest Pasadena job seekers with employers and new jobs in the local labor market including "high road" jobs (jobs with career paths and benefits).	Project will conduct or participate in 4 events (job fairs) to link area employers with unemployed low/mid income residents of the CDBG Benefit Service Area.	Unemployed/underemployed local residents of the Benefit Service Area will have an opportunity to: attend/participate in job fairs; be exposed to various vocational fields and employment opportunities. Clients will be able to locate job opportunities, develop effective job search skills, secure employment and thereby improve their economic status.	The project conducted 3 job fairs: 1) A Youth Opportunity Job Fair aimed at matching young job seekers with employers; 2) employers participated and 60 job seekers attended; 2) A job fair held in conjunction with Penstke Motor Group targeting employment opportunities in office support and automotive technician jobs and; 3) A major job fair where 74 employers participate and 551 job seekers attending. A fourth job fair was canceled for lack of funds to support it. However, based on the success of the 3 job fairs it was determined the project has achieved its goals.
3.	BUSINESS INCUBATOR PROGRAM (Pasadena Enterprise Center) site address: 1015 N. Lake Ave. #100 Pasadena, CA 91104	\$55,000	\$54,787	House at least 25 businesses in the business incubator. Create/maintain employment for no less than 50 people. Enroll at least 3 new women/minority owned businesses during the program year. Provide tenant businesses supportive services such as one-on-one and group business education, resources such as conference rooms, copy machines, fax machines, DSL connections, customer parking, etc.	To house and support at least 25 local businesses in the incubator. Graduate 2 to 3 businesses into the wider Pasadena business community, create/maintain at least 50 part-time and/or full-time jobs.	A minimum of 25 local businesses will have the benefit of professional services (office space) offered at the incubator at below market commercial rental rates. Jobs will be created/retained by the respective businesses. There will be a demonstrated decrease in the reported failures of local small businesses. The incubator will graduate enterprises into the larger business community. Increase the number of women and minority owned businesses.	The Business Incubator enrolled over 30 small businesses and approximately 331 jobs were created/retained. Business counseling, commercial development and the rental of professional office space at below market rates are some of the services provided to the businesses. One of the incubator businesses staffs events, which accounts for 245 of the jobs. The project has achieved its goals.
4.	CODE ENFORCEMENT TASK FORCE (City/Planning & Development Dept.) site address: 175 N. Garfield Ave. Pasadena, CA 91101 Services are provided throughout the Benefit Service Area	\$244,048	\$244,048	Conduct proactive and systematic code compliance inspections of properties in the CDBG Benefit Service Area (BSA).	Provide inspections of 4,433 properties. Inspections include single and multi family dwellings, vacant lots, building and complaint driven inspections.	The projects efforts will lead to compliance with code and building safety guidelines and a greater emphasis on safe and sanitary housing.	The Code Enforcement Task Force conducted 5,668 property inspections. Typically, 75% of code compliance cases are resolved within 60 days. The project has achieved its goals.

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5.	EMPLOYMENT HALL (City/Planning and Development Northwest Programs) site address: 500 N. Lake Ave. Pasadena, CA 91104	\$65,000	\$65,000	Provide rental/lease payments for Day Laborers employment site.	Provide a clean and accessible employment center. Outreach to day laborers in Pasadena. Assist clients to achieve permanent jobs.	Provision of a safe and sanitary employment site. Protection of the rights of workers and the concerns of employers will be addressed. Additionally, the provision of the facility addresses public safety concerns of local residents.	Monthly lease payments were made in a timely manner. The program sponsor, the Institute of Popular Education of Southern California (IDEPSCA) provided services. Please refer to project # 9 for program information. The project achieved its goals.
6.	FAIR HOUSING PROGRAM (Housing Rights Center) 520 S. Virgil Ave., #400 Los Angeles, CA 90020 site address: 1020 N. Fair Oaks Ave. Pasadena, CA 91103	\$60,000	\$60,000	Provide fair housing counseling services to residents of Pasadena.	Serve approximately 2,000 individuals. Services to include education, complaint investigation and housing discrimination testing.	Pasadena residents will become more knowledgeable of their rights to fair housing choice in the City. Increased mitigation of housing related issues and complaints.	The project served 1,911 residents. Clients include tenants, property managers, realtors, etc. During the year, 86 fair housing complaint inquiries were received and 27 fair housing cases opened. The project has achieved its goals.
7.	MAINTENANCE ASSISTANCE SERVICES TO HOMEOWNERS (MASH) (City/Planning & Development Dept.) site address: 2783 Eaton Canyon Dr. Pasadena, CA 91107 Services are provided throughout the CDBG Benefit Service Area.	\$620,000	\$616,086	Make minor home repairs, paint houses, clear yards. Services will be focused to take place in CDBG Benefit Service Area.	Make minor home repairs, provide 44 units of house painting (27 houses); perform 112 units of yard clearance (67 yards); remove tons of debris and make other home repairs.	The impact of home improvements will lead to a uniform cosmetic improvement of the target area. Project activities will enhance a suitable living environment.	MASH provided 46 units of house painting (23 houses), 122 units of yard service (96 yards), made repairs to 30 homes and removed 142.5 tons of debris. The project provided work experience for 51 MASH trainees, of which, 14 have secured regular employment; 10 with the City and 4 in the private sector. The project has achieved its goals.
8.	NEIGHBORHOOD IMPACT PROGRAM (Pasadena Neighborhood Housing Services, Inc.) site address: 456 W. Montana St. Pasadena, CA 91103	\$140,000	\$140,000	Provide major rehabilitation loans to low/moderate income residents of the CDBG Benefit Service Area. Administer free paint program and make minor home repair grants.	Process at least 8 rehab loans, paint 15 homes and provide 15 minor home repair grants.	Improve housing conditions in the CDBG Benefit Service Area (Northwest Pasadena). Address the deterioration of older housing stock. Provide an avenue for low/moderate families to resolve areas of deferred maintenance of properties.	8 housing rehabilitation loans were funded lending a total of \$386,175. 14 free paint-up projects were completed; and 16 minor home repair and emergency grants were given. The project has achieved its goals.
9.	PASADENA COMMUNITY JOB CENTER (Institute of Popular Education of Southern California) site address: 500 N. Lake Ave. Pasadena, CA 91104	\$50,583	\$46,679	Provide a clean and accessible employment site for day laborers. Operate a fair and orderly work assignment system. Provide vocational and basic skills educational services. Mediate employer concerns and workers' rights complaints.	Average daily registration of 40 participants. 36 work assignments a week (1,872 annually). Provide occupational/vocational training self-help classes (i.e., computer literacy, ESL classes).	Registration of 40 participants daily. Day laborers will obtain at least 36 jobs per week (1,872 annually). Participants will benefit from training classes that will help to improve job skills.	The project had 15,619 daily registrations (approx 300 weekly). During the program year clients secured 4, 730 employment assignments, of which, approximately 130 developed into permanent jobs. The project has averaged approximately 91 temporary jobs weekly. The project has achieved its goals.

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5.	EMPLOYMENT HALL (City/Planning and Development Northwest Programs) site address: 500 N. Lake Ave. Pasadena, CA 91104	\$65,000	\$65,000	Provide rental/lease payments for Day Laborers employment site.	Provide a clean and accessible employment center. Outreach to day laborers in Pasadena. Assist clients to achieve permanent jobs.	Provision of a safe and sanitary employment site. Protection of the rights of workers and the concerns of employers will be addressed. Additionally, the provision of the facility addresses public safety concerns of local residents.	Monthly lease payments were made in a timely manner. The program sponsor, the Institute of Popular Education of Southern California (IPEPSCA) provided services. Please refer to project # 9 for program information. The project achieved its goals.
6.	FAIR HOUSING PROGRAM (Housing Rights Center) 520 S. Virgil Ave., #400 Los Angeles, CA 90020 site address: 1020 N. Fair Oaks Ave. Pasadena, CA 91103	\$60,000	\$60,000	Provide fair housing counseling services to residents of Pasadena.	Serve approximately 2,000 individuals. Services to include education, complaint investigation and housing discrimination testing.	Pasadena residents will become more knowledgeable of their rights to fair housing choice in the City. Increased mitigation of housing related issues and complaints.	The project served 1,911 residents. Clients include tenants, property managers, realtors, etc. During the year, 86 fair housing complaint inquiries were received and 27 fair housing cases opened. The project has achieved its goals.
7.	MAINTENANCE ASSISTANCE SERVICES TO HOMEOWNERS (MASH) site address: 2783 Eaton Canyon Dr. Pasadena, CA 91107 Services are provided throughout the CDBG Benefit Service Area.	\$620,000	\$616,086	Make minor home repairs, paint houses, clear yards. Services will be focused to take place in CDBG Benefit Service Area.	Make minor home repairs, provide 44 units of house painting (27 houses); perform 112 units of yard clearance (67 yards); remove tons of debris and make other home repairs.	The impact of home improvements will lead to a uniform cosmetic improvement of the target area. Project activities will enhance a suitable living environment	MASH provided 46 units of house painting (23 houses), 122 units of yard service (66 yards), made repairs to 30 homes and removed 142.5 tons of debris. The project provided work experience for 51 MASH trainees, of which, 14 have secured regular employment; 10 with the City and 4 in the private sector. The project has achieved its goals.
8.	NEIGHBORHOOD IMPACT PROGRAM (Pasadena Neighborhood Housing Services, Inc.) site address: 456 W. Montana St. Pasadena, CA 91103	\$140,000	\$140,000	Provide major rehabilitation loans to low/moderate income residents of the CDBG Benefit Service Area. Administer free paint program and make minor home repair grants.	Process at least 8 rehab loans, paint 15 homes and provide 15 minor home repair grants.	Improve housing conditions in the CDBG Benefit Service Area (Northwest Pasadena). Address the deterioration of older housing stock. Provide an avenue for low/moderate families to resolve areas of deferred maintenance of properties.	8 housing rehabilitation loans were funded lending a total of \$386,175. 14 free paint-up projects were completed, and 16 minor home repair and emergency grants were given. The project has achieved its goals.
9.	PASADENA COMMUNITY JOB CENTER (Institute of Popular Education of Southern California) site address: 500 N. Lake Ave. Pasadena, CA 91104	\$50,583	\$46,579	Provide a clean and accessible employment site for day laborers. Operate a fair and orderly work assignment system. Provide vocational and basic skills educational services. Mediate employer concerns and workers' rights complaints.	Average daily registration of 40 participants. 36 work assignments a week (1,872 annually). Provide occupational/vocational training self-help classes (i.e., computer literacy, ESL classes).	Registration of 40 participants daily. Day laborers will obtain at least 36 jobs per week (1,872 annually). Participants will benefit from training classes that will help to improve job skills.	The project had 15,619 daily registrations (approx. 300 weekly). During the program year clients secured 4,730 employment assignments, of which, approximately 130 developed into permanent jobs. The project has averaged approximately 91 temporary jobs weekly. The project has achieved its goals.

#	PROJECT (Agency)	ALLOCATED AMOUNT	TOTAL EXPENDED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
10.	PROJECT ADVANCE (Institute for Urban Research & Development) site address: 2541 E. Foothill Blvd. Pasadena, CA, 91107	\$66,000	\$66,000	Provide technical assistance/support and business development assistance to 29 micro-enterprises (push cart vendors)	The provision of technical assistance and support to 29 micro-enterprises. Create/maintain 56 jobs.	The provision of economic development opportunities for low/moderate income clients. Assist micro-enterprises in becoming self-sufficient and in obtaining compliance with the City's business licensing and health regulations.	The project enrolled 78 micro-enterprises, and 139 jobs were created/retained. Support services and technical assistance was provided on an ongoing basis. The project has achieved its goals.
11.	PROPERTY DEVELOPMENT III-A (Alkebu-Lan Cultural Center) site address: 1435 N. Raymond Ave. Pasadena, CA 91103	\$10,000	\$10,000	Refine architectural design and engineering necessary for the renovation of 5,000 sq. ft. for construction of a 99-seat theater, dressing room, rehearsal hall, crafts and computer rooms. Assist agency with cost estimates, proper filing of project documents and securing needed permits.	The development of contractor ready plans that conform to budget, prepare bid package, select contractors, prepare and submit project document secure permits, develop bid documents assist in project management.	Completion of the expansion project will provide for the physical expansion and improvements to the Alkebu-Lan Cultural Center. The facility will be able to serve more youth/children and will increase its capacity for community events, dramatic performances, computer technology, etc.	Architectural and related work funded through the grant has been completed. Specifications and technical assistance in developing bidding documents and permits continues. When all predevelopment work is completed, the plans will ensure the project will achieve Leadership in Energy and Environmental Design (LEED) certification. The project has achieved its goals.
12.	REPAYMENT OF SECTION 108 LOAN Fair Oaks Renaissance Plaza (Shopping Center) site address: 651 N. Fair Oaks Ave. Pasadena, CA 91103	\$318,763	\$318,763	Provide jobs for 30 low/moderate income community residents. Provide shopping, commercial, and retail services to CDBG Benefit Service Area. Elimination of blight within a Redevelopment Project Area	Employ at least 30 low/moderate income persons. Provide retail, commercial services to low/moderate income area of the City. Elimination of a blighted area of the City.	Full time employment for at least 30 low/moderate persons. Area residents are able to shop, obtain goods and services through the commercial and business activity at the shopping center.	The project provided over 30 jobs to low/moderate income residents. Approximately 12 businesses are operating in the shopping center. The site has been revitalized. This activity is responsible for the repayment of the Section 108 Loan to HUD. The project has achieved its goals.
13.	SMALL BUSINESS ASSISTANCE PROGRAM (Pasadena Development Corp.) site address: 1015 N. Lake Ave. Pasadena, CA 91104	\$148,000	148,000	Process 10 small business loans. Create/retain 15 jobs. Provide technical assistance to small businesses in NW Pasadena.	Package 10 small business loans, create/retain at least 15 jobs; and provide business counseling to 200 individuals/businesses.	Low/moderate income start-up businesses will be able to obtain the required business capital. Technical assistance will be provided for areas of business expansion in order to retain/create jobs. The provision of professional development activities, business counseling and other supportive services.	The project funded 12 small business loans, lending a total of \$300,217. Created/retained 15 jobs, and delivered approximately 484 hours of technical assistance to small businesses. 277 individuals received business counseling during the program year. The project provides support to minority and women owned start-up businesses. The project has achieved its goals.

CITY OF PASADENA
HOME PROGRAM AND HOUSING TRUST FUNDS (HTF)
Annual Project Performance Assessment as of June 30, 2007

#	PROJECT (Agency)	LOAN COMMITMENT	TOTAL DISBURSED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
1.	FAIR OAKS COURT (HHP DFO, LLC) Site Addresses: 6-46 Peoria/564-612 N. Fair Oaks 504-506 Cypress Ave. 171 Carlton St. 1191 N. Summit Ave.	\$4,316,000 HTF \$930,000 BEGIN		Provide homeownership opportunities to first time homebuyers.	Acquisition of blighted substandard residential properties in Northwest Pasadena area, rehabilitation and construction of 44 homes for sale, 37 of which will be available to low and moderate income, first time homebuyers.	Thirty-seven (37) first-time low and moderate income homebuyers will be able to purchase homes. City's housing stock improved by redevelopment of blighted properties.	Peoria/Fair Oaks: Construction commenced in August 2006. Summit: Completed and occupied. Carlton: Under construction Cypress: Completed with 2 buyers in escrow.
2.	HERITAGE SQUARE (NA) Site Address: 730-790 N. Fair Oaks Pasadena, CA 91103	\$1,500,000-HOME \$1,000,000-FNMA \$2,400,000-HTF		Provide for the construction of 104 affordable rental senior apartments.	New construction of 104 apartments to low-income senior citizens.	104 units will be available to low-income senior citizens.	Request for Qualifications (RFQ) for project development (site is owned by PCDC) and developer selection process currently underway.
3.	PERMANENT SUPPORTIVE HOUSING (New Revelation Missionary) Site Address: 877 N. Orange Grove Pasadena, CA 91103	\$300,000 HOME		Provide four (4) affordable rental housing units for low-income households.	Rehabilitate four (4) rental units as permanent housing for low-income households.	Four (4) rental units will remain affordable to low-income households for 55 years.	OPLA approved on 6/21/04. Project redesigned to assist chronically homeless persons in accordance with SHP guidelines. Amended OPLA scheduled for approval in January 2007.
4.	PARKE STREET APARTMENTS (Affordable Housing Services) Site Address: 270 E. Parke St. Pasadena, CA 91103	\$988,000 HTF \$499,981 SHP		Provide for construction of four (4) affordable rental units and rehabilitation of eight (8) rental units for very-low and low-income households.	New construction of four (4) rental units and rehabilitation of eight (8) rental units for very-low and low-income households.	Twelve (12) rental units will remain affordable to low-income households for 55 years.	OPLA and loan documents have been fully executed. Construction drawings are being prepared and developer is seeking conventional construction financing.
5.	ORANGE GROVE GARDENS (Los Angeles Community Design Center) Site Address: 252 E. Orange Grove Pasadena, CA 91103	\$1,616,615 HOME \$1,054,585 FNMA \$250,000 RDA		Provide 38 affordable rental units for very-low, low income households.	New construction of 38 rental units for very-low, low income households.	38 rental units will remain affordable to very-low, low income households for 99 years.	The project was completed in August 2006 and is fully leased.

BEGIN State of California BEGIN program
FNMA Fannie Mae
HTF Redevelopment Agency Housing Trust Fund
OPLA Owner Participation/Loan Agreement
RDA Redevelopment Agency funds (non-housing)
SHP McKinney Act Supportive Housing Program

CITY OF PASADENA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
Allocation Schedule for the 34th Program Year (July 1, 2008 - June 30, 2009)

	ACTIVITY	SCHEDULED DATES/TIMES
1.	<p style="text-align: center;">Commission Approves Needs Assessments/Program Priorities</p> Northwest Commission - finalize Needs Assessment/Program Priorities. Human Services Commission – finalize Needs Assessment/Program Priorities	<p style="text-align: center;">October 11, 2007 (Northwest) September 12, 2007 (Human Services)</p>
2.	<p style="text-align: center;">City Council – Public Hearing</p> Draft Consolidated Annual Performance and Evaluation Report (CAPER: 2006-2007 PY); Approval of Needs Assessments/Program Priorities for CDBG Non-Public Services 2008-2009 PY; and Approval of Modifications to the Allocation Process.	<p style="text-align: center;">Monday, November 5, 2007</p>
3.	<p style="text-align: center;">Release of Request for Proposals (RFP)</p> <p style="text-align: center;">Non-Public Service Projects and City Set-Aside Projects.</p>	<p style="text-align: center;">Thursday, November 8, 2007</p>
4.	<p style="text-align: center;">RFP Workshops and Technical Assistance</p> City convenes Technical Assistance Workshops and is available to assist prospective proposers by scheduled appointments.	<p style="text-align: center;"><i>(Technical Assistance Nov-Dec)</i> Workshops: Nov. 14, Nov. 28, and Dec. 6 Please refer to RFP Flyer for additional information</p>
5.	<p style="text-align: center;">Fiscal Reconciliation</p> Housing & Community Development in conjunction with Finance Department performs fiscal reconciliation of the CDBG/ESG programs and presents recommendations to Commissions and City Council regarding the reprogramming of unexpended funds.	<p style="text-align: center;">November - December 2007</p>
6.	<p style="text-align: center;">Proposal Deadline</p>	<p style="text-align: center;">Friday, January 11, 2008- 5:00 p.m.</p>
7.	<p style="text-align: center;">Preliminary Review of Proposals</p> Proposers are notified of proposal ineligibility, incompleteness, etc.	<p style="text-align: center;">January 14- 17, 2008</p>
8.	<p style="text-align: center;">Allocation Memorandum – Delivery of Proposal Documents to Commissions</p> An allocation memorandum is transmitted to the Commission and City Review Team stating instructions and pertinent information for the allocation process including RFP/Proposal summaries, recusal information, evaluation forms, allocation schedule, etc.	<p style="text-align: center;">Thursday, January 24, 2008</p>
9.	<p style="text-align: center;">Submission of Recusal Forms</p> All Commissioners (Northwest and Human Services) complete the Conflict of Interest forms and submit forms to Housing/Community Development. Forms are reviewed throughout the process and retained as part of the official records. The recusal process shall be implemented in accordance with City Council approved policies and procedures.	<p style="text-align: center;">Both Commissions submit by Thursday, January 31, 2008</p>
10.	<p style="text-align: center;">Joint Commissions' Orientation Session</p> The Joint Commissions' Orientation Sessions conducted to facilitate implementation of the City Council approved allocation process adherence to the RFP guidelines, and ensure federal compliance.	<p style="text-align: center;">Tentatively scheduled the week of January 7th, 2008</p>

	ACTIVITY	SCHEDULED DATES/TIMES
11.	<p align="center">2007-2008 PY Mid-Year Monitoring Reviews</p> <p>On-Site Monitoring visits (fiscal and program) conducted. Monitoring Review Reports provided to agencies detailing identified project performance. Mid-Year Project Performance Assessment presented to subrecipients, Commission, and City Council.</p>	January - March 2008
12.	<p align="center">Proposers' Oral Presentations</p> <p>Proposers deliver a brief oral presentation to their respective Commission and respond to questions.</p>	<p>Friday, February 22, 2008 and Saturday, February 23, 2008 (Human Services)</p> <p>Thursday, February 28, 2008 (Northwest)</p>
13.	<p align="center">City Set Aside</p> <p>City Council approves the allocation of CDBG funds to eligible City administered projects for 34th PY 2008-2009.</p>	Monday, February 25, 2008
14.	<p align="center">Available Funding Allocation</p> <p>The Northwest and Human Services Commissions advised of funds available based on HUD Entitlement/Reallocated, CDBG/ESG Prior Year Fund Balance, Program Income and approved City Set Aside.</p>	<p>Wednesday, March 12, 2008 (Human Services)</p> <p>Thursday, March 27, 2008 (Northwest)</p>
15.	<p align="center">City Deliberations</p> <p>City Review Team completes evaluation of proposals and presents funding recommendations to the Northwest Commission for acceptance. The Commission begins its deliberations and provides a preliminary funding recommendations including rationale, comments, etc.</p>	<p>Wednesday, March 12, 2008 (Human Services)</p> <p>Thursday, March 27, 2008 (Northwest)</p>
16.	<p align="center">Notice to Proposers</p> <p>Notices sent to proposers regarding the Commissions' preliminary funding recommendations. Proposers are invited to comment at Commissions' Public Meeting.</p>	Monday, April 4, 2008
17.	<p align="center">Commissions Convene Public Meetings</p> <p>The Northwest and Human Services Commissions will convene a Public Meeting to hear appeals and/or public comments; the Public Meeting supplements the Oral Appeals Process. Commission finalizes its deliberations and funding recommendations following the Public Meeting.</p>	<p>Wednesday, April 9, 2008 (Human Services)</p> <p>Thursday, April 24, 2008 (Northwest)</p>
18.	<p align="center">Notice to Proposers</p> <p>Following the Public Meeting, proposers are notified of the Commissions' proposed funding recommendations that will be forwarded to City Council as part of the Annual Action Plan. The notice also includes information on the date/time of the City Council Public Hearing, the public comment period and the proposed projects included in the Annual Action Plan (2007-2008).</p>	Monday, May 5, 2008
19.	<p align="center">City Council - Annual Action Plan (2008-2009) – Public Hearing</p> <p>City Council convenes the Public Hearing. The Commissions' proposed funding recommendations presented to City Council for final approval as part of the Annual Action Plan 2008-2009 PY. Citizens' comments recorded and included in the Public Comment section of the Annual Action Plan.</p>	Monday, May 19, 2008
20.	<p align="center">Award Notices</p> <p>Award notices sent to Sub-Recipients advising of funding award, mandatory Orientation Session, requirements to execute Sub-Recipient agreement, etc.</p>	Monday, June 2, 2008

	ACTIVITY	SCHEDULED DATES/TIMES
21.	<p align="center">Submittal of the Annual Action Plan (2008-2009 PY)</p> <p>Submittal of the Annual Action Plan to HUD in May. The Annual Action Plan serves as the federal funding application, as well as a comprehensive planning and implementation document for the City's federal grant programs.</p>	June 2008
22.	<p align="center">Orientation Session</p> <p>Sub-Recipients attend the mandatory Sub-Recipient Orientation Session. Sub-Recipients provided information regarding their contractual requirements, City policy and procedures, federal requirements, contract execution guidelines, etc.</p>	June 2008
23.	<p align="center">Contract Execution</p> <p>June through August dedicated to preparation and execution of Sub-Recipient agreements.</p>	June - July - August 2008
24.	<p align="center">Commence the 34th Program Year (July 1, 2008-June 30, 2009)</p>	July 1, 2008