

City of Pasadena

ANNUAL ACTION PLAN (2008 - 2009)

CITY COUNCIL

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OFFICE OF THE CITY MANAGER
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James Wong, Interim Housing Manager
John Depew, Program Coordinator*

June , 2008

Mr. William G. Vasquez, Executive Director
Office of Community Planning/Development (CPD)
U. S. Department of Housing/Urban Development (HUD)
Los Angeles Area Office
611 West 6th Street, Suite 800
Los Angeles, CA 90017

Attention: Faye Barnes, Community Planning/Development (CPD) Representative

Subject: Submittal of Annual Action Plan (FY 2008-2009)

Dear Mr. Vasquez:

The City of Pasadena is pleased to submit its Annual Action Plan to the U. S. Department of Housing and Urban Development (HUD). We have provided the required 30-Day Comment Period: May - June , 2008. The Plan identifies the proposed projects to be undertaken during 2008-2009. On Monday, June , 2008 following receipt of public comments, the City Council/Pasadena Community Development Commission reviewed and approved the Plan.

Enclosed you will find the original document, and the required copies of the Annual Action Plan.

If you have any questions regarding the enclosed documents, you may contact John Depew, Program Coordinator, Housing/Community Development at (626) 744-8321.

Sincerely,

James Wong
Interim Housing Manager

Enclosures

cc: John D. Depew, Program Coordinator, Housing/Community Development
2008-2009 Annual Action Plan File

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SECTION I

INTRODUCTION

City of Pasadena

FIVE YEAR CONSOLIDATED PLAN 2005 – 2010

Annual Action Plan (2008 -2009)

I. Introduction

The City of Pasadena Five-Year Consolidated Plan 2005 – 2010 (Consolidated Plan) provides a framework to identify community needs that include: 1) housing 2) homelessness and 3) community and economic development needs. Additionally, the Consolidated Plan helps to identify available resources and devise a Strategic Plan for meeting these needs.

This Consolidated Plan consists of a Five (5) Year Strategic Plan and an Annual Action Plan. The Strategic Plan contains three major 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 Annual Action Plan describes the specific projects and activities that Pasadena will undertake in the coming year with local, U. S. Department of Housing and Urban Development (HUD), and other federal funds to address the identified priority needs. The Action Plan also contains certifications indicating that the City will follow certain requirements such as furthering fair housing.

The 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 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 Consolidated Plan simplifies the steps needed to receive funding through four (4) HUD formula grant programs. These four (4) 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 the City's CDBG expenditures must 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 (PJ). The

purpose of the HOME Program is to retain and expand the supply of affordable housing principally for low- and very 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 Consolidated 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.
- Providing affordable housing to low-income persons that is also 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 de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating or deteriorated neighborhoods.
- Restoring and preserving properties of historic, architectural, or aesthetic value.
- 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.
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

CITY OF PASADENA

Housing Vision

In support of HUD's goals, the City believes that 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 using 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 an adequate supply and range of housing opportunities throughout the City by assisting in the development of the construction of new housing, preservation of existing affordable 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 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 throughout the City.
- Preserve assisted housing for lower income households.

SECTION II

EXECUTIVE SUMMARY

AND

KEY OBJECTIVES

II. EXECUTIVE SUMMARY AND KEY OBJECTIVES

The Executive Summary provides an overview of the City of Pasadena's housing and community development goals and objectives, priorities and strategies as described in the Five Year Consolidated Plan (2005 - 2010) approved by City Council on June 13, 2005. The overriding purpose of the housing and community development activities cited in this Plan is to target resources to meet the needs of low/moderate-income residents and to intensify revitalization efforts in the census tracts that have the greatest concentration of low/moderate-income households.

In accordance with the U. S. Department of Housing and Urban Development Consolidated Submission for Community Planning and Development Programs (24 Code of Federal Regulations (CFR) Part 91, the Annual Action Plan (2008 - 2009) includes the Standard Form 424 which serves as the City's application, a description of Federal and non-federal resources expected to be available to address the priority needs and specific objectives identified in the Plan; description of activities to be undertaken during the fiscal year, a description of the geographic distribution of funds and projects and activities including those that address emergency shelter and transitional housing needs of homeless individuals and families.

The Annual Action Plan also addresses "obstacles to meeting under-served needs, activities to foster and maintain affordable housing, remove barriers to affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty level families, development of institutional structure and enhance coordination between public and private housing and social service agencies/organizations, and foster public housing improvements and resident initiatives."

The Consolidated Plan is designed to enable the City of Pasadena to establish a unified vision for community development actions. It offers the City the opportunity to shape its various housing and community development programs into effective, coordinated, neighborhood and community development strategies. The Consolidated Plan approach is also the means to meet the application requirements for the Community Development Block Grant (CDBG); Emergency Shelter Grant (ESG), Home Investment Partnership Act (HOME) and Housing Opportunities for Persons with AIDS (HOPWA) programs.

The City is a very desirable place in which to work and to live and has a world-class reputation. The high demand in the housing market makes it more difficult for residents with limited income and limited skills to continue to afford to live in Pasadena.

The statutes for the formula grant programs set forth three basic goals against which the Plan and the City of Pasadena's performance under the Plan will be evaluated by the U. S. Department of Housing and Urban Development (HUD). The Plan must state how the City will pursue these goals for all community development programs, as well as all housing programs. These statutory program goals are:

DECENT HOUSING which includes assisting homeless persons with obtaining affordable housing; assisting persons at risk of becoming homeless; retention of the local affordable housing stock;

increasing the availability of affordable permanent housing in standard condition to low-income and moderate income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, familial status, or disability; increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and providing affordable housing that is accessible to employment/jobs.

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 spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating 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 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.

KEY OBJECTIVES

The primary goal of the Strategic Plan (Appendix A) is to summarize the priorities and specific objectives to be addressed during the five-year period of the City's Five Year Consolidated Plan (2005 – 2010) and to identify the proposed housing and community development activities to be undertaken. The principal objectives are as follows:

HOUSING

1. Increase, improve and preserve the supply of affordable housing opportunities for 1,500 extremely low, low and moderate-income families through new construction, rehabilitation, rental and homeownership assistance.
2. Provide emergency shelters, homeless prevention, and supportive services for 4,000 individuals and families with special needs;
3. Provide housing with related supportive services for 2,000 individuals including, persons with severe mental illness, physical disabilities, HIV/AIDS, substance abuse, youth, and the elderly.

NON-HOUSING COMMUNITY DEVELOPMENT PRIORITY NEEDS

1. Provide quality public/human services which meet basic human needs including health care, education, transportation and employment training for 20,000 persons.
2. Provide technical and financial assistance to small, local start-up businesses (including micro-enterprises), business incubators, and other commercial ventures through the provision of 200 loans and the creation/retention of 400 local jobs.
3. Renovation and/or repair of twenty (20) public facilities to provide safer and more efficient community related activities and services. The financial investment needed to improve local public facilities will help to make these facilities more accessible for persons with special needs. Additional physical improvements will provide a source of encouragement to the community to use these facilities to the fullest extent.
4. Ensure compliance with federal regulations governing the provision of projects and services including fair housing counseling, equal opportunity in contracting/employment, project monitoring and local/federal reporting.

MAJOR OUTCOMES AND PAST PERFORMANCE

The key objectives of the Five Year Consolidated Plan as listed above are divided into two (2) categories: Housing Needs and Non-Housing/Community Development Needs.

Housing – During the past period covered in the City's prior Five Year Consolidated Plan – (2000 – 2005) the City met and in some cases exceeded its goals in both categories. This is the fourth year (2008-2009) of the City's current Five Year Consolidated Plan (2005 – 2010).

Non-Housing/Community Development Needs – The City continues to provide quality services to its residents, many of these community services are augmented with federal dollars. Services include the provision of public/human services, assistance to non-profits/for profits for the provision of economic development opportunities for low/moderate income residents; renovation and repair as well as accessibility improvements to public facilities that are available in the community. Additionally, as part of the non-housing community development needs Housing and Community Development (H/CD) has the fiduciary responsibility to ensure compliance with federal regulations and to meet all reporting guidelines.

It is anticipated that the City will perform well again in meeting its goals and objectives. Past performance demonstrates overall success. In areas where problems and/or difficulties may arise, the City addresses these issues in its CAPER – Consolidated Annual Performance and Evaluation Report.

SECTION III

ANNUAL ACTION PLAN

CITY OF PASADENA

III. ANNUAL ACTION PLAN (2008 - 2009)

The City is required to submit an annual action plan for each year of the five-year plan. This section identifies the activities the City plans to undertake during the 2008 - 2009 Program Year. The activities are as follows:

1. Public/Human Service Activities

A. Description of Activities Planned with Federal Funds

Eleven activities will be implemented using Community Development Block Grant and Emergency Shelter Grant (ESG) funds totaling \$360,650-CDBG and \$195,633 -ESG funds. The required local match for the ESG funds is provided by the City through use of funds from the City's Inclusionary Housing Trust Funds. Of the eleven activities, three activities focus on education; three focus on health care; three projects target services to at-risk youth, one focuses on food and nutrition, 1 activity is a general social service and six projects will target its services to homeless persons under the ESG Program.

B. Description of Activities Planned with Other/Local Resources

Human Service Endowment Fund (HSEF)

The City of Pasadena established the Human Service Endowment Fund (HSEF) in 1992 to support local human service activities. The HSEF is linked to the public/human service component of the Community Development Block Grant (CDBG) Program. The funding rationale for the collective allocation of these resources is based on annually established priorities for documented unmet human service needs. HSEF funds are made available on a two (2) year funding cycle. Through the CDBG request for proposal process, HSEF funds are awarded to community based human service organizations.

Four (4) activities will be implemented with HSEF funds. The total amount of funds for these activities is \$123,983. These activities will focus on services for children, youth, students, and seniors.

2. Non-Public Service Activities

A. Description of Activities Planned with Federal Funds

Six activities will be implemented using Community Development Block Grant (CDBG) Program funds. The total amount of \$1,762,057. These activities will focus on economic development, housing, code enforcement (inspections), and planning/administration. It is anticipated that approximately \$11 million in CDBG funds will be available for these activities over the five year period of the Five Year Consolidated Plan (2005 – 2010).

SECTION IV

**SUMMARY OF CITIZEN
PARTICIPATION PROCESS
AND
PUBLIC COMMENTS**

IV. SUMMARY OF CITIZEN PARTICIPATION PROCESS AND PUBLIC COMMENTS

It is the intent of the City of Pasadena to provide for and encourage citizen participation throughout the process of implementing the federal entitlement and local programs/projects. Toward this end, the City has established advisory bodies to assist the City Administration in allocating and monitoring the use of federal entitlement funds, specifically, the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and Emergency Shelter Grant (ESG) Programs. These advisory bodies include the Human Services Commission, (makes funding recommendations for public/human service projects) and the Northwest Commission (makes funding recommendations for non-public service projects). The Commissions (Human Services/Northwest) have the authority to make formal funding recommendations to the City Council/Pasadena Community Development Commission regarding program selection; the specific level of production and the individual dollar amount needed to support those projects. All participating members represent various segments of the community and are at-large members appointed by the City Council.

Five Year Consolidated Plan (2005 - 2010)

The development of the Five-Year Consolidated Plan (2005-2010) commenced in July 2005. City staff extended an invitation to community-based non-profit organizations that represented shelters, rehabilitation and preservation programs, the disabled, the elderly, City Commission and Committee members, and residents to participate in discussions relevant to the housing and community development needs in the City. In conjunction with the mailing of notices announcing the Consolidated Plan workshops, outreach was provided through the City's Neighborhood Connections Division, K-PAS, and publications in two (2) community newspapers, The Pasadena Star News and The Pasadena Journal. The notification process also included La Opinion, a Spanish daily news publication. Public notices regarding the Five-Year Consolidated Plan (2005-2010) and its development schedule were distributed to provide the community with information concerning workshops, community meetings, focus groups, dates, times and locations of scheduled activities.

Under the federal Consolidated Plan Submission requirements (24 CFR Part 91) each grantee is required to have in place an adopted Five Year Consolidated Plan. The City of Pasadena/Pasadena Community Development Commission approved its Five Year Plan on June 13, 2005.

Annual Action Plan (2008 - 2009):

Needs Assessments and Program Priorities

Annually prior to the start of the CDBG/ESG/HSEF allocation process, the Human Services Commission and the Northwest Commission, respectively conducts a needs assessment to determine the appropriate program priorities for the forthcoming program 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, both Commissions undertook extensive community outreach efforts and recommended Council's approval of the following program priorities:

Public/Human Services	Non-Public Services
Community Violence and Safety	Housing (most urgent priority)
Education	Economic Development (second most urgent priority)
Employment and Training	Code Enforcement (Inspections)
Food and Nutrition Programs	Public Facilities and Improvements
Health Care Services	Planning/Administration
Homelessness	
Services for Youth and Young Adults	

Non-Public Service Activities:

Each calendar year the Northwest Commission conducts a Community Meeting at Jackie Robinson Center (JRC) for the purpose of soliciting comments from interested individuals, groups and organizations regarding the community planning and development needs of the community. The meeting provides a forum for members of the community to express concerns related to the need for programs such as housing rehabilitation, the creation and retention of jobs through economic development projects, capital improvement and code enforcement. Following an in depth review of the information, the Northwest Commission deliberated and finalized their program priorities for non-public service projects for the 34th CDBG PY (2008 - 2009). The program priorities were presented to the City Council on November 5, 2007 for final approval. Copies of the public notices are provided in Appendix E of the Action Plan.

In addition, on May 19, 2008, as part of the City Set-A-Side Recommendation, the City Council approved \$1,762,057 of the 34th PY CDBG Entitlement funds for City administered projects.

On Thursday, May 22, 2008 the Northwest Commission held its Appeals/Public Meeting. The Commission invited proposers who responded to the City's Request for Proposals (RFP). Following the receipt of Appeals/Public Comments, the Commission completed its deliberation and finalized its funding recommendation and forwarded the subject recommendation to the City Council for final approval for the 2008-2009 PY. Non-public service project funding will include fair housing services, housing rehabilitation, economic development, and a public improvement project.

Public/Human Service Activities

The Human Services Commission has received prior approval from City Council to allocate funding on a two-year cycle. The 2008-2009 PY represents the first year of the two-year funding cycle (2008/09 and 2009/10).

The Human Services Commission's needs identification process included the following:

Review and Analysis of available data - The review of reports and studies included, (but was not limited to):

- 2000 Census Data Reports for the Pasadena Census Tracts; 2005/2006 American Communities Survey Data; City of Pasadena Policy on Children, Youth and Families 2006 Update; Youth Council Pilot Study Results;
- Various Community Needs Assessments (completed by service providers in the Pasadena Community)

- Testimony at various public and community meetings that addressed human service needs in the Pasadena Community (such as MAP, Northwest Commission, Senior Commission, 2007 Youth Summit, and various updates on community violence).

Input from local residents through public meetings/testimony - The public meeting was held on July 31, 2007 at the Jackie Robinson Community Center. A total of 62 local community members and agency representatives attended the public meeting, and public testimony was provided to identify unmet human service needs.

Input through the citywide distribution and collection of a needs assessment survey - 3,200 community needs assessment surveys were distributed citywide between July 5 and August 20, 2007. Survey distribution locations included all City public counters or public meeting places (all libraries, parks, community and recreation centers, Health Dept., etc.); distribution at local community events (e.g. commission meetings); and various mailing lists to promote maximum outreach and participation. A total of 399 survey responses were received.

At the Commission's meeting of September 12, 2007, the findings regarding unmet public/human services needs and the recommended funding/program priorities were presented. This included a summary of key findings, and recommendations for program priorities. Findings and funding priorities were finalized at this meeting. A summary of these findings is included in this section of the Action Plan.

The population categories include: adults, children, young adults, youth, families, seniors, homeless, and persons with disabilities/special needs. The service categories include: Community Violence and Safety, Education, Employment and Training, Food and Nutrition Programs, Health Care Services, Homelessness, Services for Youth and Young Adults.

The allocation schedule and program priorities were presented to City Council and approved on November 5, 2007.

The HSEF is a local funding source, which supports public/human service activities in the City. This year's allocation of funds includes \$123,983 from the HSEF.

Approximately \$360,650 in CDBG funds will be expended for the provision of public/human service projects during this program year.

The Emergency Shelter Grant for the 2008 - 2009 program year is \$97,516. Additionally, the City is providing the locally required match in the amount of \$98,117 in local funds from the City's Inclusionary Housing Trust Fund. Therefore, funding to support ESG projects and services for the City's homeless population totals \$195,633.

The Human Services Commission's recommendation represents funding for 21 projects. Of the 21 projects, 3 will provide educational services; 2 will focus on food/nutrition; 3 projects focus on health care; 5 programs will focus on services to youth and young adults; 1 will provide services for community violence and safety; and 2 programs will serve as multi-service. The six projects/programs receiving ESG funding and will target services to the homeless population. These services will include employment assistance and training, a meals program, an emergency motel voucher component and an overnight shelter project which is linked to the City's Continuum of Care Strategy to End Homelessness. The funding for these six projects is a combination of dollars from the Emergency Shelter Grant (ESG) Program and the local match provided through the City's Inclusionary Housing Trust Fund. This combination of funding satisfies the federal required match.

Public Comment Period for the Draft Annual Action Plan (2008 - 2009)

The Draft Annual Action Plan (2008-2009) was made available at all branches of the City's Public Library, the City Manager's Office/Housing and Community Development, community facilities, including Jackie Robinson Center, Villa-Parke Community Center, Senior Citizens Center, Victory Park, and other community agencies for public review and comment. The established public comment period for the Draft Annual Action Plan: May 23 - June 23, 2008. Agency representative and/or individuals that were unable to attend the community meetings or public hearing were able to provide written and/or oral input to City staff through June 23, 2008.

A final copy of the approved Annual Action Plan will be made available at City facilities and locations listed below following the submission to HUD.

Central Library
Allendale Branch Library
Hill Branch Library
Hastings Branch Library
La Pintoresca Branch Library
Lamanda Park Branch Library

San Rafael Branch Library
Santa Catalina Branch Library
Victory Park Center
Villa-Parke Center
Pasadena Senior Center

PUBLIC COMMENTS:

This a draft document. Public Comments if any will appear in the final Annual Action Plan.

SECTION V

STANDARD FORM 424

V. STANDARD FORM 424 (Form Application)

The U.S. Department of Housing and Urban Development (HUD) requires that each jurisdiction complete and submit Standard Form 424 (SF 424) as the application document for federal funds for Program Year 2008-2009. In accordance with the Consolidated Submission for Community Planning and Development Program, the City of Pasadena is herein submitting SF-424 for each federal program for Program Year 2008 - 2009 grant funds as follows:

Community Development Block Grant (CDBG) Program	\$ 2,204,222
HOME Investment Partnership Act (HOME) Program	\$ 1,172,269
Emergency Shelter Grant (ESG) Program	\$ 97,516
Total	\$ 3,474,007

**CITY OF PASADENA
Community Development Block Grant (CDBG Program (Non-Public Service Projects))**

34th Program Year: July 1, 2008 – June 30, 2009
City Set-Aside Recommendation

#	Department	Project	CDBG Prior Year funding (2007-2008)	Amount Requested (2008-2009)	Funding Recommendations (2008-2009)	Brief Project Overview
1.	Human Services/Recreation Career Services Division	Youth Work Readiness	N/A	\$40,000	\$30,000	Develop a tool to assure that youth job applicants have the skills needed to secure and maintain entry level employment. The tool will be used to test for and teach needed workplace skills. Participants that master the curriculum will receive a certificate that will be recognized by area employers that they are ready to enter the workplace.
2.	Planning and Development Neighborhood Revitalization Division	Code Enforcement Task Force/Inspections	\$244,000	\$251,227	\$244,000	Provide 4,000 door-to-door Code Enforcement inspection through the Neighborhood Revitalization Program. Investigate violations during afterhours and on weekends.
3.	Planning and Development Neighborhood Revitalization Division	Maintenance Assistance to Homeowner (MASH) Program	\$600,000 \$500,000 (CDBG) \$100,000 (Housing Trust Fund)	\$722,000	\$600,000	Provide systematic property cleanup; paint 30 houses (50 units of house painting, including lead-based paint stabilization; clear 70 yards (140 units of yard clearing); complete 20 minor home repair projects; facilitate the MASH training component.
4.	City Manager Housing/Community Development	Section 108 Loan Repayment	\$332,279	\$334,004	\$334,004	Section 108 Loan Repayment for the Fair Oaks Renaissance Plaza Shopping Center.
5.	City Manager Housing/Community Development	General Fund Loan Repayment	N/A	\$93,070	\$93,070	Repayment to the General Fund for Economic Development Loan to the Episcopal Alliance for Mama's Hot Tamales incubator business.
6.	City Manager Housing/Community Development	CDBG Program Administration	\$466,854	\$460,653	\$460,653	CDBG Program Management, monitoring (approximately 30 projects) reporting and general oversight. Recommended amount provides for services, supplies, indirect costs, internal services and personnel costs.
	Totals		\$1,643,133	1,900,954	1,761,727	

CITY OF PASADENA

PASADENA COMMUNITY DEVELOPMENT COMMISSION

Home Investment Partnership Act (HOME Program) 2008 - 2009

PROPOSED PROJECTS		FUNDING AMOUNTS
1.	American Communities Fund Reserves (FannieMae)	\$558,000
2.	CHDO Reserve (15%) (for rental rehab & development)	\$175,832
3.	Emergency Rental Assistance Deposit (ERAD)	\$85,000
4.	HOME Tenant-Based Rental Assistance Program (TBRA)	\$275,000
5.	Administration	\$78,378
6.	Homeownership Opportunities Program (HOP)	\$405,278 (PI)
7.	Housing Production	\$385,643 (PI)
TOTAL		\$1,963,131

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received: 06/24/2008	4. Applicant Identifier: M-08-MO-08-0525	
5a. Federal Entity Identifier: 96-6000759	*5b. Federal Award Identifier:	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Pasadena		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-6000759	*c. Organizational DUNS: 028-900-439	
d. Address:		
*Street 1:	P.O. Box 7115	
Street 2:	_____	
*City:	Pasadena	
County:	Los Angeles	
*State:	California	
Province:	_____	
*Country:	USA	
*Zip / Postal Code	91109	
e. Organizational Unit:		
Department Name: Office of the City Manager	Division Name: Housing/Community Development	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	*First Name: James	
Middle Name:	_____	
*Last Name:	Wong	
Suffix:	_____	
Title:	Interim Housing Manager	
Organizational Affiliation:		
*Telephone Number: 626-744-8316	Fax Number: 626-744-8340	
*Email: jwong@cityof pasadena,net		

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

Home Investment Partnership Program (HOME)

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Pasadena, Los Angeles, California

***15. Descriptive Title of Applicant's Project:**

HOME program funds will be used to create and retain affordable housing for low-income residents in the City of Pasadena

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: 29th	*b. Program/Project: 29th	
17. Proposed Project:		
*a. Start Date: 07/01/2008	*b. End Date: 06/30/2009	
18. Estimated Funding (\$):		
*a. Federal	1,172,269	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	790,921	
*g. TOTAL	1,963,190	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: <u>Mr.</u>	*First Name: <u>Bernard</u>	
Middle Name: <u>K.</u>		
*Last Name: <u>Melekian</u>		
Suffix: _____		
*Title: City Manager		
*Telephone Number: 626-744-4220	Fax Number: 626-744-3921	
* Email: bmelekian@cityofpasadena.net		
*Signature of Authorized Representative:		*Date Signed:

Application for Federal Assistance SF-424

Version 02

***1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

***2. Type of Application**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s)

*Other (Specify) _____

3. Date Received:

06/24/2008

4. Applicant Identifier:

B-08-MC-08-0525

5a. Federal Entity Identifier:

96-6000759

***5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Pasadena

***b. Employer/Taxpayer Identification Number (EIN/TIN):**

95-6000759

***c. Organizational DUNS:**

028-900-439

d. Address:

*Street 1: P.O. Box 7115
Street 2: _____
*City: Pasadena
County: Los Angeles
*State: California
Province: _____
*Country: USA
*Zip / Postal Code 91109

e. Organizational Unit:

Department Name:
Office of the City Manager

Division Name:
Housing/Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: James
Middle Name: _____
*Last Name: Wong
Suffix: _____

Title: Interim Housing Manager

Organizational Affiliation:

*Telephone Number: 626-744-8316

Fax Number: 626-744-8340

*Email: jwong@cityof pasadena,net

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-218 _____

CFDA Title:

Community Development Block Grant (CDBG) Program _____

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Pasadena, Los Angeles, California

***15. Descriptive Title of Applicant's Project:**

CDBG funds will be used to provide public services, economic development, code enforcement, fair housing, planning and administrative activities.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: 29th

*b. Program/Project: 29th

17. Proposed Project:

*a. Start Date: 07/01/2008

*b. End Date: 06/30/2009

18. Estimated Funding (\$):

*a. Federal	<u>2,204,222</u>
*b. Applicant	_____
*c. State	_____
*d. Local	_____
*e. Other	_____
*f. Program Income	<u>200,000</u>
*g. TOTAL	<u>2,404,222</u>

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: Bernard
Middle Name: K.
*Last Name: Melekian
Suffix: _____

*Title: City Manager

*Telephone Number: 626-744-4220

Fax Number: 626-744-3921

* Email: bmelekian@cityofpasadena.net

*Signature of Authorized Representative:

*Date Signed:

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received: 06/24/2008	4. Applicant Identifier: S-08-MC-08-0525	
5a. Federal Entity Identifier: 96-6000759		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Pasadena		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-6000759		*c. Organizational DUNS: 028-900-439
d. Address:		
*Street 1:	P.O. Box 7115 _____	
Street 2:	_____	
*City:	Pasadena _____	
County:	Los Angeles _____	
*State:	California _____	
Province:	_____	
*Country:	USA _____	
*Zip / Postal Code	91109 _____	
e. Organizational Unit:		
Department Name: Office of the City Manager		Division Name: Housing/Community Development
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	*First Name: James _____	
Middle Name:	_____	
*Last Name:	Wong _____	
Suffix:	_____	
Title:	Interim Housing Manager	
Organizational Affiliation:		
*Telephone Number: 626-744-8316		Fax Number: 626-744-8340
*Email: jwong@cityof pasadena.net		

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-231 _____

CFDA Title:

Emergency Shelter Grant (ESG) Program _____

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Pasadena, Los Angeles, California

***15. Descriptive Title of Applicant's Project:**

ESG program funds will be used to provide essential services, homeless prevention and emergency shelter services.

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
 *a. Applicant: 29th *b. Program/Project: 29th

17. Proposed Project:
 *a. Start Date: 07/01/2008 *b. End Date: 06/30/2009

18. Estimated Funding (\$):

*a. Federal	97,516
*b. Applicant	
*c. State	
*d. Local	
*e. Other	98,117
*f. Program Income	
*g. TOTAL	195,633

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on _____

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: Bernard

Middle Name: K.

*Last Name: Melekian

Suffix: _____

*Title: City Manager

*Telephone Number: 626-744-4220 Fax Number: 626-744-3921

* Email: bmelekian@cityofpasadena.net

*Signature of Authorized Representative: _____ *Date Signed: _____

SECTION VII

LIST OF PROPOSED PROJECTS

HUD TABLE 3

CITY OF PASADENA

RECOMMENDATIONS ADOPTED BY THE HUMAN SERVICES COMMISSION

March 12 and March 26, 2008

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
HUMAN SERVICES ENDOWMENT FUND (HSEF)
EMERGENCY SHELTER GRANT(ESG) PROGRAM**

**PUBLIC/HUMAN SERVICE ACTIVITIES
34th PROGRAM YEAR (2008-2009)**

#	PROPOSER (AGENCY)	PROPOSED PROJECT	RECOMMENDED AMOUNT
COMMUNITY VIOLENCE AND SAFETY			
1.	Western Justice Center Foundation	Parenting Peace Building Project	\$ 35,000
2.	Haven House	Pasadena Teen Prevention and Education Project	0
Sub-Total			\$ 35,000
EDUCATION			
3.	Child Care Information Services	Pasadena Collaborative Literacy Project	0
4.	El Centro de Accion Social, Inc.	Youth Education Programs	0
5.	Lake Avenue Community Foundation	STARS (Students & Tutors Achieving Real Success) Program	\$ 25,000
6.	Mothers' Club Family Learning Center	Mothers' Club Community Center	\$ 25,000
7.	Public Works, Inc.	Learning Works! Center for Independent Study Solutions	0
Sub-Total			\$ 50,000
FOOD & NUTRITION PROGRAMS			
8.	Foothill Unity Center	Nutrition Assistance Project	\$ 50,000
9.	Pasadena Senior Center	Project Reach Out	\$ 25,000
Sub-Total			\$ 75,000
HEALTH CARE SERVICES			
10.	Community Health Alliance of Pasadena (CHAP)	Healthy Smiles, Brighter Futures	0
11.	Pacific Clinics	Improving Access to Primary Care for Seriously Mentally Ill	0
12.	Pasadena Mental Health Association	Counseling Program	\$ 30,000
13.	Pasadena Unified School District	PUSD Family Centers and Young & Healthy Nurse Services	\$ 70,000
14.	URDC Human Services Corp.	Family Access to Health Prevention & Treatment	\$ 30,000
SUBTOTAL			\$ 130,000

#	PROPOSER (AGENCY)	PROPOSED PROJECT	RECOMMENDED AMOUNT
HOMELESSNESS			
15.	Door of Hope	Case Management for Homeless Families	0
16.	Ecumenical Council of Pasadena Area Churches	Emergency Homeless Response	\$ 35,000
17.	Ecumenical Council of Pasadena Area Churches	Emergency Shelter Program	\$ 25,000
18.	Elizabeth House	Case Management Services	\$ 25,000
19.	Union Station Foundation	Emergency Overnight Shelter Program	\$ 25,000
20.	Union Station Foundation	Meals Program	\$ 35,633
21.	Union Station Foundation	Sources: Career Development Program	\$ 50,000
SUBTOTAL			\$ 195,633
SERVICES FOR YOUTH AND YOUNG ADULTS			
22.	Day One	Youth Advocate Health Ambassador Program	0
23.	Journey House	Foster and Emancipated Youth Services Projects	\$ 40,000
24.	Outward Bound Adventures	Dropout Recovery Program	\$ 25,000
25.	Pasadena College Foundation	Project LEAP	\$ 25,000
26.	YWCA Pasadena-Foothill Valley	Just for Girls After School Prevention & Learning Enrichment Program	\$ 25,000
SUBTOTAL			\$ 115,000
MULTI-SERVICE			
27.	Armenian Relief Society	Community Assistance Program	\$ 27,317
28.	El Centro de Accion Social, Inc.	Senior Citizen Network Program	\$ 27,316
SUBTOTAL			\$ 54,633
OTHER			
29.	AAF Rose Bowl Aquatics Center	Olympic Challenge	\$ 25,000
30.	Bethune Theatredanse	Infinite Dreams at Pasadena	0
31.	Girl Scouts-Mt. Wilson Vista Council	Pathway to Promise	0
SUBTOTAL			\$ 25,000
TOTAL FUNDING RECOMMENDATION			\$ 680,266

CITY OF PASADENA

**Community Development Block Grant (CDBG) Program
2008-2009 Non-Public Service Projects**

#	PROPOSER/PROPOSED PROJECT	FUNDING REQUEST	FUNDING RECOMMENDATION
ECONOMIC DEVELOPMENT			
1.	Institute of Popular Education of Southern California (IDEPSCA) <i>Pasadena Community Job Center</i>	\$ 175,307	Project to receive funding through other City resources.
2.	Pasadena Development Corp. <i>Small Business Assistance</i>	\$ 235,000	\$120,000
Sub-Total			\$120,000
HOUSING			
3.	Pasadena Neighborhood Housing Services Inc. <i>Neighborhood Impact Program</i>	\$ 225,000	\$168,614
Sub-Total			\$ 168,614
PLANNING & ADMINISTRATION			
4.	Housing Rights Center <i>Fair Housing Program</i>	\$63,000	*\$19,500
Sub-Total			\$ 19,500
PUBLIC FACILITIES & IMPROVEMENTS (CAPITAL IMPROVEMENTS)			
5.	Planned Parenthood of Pasadena, Inc. <i>Clinic Renovation</i>	\$40,500	\$30,000
SUBTOTAL			\$ 30,000
TOTAL FUNDING RECOMMENDATION			\$ 338,114

* Will receive additional funding though other City resources.

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Union Station Foundation**

Priority Need
Homelessness

Project Title
Sources: Job Development Program

Project Description

The Sources Program will provide career/job development preparation services to homeless individuals. Services include job search, career counseling, and other supportive services. The project is designed to facilitate the entry/re-entry of homeless persons into the current labor market. This ESG project is funded for \$6,000 - Essential Services (Matrix Code - 05 Public Services). The local match is \$44,000 and is provided through the City's Inclusionary Housing Trust Fund. Total project funding is \$50,000 as indicated below.

Location

825 E. Orange Grove Blvd., Pasadena, CA 91104

Objective Number	Project ID 0001	Funding Sources: CDBG ESG \$6,000 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Match \$44,000 Total \$50,000
HUD Matrix Code 05 and 21A	ESG Citation 24 CFR Part 576	
Type of Recipient Sub-Recipient	ESG Project Essential Svcs. (\$6,000)	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator Persons	Annual Units 125	
Local ID	Units Upon Completion 125	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Union Station Foundation**

Priority Need
Homelessness

Project Title
Community Meals Program

Project Description

The Community Meals Program provides two free meals daily at Union Station Foundation Shelter for local area homeless persons. ESG funds committed to the program are for food, supplies and labor in connection with Shelter's food service program.

Project funding through the ESG Grant - \$22,500 - Operations (Matrix Code - 03T Operating Costs of Homeless/Aids), the local funding match is met through the use of \$13,133 from the City's Inclusionary Housing Trust Fund. Total project funding is \$35,633 as indicated below.

Location

412 S. Raymond Avenue, Pasadena, CA 91105

Objective Number	Project ID 0002
HUD Matrix Code 03T	ESG Citation 24 CFR Part 576
Type of Recipient Sub-Recipient	ESG Project Operations (\$22,500)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Persons	Annual Units 127,000
Local ID	Units Upon Completion 127,000

Funding Sources:

CDBG
ESG	\$22,500
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding/Local Match	\$13,133
Total	\$35,633

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Ecumenical Council of Pasadena Area Churches**

Priority Need
Homelessness

Project Title
Emergency Shelter Project (ESP)

Project Description

The Emergency Shelter Project provides temporary lodging for up to five (5) nights of shelter for homeless families/individuals through the use of motel vouchers. Other services include outreach/intake, information assistance and referral to other local social service providers and the City's Continuum of Care partners.

ESG Project funding includes \$2,000 for Essential Services (Matrix Code - 05 Public Services); \$2,516 for Operations Cost (Matrix Code - 03T Operating Costs of Homeless/Aids). The City's local funding match is met through the use \$19,484 from the City's Inclusionary Housing Trust Fund. Total project funding is \$25,000 as indicated below.

Location

444 E. Washington Blvd., Pasadena, CA 91103

Objective Number	Project ID 0003	Funding Sources: CDBG ESG \$4,516 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Match \$19,484 Total \$25,000
HUD Matrix Code 05	ESG Citation 24 CFR Part 576	
Type of Recipient Sub-Recipient	ESG Essential Services (\$2,000), Operations Costs (\$2,516)	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator Persons	Annual Units 700	
Local ID	Units Upon Completion 700	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Ecumenical Council of Pasadena Area Churches**

Priority Need
Homelessness

Project Title
Emergency Homeless Response Program (EHRP)

Project Description

The Emergency Homeless Response Program will provide homeless prevention activities for low, very low income persons that are on the brink of homelessness. Services include the payment of emergency rental assistance, case management, information, assistance and referral to local social service providers in the City's Continuum of Care system.

ESG Project funding includes \$18,000 - Homeless Preventions (Matrix Code - 05Q Subsistence Payments); \$1,000 - Administration (Matrix Code - 21 A General Program Administration) and \$10,000 Essential Services (Matrix Code - 05 Public Services). The local funding match is met through the use of \$6,000 from the City's Inclusionary Housing Trust Fund. Total project funding is \$35,000 as indicated below.

Location

444 E. Washington Blvd., Pasadena, CA 91103

Objective Number	Project ID 0004
HUD Matrix Code 05Q 21A 05	ESG Citation 24 CFR Part 576
Type of Recipient Sub-Recipient	ESG Homeless Prevention (\$18,000) Admin (\$1,000), Essential Services (\$10,000)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Persons	Annual Units 50
Local ID	Units Upon Completion 50

Funding Sources:

CDBG
ESG	\$29,000
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding/Local Match	\$6,000
Total	\$35,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Union Station Foundation**

Priority Need
Homelessness

Project Title
Emergency Overnight Shelter Program

Project Description

The Emergency Overnight Shelter Program will provide emergency, overnight shelter to homeless persons going through the intake process at Passageways. Passageways is the point of entry for homeless services provided by the City of Pasadena's Continuum of Care.

ESG funding for this project: \$24,500 -Operations (Matrix Code -03T Operating Costs of Homeless/AIDS). The local funding match is met through the use of \$ 500 of the City's Inclusionary Housing Trust Fund. Total project funding is \$25,000 as indicated below.

Location

825 E. Orange Grove Blvd., Pasadena, CA 91103

Objective Number	Project ID 005	Funding Sources: CDBG ESG \$24,500 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Match \$500 Total \$25,000
HUD Matrix Code 05	ESG Citation 24 CFR Part 576	
Type of Recipient Public/Private Non-Profit Organization	ESG Operations (\$24,500)	
Start Date 07/01/08	Completion Date 06/30/09	
Performance Indicator People (general)	Annual Units 600	
Local ID	Units Upon Completion 600	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Outward Bound Adventures (OBA)**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Dropout Recovery Program

Project Description

Project services will include outdoor education trips for at-risk and low income youth. Particular emphasis will be place on working with youth that are at high risk of dropping out high school or have already dropped out. The primary methods for achieving program objectives are: 1) engage youth is a series of team building and leadership exercises; 2) provide health education; 3) educate youth on local environmental issues; 4) teach youth the nationally accredited Leave No Trace wilderness principles; and 5) provided counseling services fro the youth and their families.

Location

2020 Lincoln Ave., Pasadena, CA 91103

Objective Number	Project ID 0006	Funding Sources: CDBG ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/HSEF \$25,000 Total \$25,000
HUD Matrix Code 05/Public Services	CDBG Citation N/A	
Type of Recipient Sub-Recipient	CDBG National Objective N/A	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator Households (general)	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Western Justice Center Foundation**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Parenting Peace Building Project

Project Description

The project will improve human relations and reduce violence by educating families in culturally competent and cross-cultural violence prevention methods. The project targets families that are 1) gang involved; 2) Families whose children are high risk for gang involvement; 3) Adolescent parents. The project will establish a cadre of trained parents to serve as facilitators to carryout the work in the community.

This project is funded through the City's Human Services Endowment Fund (HSEF).

Location

55 S. Grand Ave., Pasadena, CA 91105

Objective Number	Project ID 0007
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Sub-Recipient	CDBG National Objective N/A
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator People	Annual Units 100
Local ID	Units Upon Completion 100

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding/HSEF	\$35,000
Total	\$35,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Mothers' Club Family Learning Center, Inc.**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Mothers' Club Community Center

Project Description

The Mothers' Club Community Center project strengthens families and provides a replicable model for family support and education. Services include early childhood education, age appropriate preschool program, and family supportive services together with parenting education classes.

Location

980 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID 0008
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator People (families)	Annual Units 40
Local ID	Units Upon Completion 40

Funding Sources:

CDBG	\$25,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **AAF Rose Bowl Aquatics Center**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Olympic Challenge

Project Description

This project teaches aquatics and academic skills to 3rd graders from schools within the Benefit Service Area. The provision of aquatic lessons, water safety, goal setting, reading, writing and other activities for students with special needs are included in the project. The project is conducted in cooperation with the Pasadena Unified School District.

Location

Agency location: **360 N. Arroyo Blvd., Pasadena, CA 91103**

Objective Number	Project ID 0009
HUD Matrix Code 05	CDBG Citation 24 CFR Part 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)
Start Date 07/01/08	Completion Date 06/30/09
Performance Indicator Youth	Annual Units 300
Local ID	Units Upon Completion 300

Funding Sources:

CDBG \$25,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total \$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name El Centro de Accion Social, Inc.

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Senior Citizen Network Program

Project Description

Services include outreach/intake, assessment, information assistance and referrals for low/moderate income seniors. Activities will address physical and mental health care social/physical isolation of "at-risk" elderly persons. Enrichment classes, case management and home visits are also provided.

This project is funded through the City's Human Services Endowment Fund (HSEF).

Location

37 E. Del Mar Blvd., Pasadena, CA 91105

Objective Number	Project ID 0010
HUD Matrix Code 05A	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(2)(A)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator People (elderly)	Annual Units 150
Local ID	Units Upon Completion 150

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding/HSEF	\$27,316
Total	\$27,316

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Pasadena Senior Center**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Project Reach Out

Project Description

This project provides information/outreach, assistance and referral services to link local seniors to available services in the community. The project's main focus is to enhance and improve the quality of life for low/moderate income seniors through a greater agency outreach, coordination of efforts, and food security services.

This project is funded through the City's Human Services Endowment Fund (HSEF).

Location

85 E. Holly St., Pasadena, CA 91103

Objective Number	Project ID 0011
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Sub-Recipient	CDBG National Objective N/A
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator People (elderly)	Annual Units 1,200
Local ID	Units Upon Completion 1,200

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding/HSEF	\$25,000
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Armenian Relief Society**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Community Social Services

Project Description

The project provides a variety of social services to low/moderate income persons who have limited English skills. Services include case management, translations services, information assistance and referral to other human services agencies as need, also assistance with the completion of forms for public assistance, enrollment into educational program, etc.

This project is funded through the City's Human Services Endowment Fund (HSEF).

Location

740 E. Washington Blvd., Pasadena, CA 91104

Objective Number	Project ID 0012	Funding Sources: CDBG ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/HSEF \$27,317 Total \$27,317
HUD Matrix Code (non-federal)	CDBG Citation N/A	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective N/A	
Start Date 07/01/2008	Completion Date) 06/30/2009	
Performance Indicator People (general)	Annual Units 175	
Local ID	Units Upon Completion 175	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **URDC Human Services Corp.**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Family Access to Health Prevention and Treatment

Project Description

This project provides primary health care services, preventive approaches, health encounters, medical education/screenings, etc., to medically indigent clients and their families who reside in the CDBG Benefit Service Area.

Location

1460 N. Lake Ave., Pasadena, CA 91104

Objective Number	Project ID 0013	Funding Sources: CDBG \$30,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$30,000
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator People (general)	Annual Units 600	
Local ID	Units Upon Completion 600	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Pasadena Mental Health Association**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Counseling Program

Project Description

This project will create an infrastructure within the counseling program of highly skilled, licensed, mental health professionals who train, supervise, and monitor mental health interns. The program is designed to enable the agency to attract a larger core group of graduate students in training for careers in mental health and thereby increase the number of clients that can be served. Mental health counseling will be provided to low/moderate income individuals/families.

Location

1495 N. Lake Ave., Pasadena, CA 91104

Objective Number	Project ID 0014
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator People (general)	Annual Units 500
Local ID	Units Upon Completion 500

Funding Sources:

CDBG \$30,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total \$30,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name YWCA Pasadena-Foothill Valley

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Just for Girls After School Prevention Program

Project Description

Provides at risk middle and high school girls activities that help develop self esteem, self confidence, improved interpersonal relationships, and set positive goals for their futures. Areas of service include: college preparation, academic enhancement, drug/substance abuse counseling, leadership classes, violence prevention/intervention techniques, etc.

Location

1200 N. Fair Oaks, Pasadena, CA 91103

Objective Number	Project ID 0015	Funding Sources: CDBG \$25,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$25,000
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator Persons/Youth	Annual Units 150	
Local ID	Units Upon Completion 150	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Foothill Unity Center**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Nutrition Assistance Project

Project Description

The Nutrition Assistance Project provides a 10-day supply of groceries on a monthly basis to low/moderate income families and individuals. In addition to supplemental food, clients are given clothing vouchers for the agency's thrift shop, assistance with transportation, and emergency shelter motel vouchers.

Location
191 N. Oak Street, Pasadena, CA 91107

Objective Number	Project ID 0016	Funding Sources: CDBG \$50,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$50,000
HUD Matrix Code	CDBG Citation 24 CFR 570.201(e)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator People (Households)	Annual Units 600	
Local ID	Units Upon Completion 600	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Lake Avenue Community Foundation**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
STARS (Students and Tutors Achieving Real Success) Program

Project Description

STARS will provide a comprehensive tutoring/mentoring program to address the challenge of Pasadena Unified School District students who are 2 to 3 years behind grade level in reading, and 1 to 2 years behind in math. Major components include: 1) tutoring - emphasizing areas of student's greatest weakness; 2) technology including familiarization with computer basics; 3) reading literacy addresses the need to develop/improve reading skills; 4) nutritional education for both students and their families; and 5) summer enrichment which provides students with the experience of a week away from home at summer camp.

Location

712 E. Villa St., Pasadena, CA 91101

Objective Number	Project ID 0017	Funding Sources: CDBG \$25,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$25,000
HUD Matrix Code	CDBG Citation 24 CFR 570.201(e)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator People (General)	Annual Units 150	
Local ID	Units Upon Completion 150	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name Elizabeth House

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Case Management Services

Project Description

Provide services for shelter and support for homeless pregnant women and their children, health care (access to prenatal care, health care insurance) and access to housing and employment. Activities include weekly case management meetings, individual counseling, pre-employment and job skills training classes, health education classes, health care appointments, educational studies, mentoring, life skills training, and parent education classes.

ESG Project funding includes \$10,000 Essential Services (Matrix Code - 05 Public Services). The local funding match is met through the use of \$15,000 from the City's Inclusionary Housing Trust Fund. Total project funding is \$25,000 as indicated below.

Location
P.O. Box 94077, Pasadena, CA 91109

Objective Number	Project ID 0018	Funding Sources: CDBG ESG \$10,000 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Match \$15,000 Total \$25,000
HUD Matrix Code	ESG Citation 24 CFR Part 576	
Type of Recipient Public/Private Non-Profit Organization	ESG Essential Services (\$10,000)	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator People (General)	Annual Units 40	
Local ID	Units Upon Completion 40	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Pasadena Unified School District**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
PUSD Family Centers and Young & Healthy Nurse Services

Project Description

The project serves children and families who reside in the Benefit Service Area. These households are typified by day-to-day economic struggles, low educational achievement and have ongoing needs for community resources and assistance. The Family Centers and Young & Healthy Nurse Services Project assists these individuals and families by combining three district programs.

- 1) 3 Healthy Start Family Centers (Cleveland, Madison, and Rose City) providing free health care and social services, food and nutrition programs, transportation assistance, parent education, etc.
- 2) Young and Healthy nurse services help ensure the continuity of health care for low income, uninsured and underinsured children.

Location

351 S. Hudson Ave., Pasadena, CA 91101

Objective Number	Project ID 0019
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Local School District	CDBG National Objective 24 CFR 570.208(a)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator People (general)	Annual Units 1,000
Local ID	Units Upon Completion 1,000

Funding Sources:

CDBG	\$70,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$70,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Journey House, Inc.**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Foster and Emancipated Youth Services Projects

Project Description

This project provides services foster youth and youth recently emancipated from the foster care system. Services include tutoring, psychological counseling, independent living skills, after-school activities, and other support as the youth transition out of high school and into college or vocational education.

Location

1232 N. Los Robles Ave., Pasadena, CA 91104

Objective Number	Project ID 0020
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Youth	Annual Units 60
Local ID	Units Upon Completion 60

Funding Sources:

CDBG	\$40,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$40,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Pasadena City College Foundation**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Project LEAP (Links to Educational Achievement and Progress)

Project Description

This project will market its services to low/moderate income first-generation college students who are encountering academic difficulties. Project LEAP helps students improve their academic experience by providing one-on-one mentoring from college faculty or staff. This project will also provide activities where mentors and students can interact in a group setting. Services include assessment, individual counseling, crisis intervention, and support, special events, and life skills training.

Location

1570 E. Colorado Blvd., Pasadena, CA 91106

Objective Number	Project ID 0021	Funding Sources:	CDBG	\$25,000
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)		ESG	
Type of Recipient Local School District	CDBG National Objective 24 CFR 570.208(a)		HOME	
Start Date 07/01/2008	Completion Date 06/30/2009		HOPWA	
Performance Indicator People (general)	Annual Units 55		Total Formula	
Local ID	Units Upon Completion 55		Prior Year Funds	
			Assisted Housing	
		PHA		
		Other Funding		
		Total	\$25,000	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Housing Rights Center (HRC)**

Priority Need
Planning/Administration

Project Title
Fair Housing Program

Project Description

The Housing Rights Center (HRC) provides fair housing services and promotes freedom of choice in residence to persons seeking to live in Pasadena. It is estimated that over 2,000 clients will use this service annually. Activities include education, outreach, information assistance, referral, counseling, litigation and fair housing testing.

In addition to CDBG funds, the project will also receive \$40,500 from other City of Pasadena resources. Funding pending appeals scheduled for May 22, 2008.

Location

1020 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID 0022
HUD Matrix Code 21D	CDBG Citation 24 CFR 570.206(c)
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.205
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator People (general)	Annual Units 2,000
Local ID	Units Upon Completion 2,000

Funding Sources:

CDBG	\$19,500
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	\$40,500
Total	\$60,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name Pasadena Neighborhood Housing Services, Inc. (PNHS)

Priority Need
Housing

Project Title
Neighborhood Impact Program

Project Description

Services are targeted to CDBG Benefit Service Area residents/income eligible households.

The service delivery components include:

- 1) Fence replacement (grants);
- 2) Emergency home repairs (grants);
- 3) Major housing rehabilitation activities (loans) and
- 4) Home Modifications (loans)

Funding pending appeals scheduled for May 22, 2008

Location

1190 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID 0024
HUD Matrix Code 14A	CDBG Citation 24 CFR 570.202(b)(9)
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Housing Units	Annual Units 32
Local ID	Units Upon Completion 32

Funding Sources:

CDBG	\$168,614
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$168,614

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Pasadena Development Corporation (PDC)**

Priority Need

Economic Development

Project Title

Small Business Assistance Program

Project Description

This project will provide assistance in the form of loans (financial) and technical assistance and other supportive services to small and start-up businesses. Services include educational workshops/seminars, community outreach, management consulting/business development, and advocacy for the local small business owner.

Funding pending appeals scheduled for May 22, 2008

Location

1015 N. Lake Ave., Pasadena, CA 91103

Objective Number	Project ID 0025
HUD Matrix Code 18A	CDBG Citation 24 CFR 570.203
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(2)(iii)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Jobs	Annual Units 20
Local ID	Units Upon Completion 20

Funding Sources:

CDBG \$120,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total \$120,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Planned Parenthood of Pasadena, Inc.**

Priority Need

Public Facilities & Improvements (Capital Improvements)

Project Title

Clinic Renovation

Project Description

Build out current office spaces as medical examination rooms. Project services to include pre-design, schematic design, design development, construction documents, plan check, and construction review.

Fund ending appeals scheduled for May 22, 2008

Location

1045 N. Lake Ave., Pasadena, CA 91104

Objective Number	Project ID 0026
HUD Matrix Code 18A	CDBG Citation 24 CFR 570.203
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(2)(iii)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator	Annual Units 1 facility
Local ID	Units Upon Completion 1 facility

Funding Sources:

CDBG \$30,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total \$30,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Episcopal Housing Alliance**

Priority Need

Economic Development

Project Title

Mamas Hot Tamales – Pasadena

Project Description

The Episcopal Housing Alliance acquired a restaurant building to be converted into a food service industry business incubator. Each program year, the project will enroll 50 low income fledgling small business entrepreneurs and provide them training enabling them to be successful as food service industry business operators. As part of acquisition financing the City of Pasadena loaned from its General Fund to the Episcopal Housing \$425,000. The General Fund will be paid back over a 5 year period with CDBG funds.

Location

54 North San Gabriel Blvd., Pasadena, CA 91107

Objective Number	Project ID 0027
HUD Matrix Code 18A	CDBG Citation 24 CFR 570.203 (a)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(2)(iii)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Jobs	Annual Units 50 businesses
Local ID	Units Upon Completion 50 businesses

Funding Sources:

CDBG	\$93,070
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$93,070

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Pasadena - Office of the City Manager

Priority Need
Administration/Planning

Project Title
Community Development Block Grant (CDBG) Program Administration

Project Description

This project provides the overall planning, administration, contracting, ensures federal compliance, evaluation, financial controls, monitoring and reporting for approximately 40 non-profit agencies. The Office of the City Manager, Housing/Community Development, serves as the administrative entity for the City of Pasadena in compliance with general provisions under the U.S. Department of Housing & Urban Development (HUD).

Location

Mailing address: City of Pasadena, P.O. Box 7115, Pasadena, CA 91109

Office location: 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID 0028	Funding Sources: CDBG \$460,983 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Funds \$ Total \$460,983
HUD Matrix Code 21A	CDBG Citation 24 CFR 570.205(a) (1)	
Type of Recipient Municipal Govt.	CDBG National Objective N/A	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator Organizations	Annual Units 40	
Local ID	Units Upon Completion 40	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City of Pasadena – Office of the City Manager**

Priority Need
Economic Development

Project Title
Repayment of Section 108 Loan

Project Description

The Fair Oaks/Orange Grove Master Plan was adopted by City Council in 1990. The City obtained a Section 108 Loan in order to acquire land and pay pre-development costs for the construction of a neighborhood shopping center (Renaissance Plaza Shopping Center). As a result, annually, the Section 108 Loan Repayment is made to the U.S. Department of Housing & Urban Development (HUD). The Shopping Center is providing retail/commercial activities and employment opportunities through 12 local business establishments.

Location

649 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID 0029	Funding Sources: CDBG \$334,004 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$334,004
HUD Matrix Code 19F	CDBG Citation 24 CFR 570	
Type of Recipient Municipal Government	CDBG National Objective 24 CFR 570.208(a)(1)	
Start Date 07/01/2008	Completion Date 06/30/2009	
Performance Indicator Businesses	Annual Units 12	
Local ID	Units Upon Completion 12	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City of Pasadena – Planning and Development Department**

Priority Need
Code Enforcement

Project Title
Code Enforcement Task Force/Inspections

Project Description

Project services include the pro-active approach in implementing and ensuring compliance with Housing, Building, Health/Safety and Zoning codes in the City. Emphasis is placed on exterior code violations in addition to overall general property maintenance. Services will include the inspection of over 2,000 properties in the CDBG Benefit Service Area during the program year.

Location

175 N. Garfield Ave., Pasadena, CA 91101

Objective Number	Project ID 0030
HUD Matrix Code 15	CDBG Citation 24 CFR 570.202(c)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(1)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Housing Units	Annual Units 2,000
Local ID	Units Upon Completion 2,000

Funding Sources:

CDBG \$244,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total \$244,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Pasadena – Human Services and Recreation Dept., Career Services

Priority Need
Economic Development

Project Title
Youth Work Readiness

Project Description

The Human Services and Recreation Dept. is the operating entity for the Foothill Workforce Investment Board (FWIB). The Youth Work Readiness Project will develop an assessment tool to assure that youth job applicants have the skills needed to secure and maintain entry level employment. The tool will be used to test for and teach needed workplace skills. Participants that master the curriculum will receive a certificate that will be recognized by area employers that they are ready to enter the workplace.

Location

Site Address: 1207 E. Green St., Pasadena, CA 91107

Objective Number	Project ID 0031
HUD Matrix Code 18B	CDBG Citation 24 CFR 570.203(c)
Type of Recipient Municipal Govt.	CDBG National Objective 24 CFR 570.208(a)(1)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Assessment Tool	Annual Units 1
Local ID	Units Upon Completion 1

Funding Sources:

CDBG	\$30,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$30,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City of Pasadena – Planning and Development Department**

Priority Need
Housing

Project Title
Maintenance Assistance Services to Homeowners (MASH) Program

Project Description

Housing rehabilitation services are provided to low/moderate income eligible homeowners, seniors, disabled head of households, etc., throughout the CDBG Benefit Service Area. Services include exterior house painting, yard clearance, accessibility modifications, minor home repairs, window/screen replacement, and debris removal.

Location

175 N. Garfield Ave., Pasadena, CA 91101 / Site Location: 2783 Eaton Canyon Dr., Pasadena, CA 91107

Objective Number	Project ID 0032
HUD Matrix Code 14A	CDBG Citation 24 CFR 570.202(9)
Type of Recipient Municipal Govt.	CDBG National Objective 24 CFR 570.208(3)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Housing Units	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG \$600,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding \$
Total \$600,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City of Pasadena –Planning and Development Department/NW Programs**

Priority Need
Economic Development

Project Title
Employment Hall – Facility Rent

Project Description

This is a City administered project. Project services include the provision of the rental/lease payments to support the local hiring site for Day Laborers. The site provides a location where employers/employees are able to obtain employment in an organized, safe and systematic manner. This project is a partnership between the community, the City, and IDESPCA, a local non-profit organization.

Location

500 N. Lake Ave., Pasadena, CA 91103

Objective Number	Project ID 0033
HUD Matrix Code 18B	CDBG Citation 24 CFR 570.203(b)
Type of Recipient Municipal Govt.	CDBG National Objective 24 CFR 570.208(a)
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator People (general)	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Ecumenical Council of Pasadena Area Churches**

Priority Need
Homelessness

Project Title
Bad Weather Shelter (BWS)

Project Description

Provides seasonal shelter for homeless persons during the cold and rainy season: November-March of each year. The shelter provides approximately 135 shelter beds to homeless persons and offers hot meals, snacks, information assistance, referrals, and case management. Financial assistance is provided through a grant from the City of Pasadena's Inclusionary Housing Trust Fund in collaboration with other local non-profits and church groups.

Location

539 N. Lake Ave., Pasadena, CA 91103

Objective Number	Project ID 0034
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient Municipal Govt.	CDBG National Objective N/A
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Homeless Persons	Annual Units 300
Local ID	Units Upon Completion 300

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Local Funding (PCDC)	\$60,000
Total	\$60,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Rebuilding Together * Pasadena**

Priority Need
Housing

Project Title
Minor Housing Rehabilitation Activity

Project Description

Provides minor housing rehabilitation activities to low income households, seniors, and disabled persons in the City on an annual basis. The Pasadena Redevelopment Agency Housing Trust Fund provides a portion of the agency's financial support. All work is performed by a team of professional volunteers - skilled craftsmen and tradespersons.

Location

Agency: **278 E. Howard St., Pasadena, CA 91103**

Objective Number	Project ID 0035
HUD Matrix Code 14A	Citation N/A
Type of Recipient Public/Private Non- Profit Organization	HUD National Objective N/A
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Housing Units	Annual Units 19
Local ID	Units Upon Completion 19

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Local Funding (PCDC)	\$60,000
Total	\$60,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City – Planning and Development Department**

Priority Need
Housing

Project Title
CHDO Reserve (15% of HOME Entitlement)

Project Description

Pasadena Community Development Commission/PCDC shall ensure compliance to reserve 15% of the Participating Jurisdiction's (PJ) annual HOME allocation for HOME-eligible housing production activities where qualified Community Housing Development Organizations (CHDOs) rehabilitate rental units, own, develop or sponsor the new construction of housing for low-income households.

Location

649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID 0036
HUD Matrix Code 12	HOME Citation 24 CFR 92.208
Type of Recipient Municipal Govt.	HUD National Objective
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Organizations	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME	\$175,832
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$175,832

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City – Planning & Development Department**

Priority Need
Housing

Project Title
Emergency Rental Assistance Deposit

Project Description

Location

649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID 0037
HUD Matrix Code 12	HOME Citation 24 CFR 92.206
Type of Recipient Municipal Govt.	HOME
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Households (General)	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME	\$85,000
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding	\$
Total	\$85,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City - Housing and Community Development - Office of the City Manager**

Priority Need
Housing

Project Title
HOME Tenant-Based Rental Assistance (TBRA)

Project Description

Provides emergency rental assistance payments (up to two years) to property owners who agree to lease their dwelling units to very low-income households.

Location

Project(s) not yet identified.

Objective Number	Project ID 0038
HUD Matrix Code	HOME Citation 24 CFR 92.209
Type of Recipient Municipal Gov't	HOME National Objective
Start Date 07/01/08	Completion Date 06/30/09
Performance Indicator Households	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME	\$275,000
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$275,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City – Housing and Community Development

Priority Need
Housing

Project Title

Home Investment Partnership Act (HOME) Program Administration

Project Description

This project provides the overall planning, administration, contracting, ensures federal compliance, evaluation, financial controls, monitoring and reporting for the program. The Office of the City Manager, Housing/Community Development, serves as the administrative entity for the City of Pasadena in compliance with general provisions under the U.S. Department of Housing & Urban Development (HUD).

Location

Mailing address: City of Pasadena, P.O. Box 7115, Pasadena, CA 91109

Office location: 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID 0039
HUD Matrix Code 12	HOME Citation 24 CFR 92.257
Type of Recipient Municipal Gov't	HOME National Objective
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Households (General)	Annual Units
Local ID	Units Upon Completion 8

Funding Sources:

CDBG
ESG
HOME	\$78,378
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$78,378

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City - Housing and Community Development**

Priority Need
Housing

Project Title
Housing Production and Preservation

Project Description

Provides HOME funds to subsidize the acquisition construction, rehabilitation, and preservation of affordable housing for very low and low income families or individuals.

Location

649 N. Fair Oaks Avenue, Suite 202, Pasadena CA 91103

Objective Number	Project ID 0040
HUD Matrix Code 12	HOME Citation 24 CFR 92.209
Type of Recipient Municipal Gov't	HOME National Objective
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Households	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding	*\$385,643
Total	\$385,643

* Program Income

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City - Housing and Community Development

Priority Need
Housing

Project Title
Homeownership Opportunities Program ("HOP")

Project Description

Provides down payment loan assistance to first-time low/moderate income homebuyers (HOME funded HOP loans used to assist low income buyers only).

Location

649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID 0041
HUD Matrix Code 12	HOME Citation 24 CFR 92.206(c)
Type of Recipient Municipal Gov't	HOME
Start Date 07/01/2008	Completion Date 06/30/2009
Performance Indicator Households	Annual Units 25
Local ID	Units Upon Completion 25

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding	*\$405,278
Total	\$405,278

* Program Income

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

SECTION VI

RESOURCES

VI. RESOURCES

The City of Pasadena has provided regional leadership in developing community strategies for providing decent affordable housing, a suitable living environment and expanded economic opportunities for all households within our City. We have developed strong partnerships with other municipalities and the private sector, including for-profit and nonprofit organizations to access and administer a wide range of federal, state, and local programs to increase housing opportunities for low and moderate income households, eliminate slums and blight, and provide necessary public and support services for populations in need of assistance.

The City of Pasadena is a recipient of several federal formula-based programs as well as competitive funding programs primarily in partnership with non-profit and community-based organizations. Federal Program funds awarded to the City are either administered by/through the City, or are provided directly to non-profit organizations providing services in the City. Two methods of allocation of federal funds exist: participating jurisdictions receive entitlement funds calculated by a formula based on population size and need; and/or federal funds are provided to cities, urban counties, private or non-profit organizations on a competitive basis, and on a project-by-project analysis.

For the 2008-2009 Program Year, the City of Pasadena was awarded federal entitlement funds in the amount of \$3,474,007 under the following programs: Community Development Block Grant (CDBG) Program, \$2,204,222, the HOME Partnership Investment Act (HOME) Program, \$1,172,269; and the Emergency Shelter Grant (ESG) Program \$97,516.

In addition to federal entitlement funding, the City has applied for and received funding, often in partnership with local nonprofit community-based agencies, from a variety of competitive federal resources. The following is a summary of the federal funding resources that the City of Pasadena will continue to access for housing and other community development activities:

Federal Entitlement Programs

- **HOME Investment Partnership (HOME) Program:** A formula-based program that provides allocations to local governments in order to retain and expand the supply of affordable housing principally for low-and-moderate-income families. This is a flexible grant program that can be utilized for housing acquisition, rehabilitation, new construction, tenant-based rental assistance (TBA), first-time home buyer financing and planning and support services.
- **Community Development Block Grant (CDBG) Program:** A formula-based program that annually allocates funds to local governments for a wide range of eligible housing and community development activities. The national objectives of the CDBG Program are to: 1) benefit low and moderate-income persons; 2) eliminate slum and blighted conditions; and 3) meet an urgent community need. Activities funded with CDBG funds must benefit residents from low-moderate income households and/or serve households in low-moderate income target areas. Over 50 nonprofit agencies in Pasadena currently receive CDBG funds to provide vital services to the community in the areas of housing, economic development, provision of improved community facilities, prevention and elimination of slum and blight, and public service activities aiding low and moderate income families. Over a one-year period, not less than 70 percent of the City's CDBG expenditures can be used for activities that benefit low-and-moderate-income persons.

- **Emergency Shelter Grant (ESG) Program:** A formula-based program that allocates funds to local governments to support emergency shelters for homeless individuals and families. This grant is utilized to improve the quality of existing emergency shelters and to increase the number of developing shelters for the homeless. Funds can be used for renovation, conversion of buildings into emergency shelters, etc. The range of activities funded by the City with ESG grants also includes homeless prevention, shelter operations, essential services, administrative costs, hotel/motel vouchers and rental start-up fees.
- **Housing Choice Voucher Program (formerly Section 8 Rental Assistance Program):** Local public housing authorities apply for funds to administer this program that provides rental assistance payments to private owners who lease their units to assist extremely, low-income families. The Pasadena Community Development Commission (PCDC) is the designated local housing authority/agency serving the jurisdiction within the City boundaries and administers the Section 8 Rental Assistance Program. In 2008 approximately \$10 million in HUD funds will be applied toward the City's Housing Choice Voucher Program.

Federal Competitive Funding Programs

- **Continuum of Care for Homeless Assistance:** This competitive grant program is designed to help communities develop/implement Continuum of Care systems to assist homeless persons. These funds are available under three programs: Supportive Housing Program (SHP); Shelter Plus Care (S+C); and Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings for Homeless Individuals. The City annually partners with members of the Pasadena Housing and Homeless Network to apply for Continuum of Care funding.
- **Family Self Sufficiency (FSS) Program:** The FSS program is intended to promote the development of local strategies to coordinate the use of assistance under the Section 8 Housing Choice Voucher Program and public housing programs with public and private resources to enable participating families to achieve economic independence and self-sufficiency. Under FSS, a family receives a comprehensive matrix of supportive services, an interest bearing escrow savings account that can be utilized as a down payment for a home purchase, transitional resources to economically independent living and/or opportunities to improve educational attainment, skill levels and income generating abilities.
- **Housing Opportunities for Persons with AIDS Program (HOPWA):** Eligible states and qualifying cities receive HOPWA grants for housing assistance and supportive services for low-income persons with AIDS or related diseases and their families. In addition, competitive grants are available based on special projects. Funds can be used for acquisition, rehabilitation, conversion, new construction, project/tenant-based rental assistance, support services, and administrative expenses. Through a contract with the Los Angeles Housing Department, City of Los Angeles, funds are made available to the Commission to assist local Pasadena residents whose lives are impacted by HIV/AIDS.
- **Shelter Plus Care Program:** Units of local government and States are eligible to compete for these funds for rental assistance programs that are offered with support services to homeless households with disabilities. There are four program sub-components of the Shelter Plus Care Program: (1) Section 8 Moderate Rehabilitation (SRO); (2) Sponsor-Based Rental Assistance (SRA); (3) Tenant Based Rental Assistance (TBA); and (4) Project-Based Rental Assistance.

- **Supportive Housing for the Elderly (Section 202) Program:** Private, non-profit organizations are eligible to apply to finance extremely low income elderly rental housing that also offers supportive services and project-based rental assistance. Funds can be used for acquisition, rehabilitation, new construction, rental assistance, and support services.

In addition to accessing federal program resources, the City of Pasadena Community Development Commission (PCDC), the redevelopment agency of the City, works in partnership with the private sector to access a wide range of government and private resources to augment and support the continuation of affordable housing activities, efforts to eliminate blight, increase employment, and promote redevelopment projects.

Low and Moderate Income Housing Trust Funds

The City of Pasadena Low and Moderate Income Housing Trust Fund is administered by the PCDC and funded by a portion of the tax increment revenues generated from the City's redevelopment projects. Redevelopment set-aside funds are mandated by State law to be used for activities that increase, improve or preserve affordable housing opportunities. The housing trust funds have been used in variety of ways to preserve and expand affordable housing opportunities including housing rehabilitation, land acquisition, housing construction, and assistance to eligible first-time homebuyers.

Inclusionary Housing Trust Fund (In-Lieu Fees)

The Inclusionary Housing Trust Fund (the "Fund") was established by City Council in 2001 by the adoption of the Inclusionary Housing Ordinance, Pasadena Municipal Code (PMC) Chapter 17.71 (the "Ordinance"). The Fund is established for the specific purpose of providing another revenue source for the development of affordable housing for low and moderate-income households. The primary source of funding for the Fund is the collection of In-Lieu Fees, an option available to residential developers of 10 or more units to comply with the Ordinance. Priority for use of In-Lieu Fees shall be to assist developments providing housing that will be affordable to very, low, and low-income households.

State Local Housing Trust Fund

The California Department of Housing and Community Development, Local Housing Trust Fund Program (LHTFP) was created by action of the State Legislature resulting from a voter initiative and the passing of Proposition 46, Housing Emergency Shelter Trust Fund Act of 2002. The LHTFP makes one-time grants for the development of affordable multifamily rental housing. It is intended to support innovative local entities that have identified and committed sources of funds not traditionally utilized in the development and provision of affordable housing. Grants require a dollar for dollar match from a local entity such as the City of Pasadena. The Inclusionary Housing Trust Fund qualified as a matching fund source, resulting in the award of \$2 million to the City, February 14, 2004, the maximum amount that could be awarded to any one entity at that time.

California Housing Finance Agency (CHFA): CHFA was created by the California Legislature in 1975 to provide below-market interest rate financing for the development of affordable housing. CHFA provides permanent, below-market rate financing to developers of multi-family rental housing and ownership housing projects. Through its Single Family Programs, CHFA offers several loan products to assist qualified first-time homebuyers. These include low down payment loans, VA loans, and adjustable rate mortgages.

Loans are originated through participating lenders. The CHFA's Housing Enabled by Local Partnerships (HELP) Program has also been initiated to address the rapidly growing unmet demand for affordable housing.

Additional Affordable Housing Resources

Although not administered through the City of Pasadena, the City works with developers and homebuyers to access other government and private funding programs:

- **Mortgage Credit Certificate (MCC) Program:** This program, administered by the County of Los Angeles, provides first-time homebuyers with a federal income tax credit that increases their ability to qualify for a mortgage. The amount of the tax credit is equal to 15% of the homebuyer's annual mortgage interest payment. This amount is taken annually as a dollar-for-dollar credit against the homeowner's federal income tax liability. To be eligible for an MCC, you must be a first-time homebuyer and your annual gross household income cannot exceed \$51,300 for a 1- or 2-person household or \$58,995 for a 3- or more person household.
- **Low Income Housing Tax Credits (LIHTC):** LIHTC is a program administered at the state level that provides federal income tax credits for equity investors in low-income rental housing projects. Low-income rental housing projects that involve new construction, rehabilitation, or acquisition are eligible under the program.
- **Community Homebuyers' Program:** This loan program is sponsored by Fannie Mae in conjunction with participating realtors, mortgage insurers and conventional lenders. The program assists first-time homebuyers with reduced down payment and closing cost requirements, and more flexible underwriting criteria. Program participants are required to attend a home buying seminar. Locally, these seminars are presented by the Pasadena-Foothill Association of Realtors.
- **CalHome Program:** CalHome is a state program which provides funding to local public agencies and/or non-profit organizations to assist first-time homebuyers with home purchases and the rehabilitation of owner-occupied homes. The Pasadena Community Development Commission (PCDC) was awarded \$600,000 in FY 2007-2008.

SECTION VIII

GEOGRAPHIC DISTRIBUTION

VIII. GEOGRAPHIC DISTRIBUTION

Projects and services for low and moderate-income families will be provided throughout the Community Development Block Grant Benefit Service Area. The Benefit Service Area includes census tracts/block groups within the City of Pasadena where at least 51% of the households who reside within those tracts/block groups have incomes that are considered low and moderate-income according to the U. S. Department of Housing/Urban Development (HUD). In Pasadena, the Benefit Service Area consists of approximately 12 census tracts that contain at least one or more block group(s) that meets the low/moderate income definition.

Emergency Shelter facilities and services for the homeless will continue to be provided from currently operating emergency shelters. These shelters are located in various areas of the City - the Northwest, West Central, Southwest regions of the City, including the City's seasonal Bad Weather Shelter (BWS).

Housing Rehabilitation efforts will be targeted to those areas with the highest concentration of substandard units. Within these targeted areas are low and moderate-income households. Specifically, the City of Pasadena's Neighborhood Revitalization Program (NRP) will continue to target rehabilitation activity in the Northwest region of the City. The City will continue to partner with Pasadena Neighborhood Housing Services, Inc., (PNHS), a local non-profit housing organization, to target single family housing units. Other rehabilitation activities will include services provided by the City administered Maintenance Assistance Services to Homeowners (MASH) Program and the Code Enforcement Task Force (inspections) as well as the continued efforts of other local non-profit organizations, (i.e., Rebuilding Together * Pasadena formerly known as Christmas in April).

With regard to new construction, it is the City's goal to disperse affordable housing projects throughout the City. Due to existing economic constraints and feasibility considerations the majority of newly constructed units will be developed in those areas where the acquisition and development of available land is least expensive.

SECTION IX

HOMELESS

AND

OTHER SPECIAL POPULATIONS

IX. Homeless and Other Special Populations

Homeless Populations

Activities to address emergency shelter and transitional housing needs of homeless individuals and families are included in the list of proposed projects (HUD Table 3). Specifically, programs funded with Emergency Shelter Program (ESG) funds include: the Emergency Shelter Project and the Emergency Homeless Response Project. Services are provided to homeless persons; homeless women and women with children; the provision of emergency vouchers and rental start-up deposit funds, job development and preparation services; counseling services for homeless mentally ill; and a food/clothing assistance and distribution program for homeless individuals and families.

In addition, the City of Pasadena partners with the Pasadena Housing and Homeless Network, a coalition of public and private community-based organizations, to pursue resources from HUD under the Continuum of Care Homeless Assistance Program to implement its continuum of care system and "10-Year Strategy to End Homelessness." As a result, funding through the City's past continuum of care applications to HUD has resulted in several projects that address the needs of the homeless population including the chronic homeless. These projects include:

- **Community Housing Options at Independent Supported Sites Program (CHOISS) - Families** is permanent supportive housing for households in which one person is infected with HIV/AIDS;
- **Community Housing Options at Independent Supported Sites Program (CHOISS) - Singles** is permanent supportive housing for single individuals who are infected with HIV/AIDS;
- **Transitional Housing Project** is a 20-bed program that provides multiple case management services for men who are chronically mentally ill, substance abusers, or dually diagnosed;
- **Euclid Villa** is a 14-unit transitional housing program for families that provides case management services that include job preparation and placement, money management training, substance abuse recovery assistance, childcare assistance, mental health services, parenting skills, after-school tutoring, and assistance in obtaining permanent housing;
- **Casa Maria** is a 16-unit transitional housing program for single women who are chronic substance abusers. Clients receive case management, job preparation and placement, money management training, substance abuse recovery assistance, mental health services, parenting skills, after-school tutoring, assistance in obtaining permanent housing;
- **Passageways** serves as the City's entry point into the continuum of care. Case managers develop individualized case management plans with clients with short- and long-term

objectives in order to obtain permanent housing. Case management services include health care, mental health care, street outreach services, and substance abuse services;

- **Navarro House** is a permanent supportive housing program for persons in substance abuse recovery. Case management services are provided on and off site that help residents maintain their housing;
- **Homeless Management Information System** is a networked computerized record-keeping system that enables the City of Pasadena and homeless service providers to collectively perform a number of activities that include: 1) decreasing duplicative intakes and assessments; 2) streamlining referrals; 3) coordinating case management; 4) tracking client outcomes; 5) and preparing financial and programmatic reports for public and private funders.

Other Special Populations

The City of Pasadena supports projects that address the needs of persons who are not homeless but require supportive services. Such projects include:

- **The Pasadena Senior Center** is dedicated to help seniors live meaningful lives of dignity, enjoyment and useful purpose. The Center improves and enriches lives of seniors with opportunities to be independent, celebrate life and reach their fullest potential by providing education, social events, sports, recreation and volunteer opportunities; basic support services, including: information, housing, caregivers, employment and counseling; retirement education and advocacy training through its Project Reach Out program;
- **AIDS Service Center** provides services and advocacy for individuals and families impacted by, and at risk for, HIV/AIDS. Services include Individualized healthcare programs; housing assistance; transportation; food; child care; counseling; legal help; and education;
- **Villa Esperanza Services** provides specialists in serving children with special educational needs including autism, Down Syndrome, cerebral palsy, intellectual disabilities, seizure disorders, and other learning handicapping conditions. Services for adults include a variety of vocational programs, an adult day activity program, adult day health care, care management, a residential program and an independent living skills program and services for seniors include a day program which provides medical, therapeutic and social services to adults, 18 and older, and the frail elderly who are living with physical, mental or developmental challenges.

APPENDIX A

STRATEGIC PLAN

5 YEAR CONSOLIDATED PLAN

2005 - 2010

Strategic Plan

A. Homelessness

1. Homeless Needs

Nature and Extent of Homelessness

The City of Pasadena's latest assessments to fully understand the nature and extent of homelessness within its boundaries were through the "City of Pasadena 2005 Homeless Count" and the "City of Pasadena 2004 Homeless Survey."

- City of Pasadena 2005 Homeless Count

The "City of Pasadena 2005 Homeless Count" was conducted in order to answer the primary question: "How Many Homeless People Are There In The City of Pasadena On Any Given Day?" The answer is 1,217 adults and children.

While, the primary purpose of the count was to determine how many people were homeless on any given day, other demographic information was obtained. The methodology used to count homeless persons included identifier information in order to prevent a duplicate count.

Identifier information included gender, ethnicity, age, family composition, and familial status. As a result, demographic information concerning each of these statistical fields is provided. Please note, identifier information was only collected for adults.

An analysis of the identifier information reveals several Key Findings which are listed below. They are as follows:

- a. Total Number of Homeless Persons
 - 1. 1,217 persons are homeless on a given day in Pasadena
 - a. 782 (64.3%) are adults;
 - b. 435 (35.7%) are children.
 - 2. Women and children (701 or 57.6%) represent the majority of persons who are homeless on a given day in Pasadena.
 - b. Gender
 - 1. The majority of homeless adults are men—65.9% (516 persons);
 - 2. Women make up 34.1% (266 persons).
 - c. Ethnicity¹
 - 1. The majority of homeless adults are African American or Black—more than one-third (36.9% or 288 persons);
 - 2. 29.0% or 227 of homeless adults are White; 23.2% or 181 are Hispanic or Latino; 2.5% or 20 were Asian; 2.3% or 18 are American Indian or Alaskan Native and 6.1% or 48 persons stated Other.
 - d. Age
 - 1. More than one out of every three (35.5%) homeless persons is a child under the age of 18.
 - e. Family Composition
 - 1. Nearly half (49.2%) of the City's homeless population is made up of parents with children on a given day.
 - f. Marital Status
 - 1. The majority of adults were single—82.4% or 644 adults—and 17.6% or 138 adults were married.
- "City of Pasadena 2004 Homeless Survey"

The "City of Pasadena 2004 Homeless Survey" was conducted to collect demographic information on homeless individuals as well as assess their service needs. The survey contained questions focusing on a wide range of areas including: Age, Domestic Violence, Education, Ethnicity, Familial Status, Geo-History, Health Care, Income, Mental Health History, Residency, Substance Abuse History, Veteran's status, etc.

¹ The ethnicity categories used for the homeless count were the same used by the U.S. Census Bureau for the year 2000.

The survey was also conducted to compile a cross-section of information concerning several pre-determined sub-populations that included: chronically homeless persons, families with children, men, people living in homeless facilities, people living on the streets, persons with dual diagnoses (mental illness and substance abuse), persons with HIV/AIDS, persons with mental illness, pregnant women, seniors, substance abusers, various ethnic groups, veterans, victims of domestic violence, unaccompanied youth, and women.

As a result, the survey provides data that examines the issues and needs of survey respondents. The survey also provides a sampling of data that helps examine the issues and needs of the City's homeless population.

The homeless survey involved a process of administering a comprehensive one-on-one interview survey with a representative sampling of homeless adults in Pasadena. There were three (3) primary methods of contact with homeless persons who participated in the survey. They were: 1) interviews with homeless persons who were contacted on the streets; 2) interviews with homeless persons who were contacted while living in shelters and transitional housing; and 3) interviews with homeless persons who were contacted while using non-residential homeless services (e.g., food pantry).

The one-on-one survey instrument was administered by local service providers and volunteers trained to conduct thorough and complete interviews with homeless adults. Homeless individuals who agreed to participate in the survey interview were assured that their responses would be anonymous and confidential giving them the ability to be candid in their responses to the survey questions.

An identifier was used to prevent duplication of survey respondents. The identifier consisted of a string of letters that include the first initial of the first name, first initial of last name, gender, ethnicity, age, and state of birth for each survey respondent. If two of the same identifiers appeared, it was assumed that the two were the same person and only one full survey response was included in the survey.

One primary goal of the homeless survey was to administer at least 200 surveys in order to produce a representative sample of the homeless adult population living on the streets, using homeless services, or living in residential homeless programs. More than 200 adults (214) participated in the survey providing detailed information about themselves and, when applicable, their children. The surveys represent a sample of approximately 17% of the City's entire homeless population.

The following information describes the survey respondents by gender, ethnicity, and age:

GENDER

Table 1. Survey Question: What Is Your Gender?

Gender	Number	Percent %
Female	92	43.0
Male	122	57.0
Total:	214	100.0

The majority (57.0%) of survey respondents were male and 43% were female. As noted on the table below, the majority of survey respondents were Black/African American. The percentage breakdown by ethnicity was as follows: Black/African American 35.0%, White 30.4%, Hispanic/Latino 26.2%, Asian/Pacific Islander 3.3%, and American Indian/Alaskan Native 2.3%.

RACE/ETHNICITY

Table 2. Survey Question: What Is Your Race/Ethnicity?

Race/Ethnicity	Number	Percent %
American Indian/Alaskan Native	5	2.3
Asian/Pacific Islander	7	3.3
Black/African American	75	35.0
Hispanic/Latino	56	26.2
White	65	30.4
Other	6	2.8
Total:	214	100.0

AGE

The majority (63.1%) of survey respondents were between the ages of 30 and 49—29.4% or 63 were between the ages 30 – 39 and 33.7% or 72 were between ages of 40 – 49. What is noteworthy is that one (1) out of every 10 survey respondents (10.3%) was a youth/young adult (ages 18 – 24).

Table 3. Survey Question: What Is Your Age?

Age	Number	Percent %
13-17	0	0.0
18-24	22	10.3
25-29	24	11.2
30-39	63	29.4
40-49	72	33.7
50-54	24	11.2
55-59	7	3.3
60-61	0	0.0
62-64	2	0.9
65-69	0	0.0
70+	0	0.0
Total:	214	100.0

The survey also identified “known causes of homelessness” that included:

- Frequency of Domestic Violence;
- Lack of Income;
- Need for Health Care;
- Pervasiveness of Substance Abuse;
- Prevalence of Serious Mental Illness.

FREQUENCY OF DOMESTIC VIOLENCE

Nearly half (45.4%) of survey respondents reported having experienced domestic violence. Women, as well as men, stated that they were victims of domestic violence. Key findings included:

- Two-thirds (65.0%) of all female survey respondents stated that they experienced domestic violence;
- More than one (1) out of four (4) male survey respondents stated that they experienced domestic violence;
- Together, 45.4% of all survey respondents reported having experienced domestic violence.

LACK OF INCOME

The City of Pasadena’s homeless population reported that they had very limited income. Key findings included:

- One (1) out of four (4) or 25% of survey respondents reported that they had no monthly income;

- More than half (56.8%) of survey respondents had a monthly income that equaled no more than \$6,000 a year;
- Nearly all (94.7%) of survey respondents had a monthly income that equaled no more than \$12,000 a year.

NEED FOR HEALTH CARE

Survey results underlined what is largely known to homeless service providers which is the need for health care is related to both causes and consequences of homelessness. Without access to appropriate health care, acute and chronic health problems go untreated which often impedes the homeless individual's ability to secure greater self-sufficiency and maintain independent living. Key findings included:

- There were 83 survey respondents representing 38.8% who had "persistent" health care needs;
- Of the 83 survey respondents, half (53.1%) had at least one (1) persistent health care problem;
- Approximately half (46.9%) of survey respondents had more than one (1) persistent health care problem or more;
- One (1) of five (5) or 20.4% of survey respondents had three (3) or more persistent health care problems.

PERVASIVENESS OF SUBSTANCE ABUSE

The City of Pasadena's homeless population acknowledged that they have a problem with alcohol and/or other drugs. The survey revealed that there was extensive use of alcohol and other drugs at the time the survey was administered. The data also revealed that there was significant past use of alcohol and/or other drugs. Key findings included:

Current Use

- 34.2% or 73 survey respondents stated that they were currently using alcohol and/or other drugs;

Past Use

- 40.7% or 87 survey respondents stated that they used alcohol and/or other drugs in the past but were not currently using;

Current Use and Past Use

- 74.9% of all survey respondents stated that they were currently using alcohol/other drugs and/or used alcohol/other drugs in the past.

PREVALENCE OF SERIOUS MENTAL ILLNESS

Mental illness is a serious problem among the City of Pasadena's homeless population. The data collected from survey respondents described a homeless sub-population filled with psychotic and mood disorder/depressive symptoms including bi-polar symptoms. Key findings included:

- Of 211 survey respondents, 120 adults representing 56.1% of survey respondents reported symptoms of mental illness;
- 60 or 28.6% of survey respondents stated that they have psychotic symptoms;
- 86 or 41.0% of survey respondents stated that they have a mood disorder/ depressive symptoms;
- 79 or 38.0% of survey respondents stated that they have bipolar type symptoms.

2. Inventory

A summary of Pasadena's existing non-residential services that includes homeless prevention, outreach and assessment, and supportive services is outlined in Table 1A Service Activity Chart which follows:

Fundamental Components in the Continuum of Care System (Service Activity Chart)

COMPONENT: PREVENTION

Services in place: Arrange by category (e.g., rental/mortgage assistance).

Eviction Assistance

- **Emergency Homeless Response Project of the Ecumenical Council/Friends In Deed** is a homeless prevention program that helps individuals and families who are threatened with eviction, or have recently lost their housing, by providing rental assistance, case management, and related referrals;
- **Pasadena Senior Center Housing Eviction Program** helps seniors who are threatened with eviction or have recently lost their housing by providing case management and related referrals.

Rental Assistance

- **City of Pasadena HOME Tenant Based Rental Assistance** provides emergency rental assistance payments to private owners who lease units to very low income households;
- **Housing Opportunities for Persons with AIDS Program (HOPWA)**: provides the City of Pasadena with HOPWA grants for housing assistance and supportive services for low-income persons with AIDS and their families. In addition, competitive grants are available based on special projects. Funds are used for acquisition, rehabilitation, conversion, new construction, project/tenant-based rental assistance, support services, and administrative expenses;

- **Housing Choice Voucher Program (HCVP)**, a federally-funded program, assists low income households obtain affordable, decent, safe, and sanitary housing. The assistance is in the form of a rental voucher that is issued to an eligible household. The household is responsible for locating a suitable rental unit within the City. The City makes monthly housing assistance payments to the property owner who leases the rental unit to the assisted household. The assistance payments make up the difference between what a low-income household can afford and the approved rent for the dwelling unit. Rents must be reasonable in relation to rents charged for comparable non-assisted dwelling units in the market area, and may not exceed the maximum levels determined by HUD. Assisted households pay at least 30% of their adjusted income for rent. All units leased through the HCVP must meet federal Housing Quality Standards (HQS) and are inspected at least annually.

Income Support

- **The Pasadena Department of Public Social Services** implements the CalWORKs program, which provides temporary financial assistance and employment focused services to families with minor children who have income and property below State maximum limits for their family size. Most able-bodied aided parents are also required to participate in the CalWORKs L.A. GAIN employment services program;
- **The Pasadena Department of Public Social Services** implements the Supplemental Security Income Assistance Program (SSIAP), which provides physically and mentally disabled General Relief (GR) participants with assistance through the initial phases of the SSI application process. The program focuses on obtaining an early SSI approval for GR participants who appear to meet SSI eligibility criteria;
- **The Pasadena Department of Public Social Services** implements the Food Stamp Program which provides coupons with a dollar value for low income households to ensure that their nutritional needs are met. By subsidizing a portion of a household's food budget, food stamps lessen the need for a family to choose between food and rent;
- **The Pasadena Department of Public Social Services** implements the General Relief Program which provides temporary cash aid to indigent adults and certain sponsored legal immigrant families who are eligible for federal or state programs;
- **The Pasadena Department of Public Social Services** implements the Cash Assistance Program for Immigrants (CAPI) which provides cash to certain aged, blind, and disabled legal non-citizens ineligible to supplemental Security Income/State Supplemental Payment (SSI/SSP) due to their immigration status. CAPI participants may be eligible for Medi-Cal, In-Home Supportive Services (IHSS), and/or food stamp benefits;
- **Social Security Administration** administers the Social Security and Supplemental Security Income disability programs that provide assistance to people with disabilities. Both programs only serve individuals who have a disability and meet medical criteria may qualify for benefits under either program. Supplemental

Security Income (SSI) is a Federal income supplement program designed to help aged, blind, and disabled people, who have little or no income. It provides cash to meet basic needs for food. Supplemental Security Income disability program provides a safety net if someone becomes disabled. Recipients receive benefits based on their earnings record.

Mortgage Assistance

- **City of Pasadena Mortgage Credit Certificate (MCC) Program** provides first-time homebuyers with a federal income tax credit that increases their ability to qualify for a mortgage. The amount of the tax credit is equal to 15% of the homebuyer's annual mortgage interest payment. This amount is taken annually as a dollar-for-dollar credit against the homeowner's federal income tax liability;
- **Community Homebuyers' Program** is sponsored by Federal National Mortgage Association in conjunction with participating realtors, mortgage insurers and conventional lenders. The program assists first-time homebuyers with reduced down payment and closing cost requirements, and more flexible underwriting criteria;
- **California Cities Home Ownership Authority (CCHOA):** Pasadena participates in the Lease to Purchase Program, sponsored by CCHOA, which provides assistance to prospective low to moderate-income homebuyers by purchasing the prospective homebuyers home of choice and then entering into a Lease with Option to Purchase Agreement with the participant. Upon financial qualification, the participant is able to assume the CCHOA loan and take title to the home at anytime during the 3-year term of the lease;
- **City of Pasadena 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 when the City provides subordinate financing.

Discharge Programs

- **Pasadena City Jail** discharge planning strategy in conjunction with Network service providers, particularly Passageways, outreach teams, and emergency shelters;
- **Huntington Memorial Hospital** planning strategy in conjunction with Network service providers, particularly Passageways, outreach teams, and emergency shelters.

Medical Assistance

- **The Pasadena Department of Public Social Services** implements the Medi-Cal Program which provides free or low cost health care coverage to persons who are elderly, disabled, and parent(s) or children up to age 21;
- **The Pasadena Department of Public Social Services** implements the Former Foster Care Children Program which provides full, no cost Medi-Cal for persons who were in foster care on their 18th birthday and who were released from foster care due to age; coverage can continue until their 21st birthday;
- **Women, Infants, and Children (WIC) Program** provides pregnant women who are low income with health care services and vouchers for buying food to keep the pregnant mother and infant healthy;
- **URDC Human Services Corporation** provides acute health care services and wellness education to low and moderate income households including homeless women and their children;
- **State of California Children's Health Intervention Program or State of California Healthy Families Program** is a state- and federally-funded health coverage program for children with family incomes above the level eligible for no-cost Medi-Cal and below 250% of the Federal Income Guidelines (\$38,160 for a family of three). The program pays most of children's costs for visits to doctors, dentists, and specialists. The insurance plans also contracts with clinics, laboratories, pharmacies and hospitals for children's health care.

Rehabilitation Assistance

- **City of Pasadena Rental Rehabilitation Program** provides low-interest rental rehabilitation loans to property owners of multi-family properties to assure affordable, safe, sanitary and decent housing units to very low, low, and moderate income households;
- **City of Pasadena Code Enforcement Task Force** provides property inspection services that include the pro-active approach in implementing and ensuring compliance with Housing, Building, Health/Safety and Zoning codes;
- **Rebuilding Together Pasadena** provides minor housing rehabilitation activities and repairs on homes of elderly, disabled, and low/moderate income households.

Basic Needs Assistance

- **Ecumenical Council/Friends In Deed** provides hotel/motel vouchers and emergency needs such as food and clothing; the Ecumenical Council receives funding and food donations which it distributes to eight (8) churches throughout the city.

Services planned:

Increased funding for the **Emergency Homeless Response Project of the Ecumenical Council/Friends In Deed** to ensure that more individuals and families who are threatened with eviction, or have recently lost their housing, receive rental assistance, case management, and related referrals.

How persons access/receive assistance:

There are two primary ways in which homeless persons access/receive assistance from homeless prevention programs. One way is through the street outreach team that provides transportation to assistance programs. A second way is through Passageways which is the entry point into the continuum of care system for homeless persons. Passageways refers people to assistance programs. Bus tokens and passes are provided. An intake assessment is done for each homeless individual and family at each program site. From the assessment, program staff is able to determine the types of services needed and provide referral certificates for clients to receive assistance from the above listed programs.

COMPONENT: OUTREACH

Outreach in place:

(1) The following describes the outreach activities for homeless persons who are living on the streets in your CoC area and how they are connected to services and housing.

Pasadena is committed to eliminating chronic homelessness within 10 years by making a key part of an overall strategy street outreach. Currently, there are two outreach components that function as one overall outreach team. The first component is the Homeless Outreach Team operated by Pacific Clinics and located at Passageways. The deployment of this two-member street outreach team has been the first and most crucial step in connecting homeless persons living on the street to necessary supportive services and housing. Two approaches to outreach have been used: 1) mobile outreach by van and by foot; and, 2) program-based outreach at social service sites for homeless persons. These outreach efforts include (1) locating people on the streets or in facilities; (2) establishing rapport; (3) assessing their needs; (4) providing case management; and (5) linking clients to supportive services, particularly Passageways.

A second street outreach team was implemented last year which is called the Homeless Outreach Psychiatric Evaluation (HOPE) Team. The two-person HOPE team actively seeks the homeless mentally ill on the streets and at social service programs where they receive services such as food and clothing. Outreach workers are trained to recognize the symptoms of mental illness and substance abuse. They also possess the interpersonal skills necessary to solicit and provide information in a friendly, respectful, and non-

threatening manner. The primary goal is to link the homeless mentally ill with Passageways to receive medical and psychiatric care, substance abuse treatment, housing, and other services as appropriate.

(2) Outreach activities that occur for other homeless persons:

Outreach activities for persons who are not living on the streets include:

- **INFOLINE** is a 24-hour information and referral hotline for Los Angeles County (including Pasadena) that provides initial screening and referral to all types of assistance programs;
- **Ecumenical Council of Pasadena Area Churches** provides a hotline for persons threatened with evictions and in need of hotel/motel vouchers and emergency food and clothing;
- **Haven House Helpline** is a 24-hour information service that provides crisis intervention, counseling, and referrals concerning shelter, food, legal services, etc. for battered women and their children;
- **Housing Rights Center** provides fair housing counseling, housing mediation, tenant protection services, education/outreach, information and referrals to households facing evictions and/or other landlord-tenant complaints.

Outreach planned:

A third street outreach team will be implemented by the end of the year. This team will be called the Homeless Outreach Psychiatric Evaluation (HOPE) Team II. The two-person HOPE team will actively seek out the homeless mentally ill on the streets and at social service programs where they receive services such as food and clothing. Outreach workers will be trained to recognize the symptoms of mental illness and substance abuse. Team members will have the interpersonal skills necessary to solicit and provide information in a friendly, respectful, and non-threatening manner. The primary goal will be to link the homeless mentally ill with Passageways to receive medical and psychiatric care, substance abuse treatment, housing, and other services as appropriate.

COMPONENT: SUPPORTIVE SERVICES

Existing Services:

The following describes how each of the following services (as applicable) are provided in the community (case management, life skills, alcohol and drug abuse treatment, mental health treatment, AIDS-related treatment, education, employment assistance, child care, transportation, and other).

- **AIDS Service Center** - provides case management services to homeless persons with HIV/AIDS;
- **Alliance for the Mentally Ill of San Gabriel Valley** - provides counseling to family members of homeless mentally ill adults;

- **Community Rehabilitation Services** - provides general case management services and employment training to homeless persons with physical disabilities;
- **Ecumenical Council of the Pasadena Area Churches** – provides pre and post eviction services and emergency basic needs such as food and clothing;
- **Housing Rights Center**- provides eviction prevention, and housing information/referrals for individuals and families;
- **Pacific Clinics** - provides out-patient mental health services to homeless persons with mental illness;
- **Pasadena Health Department** - provides health care to homeless individuals and families;
- **Pasadena Senior Center** - provides general case management services including housing placement to homeless seniors and information assistance and referral linkages to available seniors;
- **Pasadena Unified School District** - provides educational services for homeless school children;
- **Union Station/Sources** - provides employment training and placement services to homeless persons;
- **Urban Revitalization Development Corporation** - provides substance abuse and health care services to homeless women and their children;
- **Women at Work** - provides employment services to homeless women;
- **Workforce Investment Act Program** - employment services to homeless women and men.

Proposed Services:

Several agencies have plans to expand their programs. These agencies include: AIDS Service Center, Pasadena Senior Center, and the Urban Revitalization Development Corporation. The AIDS Service Center plans to provide community outreach workers, the Pasadena Senior Center will provide additional housing placement services, and the Urban Revitalization Development Corporation will provide additional preventive health care for children.

How homeless persons access/receive assistance:

Homeless persons access and receive supportive services through Passageways. Passageways has served as the outreach/intake/assessment or entry point component of Pasadena's continuum of care system since 1996. Since then, community agencies and residents have come to know that the best way to help homeless persons is to refer them to Passageways. Prior to 1996, homeless persons had to engage a homeless service delivery system that was fragmented. Passageways provides a wide-range of services all under

one-roof. Services include employment counseling and assistance, health care, housing placement, mental health care, and substance abuse counseling and/or treatment. In addition, the street outreach team is based at Passageways.

Homeless persons can access services through the Street Outreach Team or on their own. The Street Outreach team, as noted above, provides mobile outreach by van, by foot and program-based outreach at social service sites for homeless persons. The primary goal of the team is to link homeless persons to Passageways. In so doing, the team can provide transportation to Passageways by their van as needed.

Homeless persons also access Passageways by public transportation. The Pasadena ARTS Bus which travels throughout the City is free and stops in front of Passageways. In addition, the Regional Transportation Department (RTD) has bus stops for travel in both directions directly in front of Passageways as well.

Passageways conducts intakes and assessments with all clients. Intake and assessment includes several questions and topics of discussion concerning employment, health care, housing, mental health, and substance abuse recovery needs. Based upon the findings of the intake and assessment, clients are assigned a specialized case manager. For instance, persons with substance abuse issues are assigned to a substance abuse recovery specialist or persons with mental health needs are assigned to a mental health case manager.

Case managers at Passageways provide referrals to assistance programs when needed. From the intake and assessment, case managers are able to determine the types of assistance needed and provide referral certificates for clients to receive assistance from the programs listed above. Bus tokens and passes are provided when necessary. Also, it is important to note that referrals and assistance to other programs is part of a client's case management plan. In other words, case managers at Passageways continue to case manage clients while they are receiving assistance from other programs. This helps ensure that clients receive appropriate housing and the resources needed to live self-sufficiently.

A summary of the City of Pasadena's existing residential services that includes emergency shelters and related services, transitional housing, and permanent supportive housing is outlined in the chart which follows:

Chart A-1: Housing Inventory Chart

Fundamental Components in CoC System – Housing Inventory Chart												
EMERGENCY SHELTER												
Provider Name	Facility Name	HMIS	Geo Code ☑ 062724	Target Population 2004 Year-Round Units/Beds					2004 All Beds			
				A	B	Family Units	Family Beds	Individual Beds	Year-Round	Seasonal	Overflow/Voucher	
Current Inventory												
Ecumenical Council	Winter Shelter Program	P*-10/04		SMF					110		110	20
Ecumenical Council	Winter Shelter Program	P-10/04		FC			45				45	
Haven House, Inc.	Haven House	N		FC	DV		20			20		
Haven House, Inc.	Haven House	N		SF	DV		16			16		
Union Station Foundation	Family Center	P-10/04		FC			50			50		
Union Station Foundation	412 Raymond Street	P-10/04		SMF					36	36		
				SUBTOTAL			131	146	122	155	20	
Under Development												
Union Station Foundation	412 Raymond Street	P-10/05		SF					20	20		
Ecumenical Council	Winter Shelter Program	P-12/04		SMF					10		10	
				SUBTOTAL				30	20	10		
TRANSITIONAL HOUSING												
Provider Name	Facility Name	HMIS	Geo Code ☑	Target Population 2004 Year-Round Units/Beds					2004 All Beds			
				A	B	Family Units	Family Beds	Individual Beds	Year-Round	Seasonal	Overflow/Voucher	
Current Inventory												
Union Station Foundation	Euclid Villa	P-10/04		FC			48			48		
Union Station Foundation	Transitional Housing Program	P-10/04		SM					20	20		
URDC Human Services Corp	Casa Maria	P-10/04		SF					16	16		
Grandview Foundation, Inc	Grandview House	P-10/04		SM					22	22		
Grandview Foundation, Inc	Marengo House	P-10/04		SM					12	12		
				SUBTOTAL			48	70	118			
Under Development												
				SUBTOTAL								

*P means planned. Also, S=single, M=male, F=female, FC=families with children, DV=domestic violence

PERMANENT SUPPORTIVE HOUSING											
Provider Name	Facility Name	HMIS	Geo Code <input checked="" type="checkbox"/>	Target Population 2004 Year-Round Units/Beds					2004 All Beds		
				A	B	Family Units	Family Beds	Individual Beds	Year-Round	Seasonal	Overflow/Voucher
Current Inventory											
Serra Project	CHOISS	P-10/04		SMF	AIDS	5	11		11		
Serra Project	CHOISS	P-10/04		FC	AIDS	5	11		11		
Casa De Las Amigas	Casitas Sober Living	N		SF				24	24		
Grandview Foundation	Sober Living Home	P-10/04		SMF				18	18		
Jubilee House, Inc.	Raymond House – East	N		SM				12	12		
Jubilee House, Inc.	Raymond House – West	N		SM				9	9		
Homes for Life, Inc.	Madison House	N		SM				10	10		
Affordable Housing Services	Navarro House	P-10/04		SM				5	5		
Homes for Life, Inc.	Wilson House	N		SM				6	6		
Homes for Life, Inc.	Ashtabula Homes	N		SM				20	20		
Pasadena Accessible, Inc.	Pasadena Accessible Apartments	N		SMF				12	12		
City of Pasadena	Shelter Plus Care	P-10/04		SMF				30	30		
SUBTOTAL						10	22	146	168		
Under Development											
Pacific Clinics	Permanent Supportive Housing I	P-10/05						8	8		
City of Pasadena	Shelter Plus Care	P-12/04		SMF				45	45		
City of Pasadena	Permanent Supportive Housing II	P-6/06						10	10		
Affordable Housing Services	Parke Street Apartments	P-10/04		SM				8	8		
SUBTOTAL								71	71		

3. Priority Homeless Needs

For the past few years, the City of Pasadena has primarily prioritized its homeless needs through the Continuum of Care planning process (as defined by HUD) based upon the fact that the City's pro rata need of approximately \$800,000 is significantly exceeded by its renewal burden of approximately \$2,500,000 annually. The City believes that renewing existing programs is critical to the continuum of care system. As a result, programs eligible for renewal and performing well have been prioritized, and will continue to be prioritized, in each year's continuum of care application.

In its role as the lead agency for Pasadena's continuum of care, the City of Pasadena Housing and Community Development Division has various methods available to determine whether all projects, including the renewal projects in this application, are performing satisfactorily, and effectively addressing the needs for which they were designed. First, staff has direct contact with program sponsors on a regular basis. All of the SHP recipients are members of the Network and its committees. In addition, staff is always available to answer questions and provide technical assistance, and on average interact with each agency monthly, if not more frequently. Oftentimes, these interactions are on-site at the program locations.

In addition, staff has established formal methods of fulfilling its responsibilities as the Lead Agency, and ensuring satisfactory performance. For the SHP funded renewal projects that come through the City, staff 1) reviews and provides technical assistance in the application process, thereby assuring that each project fills a gap in the continuum and sets ample, yet attainable program goals; 2) reviews and provides technical assistance in the Technical Submission process, thereby gaining familiarity with the approved budget, position descriptions, service goals and outcomes; 3) upon approval of the Technical Submission, incorporates the scope of services, service goals, outcomes and budget in the Sub-recipient Agreement between the City and project sponsor; and 4) provides technical assistance on how to collect data for the Annual Performance Report (APR). As a result, these opportunities provide staff with first hand information to share with the panel as to how effectively the renewal programs were currently operating and as to whether or not they were performing satisfactorily.

Renewals for the 2004 Continuum of Care submission included:

Community Housing Options at Independent Supported Sites Program (CHOISS) - Families is permanent supportive housing for households in which one person is infected with HIV/AIDS. Upon admittance into the program, each HIV/AIDS-affected resident develops an individualized service plan in conjunction with the CHOISS Support Service Coordinator and the case manager from the referring agency. Support Service Coordinators visit each resident in their home on a weekly basis to monitor progress in meeting the goals of the Individual Service Plan and to advocate on the residents' behalf. Currently, there are only five (5) units of housing within the City's continuum for households in which at least one member is affected with HIV/AIDS. Failure to renew this program means that all five units will be lost and that there will be no permanent supportive housing for households in which one person is infected with HIV/AIDS.

Community Housing Options at Independent Supported Sites Program (CHOISS) - Singles is permanent supportive housing for single individuals who are infected with HIV/AIDS. Upon admittance into the program, each HIV/AIDS-affected resident develops an individualized service plan in conjunction with the CHOISS Support Service Coordinator and the case manager from the referring agency. The plan includes short- and long-term objectives (based on the client's goals) that are designed to improve the quality of their

lives. Support Service Coordinators visit each resident in their home on a weekly basis to monitor progress in meeting the goals of the Individual Service Plan and to advocate on the residents' behalf. Currently, there are only five (5) units of housing within the City's continuum for single individuals affected with HIV/AIDS. Failure to renew this program means that all five units will be lost and that there will be no permanent supportive housing for single individuals who are infected with HIV/AIDS.

412 Raymond Transitional Housing Project is a 20-bed program that provides multiple case management services for men who are chronically mentally ill, substance abusers, or dually diagnosed. Currently, there is no transitional housing in Pasadena for men who are chronically mentally ill or who have a dual diagnosis of mental illness and substance abuse except for this program. The only other transitional housing program for single men within the City's continuum of care system is Grandview House which provides transitional housing for single men in substance abuse recovery. Failure to renew the Transitional Housing Project would result in no transitional housing beds for men who are chronically mentally ill or who have a dual diagnosis of mental illness and substance abuse.

Euclid Villa is a transitional housing program for families. This program fills a crucial gap in the continuum of care for homeless persons by providing services that are so essential to a family's successful transition to permanent housing. Individual one-, two-, three-, and four-bedroom apartments, along with social services, are provided to families who have been living in emergency shelters in order to facilitate the long process of gaining stability and independence. Clients receive case management, job preparation and placement, money management training, substance abuse recovery assistance, childcare assistance, mental health services, parenting skills, after-school tutoring, school-related services and assistance in obtaining permanent housing. Currently, there are only 48 beds in 14 units of transitional housing program for families and on any given night as noted in the Housing Activity Chart. All of these beds/units are provided by Euclid Villa. Failure to renew Euclid Villa would eliminate all of the transitional housing beds/units within the City's continuum of care.

Casa Maria is a transitional housing and related case management services for single women who are chronic substance abusers. Clients receive case management, job preparation and placement, money management training, substance abuse recovery assistance, mental health services, parenting skills, after-school tutoring, school-related services and assistance in obtaining permanent housing. As noted in the Housing Activity Chart, there are 70 transitional housing beds for individuals. Of these 70 beds, 54 are for men and 16 for women. Failure to renew this program would mean that all existing transitional housing beds for single women would be eliminated.

Pasadena Homeless Management Information System (HMIS) is a networked computerized record-keeping system that will enable the City of Pasadena and homeless service providers to collectively perform a number of activities that have never been done with the City's continuum of care system. Such activities would include: 1) decreasing

duplicative intakes and assessments; 2) streamlining referrals; 3) coordinating case management; 4) tracking client outcomes; 5) and preparing financial and programmatic reports for funders. Pasadena is collaborating with the Los Angeles Homeless Services Authority, the County of Orange, and the Cities of Glendale and Long Beach to develop a regional HMIS system.

Passageways serves as the City's entry point into the continuum of care. Failure to renew this program means that the first step in the City's continuum of care, Outreach/Assessment, will be lost. For the past nine (9) years, the City and the Network have worked with Passageways to enhance its effectiveness as the entry point into the City's continuum of care. As a result, there is no other program in Pasadena where homeless people can go to have such a broad range of needs met in one place. Instead of spending days going from agency to agency for various needed services, homeless people are able to receive a wide range of services at Passageways in a matter of hours. Case managers develop individualized case management plans with clients with short- and long-term objectives in order to obtain permanent housing.

Pasadena has also prioritized permanent supportive housing and has submitted a permanent supportive housing program as its number one priority for each continuum of care application since 1998. Last year, a permanent supportive housing application was submitted and awarded by HUD for chronic homeless individuals with multiple needs (such as health care, income, mental illness, and substance abuse) in order to enable them to live as independently as possible in a permanent housing setting by providing on-site and off-site case management services. According to the 2004 "Housing Gaps Analysis Chart" there were 363 chronic homeless individuals in need of permanent supportive housing on a given day. The proposed project will provide 12 beds for residents.

4. Homeless Strategy

Pasadena has recently developed the "10-Year Strategy to End Homelessness" and will begin implementing recommendations later this year. The strategy was largely based upon Table 1A Homeless and Special Needs Populations below. The table denotes the homeless special needs populations and in particular the number of persons who are chronically homeless.

**HUD Table 1A
Homeless and Special Needs Populations**

Continuum of Care: Housing Gaps Analysis Chart

		Current Inventory in 2004	Under Development In 2004	Unmet Need/ Gap
Individuals				
Beds	Emergency Shelter (year-round)	36	20	263
	Transitional Housing	70	0	0
	Permanent Supportive Housing	146	48	262
	Total	252	68	525
Persons in Families With Children				
Beds	Emergency Shelter (year-round)	131	10	0
	Transitional Housing	48	0	21
	Permanent Supportive Housing	22	0	22 or 7 families
	Total	201	10	104

Continuum of Care: Homeless Population and Subpopulations Chart

Part 1. Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
1. Homeless Individuals	36 (S)	70 (S)	525 (S)	631 (S)
2. Homeless Families with Children	58 (S)	21 (S)	19 (S)	98 (S)
2a. Persons in Homeless Families with Children	131 (S)	48 (S)	43 (S)	222 (S)
Total (lines 1 + 2a)	167 (S)	118 (S)	568 (S)	853 (S)
Part 2. Homeless Subpopulations	Sheltered		Unsheltered	Total
1. Chronic Homelessness	32	(S)		
2. Seriously Mentally Ill	103	(S)		
3. Chronic Substance Abuse	161	(S)		
4. Veterans	43	(S)		
5. Persons with HIV/AIDS	3	(S)		
6. Victims of Domestic Violence	48	(S)		
7. Youth (ages 18-24)	22	(S)		

The persistent numbers of homeless persons with special needs including chronically homeless persons made it apparent that a different strategy was needed in order to help such persons obtain and maintain permanent housing. Thus, the strategy is different from past planning strategies by promoting the implementation of a new federally-supported approach to ending homelessness that is described as “Closing the Front Door” and

“Opening the Back Door” to homelessness. An increasing number of other local jurisdictions are in the process of implementing this approach as a cornerstone of their strategic planning process.

Closing the Front Door

Closing the Front Door to homelessness means preventing households from becoming homeless. The 10-Year Strategy will focus on strengthening existing partnerships, creating new partnerships, and new resources to help low-income people remain “housed” because they are the ones who are “most-at-risk” to homelessness.

Current nonprofit service providers successfully help homeless households obtain and maintain housing. However, everyday those newly housed homeless persons are replaced by other persons/households becoming homeless as part of an often unseen daily cycle of housing displacement. Many residents in Pasadena are members of households with limited incomes who have great difficulty paying their housing expenses and/or unable to pay their housing expenses.

According to 2000 U.S. Census data, there were more than 50,000 residents of Pasadena (or more than one of every three residents) who were members of a household whose income was \$25,000 a year or less. Of these households, more than 5,000 households consisting of nearly 15,000 residents were members of a household whose income was less than \$10,000. The City of Pasadena 2004 Homeless Survey revealed that 90% of people who are homeless in the city on a given day had an annual income of \$10,000 or less.

A household with an annual household income of \$10,000 is severely rent-burdened. The generally accepted standard for housing affordability is that households should not spend more than 40% of their incomes on rent and utilities. Accordingly, a household with an annual income of \$10,000 should not spend more than \$3,000 a year or \$250 a month which is far below average monthly market rates for Pasadena.

Average market rents in Pasadena for a modest two-bedroom, two-bath unit are around \$1,000 per month. In order to afford a monthly rent of \$1,000, a household needs to earn at least \$40,000 per year, or \$19.23 per hour. Average monthly market rents in Pasadena for a modest one-bedroom, one-bath unit are around \$800. In order to afford a monthly rent of \$800, a household needs to earn at least \$32,000 per year, or \$15.38 per hour.

What is particularly notable is that persons on fixed incomes such as elderly and/or disabled persons do not have a monthly income adequate to meet the city’s rising housing costs. Such fixed incomes often range under \$1,000 per month or \$12,000 annually. A household with an annual income of \$12,000 should not spend more than \$3,600 a year or \$300 a month, also far below average monthly market rates for Pasadena.

Persons earning the minimum wage in California do not make enough to pay the average rents in Pasadena either. At \$6.75 per hour, two full-time minimum wage workers would each need to work approximately 58 hours per week to afford \$1,000 in rent for a modest two-bedroom, two-bath unit.

In summary, lower income households are spending 70% or more of their income on housing costs which does not leave sufficient funds for food, childcare, transportation, healthcare costs, etc. Persons on fixed incomes of \$12,000 spend nearly 80% of their fixed income on a modest one-bedroom unit and would have to spend 100% of their fixed income for a modest two-bedroom unit. A full-time, minimum wage, worker has to spend 70% of their monthly income for a modest one-bedroom unit and 85% of their monthly income for a modest two-bedroom unit.

Opening the Back Door

Opening the Back Door to homelessness means to re-house homeless people as quickly as possible by placing them in affordable permanent housing with on-site and/or off-site social services. People should not spend months and years living on the streets and/or in shelters, due to the lack of affordable housing.

Many low income households reside in weekly motels, often considered defacto homeless shelters, which are more expensive monthly than apartments. Households reside in these motels due to numerous factors, which include low wage earnings, poor credit history and/or inability to save enough for move in costs. Many households reside in motels until their money runs out, and then reside in shelters as a monthly cycle of homelessness.

Some of these households may be considered chronically homeless which is defined as individuals who are homeless one (1) year or more and/or several times during a three (3) year period and have a disability. Most chronically homeless persons are unlikely to generate enough earnings to pay for housing and non-housing expenses. They may have some income from wages and/or public benefits (e.g., Social Security - Disability Income (which is approximately \$700 per month) but require long-term housing subsidization because their disabilities are a barrier to full-time employment at a livable wage. Affordable long-term housing needs to be linked to on-site and/or off-site social services to assist residents with the tools to maintain self-sufficiency.

The 10-Year Strategy to End Homelessness will be different from past strategies because it will focus on sustainable outcomes that are based on information not previously available. Two (2) sources of information now available are "The City of Pasadena 2005 Homeless Count" and "The City of Pasadena 2004 Homeless Survey."

The City has also received funding to implement a Homeless Management Information System (HMIS) which began in April of 2005. The system will enable local homeless service providers to collectively perform a number of activities that have never been done

extensively within the City's continuum of care system. Such activities will include: 1) decreasing duplicative intakes and assessments; 2) streamlining referrals; 3) coordinating case management; 4) tracking client outcomes; 5) and preparing financial and programmatic reports for funders.

Many private foundations have recently launched important initiatives tailored to specific homeless populations and their urgent needs. These funders are increasingly requiring efficient financial and program outcomes for initial funding. This link between fiscal and programmatic accountability will streamline funding decisions within the Pasadena Continuum of Care for future years and be based on performance objectives and outcomes. The local Continuum has also set milestones as a city-wide effort to effectively coordinate service provisions to assist homeless clients rapidly move from the streets to permanent housing solutions. The Homeless Management Information System technology will create this streamlined intake and referral process in addition to tracking outcomes and progress of clients and agencies within the Continuum.

In order to end homelessness in Pasadena, the City divided the homeless population into three (3) groups of persons (made up of families and individuals) who must receive supportive services (i.e., employment, health care, public benefits assistance, mental health care, etc.) through case management and be able to obtain and/or remain in affordable housing.

The three (3) groups of persons included:

- Families and Individuals who are presently housed but are at-risk-to-homelessness;
- Families and Individuals who are 1) living on the streets; and 2) in shelters and transitional housing programs (including those that serve victims of domestic violence and foster care youth);
- Families and Individuals who were homeless and obtained permanent affordable housing but are at-risk-to-homelessness.

There are three (3) recommendations concerning homeless prevention. They are: a) "Good Neighbor Program"; b) "Discharge Planning Program"; and c) a "Homeless Coordinator" that is a full-time employee whose duties include managing the "Good Neighbor Program" and the "Discharge Planning Program."

a. "Good Neighbor Program"

The Pasadena Housing and Homeless Network (Network) believes that a public and private "Good Neighbor Program" partnership will increase the number of community groups and individuals as well as the amount of resources available to prevent households at-risk-to-homelessness from becoming homeless. Local congregations, neighborhood associations and groups, other local community groups and individuals, and local government

representatives should be the core supporters of a “Good Neighbor Program” and have the responsibility of preventing at-risk-to-homelessness households from becoming homeless within their immediate neighborhood.

Neighboring groups and individuals would supply the Good Neighbor Program “lead agency” with homeless prevention resources such as food, clothing, and private funding for utility and/or rental assistance. Neighboring groups and individuals would also help their neighbors receive help by directing them to the Good Neighbor Program “lead agency” for homeless prevention resources. In addition, they could also help their neighbors receive help by helping implement a city-wide homeless prevention communication strategy (described below).

The Network believes that a “Good Neighbor Program” should be implemented by a lead agency that receives and provides homeless prevention resources in collaboration with other community groups and individuals. Resources and related homeless prevention interventions include:

- a. providing adequate household assistance such as free food, clothing, and utility assistance in order for households not to have to choose between paying for daily basic living needs and paying their rent;
- b. providing case management services and referrals for households to employment services and mainstream resource programs (e.g. public assistance) in order to maintain or increase their household income;
- c. providing adequate emergency homeless prevention assistance such as rental assistance or utility assistance for households who are unable to afford to pay their rent or utilities;
- d. ensuring that households at-risk-to-homelessness are aware of homeless prevention services through community outreach and education.

As a result, there should be a much greater level, intensity, and concentration of community outreach and education efforts concerning homeless prevention. Such efforts should include:

i. working with neighborhood resource centers

Existing neighborhood resource centers should provide community outreach and education efforts concerning homeless prevention. A neighborhood resource center is defined as a public or private agency site that provides community services to residents such as education, employment, health, and recreation. Examples of public sites include city sponsored community and recreation centers such as Jackie Robinson Center, Robinson Park, Victory Park, and Villa-Parke Community Center. Other examples of public sites include schools and the Pasadena Community Health Center. Examples of private sites include Boys and Girls Club of Pasadena, Mother’s Club Community Center, and the Pasadena Senior Center.

Community outreach and education efforts at each of the sites should include:

- in-service trainings to staff that focuses on how to identify, counsel and refer at-risk-to-homelessness families and individuals;
- sponsoring workshops and forums that address issues related to at-risk-to-homelessness such as evictions, health and safety code violations, and rental and utility assistance;
- availability of printed materials concerning at-risk-to-homelessness.

ii. implementing a city-wide communication strategy

A city-wide communication strategy should consist of several means of communication that provide at-risk-to homelessness families and individuals, and those groups and individuals that want to help them, with the necessary information and resources to prevent homelessness. Such means of communication should include:

- a “Homeless Prevention Resource Guide” that provides a description of, and contact information for, homeless prevention resources;
- “Homeless Prevention Week” that raises awareness concerning families and individuals who are at-risk-to homelessness and the resources available to help them;
- posters, flyers, and brochures containing contact information if at-risk-to homelessness should be
 - made available at public counters including libraries, schools, post offices, and City Hall public service counters;
 - delivered for distribution at local committees, coalitions, and task forces meetings;
 - delivered to post and distribute at local community, educational, and recreational service centers and organizations including religious congregations;
 - made available to property owners and managers to distribute to renters.
- web site information concerning homeless prevention made available on a newly created web site (homeless-prevention.com) and existing web sites of community organizations including the City’s web site;
- Public Service Announcements that provide contact information for homeless prevention resources;
- a homeless prevention information phone line that provides a description of, and contact information for, homeless prevention resources;
- include in utility bills contact information for homeless prevention assistance;

iii. collaborating with mainstream resource providers

Homeless service providers and mainstream resource providers—particularly the Department of Public Social Services (DPSS) and the Social Security Administration (SSA)—should work together to plan service delivery to at-risk-to homelessness families and individuals who are clients of DPSS and SSA. These two (2) local agencies have the most contact with the City’s at-risk and most-at-risk to homelessness population.

Clients of DPSS and SSA should receive the printed information noted above that provides a description of, and contact information for, homeless prevention resources when they first come into contact with DPSS and SSA. In addition, DPSS and SSA staff should contact the Good Neighbor Program’s lead agency on behalf of clients who are seriously at-risk-to becoming homeless and refer clients to the lead agency for necessary homeless prevention resources.

iv. outreach to property owners and managers

Community outreach and education efforts should also focus on developing awareness among owners and managers of supportive and other services that are available to assist their tenants who are at-risk-to-homelessness. Owners and managers are often willing to rent to low and moderate income households but are concerned that they will be left on their own to deal with situations that may arise if that household experiences a crisis. Making those owners and managers aware of support services that are available to the household, and encouraging them to inform the household of these services, may assist the household in accessing services that would preserve their tenancy.

It is evident that there should be a much greater intensity and concentration of efforts to provide adequate emergency homeless assistance services for households who lose their housing because of eviction (e.g. code violations) so they are re-housed as quickly as possible. During past years, there have been several large evictions involving dozens of households who had to leave their places of residences because of severe code violations.

Under the “Good Neighbor Program,” local government, community agencies and local residents would provide resources for moving and rental assistance to re-house households as quickly as possible. Resources will include case management that helps households obtain housing and rental assistance if necessary.

b. “Discharge Planning Program”

The second recommendation concerning homeless prevention is a “Discharge Planning Program.” The McKinney-Vento Act requires that any governmental agency receiving funding may not receive HUD McKinney funds unless they “develop and implement, to the

extent practicable, policies for the discharge of persons from publicly funded institutions or systems of care.” These institutions and systems of care include health care facilities, foster care or other youth facilities, and corrections programs and institutions.

The purpose of developing and implementing a “Discharge Planning Program is to prevent persons being discharged from publicly and privately funded institutions or systems of care into homelessness. Discharge planning prepares a homeless person in an institution to return to the community and links that individual to essential housing and services, including enhancing and expanding their treatment options and effectiveness.

The Network has created a committee as a first step towards creating a Discharge Planning Program. The Committee has begun to identify and build consensus for the key elements of effective discharge planning and to develop recommendations for effective discharge planning practices. The Committee has been meeting each month for the past year. Participants include representatives from agencies that discharge clients back into the community.

c. “Homeless Coordinator”

The Network recommends a full-time “Homeless Coordinator.” The Network believes that it is critical that a full-time “Homeless Coordinator” be hired to manage the “Good Neighbor Program,” the “Discharge Planning Program,” and other important recommendations in the 10-Year strategy. The Network believes that such crucial recommendations will not be implemented effectively unless a full-time “Homeless Coordinator” is given managing responsibilities to help carry out the recommendations noted above while working closely with community representatives.

There are many representatives that are employed by homeless service providing agencies that participate in the Pasadena Housing and Homeless Network and its sub-committees such as the “Discharge Planning Program Committee.” Representatives from these homeless service providing agencies simply do not have the time to carry out all of the responsibilities of each of the recommendations—a full-time “Homeless Coordinator” would. The Network recommends that the Homeless Coordinator be a City of Pasadena employee. The Homeless Coordinator should work within, and be supervised by, the Office of the City Manager Housing and Community Development Division.

There are 4 recommendations to help homeless persons obtain housing and exit their lives on the streets, in shelters and transitional housing programs. They are:

1. providing public and private street outreach teams with the resources necessary to help homeless persons (particularly those who are chronically homeless) to exit their lives on the streets and enter into appropriate housing with case management services;

2. providing shelter and transitional housing programs with on-site and off-site resources necessary to provide comprehensive case management services (including employment services, domestic violence services, health care, mental health care, permanent housing placement services, substance abuse treatment, and veteran services);
3. providing affordable permanent supportive housing with on-site and off-site resources necessary for comprehensive case management services (including employment services, domestic violence services, health care, mental health care, permanent housing placement services, substance abuse treatment, and veteran services);
4. providing mainstream resources such as Temporary Assistance for Needy Families, General Relief, Food Stamps, Veterans Health Care in order to help homeless persons permanently exit their lives in shelters (including the winter shelter program) and transitional housing programs and obtain and maintain permanent affordable housing or permanent affordable supportive housing.

Street Outreach Teams With Case Management Services

The Network recommended that the current street outreach teams be increased in terms of days, hours, and staff. Specific recommendations included 1) increasing the days and hours of street outreach workers to include evenings and weekends; 2) increasing the number of street outreach workers and teams including a health care worker; and 3) increasing the number of hours of a psychiatrist.

Currently, there are three street outreach programs. One program is the Homeless Outreach Team operated by Pacific Clinics and located at Passageways. The deployment of this two-member street outreach team has been a crucial step in connecting homeless persons living on the street to necessary supportive services and housing. Two approaches to outreach have been used: 1) mobile outreach by van and by foot; and, 2) program-based outreach at social service sites for homeless persons. These outreach efforts include (1) locating people on the streets or in facilities; (2) establishing rapport; (3) assessing their needs; and, (4) providing case management; and (5) linking them to supportive services, particularly Passageways.

A second street outreach program is called the Homeless Outreach Psychiatric Evaluation (HOPE) Team. The two-person HOPE team, which consists of an officer of the Pasadena Police Department and a mental health case manager of the L.A. County Department of Mental Health, actively seeks out the homeless mentally ill on the streets and at social service programs where they receive services such as food and clothing. Outreach workers are trained to recognize the symptoms of mental illness and substance abuse. They also possess the interpersonal skills necessary to solicit and provide information in a friendly, respectful, and non-threatening manner. The primary goal is to link the homeless mentally ill with Passageways to receive medical and psychiatric care, substance abuse treatment, housing, and other services as appropriate.

A third street outreach program is Pacific Clinics' Healthy Transitions Program which was created in response to the increased incidence of homelessness and substance abuse among transitional age youth. Healthy Transitions serves as a comprehensive program aimed at eliminating barriers to self-sufficiency such as substance abuse through extensive outreach to, and engagement of, homeless, foster care, and probation youth ages 17-23. The program fulfills Pacific Clinics' mission of a client centered approach to treatment which involves providing extensive outreach, engagement, education as well as comprehensive therapeutic and recovery oriented services by a multidisciplinary team of professionals.

Shelter and Transitional Housing Programs With Case Management Services

The Network also recommended that the City of Pasadena Bad Weather Shelter be open December 15 through February 15 every winter season for a total of 60 nights beginning with the 2005-2006 winter season. In the past, the shelter has opened on a temperature/rain activation basis during December and February through March and for the whole month of January regardless of temperature/rain and has been open on an average of 60 nights per winter season.

The Network also recommended that enhanced case management staff and services be added to the City of Pasadena Bad Weather Shelter beginning with the 2005-2006 winter season. Because the current emphasis of shelter is hypothermia prevention, it currently only offers limited case management services.

The Network believes that only shelters that emphasize case management offered by well trained staff with access to services can effectively help homeless persons exit their lives from the streets and obtain permanent affordable housing. Every day homeless service providers help homeless households obtain and remain in permanent affordable housing. Such success, is due in part to, local shelters that have efficient case management staff and services. It is necessary to empower the Pasadena Bad Weather Shelter with greater capacity.

Only shelters with well developed case management can be effective in helping to end homelessness. The Bad Weather Shelter needs to expand its capacity in this area in order to provide more case management. Adding such resources would significantly increase the number of households who use the shelter as a way off the streets.

It is important to note that more chronically homeless persons use the Bad Weather Shelter each year than any other residential program. This provides the community with a unique opportunity to reach people who otherwise do not make contact with the continuum of care system.

The Network also recommended that an additional 16 beds of transitional housing be made available for families during the first year of the strategy and additional beds during subsequent years. Transitional housing, as defined by HUD, is the provision of beds/units

for residents for up to two (2) years with on-site and off-site case management services. The Network believes that only local transitional housing programs with professional case management staff and services should be supported.

The Network believes that the increase in transitional housing beds/units should be for families because families often need more time to become self-sufficient. Shelters generally allow a family to stay for 60 days with extensions when needed. Often, a parent(s) needs more time to stabilize themselves because of the needs of their children. Transitional housing provides temporary housing for up to two (2) years which allows a parent(s) the time needed to stabilize themselves and their children.

Permanent Supportive Housing With Case Management Services

The Network recommended that the number of beds/units of permanent affordable supportive housing with case management be increased through a "Safe Haven" Program, Shelter Plus Care, and efficiency units for single room occupancy.

"Safe Haven" Program

The City recommended that a "Safe Haven" Program be established that will serve the "often-most-visible" and "hardest-to-reach" homeless persons with severe mental illness, who have been residing primarily in a public (street, sidewalks, parks, etc.) or private place (occasional residence in an emergency shelter) not designed for, or ordinarily used as, a regular sleeping accommodation for human beings and have been unable or unwilling to participate in supportive services. The proposed program will provide a highly supportive environment where the persons noted above can rest, feel safe, and where there are no immediate service demands that will re-establish trust with social workers and eventually re-engage the proposed program's service population with needed treatment and services.

Such persons are often "chronically homeless" as defined by HUD. They are unaccompanied homeless individuals with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. They also have a disabling condition which HUD defines as "a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions." HUD also notes that to be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter during that time.

The characteristics noted above make it very difficult for the needs of the "hardest-to-reach" homeless persons to be addressed by outreach and housing programs such as emergency shelters and transitional housing programs that serve the general homeless population. Thus, opportunities for such severely mentally ill and chronically homeless individuals to

move beyond homelessness are greatly reduced. Moving beyond homelessness is also greatly reduced by the very nature of their disability which disrupts their judgment, motivation, and social skills.

Therefore, because of their complex needs and resistance to homeless services, a comprehensive and flexible array of specialized services and related supportive efforts must be readily available to assist them. The proposed program should have a non-residential and residential component that serves as a portal of entry for severely mentally ill and chronically homeless individuals to move beyond homelessness and into the area's continuum of care.

The non-residential component would consist of 1) a drop-in center where food, clothing, bathroom, and laundry facilities will be provided only to the intended service population on a drop-in basis; and 2) social services and referrals within a non-intrusive, low demand environment. The residential component would consist of 25 units of permanent supportive housing with on-site and off-site case management services. Each resident should be assigned to a case manager. However, each case manager would not be responsible for more than eight (8) clients.

The Network also recommended that the number of Shelter Plus Care tenant-based rental assistance certificates be increased. Shelter Plus Care assists homeless individuals and families with mental disabilities, chronic substance misuse, and/or infected with HIV/AIDS by providing long-term affordable rental housing and a broad range of supportive services. The goal of Shelter Plus Care is to increase the participants' independent living skills.

Under tenant-based rental assistance, Pasadena requested funds to provide rental assistance on behalf of program participants who choose their own housing units. Tenants pay no more than 30% of their monthly income. If a participant decides to move, he or she may take their rental assistance to the new housing unit.

Currently, the City of Pasadena has 60 tenant-based rental assistance certificates. The Network recommends that the City increase the number of certificates to 75.

The Network also recommended an increase of efficiency units for single room occupancy and that some of the units provide efficient case management staff and services and that some of the units do not. Not all residents will have a disability and/or require on-going case management.

Efficiency units for single room occupancy with competent case management staff and services are necessary for those individuals who have a disability and limited income of less than \$10,000 a year. These persons are not the "hardest-to-reach" homeless persons with severe mental illness which need to be served by the proposed Safe Haven Program. They often have a limited income (under \$10,000 annually) and would not have to pay more than 30% of their adjusted income to live in these units. This means that their monthly rent

would not exceed \$250. The rental assistance payments cover the difference between the tenant's share of the rent and the Fair Market Rent (currently \$559/month) for the unit as established by HUD. In addition, they would have access to on-site and off-site case management services.

Efficiency units for single room occupancy are also needed for individuals who may not have a disability or require on-going case management. They also would not have to pay more than 30% of their adjusted income (under \$25,000 annually) to live in these units which means that their monthly rent would not exceed \$625. The rental assistance payments cover the difference between the tenant's share of the rent and the Fair Market Rent (currently \$746/month) for the unit as established by HUD.

B. Special Needs Populations (Non-Homeless)

1. Priority Needs

HUD requires that each local jurisdiction include certain special categories of residents when determining its housing needs assessment. Often, such residents have difficulty finding affordable housing because of their special needs. These special categories of residents are defined as follows:

a. Persons With Disabilities

The U.S. Census Bureau uses the following six (6) categories for persons with disabilities: 1) sensory disabilities; 2) physical disabilities; 3) mental disabilities; 4) self-care disabilities; 5) going outside the home disability and 6) employment disabilities. The Census Bureau gives the following definitions for these categories:

- **Sensory disability:** blindness, deafness, or a severe vision or hearing impairment;
- **Physical disability:** a condition that substantially limits one or more basic physical activities, such as walking, climbing stairs, reaching, lifting, or carrying;
- **Mental disability:** a physical, mental, or emotional condition lasting six months or more that makes it difficult to perform activities such as learning, remembering, or concentrating;
- **Self-care disability:** a physical, mental, or emotional condition lasting six months or more that made it difficult to perform certain activities such as dressing, bathing, or getting around inside the home;
- **Going outside the home disability:** a physical, mental, or emotional condition lasting six months or more that made it difficult to go outside the home alone to shop or visit a doctor's office (tallied for residents over 16 years of age);
- **Employment disability:** a physical, mental, or emotional condition lasting six months or more that made it difficult to work at a job or business (tallied only for residents between 16 and 64 years of age).

The 2000 Census noted that 45,007 Pasadena residents, or one out of three residents (34%), reported a disability. Of these persons, 30,326 or 68% were between the ages of 16 and 64. The most prevalent type of disability among persons 16 – 64 years was employment disability. Among children aged 5 to 15, mental disabilities were the most common disability and for persons 65 years and over physical disability was the most common disability.

Table B-1. Disability by Age and Type

Disability by Age and Type*	5 to 15 years	16 – 64 years	65 years and over
Sensory Disability	7%	5%	17%
Physical Disability	14%	14%	32%
Mental Disability	60%	11%	15%
Self-Care Disability	20%	5%	14%
Go-Outside-Home-Disability	-	27%	25%
Employment Disability	-	41%	-
Total:	100%**	100%	100%

Source: U.S. Census 2000

* Age By Types of Disability for the Civilian Noninstitutionalized Population 5 Years and Over with Disabilities

**Numbers do not total 100% due to rounding.

b. Senior/Elderly Residents

Senior/Elderly Resident refers to a person who is 62 years of age or older.

Table B-2. Age of Senior/Elderly Residents

Age	Number	Percent
62 to 64 Years	2,610	14.0
65 to 69 Years	3,800	20.4
70 to 79 Years	7,444	39.9
80+	4,802	25.7
Total:	18,656	100.0

Source: U.S. Census 2000

The above table discloses that the majority of senior/elderly residents are 70 years of age or older—nearly two-thirds (65.6%) of senior/elderly residents are 70 years of age or older and approximately one-third (34.4%) are ages 62 – 69.

The next table reveals that household income decreases with age. Median household income was \$61,688 for householder 55 to 64 years. Median household income was \$38,952 for householder 65 to 74 years and \$29,243 for householder 75 years and over.

Table B-3. Age of Householder

Age of Householder	Income
Householder under 25 years	22,573
Householder 25 to 34 years	40,514
Householder 35 to 44 years	51,826
Householder 45 to 54 years	60,870
Householder 55 to 64 years	61,688
Householder 65 to 74 years	38,952
Householder 75 years and over	29,243

Source: U.S. Census 2000

c. Persons with Developmental Disabilities

Persons with Developmental Disabilities, as defined by HUD, refers to a person who is determined to:

1. Have a physical, mental or emotional impairment that:
 - (i) Is expected to be a long-continued and indefinite duration;
 - (ii) Substantially impedes his or her ability to live independently;
 - (iii) Is of such a nature that the ability could be improved by more suitable housing conditions; or a record of having such impairment;
2. Having a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act;
3. Be the surviving member or members of any family that had been living in an assisted unit with the deceased member of the family who had a disability at the time of his or her death.

The term developmental disability refers to a severe and chronic disability that is attributable to a mental or physical impairment generally identified in early childhood and expected to continue indefinitely. Developmental disabilities are associated with the following conditions: Mental Retardation, Cerebral Palsy, Epilepsy, Autism and any disabling condition closely related to mental retardation or requiring similar treatment.

The California Department of Developmental Services (DDS) coordinates a wide array of services for individuals with developmental disabilities through a system of locally-based regional centers. Residents of the City of Pasadena receive services through the Frank D. Lanterman Regional Center. Along with Pasadena, the Lanterman Regional Center provides services to residents of Central Los Angeles, the Hollywood/Wilshire area and Glendale. Services provided by regional centers include: information and referral; assessment and diagnosis; counseling; lifelong individualized planning and service coordination; assistance in finding and using community resources; legal advocacy; housing placement; planning, placement and monitoring for 24-hour out-of-home care; training and educational opportunities for individuals and families; and general family support.

Based on statewide client demographic data from December of 2004, there were 7,306 individuals diagnosed or at-risk of having developmental disabilities in the Lanterman Regional Center area. These Individuals with developmental disabilities reside in a variety of different settings depending on their needs and resources. As defined by DDS, they include:

- Own Home (Own): The individual resides in the home of a family member or guardian;
- Independent Living (IL): The individual resides in either an independent or supported living setting;
- Community Care Facility (CCF): The individual resides in a licensed care facility;
- Skilled Nursing or Intermediate Care Facility (SNF/ICF): The individual resides in a licensed care facility that includes skilled nursing or rehabilitation services.

The Lanterman Regional Center presently has active cases with eight hundred forty-six (846) Pasadena residents. The following table identifies this population by age and residence type.

Table B-4: Pasadena Residents with Developmental Disabilities by Age/ Residence

Age	Own	IL	CCF	SNF/ICF	Other	Total
0 – 2	32	0	0	0	1	33
3 – 13	156	0	2	1	13	172
14 – 21	61	0	15	1	8	85
22 – 31	62	6	52	3		123
32 – 41	27	22	94	13		156
42 – 51	27	15	101	12	1	156
52 – 61	8	7	52	11		78
62 plus	5	4	23	11		43
Total	378	54	339	52	23	846

Source: California Department of Developmental Services, 2004

There are five hundred fifty-six (556) Pasadena residents with developmental disabilities over the age of twenty-one (21). Of this number only, less than 3% fifty-four (54) live in independent living situations. While independent living situations would not be appropriate for some, a large number of the adults either living at the home of a family member or guardian or in a community care facility desire the opportunity to live independently.

Several factors serve as barriers to independent living for residents with developmental disabilities. The majority of these residents are SSI recipients with part-time, low paying jobs or unemployed. Their low- to very-low income status makes it difficult to find suitable, affordable housing. This issue remains a problem even for those that manage to access rental assistance vouchers from the City because the current rental market in Pasadena is proving difficult to access by recipients of federal rental assistance.

d. Persons Living With HIV/AIDS and Their Families

Persons with HIV/AIDS and their families refers to households with at least one family member living with HIV (Human Immunodeficiency Virus) or living with AIDS (Acquired Immune Deficiency Syndrome).

Pasadena has worked with community residents and nonprofit service providers for over a decade to address the needs of persons living with HIV or AIDS. Recent statistics show a slight increase in the percentage of people dying from the disease in the last few years in Pasadena suggesting a continuing need for services to assist people living with the disease.

Table B-5: Comparison of Total Reported AIDS Cases: 2000 & 2005

	2000		2005		Change
	Number	Percent	Number	Percent	
Pasadena:					
Total Cases	613	100.0	706	100.0	
Cases Living	224	36.0	250	35.0	-1.0%
Deaths	389	64.0	456	65.0	+1.0%
LA County:					
Total Cases	40,819	100.0	49,266	100	
Cases Living	15,767	38.0	20,484	41.0	+3.0%
Deaths	25,052	62.0	28,782	59.0	-3.0%

Source: California Office of AIDS (Cases reported in 2000 and 2005)

The Pasadena-based AIDS Service Center provides an array of services to people throughout Los Angeles County living with HIV/AIDS. These services include: adult case management, family and pediatric case management, home health care, mental health, legal services, benefits advocacy and housing assistance. The following table provides a breakdown by zip code of Pasadena residents (702) currently receiving services from the AIDS Service Center.

Table B-6: Pasadena Clients of the AIDS Service Center for 2005 by Zip Code

Zip Code	Number	Percent
91101	109	15.5
91103	164	23.3
91104	166	23.6
91105	53	7.6
91106	112	16.0
91107	98	14.0
Total	702	100.0

Source: AIDS Service Center, Pasadena, CA

The City uses funds through the HUD HOPWA and HOME programs to provide tenant-based rental assistance to very low-income individuals and families living with HIV/AIDS, along with case management and supportive services. The supportive services address the immediate care and longer-term needs of the participants including health care, mental health, substance abuse, public benefits, private insurance and legal assistance. In FY 2004, the City allocated \$100,000 to provide the above services to individuals and their families living with HIV/AIDS. In addition, Serra Project, Inc. was awarded \$682,216 through the HUD Continuum of Care Homeless Assistance - Supportive Housing program coordinated by the City to provide service-enriched affordable housing for individuals and their families living with HIV/AIDS.

e. Persons with Substance Abuse Difficulties

Persons with Substance Abuse Difficulties refers to individuals with a maladaptive pattern of substance use leading to significant impairment or distress that interferes with major role obligations such as work, school, etc. which places them at risk for legal, social, and interpersonal problems.

Statistics identifying the total number of persons living in Pasadena with alcohol and/or drug addictions, for the most part, are unavailable. However, there are a number of information sources that are available to help present a picture of drug and alcohol abuse issues in the City of Pasadena.

Two indicators that can be used to identify alcohol and/or drug abuse issues in the community are residential substance abuse treatment recovery programs and sober living homes. Residential substance abuse recovery treatment centers include:

- Bishop Gooden Home;
- Casa De Las Amigas;
- Grandview Foundation;
- Impact House;
- Salvation Army Adult Rehabilitation Center.

Together, these residential substance abuse treatment recovery programs approximately 350 beds each day to persons in substance abuse recovery.

Sober Living Homes are permanent affordable housing facilities that usually provide on-site or off-site supportive services. The Pasadena Housing and Homeless Network identified 156 beds in such facilities as part of its housing and homeless inventory of services for 2004.

2. Specific Objectives

In general, special needs populations with disabilities have lower-incomes since the disability may affect their ability to work. Thus, persons with disabilities have a greater need for affordable housing as well as supportive services. The specific objectives that Pasadena intends to initiate and/or complete include:

Affordable Housing

Sunrise Senior Living, Inc. is a senior housing provider that is proposing 190 units of senior housing. Of these units, 28 will be affordable as a result of Pasadena's Inclusionary Housing Ordinance. Nineteen (19) units will be for low income senior households and nine (9) units for moderate income senior households.

Tenant-Based Assistance for Persons with AIDS (HOPWA) and HOME Programs provide tenant-based rental assistance to very low income individuals and families living with HIV/AIDS, plus case management and supportive services. The supportive services address the immediate and long-term needs of the participants including health care, mental health, substance abuse, public benefits, private insurance and legal assistance.

Shelter Plus Care assists homeless individuals and families with mental disabilities, chronic substance misuse, and/or infected with HIV/AIDS by providing along-term affordable rental housing and a broad range of supportive services. The goal of SPC is to increase the participants' independent living skills, build self-confidence, and to become productive members of the community.

In addition to affordable housing, persons with disabilities need accessible housing. In order to provide accessible housing, special designs and/or accommodations may be necessary. These may include ramps, holding bars, wider doorways, lower sinks and cabinets, and elevators. Housing should be accessible through the use of special design features to accommodate wheelchairs and persons with mobility limitations.

Programs that provide services for accessible housing include:

- Pasadena Neighborhood Housing Services' Neighborhood Impact Program which provides financing for major/minor housing rehabilitation (grants/loans) and emergency home repairs including accessible housing needs;
- City of Pasadena's Maintenance Assistance Services to Homeowners program which provides minor housing rehabilitation and emergency home repairs including accessible housing needs.

Supportive Services

Pasadena Senior Center

The Pasadena Senior Center is dedicated to help seniors live meaningful lives of dignity, enjoyment and useful purpose. The Center improves and enriches lives of seniors with opportunities to be independent, celebrate life and reach their fullest potential by providing education, social events, sports, recreation and volunteer opportunities; basic support services, including: information, housing, caregivers, employment and counseling; retirement education and advocacy training through its Project Reach Out program.

El Centro De Acción Social

El Centro De Acción Social provides several community and economic development services to low and moderate income households including the Villa-Parke Senior Network which enhances the quality of life for seniors by offering alternatives to social isolation and by providing awareness of available community resources. Services include case management; citizenship and ESL classes; arts and crafts classes; and referrals for medical, psychological and other support services.

Heritage Clinic and Community Assistance Program

Heritage Clinic and Community Assistance Program provides the Elder Abuse Prevention/Intervention Project which includes community education to help prevent seniors from becoming victimized; outreach to at-risk seniors; case management; support groups; psychotherapy and parenting classes for grandparents who are raising their grandchildren.

Transportation

In addition to supportive services programs, persons with disabilities need affordable and accessible transportation. Public transit helps move people who cannot afford personal transportation or who elect not to drive. Many lower income persons are dependent on transit to go to work. Moreover, elderly and disabled persons also rely on public transit to visit doctors, go shopping, or attend activities offered at community facilities. An integral relationship between public transit, job opportunities, public services, and affordable housing is necessary to ensure that transit dependent residents are not isolated and have adequate housing choices in Pasadena.

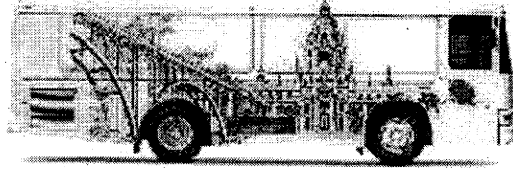
Regional Transit Service

Within Pasadena, three regional transportation agencies are designated under law as primary providers of transit services and thus receive significant levels of funding from the state and federal government. The transit agencies and coverage provided are described below and in Figure 1.

- ***Foothill Transit.*** Foothill Transit is one of the major transit providers serving residents and commuters throughout the length of the San Gabriel Valley and the Pomona Valley. Foothill Transit has 27 local, express, and Metrolink feeder lines. Two express routes stop in Pasadena and run through the San Gabriel Valley and Pomona Valley. Route 187 runs along Colorado Boulevard and stops every twenty to thirty minutes from 5 am to 7 pm, with stops every one hour thereafter. Foothill Transit route 690 runs along the 210 Freeway and stops every thirty minutes in Pasadena during peak rush hour traffic.
- ***LADOT Commuter Express.*** The City of Los Angeles Department of Transportation runs a commuter express line to and from Pasadena. Route 549 runs through the communities of Encino, North Hollywood, Burbank, Glendale and Pasadena. In Pasadena, Route 549 stops every thirty minutes in downtown Pasadena, during peak rush hours. Route 409 also stops just west of Pasadena in Montrose and Glendale.
- ***MTA Metro Bus.*** The Los Angeles County Metropolitan Transportation Authority (MTA) continues to serve as the major transit provider in Pasadena, linking residents to locales throughout the region. MTA provides 15 lines throughout Pasadena, primarily along Lake Avenue, Los Robles, Colorado, and Fair Oaks Boulevards. Service generally start in the early morning hours and extends into the latter evening hours. The routes originate throughout the Los Angeles region, including downtown Los Angeles and Long Beach.
- ***Gold-Line.*** The new light rail line spans 13.7 miles linking Union Station in downtown Los Angeles and Sierra Madre Villa in East Pasadena via Chinatown, Highland Park, South Pasadena and Pasadena. The opening of the Gold Line expands Metro Rail to 73.1-miles. The Gold Line joins two existing light rail lines (Metro Blue and Green Lines) and a subway (Metro Red Line) that crisscross portions of Los Angeles County from Long Beach to Los Angeles, Redondo Beach, Norwalk, Hollywood, Universal City, North Hollywood as well as Pasadena.

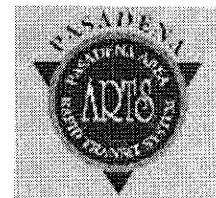
Local Transit Service

The City's Land Use and Mobility Element set forth general principles for local transit planning in Pasadena. Future residential development in Pasadena is directed to specific plan areas which can be served by light rail and major corridors. In addition to a



series of transit-oriented development policies, the General Plan also sets forth policies to link housing with essential community services. General Plan policies include the following: 1) promote mobility for those who do not drive, particularly for seniors, youth, and the disabled (Policy 19.4); 2) provide convenient, economical and accessible transit services between residents and agencies delivering human services. (Policy 19.5); and 3) increase the availability of public and private transit and encourage transit use through improving services, stations, and connection (Policy 20.4).

The City has recognized that more focused public transit service is necessary in some cases to fill in the gaps not otherwise covered by regional transit agencies. As such, the City has established its Area Rapid Transit System (ARTS) to provide free service to residents wishing to travel only within Pasadena. In 2002, the City expanded service to four routes described below and shown in Figure 2.



- Route 10 runs along Colorado Boulevard and Green Street, providing access to Pasadena City College, Playhouse District, Civic Center, and Old Pasadena.
- Route 20 provides service provided between northern and southern Pasadena via a two-way north-south loop on Fair Oaks Avenue and Lake Avenue.
- Route 31/32 provides service between northwest Pasadena (North Fair Oaks) and Lower Hastings Ranch (Foothill Boulevard and Rosemead Boulevard) via Washington Boulevard.
- Route 40 provides service between Old Pasadena (Raymond Avenue) and Lower Hastings Ranch (Foothill and Rosemead Boulevards) via Villa Street and Orange Grove.

Phase 1 of the expansion plan was specifically designed to supplement MTA's existing routes, particularly in Northwest Pasadena, whose residents comprise 41% of all transit users in Pasadena. The two new lines – Route 31 and Route 32 – directly link residents of Northwest Pasadena to employment centers in downtown Pasadena and Hastings Ranch. The new routes also take residents past Huntington Hospital, the City's Public Health Department, and associated medical offices and facilities supporting these institutions.

Various local and regional agencies provide specialized transit options for seniors and persons with disabilities. The Pasadena, San Marino, Los Angeles County, and Altadena Dial-A-Ride is a shared ride, curb-to-curb transportation services for residents sixty years and over and qualified persons with disabilities. Riders can prearrange travel and be picked up. Los Angeles County also provides service for disabled residents through Access Paratransit. Finally, seniors and disabled persons using Foothill Transit, MetroBus/Rail, and Metrolink also receive a 50% discount off normal fares. All of these services run seven days a week; however, the hours vary depending on the service provider.

Insert map of Existing Transit Routes

Insert Map of Pasadena Area Rapid Transit System (ARTS)

C. Housing

1. Housing Needs

There are several factors that drive the demand for housing in Pasadena. This section examines some of the key elements that influence demand:

- a. population growth;
- b. household size;
- c. number of households;
- d. number of housing units;
- e. wages.

a. Population Growth

The City of Pasadena's population has changed during the past 15 years and so has its housing needs.

Chart C-1: Total Population 1990 - 2000

Year	Total Population	Increase Over Previous Decade	
		Number	Change
1990	131,591	-	-
2000	133,936	1,664	1.3%

Source: U.S. Census 2000

In 1990, the City's total population was 131,591 according to U.S. Census Bureau and increased to 133,936 in 2000. This represents an increase of 1.8%.

Chart C-2: Total Population 2000 - 2004

Year	Total Population	Increase Over Previous Year	
		Number	Change
2000	133,936	-	-
2001	135,600	1,664	1.3%
2002	138,800	3,200	2.4%
2003	142,000	3,200	2.3%
2004	144,000	2,000	1.4%

Source: Demographic Research Unit of the California Department of Finance

According to the Demographic Research Unit of the California Department of Finance, the City's total population has increased by approximately 10,000 residents between 2000 and 2004. This represents an average increase of 1.85% per year. If the current trend continues, the City's population will be approximately 161,000 in 2010.

Chart C-3: Total Population 2005 - 2010

Year	Total Population	Increase Over Previous Year	
		Number	Change
2005	146,664	2,664	-
2006	149,377	2,713	1.85%
2007	152,140	2,763	1.85%
2008	154,955	2,815	1.85%
2009	157,822	2,867	1.85%
2010	160,742	2,920	1.85%

Source: Institute for Urban Research and Development

Household Size

Household size decreased between 1980 and 2000. In 1980 there were 2.93 persons per household and in 2000 2.52 persons per household which represents a decrease of .41 persons.

Chart C-4: Household Size 1980 - 2000

Year	Household Size	% of Change
1980	2.93	-
1990	2.88	-0.05
2000	2.52	-3.6

Source: U.S. Census 1980, 1990, 2000

The Demographic Research Unit of the California Department of Finance noted a reversal in household size since 2000. In the chart below, household size has increased from 2.516 in 2000 to 2.629 in 2004.

Chart C-5: Household Size 2000 - 2004

Year	Household Size	% of Change
2000	2.516	-
2001	2.547	+0.31
2002	2.579	+0.32
2003	2.605	+0.26
2004	2.629	+0.24

Source: Demographic Research Unit of the California Department of Finance

Number of Households

Based on the above data, if the current trends continue, the City of Pasadena will have more than 3,000 (3,106) more households in 2010 than in 2005.

Chart C-6: Number of Households 2000 - 2010

Year	Total Population	Number of Households	Size of Household	% of Change
2000	133,936	51,844	2.520	-
2005	146,664	55,324	2.651	+0.131
2010	160,742	58,430	2.751	+0.100

Source: Institute for Urban Research and Development

Number of Housing Units

Pasadena's housing stock increased by 2% between 1990 and 2000—there were 53,032 housing units in 1990 and 54,114 in 2000. There was a larger increase in multi-family units than single-family units. Housing unit characteristics for this time period is noted in the chart below.

Chart C-7: Housing Type 1990 - 2000

Housing Type	1990		2000	
	Number	Percent	Number	Percent
Single-Family	28,414	54%	28,913	53%
Detached	24,963		24,777	
Attached	3,451		4,136	
Multi-Family	23,835	45%	25,128	46%
2 – 4 Units	4,663		4,645	
5 or More Units	19,172		20,483	
All Other Units	783	1%	73	<1%
	53,032	100%	54,114	100%

Source: U.S. Census 1990, 2000

Employment and Wages

Housing needs are determined by various economic characteristics, such as employment within Pasadena and surrounding communities. To the extent that employees desire to live near work, the type of occupation and associated earnings are related to the demand for different types and price ranges for housing. This section describes the types of jobs available in Pasadena, the types of occupations held by residents, and their income.

Like many southern California communities, Pasadena's job base restructured over the 1990s, with the total number of jobs declining in the mid-1990s, only to increase considerably by 2000. Employment losses were concentrated in three sectors: construction, manufacturing, and wholesale trade. These losses were slightly offset by increases in wholesale/retail trade, finance, insurance, and real estate, business services, and others.

Today, Pasadena offers a diversified economy comprised of approximately 97,400 jobs, not including self-employed persons or those not covered by employer insurance. As shown in the chart below, the largest sectors are “Wholesale-Retail” trade and “all other services.” The next largest sectors are professional services of “engineering, accounting, research and management” followed by “finance/real estate/insurance” and “business services.”

Chart C-8: Employment Trends in Pasadena

Major Industries	Average Employment (# Jobs)			
	1991	Percent of Total	2000	Percent of Total
Construction	4,692	4.9%	2,996	3.1%
Manufacturing	6,828	7.1%	2,957	3.0%
Transportation, Communications, Public Utilities	2,947	3.0%	2,995	3.0%
Wholesale and Retail Trade	17,369	18.2%	19,261	19.8%
Finance, Insurance and Real Estate	9,293	9.7%	10,659	10.9%
Health Services	9,844	10.3%	11,155	11.5%
Educational and Social Services	8,605	9.0%	8,456	8.7%
Engineer, Acct. Research, Mgmt	11,788	12.3%	11,486	11.8%

Source: Employment Development Department 2000

The chart above notes that Wholesale and Retail Trade was the largest growing occupation during the period of 1990 and 2000. The median hourly wage for this occupation is approximately \$15 per hour or around \$30,000 annually. The occupations that declined the most were construction and manufacturing that have median hourly wages between \$20 and \$25 per hour or between \$40,000 and \$50,000 annually.

2. Priority Housing Needs

HUD requires each local jurisdiction to identify the priority housing needs in accordance with the household categories specified in Table 2A (see Appendix C) which include:

Elderly: A one or two person household in which the head of the household or spouse is at least 62 years of age;

Special Needs Populations: A household of one or more persons that includes persons that have mobility impairments or disabilities, (i.e., mental, physical, developmental, persons with HIV/AIDS and their families) or persons with alcohol or other drug addiction that may require housing with supportive services;

Large Related Households: A household of five (5) or more persons that includes at least one person related to the householder by blood, marriage, or adoption;

Small Related Households: A household of two (2) to four (4) persons that includes at least one person related to the householder by blood, marriage, or adoption.

Seniors/Elderly

Elderly residents have special housing needs due to a variety of factors such as retirement status, frequently reduced income level, and often deteriorating health or physical well being. Some elderly residents need smaller studio apartment units or even single-room occupancy units (SROs) to live independently.

Typically, elderly residents desire to live independently as long as their health permits. However, if their health deteriorates, it may be necessary to move to some type of care facility or assisted-living arrangement. This can range from a shared housing arrangement, a limited in-house assistance, or a nursing home with 24-hour care.

The needs to be addressed for this population group can be summarized as follows:

- Fixed incomes, limiting their ability to maintain housing and pay utilities;
- Medical care/prescription medications, straining their already limited income;
- Special transportation needs due to medical and physical condition;
- Mobility assistance is needed for normal daily activities;
- Assistance in meal preparation, housekeeping and shopping;
- Physical rehabilitative care may be required due to injury/falls.

Special Needs Populations

- Persons with Physical Disabilities

Persons with physical disabilities often have housing needs that are often met when existing premises are modified or new construction incorporates the following six design features:

- Public and common use areas must be readily accessible and usable;
- All doors designed to allow passage must be wide enough to accommodate persons in wheelchairs;
- Accessible route into and through the dwelling must be provided;
- Light switches, electrical outlets, thermostats, and other environmental controls must be placed in accessible locations;

- Bathroom walls must be reinforced to allow installation of grab bars;
 - Kitchens and bathrooms must have sufficient space to allow people in wheelchairs to move about.
- Persons with Other Disabilities (including developmental disabilities, mental illness, substance abuse, and HIV/AIDS).

While group homes have historically been a viable residential option for persons with developmental disabilities, they are not the only desired housing choice for persons with disabilities. This population is looking for choices other than group living including apartments, condominiums, and houses in the community.

Whether living in group homes or independently in apartments, condominiums, and houses, persons with disabilities often need social services. Such services can be provided on-site or off-site. If on-site, accommodations concerning design of living space and zoning must be made.

Large Related Households

The housing needs of large related households focuses primarily around bedrooms. These households generally need three, four, and five-bedroom homes or units. In addition, households also generally need large common living areas such as a living room, dining room, and kitchen.

Meeting the housing needs of large households is made particularly difficult because market forces provide a strong incentive to produce multiple dwelling units, which have a larger number of one- and two-bedroom units and fewer three- and four-bedroom units. These forces include (1) generally shrinking household sizes; (2) high parking requirements; and (3) high land costs which creates a tendency on the part of developers to maximize the number of units, in part by building a larger number of smaller units. Larger units, simply means, fewer units in the same amount of space.

Small Related Households

The housing needs of small related households also focuses primarily around bedrooms. These households generally need two or three bedroom homes or units. In addition, households also need common living areas such as a living room, dining room, and kitchen to meet their household needs. As noted above, market forces provide a strong incentive to produce multiple dwelling units, which have a larger number of one- and two-bedroom units and fewer three- and four-bedroom units.

3. Market Analysis

One of the primary concerns about housing availability is whether the housing stock is growing fast enough to keep pace with increases in the number of households that make up the City's total population including special needs populations. The following analysis, per HUD's instructions, includes demand, supply, condition, overcrowding, and the cost and affordability of housing.

a. Demand

If the current population trend continues, the City's population will be approximately 161,000 in 2010. As a result, the City will increase by more than 3,000 (3,106) households by 2010. In order to meet the growth in population, as many as 3,000 additional units need to be added to the City's existing housing stock.

As many as 1,200 (40%) of the additional 3,000 units would be required in order to meet the demand of affordable housing for special needs populations. The demand of affordable housing for special needs populations is based upon the fact that most special needs populations are members of very low, low, or moderate income households.

Very low, low, or moderate income households are defined by their annual household income compared to the median household income for the entire City. According to 1990 census data, the median household income was approximately \$35,000 among all households. The median household income increased to approximately \$46,000 in 2000. By comparison, the median household income for the Los Angeles/Long Beach metropolitan area was \$42,189 in 2000.

Thus, very low, low, or moderate income households are identified as follows:

- Very low income households have a household income that is less than 30% of the median household income of \$46,000 which is \$13,800 or less;
- Low income households have a household income that is less than 50% of the median household of \$46,000 which is \$23,000 or less;
- Moderate income households have a household income that is less than 80% of the median household of \$46,000 which is \$36,800 or less.

Chart C-9: Household Income 1990 - 2000

Income Category	# of Households			
	1990		2000	
	#	%	#	%
< \$15,000	10,479	20.8	8,454	16.4
\$15,000 to 24,999	7,466	14.9	5,649	10.9
\$25,000 to \$34,999	7,189	14.3	5,966	11.6
\$35,000 to \$49,999	8,303	16.5	7,446	14.4
\$50,000 to \$74,999	8,109	16.1	8,648	16.7
\$75,000 to \$99,000	3,770	7.5	5,501	10.7
\$100,000 to \$149,999	2,974	5.9	5,379	10.4
\$150,000 and up	2,119	4.2	4,766	9.2
Total:	50,409	100.0	51,809	100.0

Source: U.S. Census 1990, 2000

According to the chart above, 50% of all households were very low, low, or moderate income households in 1990. In 2000, however, the percentage of households who were very low, low, or moderate income was 38.9%.

As stated earlier, in order to meet the demand of affordable housing for special needs populations, as many as 1,200 of the additional 3,000 units would need to be added to the City's existing housing stock. The percentage of households who were very low, low, or moderate income was approximately 40% (38.9%). Thus, 40% of 3,000 units or 1,200 units would need to be added to the City's existing housing stock in order to maintain the level of diversity in housing stock. A diverse mix of conventional and specialized housing helps ensure that all households—regardless of their income level, age group, disability status—have the opportunity to find suitable housing.

b. Supply

There has been a significant increase in the number of five (5) or more family unit buildings constructed over the past few years (2000 - 2004) than were constructed over the years (1996 - 1999) of the previous decade.

Chart C-10: Building Permits for 5 or More Family Unit Buildings

Year	# of Buildings	# of Units	Construction Cost
1996	0	0	\$0.00
1997	1	12	\$806,554
1998	1	9	\$486,000
1999	0	0	\$0.00
Sub-Total:	2	21	\$1,292,554
2000	16	624	\$44,791,325
2001	10	616	\$54,366,353
2002	11	496	\$35,628,824
2003	12	925	\$89,485,342
2004	5	158	\$15,485,897
Sub-Total:	54	2,819	\$239,757,741

Source: U.S. Census 2004

During the period of 1996 through 1999, building permits for two (2), five (5) or more family unit buildings were issued that resulted in 21 such units. During the period of 2000 through 2004, there were 54 building permits for two (2), five (5) or more family unit buildings that resulted or will result in 2,819 such units. In addition, 151 multi-family units have been permitted in 2005 bringing the total number of five (5) or more unit buildings to 2,970.

Approximately 2,323² housing units have been or will be constructed since the inception of the Inclusionary Housing Ordinance in September, 2001. Of the 2,323 housing units, 580 are affordable units to very low-, low-, and moderate income households. Additionally, an estimated 80 affordable units will be provided through the use of the Inclusionary Housing Trust Fund (In-Lieu Fees) and other public sources of revenue. Collectively, 660 units or 28.4% of the total of 2,323 units will be affordable.

The next chart shows that more than half (1,363) of the 2,323 housing units have produced 341 inclusionary units of which 16 or 4.7% are for very-low income households, 62 or 18.2% are for low-income households, and 263 or 77.1% are for moderate-income households.

² This number does not include single-family residences.

Chart C-11. Affordable Housing Production: Inclusionary Units

Project Name	Address	Project Type	Unit Distribution					
			Total #	Market Rate	Inclusionary Units	Very Low	Low	Moderate
Del Mar Station	252 S. Raymond	Rental	347	326	21	0	14	7
Trio Apartments	621 E. Colorado	Rental	304	286	18	0	12	6
Archstone	25 S. Oak Knoll	Rental	120	110	10	10	0	0
Fountains at Pasadena	775 E. Union	Rental	98	94	4	0	3	1
Walnut Place	712 E. Walnut	Rental	28	25	3	3	0	0
168 N Wilson	168 N. Wilson	Rental	23	22	1	0	1	0
Pasadena Place	169 W. Green	Rental	38	35	3	3	0	0
Renaissance Court	456 E. Orange G	Rental	31	26	5	0	5	0
SRO	1229 E. Green	Rental	90	0	90	0	9	81
The Gardens On Hill	315 N. Hill	Own	34	23	11	0	0	11
Delacey Flats	250 S. Delacey Ave.	Own	34	34	*			
Cinema Lofts	215 S. Marengo St.	Own	37	31	6	0	0	6
Fuller Seminary	255 N. Madison	Rental	179	10	169	0	18	151
Total			1363	1022	341	16	62	263

Source: City of Pasadena, Housing and Community Development Division

*Units provided off-site at The Gardens on Hill project.

Additionally, an estimated 80 affordable units will be provided through the use of the Inclusionary Housing Trust Fund (In-Lieu Fees) and other public sources of revenue.

There are City-assisted affordable housing projects that add to the number of affordable housing units produced through compliance with the inclusionary unit requirements. City-assisted projects are expected to generate 310 newly constructed units of which 239 or 77.1% will be affordable.

If this current supply of market rate (75%) and affordable units (25%) continues through the Inclusionary Housing Ordinance and City-assisted affordable housing projects, the mix of low, middle, and upper income households will significantly change over time. Nearly half (46.8%) of all households in Pasadena were very low-, low-, or moderate-income in 1990. Less than 40% (38.9%) of all households in Pasadena were very low-, low-, or moderate-income in 2000. If 75% of all new housing units that are constructed from 2000 to 2010 are not affordable for very low-, low-, or moderate-income households, then the City's mix of low, middle, and upper income households will continue to shift and the number of lower-income households will continue to decrease.

c. Cost of Housing

Suitable housing should be affordable to at least approximately 40% of City residents who are members of special needs households. Housing costs have become increasingly more expensive for both rental and ownership units.

Prices for ownership and rental housing in Pasadena are directly related to the prevalence of housing problems. When housing costs rise faster than household incomes, housing affordability tends to diminish. As a result, residents will be forced to have a housing cost burden, live in too small a unit resulting in overcrowding, or relocate to another community.

Ownership Housing For-Sale³

The homeownership market in Pasadena experienced significant changes during the 1990s. After an increase in housing prices during the mid-1980s, the median cost of homes was \$281,600 in 1990. During the 1990s, single-family homes lost approximately 25% of their value by the mid-1990s. Home prices began to increase in 1997 and have escalated in recent years. According to the 2000 Census, the median home value was \$286,400, or slightly higher than the peak of the market in 1990.

Another measure of the housing market is the actual sales prices of homes. According to Dataquick Services 1,600 homes sold in Pasadena during 2001. Two-thirds of all homes sold were single-family homes. Single-family homes sold for a median price of \$320,000 and varied significantly by size of unit. Prices ranged from a median of \$164,000 for a one-bedroom unit to a median of \$800,000 for a five-bedroom unit. Condominiums sold for a median price of \$182,000, with a range of \$121,000 to \$226,000.

³ **Note:** 2000 Census data was used to determine housing costs to maintain consistency with Census 2000 income figures in the following sections—it is recognized that housing prices have continued to increase and more recent data was used in the affordability section which follows.

Chart C-12: Median Sales Prices for Housing, 2000

Bedroom Size	Single-Family		Condominiums	
	Units Sold	Median Price	Units Sold	Median Price
1 bdr	31	\$164,000	8	\$121,000
2 bdr	377	\$250,000	357	\$185,000
3 bdr	428	\$332,000	109	\$226,000
4 bdr	148	\$465,000	n.a.	n.a.
5-bdr	71	\$800,000	n.a.	n.a.
Median		\$320,000		\$182,000

Source: Dataquick Real Estate Services 2000

Variations were also evident by the location of the home. Single-family homes in Zip Code Areas 91106 (south of Colorado Boulevard) and 91105 (Linda Vista) were the most expensive homes. Homes in Zip Code Areas 91103 and 91104 (Northwest Pasadena) were the least expensive. Median prices for condominiums also varied considerably, with the most expensive units found in the Linda Vista area and the least expensive found in the Pasadena downtown area.

Units For-Rent

The most comprehensive survey of local apartment rents is conducted each year by Bevin and Brock, a local real estate management firm. The survey is based upon rental rates published in the Star-News on a week-by-week basis. The survey is conducted annually in March. According to the survey, average rents in Pasadena during 2000 were as follows: \$740 for a one-bedroom unit, \$940 for a two-bedroom unit, and \$1,255 for a three-bedroom unit. Bevin and Brock's survey results are summarized below in chart C-13.

In recent years, Pasadena has developed a second tier of "luxury" high-end apartments. Homestore.com, an internet advertising site, provided a list of 17 "luxury" complexes. Five of the complexes were built since 1997. For these units, the average rent ranged from \$1,284 for a one-bedroom unit, \$1,579 for a two-bedroom unit, and \$1,780 for a three-bedroom unit. This translates into an average of \$1.60 per square foot of rental space.

Regardless of the age of the complex, apartment rents vary considerably throughout Pasadena. For instance, apartment units in Northwest and Northeast Pasadena are significantly less expensive than apartments in other areas of Pasadena. Apartment rents in Southwest and Southeast Pasadena generally command higher rents ranging from 40% to 65% higher than other areas. This fact underscores the complexity of Pasadena's rental housing market.

Chart C-13: Median Rents for Housing, 2000

Bedroom Size	Average Citywide	Average Rents			
		North West	North East	South East	South West
0 bdr	--	--	--	---	---
1 bdr	\$740	\$622	\$656	\$887	\$796
2 bdr	\$940	\$721	\$782	\$1,196	\$1,064
3 bdr	\$1,255	\$1,015	\$1,133	\$1,403	\$1,472
Median		n.a.	n.a.	n.a.	n.a.

Source: Bevin & Brock Survey 2000

d. Housing Affordability

An important indicator of quality of life in a community is the ability to afford a home. Housing affordability can be inferred by comparing the cost of renting or owning a home in Pasadena with the maximum amount that households of different income levels could pay for housing. As a result, it is possible to evaluate households that are able to afford housing and households that would most likely be forced to pay too much for housing (cost-burden), forced to live in a substandard unit, and/or a unit too small for the household.

Chart C-14 shows the annual income for households of different income levels and the maximum amount that could be paid for housing. This analysis assumes that the maximum affordable housing cost or rent payment does not exceed 30% of gross annual household income, although rental agencies and lenders will often accept a higher level of payment. City averages for utilities (e.g., gas, water, electricity), property taxes, and insurance are also included.

As shown below, the maximum price that a moderate income household could afford is \$111,000 – well below the median sales price of \$320,000 in 2000. Rentals are also expensive. For instance, a three-person moderate-income family could afford between \$461 and \$813 a month in rent, depending upon income. However, the median apartment rent is \$740 for a 1-bedroom unit, \$940 for a 2-bedroom unit, and \$1,255 for a 3-bedroom unit.

Chart C-14: Income Group

Income Group	Income Range	Taxes and Insurance	Utilities	Maximum Affordable Price	
				Sales Price	Can Afford a Home
Low					
One Person	Less than \$18,250	200	75	Less than \$29,000	Less than \$381
Small Family	Less than \$23,450	200	125	Less than \$42,000	Less than \$461
Large Family	Less than \$28,450	200	175	Less than \$52,000	Less than \$529
Moderate					
One Person	\$18,250 - \$29,200	250	75	\$29,000 - \$64,000	\$381 - \$655
Small Family	\$23,450 - \$37,500	250	125	\$42,000 - \$89,000	\$461 - \$813
Large Family	\$28,450 - \$45,000	250	175	\$52,000 - \$111,000	\$529 - \$950

Notations: Income limits are calculated as of 2000 to match sales and rent survey

1. Small Family = 3 persons; Large Families = 5 or more persons
2. Monthly affordable rent based upon payments of no more than 30% of household income including an allowance for utilities
3. Affordable home price is based on down payment of 10%, annual interest of 7.5%, a 30-year mortgage, standard property taxes and insurance, and monthly payment of 30% of gross income.

Recent Data

Housing prices have continued to increase and more recent data was used in the following sub-section. Recent data includes rental averages, median price for single-family homes, median price for condominiums, and median household income.

What follows is an examination of the available monthly income for housing for very low-, low-, and moderate-income households. It is a commonly accepted measure of housing affordability that a household should not spend more than 30% of its income for basic housing costs. If so, the household is "overburdened." Overburdened housing costs is divided into two categories:

- Families or individuals who are spending more than 30% of their income for housing costs, exclusive of taxes;
- Families or individuals who are spending more than 50% of their income for housing costs, exclusive of taxes.

1. Rentals

Rents have steadily increased during the past five (5) years. The following chart shows a steady increase in rents for one (1), two (2), and three (3) bedroom rentals during the past five (5) years. One (1) bedroom rentals increased from \$650 in 1999 to \$893 in 2004 representing an increase of 37.4% while two (2) bedroom rentals increased 54.5% and three (3) bedroom rentals increased 42.9% during the same period of time.

Chart C-15: Rental Costs: 1999 - 2004

Rental	1999	2000	2001	2002	2003	2004
1 Bedroom	650	740	804	866	868	893
2 Bedroom	782	940	1,060	1,208	1,180	1,208
3 Bedroom	1,150	1,255	1,300	1,360	1,346	1,643

Source: Beven and Brock Realtors, Pasadena CA

The next chart reveals that the monthly income available for housing costs for rentals and ownership for very low-income households was \$416, low-income households \$693, and moderate-income households was \$1,109 in 2004. This was determined by dividing the 30% of median income for housing costs for each group by twelve (12) months.

Chart C-16: Housing Affordability: 2004

Median Income:	\$55,468*
Very Low-Income:	
30% of Median Income	\$16,640
30% of Median Income for Housing Costs	\$4,992
Monthly Income Available for Housing Costs	\$416
Low-Income:	
50% of Median Income	\$27,734
30% of Median Income for Housing Costs	\$8,320
Monthly Income Available for Housing Costs	\$693
Moderate-Income:	
80% of Median Income	\$44,374
30% of Median Income for Housing Costs	\$13,312
Monthly Income Available for Housing Costs	\$1,109

Source: Federal Financial Institutions Examination Council, 2004.

*\$55,468 is the median household income for 2004 compared to \$46,000 which was the median household income for 2000.

The next chart discloses that very low-, low-, and moderate income households were cost burdened in 2004. It is a commonly accepted measure of housing affordability that a household should not spend more than 30% of its income for basic housing costs. If so, the household is "overburdened." Very low-income and low-income households were not able to pay 30% or less of their income for a one (1), two (2), or three (3) bedroom rental.

Moderate-income households were able to pay 30% or less of their income for one (1) bedroom rentals. However, they have to pay more than 30% their income for two (2) or three (3) bedroom rentals.

Chart C-17: 30% Rental Housing Affordability Gap

Household Characteristics	Total Households		Unit Size	30% of Monthly Income	Monthly * Cost	Affordability Gap
	#	%				
Very Low-Income (30% of Median-Income was \$16,640)	8,454	16.4	1 Bedroom	\$416	\$893	-\$477
			2 Bedroom	\$416	\$1,208	-\$792
			3 Bedroom	\$416	\$1,643	-\$1,227
Low-Income (50% of Median Income was \$27,734)	5,649	10.9	1 Bedroom	\$693	\$893	-\$200
			2 Bedroom	\$693	\$1,208	-\$515
			3 Bedroom	\$693	\$1,643	-\$950
Moderate-Income (80% of Median Income was \$44,374)	5,966	11.6	1 Bedroom	\$1,109	\$893	+\$216
			2 Bedroom	\$1,109	\$1,208	-\$99
			3 Bedroom	\$1,109	\$1,643	-\$534
Total Households	20,069	38.9				

*Source: Beven and Brock Realtors, Pasadena CA

Chart C-18: 40% Rental Housing Affordability Gap

Household Characteristics	Total Households		Unit Size	40% of Monthly Income	Monthly * Cost	Affordability Gap
	#	%				
Very Low-Income (30% of Median Income was \$16,412)	8,454	16.4	1 Bedroom	\$554	\$893	-\$339
			2 Bedroom	\$554	\$1,208	-\$654
			3 Bedroom	\$554	\$1,643	-\$1,089
Low-Income (50% of Median Income was \$27,353)	5,649	10.9	1 Bedroom	\$924	\$893	+\$31
			2 Bedroom	\$924	\$1,208	-\$284
			3 Bedroom	\$924	\$1,643	-\$719
Moderate-Income (80% of Median Income was \$43,766)	5,966	11.6	1 Bedroom	\$1,479	\$893	+\$586
			2 Bedroom	\$1,479	\$1,208	+\$271
			3 Bedroom	\$1,479	\$1,643	-\$164
Total Households	20,069	38.9				

*Source: Beven and Brock Realtors, Pasadena CA

The chart above also indicates that very low-, low-, and moderate income households were cost burdened when paying 40% of their monthly income for basic housing costs. Very low-income households were not able to pay 40% or less of their income for a one (1), two (2), or three (3) bedroom rentals. Low-income households were able to pay 40% or less of their income for one (1) bedroom rentals but not for two (2) or three (3) bedroom rentals. Moderate-income households were able to pay 40% or less of their income for one (1) and two (2) bedroom rentals but not for three (3) bedroom rentals.

2. Ownership

The median price of homes in Pasadena has increased since 1990. The median price of a home was \$270,000 in 1990 and increased to \$320,000 in 2000 which represents almost a 20% increase. The median price of a home has continued to increase during the past few years. In 2004, the median price of a home was \$469,000 which represents a significant increase of nearly 50%.

Chart C-19: Median Home Price from 1990 - 1999

Year	Median Home Price
1990	\$270,000
2000	\$320,000
2004	\$469,000

Source: DataQuick Real Estate News

The next chart discloses that 30% and 40% of the Pasadena area median income did not equal the required monthly payment (principal and interest only) for the median home price in 1990, 2000 or 2004. Additionally, the estimated monthly payment does not include mortgage insurance, hazard insurance, taxes, homeowner association fees, etc., which would substantially increase the total monthly housing costs beyond 30% or 40% of median income.

Chart C-20: Median Income for Housing Costs

Year	Median Home Price	Median Household Income	30% of Median Income for Housing Costs	30% of Monthly Income for Housing Costs	40% of Median Income for Housing Costs	40% of Monthly Income for Housing Costs	Monthly Payment for Median Home Price
1990	\$270,000	\$35,000	\$10,500	\$875	\$1,400	\$1,167	\$1,457*
2000	\$320,000	\$46,000	\$13,800	\$1,150	\$18,400	\$1,533	\$1,727*
2004	\$469,000	\$55,000	\$16,500	\$1,375	\$22,000	\$1,833	\$2,530*

Source: U.S. Census Bureau; DataQuick Real Estate News

*Monthly payment does not include insurance, private mortgage insurance, taxes, etc.

The chart below shows the maximum home price households could afford based upon 30% and 40% of their monthly income. Very low-income households were able to afford a maximum home price of \$105,000 and based upon 30% of their monthly income they had an affordability gap of over \$2,000 per month and based upon 40% of their monthly income they had an affordability gap of over \$1,800 per month. Low-income households were able to afford a maximum home price of \$153,000 and based upon 30% of their monthly income they had an affordability gap of over \$1,800 per month and based upon 40% of their monthly income they had an affordability gap of over \$1,600 per month. Moderate-income households were able to afford a maximum home price of \$221,000 and based upon 30% of their monthly income they had an affordability gap of over \$1,400 per month and based upon 40% of their monthly income they had an affordability gap of over \$1,000 per month.

APPENDIX B

FIRST-TIME HOMEBUYERS GUIDELINES

FIRST-TIME HOMEBUYERS' GUIDELINES FOR RESALE OR RECAPTURE

The City of Pasadena First-Time Homebuyers and Homeownership Opportunities Program Guidelines for resale or recaptures are consistent with the HOME Program Regulations, Section 92.254. An appropriate HOME Program funding percentage shall be sold to, and owned and occupied by low-income families as defined by Section 92.2 of the HOME Regulations (the "Restricted Units"). Low-income families are defined as those families who meet the criteria of Section 92.254 of the Regulations for Homeownership, or the criteria of Health and Safety Code Section 50079.5 for "lower-income households," whichever criteria is more restrictive.

The housing units purchased shall not exceed 95% of the median purchase price for the single-family dwelling per Section 92.254 (a) (1) (i) and (ii) shall have an estimated appraised value at acquisition, if standard, or after any repairs made to meet property standards in 92.251, that does not exceed the limit described in (a) (1) M. In addition, only low-income families shall be eligible to purchase the restricted units.

The affordability period, resale and recapture provisions adopted by the City of Pasadena (the "Participant") follows Section 92.254 (4) (B) (ii) of the Regulations and is based on the same criteria as the Participant's "Homeownership Opportunities Program."

If the HOME Assisted owner-occupied unit is resold during the affordability covenant period, the Participant is repaid its principal loan amount, the loan fee (if any), plus a certain percentage of the appreciation in the sales price. The appreciation is calculated as follows: (a) the resale price, minus (b) the original sales price paid by the borrower, minus (c) the borrower's resale closing costs.

The Participant's share of the appreciation is equal to the ratio of the Participant's First-Time Homebuyers' down payment assisted second trust deed loan amount to the dwelling unit sales price originally paid by the borrower. The Participant's share of appreciation in any resale during the affordability covenant period may be subject to and modified by certain lender regulatory requirements.

In a resale, the borrower/seller may offer the unit at a price not to exceed fair market value, as may be determined by a MAI appraisal. Several factors determine the actual resale price that the seller can command: (a) the amount of funds coming back to the Participant upon resale; (b) the amount of Participant assistance required by the prospective buyer; (c) the financial ability of the prospective buyer to make the minimum down payment; and (d) the amount of the first trust deed loan for which the prospective buyer qualifies.

If the unit is resold with negative appreciation, the Participant staff will review the specific case and make any necessary adjustments to the loan amount such that repayment of the second trust deed loan (the Homebuyer's loan) does not cause hardship to the borrower.

The remaining percentage of units shall be sold to and occupied by "Persons and Families of Low or Moderate Income" (as defined in Section 50093 of the Health and Safety Code, as amended from time to time) (the "Other Units"). Only persons and families of low or moderate income meeting the criteria of the Participant's Homeownership Opportunities Program shall be eligible to purchase the Other Units. The Other Units shall be sold at "Affordable Housing Cost" (as such term is defined in Section 50052.5 (b) (2) of the Health and Safety Code, as amended from time to time).

GUIDELINES FOR RENTAL REHABILITATION LOANS

I. Introduction

The Pasadena Community Development Commission (Commission) administers the Rental Rehabilitation Program (RRP) which provides rehabilitation loans to owners of rental housing within the Pasadena City limits. The loans shall be made to assist owners of rental housing units where other federal and state resources, private insurance proceeds or private institutional lending resources are not available or do not provide the assistance or coverage needed to rehabilitate or reconstruct such housing.

These guidelines establish policies and procedures for RRP loans to owners of rental housing.

II. Eligibility Criteria

A. Eligible Rental Properties

1. Must be one of the following: a single- or multi-family rental dwelling, apartment, group home for senior citizens or the disabled, buildings of mixed residential and commercial use, building of mixed owner-occupied and rental use of two or more units.
2. The housing must be permanent or transitional housing.
3. Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable rental housing.
4. Conversion of an existing structure to affordable housing is eligible rehabilitation unless the conversion entails adding one or more units beyond the existing walls, in which case, the project is new construction.
5. Relocation and rehabilitation of a manufactured housing unit. The manufactured housing unit must, at the time of project completion, be connected to permanent utility hook-ups and be located on land that is owned by the manufactured housing unit owner or land for which the manufactured housing owner has a lease for a period at least equal to the applicable period of affordability.

B. Minimum Amount of Assistance. The minimum amount of RRP funds that must be invested in a project involving rental housing funded with HOME Program dollars is \$1,000 per unit. There is no minimum dollar amount requirement when Housing Trust Fund and Community Development Block Grant funds are invested.

C. Property Standards

1. All housing constructed or rehabilitated with Commission funds must meet the accessibility requirements of the Fair Housing Act and Section 504 as well as all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of project completion.

2. Units assisted with Commission funds must meet the City of Pasadena's Uniform Building Code and Section 8 Quality Standards.
3. New construction projects must meet the Model Energy Code.
4. Projects must be inspected throughout the affordability period to ensure that the units are decent, safe and sanitary. Inspections shall be performed annually on all units.

D. Eligible Borrowers

1. Borrowers may be individuals, partnerships, corporations, nonprofit organizations, and other legal entities (but not religious organizations).
2. Borrowers must own or propose to acquire rental property, which has a minimum of one substandard feature.
3. Borrowers must be able to demonstrate the capability or experience to own, manage, and rehabilitate rental housing property in such a manner that assures protection of the interests of the Commission. This requirement may be met by Borrower's demonstration of prior ownership and/or management of comparable rental property.

III. Loan Limits

- A. The maximum per unit loan amount utilizing HOME Program funds is pre-set by HUD regulation. However, RRP loans utilizing HELP funds, HOME funds, Housing Trust Funds and Community Development Block Grant Funds shall have a loan amount of \$25,000 per unit but may be increased if the rehabilitation is warranted.
- B. The total after-rehabilitation indebtedness may not exceed the appraised after-rehabilitation value of the property (100% loan-to-value ratio). For projects, which include acquisition or refinancing costs, a minimum ten-percent (10%) cash investment is required. This investment is based on the total development costs including acquisition or refinancing costs. The Commission, in its sole discretion, may waive these requirements when necessary to ensure compliance with health and safety standards, seismic safety standards, and general property improvements relating to these standards.
- C. Where a project includes Commission funds for acquisition and rehabilitation, the loan amount shall be further limited to the amount, as determined by the Commission, necessary to establish the financial feasibility of the project. Financial feasibility shall mean that the projected project income is sufficient to pay all reasonable and necessary project expenses, including debt service, and including an acceptable annual rate of return on Borrower's actual cash investments, as determined by the Commission. (These criteria would be used to make underwriting decisions and would not result in a long-term limitation on the return on the owner's investment.)

- D. If the project contains both residential and commercial space, Commission funds may only be used for a pro-rata share of the acquisition and rehabilitation costs based on the gross residential floor area.

IV. Loan Rate and Terms

- A. Loans shall bear interest at a rate of four percent (4%) per annum on the principal balance. Repayment of the principal and accrued interest amount may be deferred during the first five (5) years of the loan term. Some loans may amortize monthly and each month thereafter until paid in full depending on the cash flow of the project. The term of the loans shall range from fifteen (15) to twenty (20) years for rehabilitation loans and thirty (30) years for acquisition and rehabilitation loans. Borrowers may repay the loan at any time without a prepayment penalty; however, certain restrictions imposed by the Rehabilitation Loan Agreement will remain in effect for the original term of the loan.
- B. Commission loans may be assumed by a purchaser upon approval of the Commission provided that the purchaser demonstrates to the satisfaction of the Commission that it is capable of operating a rental housing development and agrees to assume all provisions of the Rehabilitation Loan Agreement including the limitations on rents and occupancy.

V. Eligible Uses of Program Funds

Funds may be used for costs associated with acquisition/rehabilitation or rehabilitation of residential units and must be necessary to eliminate code violations or hazardous conditions evidencing unsatisfactory living conditions and/or conditions posing a threat to the health and safety of the residents.

A. Eligible Construction Costs

1. Rehabilitation work necessary to eliminate code violations or meet Section 8 Housing Quality Standards.
2. Rehabilitation work necessary to perform seismic reinforcement and fire safety improvements which pose a health and safety threat to occupants, which are required to be abated as a condition of receiving a building permit.
3. Rehabilitation work to make essential improvements, including energy-related repairs or improvements necessary to permit use by persons with disabilities and to abate lead-based paint or asbestos.
4. Cosmetic work necessary due to code-required rehabilitation.
5. Repair or replacement of damaged walls and fences detached from the rental dwelling when necessary to prevent soil erosion, if necessary for security reasons, or to prevent structural damage to the rental property.
6. Repair or replacement of driveways or walkways that cause safety hazards.

7. Reconstruction of units if destroyed by natural disasters when deemed necessary by local officials or when the estimated cost of demolition, construction and related activities is less than the estimated cost of rehabilitation.
8. Handicapped accessibility improvements, where such improvements are necessary to provide access for existing occupants.
9. Chimney repair, replacement or demolition. Rebuilding to zero clearance using prefabricated metal rather than masonry is encouraged.
10. Repair, replacement or demolition of attached carports and garages where required to eliminate a hazard. The new construction of carports and/or garages is eligible to meet code requirements.
11. Reimbursement of approved eligible construction costs related to emergency repairs incurred prior to loan approval.
12. Change in the configuration of existing units to enlarge unit(s) to provide additional bedrooms and bathrooms to accommodate large-size households and to eliminate displacement of existing tenants.
13. To demolish existing buildings only if site will be rebuilt with an affordable rental housing structure.

B. Refinancing Costs

The cost to refinance existing debt secured by housing that is being rehabilitated with program funds:

1. For multifamily rehabilitation projects, where refinancing is necessary to permit or continue affordability. Regardless of the amount of funds invested, the minimum affordability period shall be fifteen (15) years. The Commission's guidelines describing the conditions under which the Commission will refinance existing debt are as follows:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing;
 - b. Management practices demonstrate that disinvestment in the property has not occurred, that the long-term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated;
 - c. Demonstrate the new investment is being made to maintain current affordable units, create additional affordable units, or both;
 - d. Required period of affordability is fifteen (15) years or longer;

HOME funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.

1. Soft costs. The costs related to the acquisition/rehabilitation or rehabilitation of rental property as specified in Section II (2)(3)(4).
2. Relocation costs. The costs as specified in Section II (5) and Section IX.
3. Project hard costs. The costs related to the rehabilitation and reconstruction of rental units.
4. Acquisition costs. Costs of acquiring improved real property combined with rehabilitation.
5. Related soft costs. Other reasonable and necessary costs incurred by the owner or Commission and associated with the financing, or development (or both) of housing being acquired and rehabilitated with HOME funds. These costs include, but are not limited to:
 - a. Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups.
 - b. Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys fees, private appraisal fees and fees for an independent cost estimate, builders' or developers' fees.
 - c. Costs of a project audit that the Commission may require with respect to the development of the project.
 - d. Costs to provide information services such as affirmative marketing and fair housing information to prospective owners and tenants as required by program regulations.
 - e. For rehabilitation, the cost of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in project income during the period of project rent-up (not to exceed eighteen (18) months) and which may only be used to pay project operating expenses, scheduled payments to a replacement reserve, and debt service. Any funds placed in an operating deficit reserve that remain unexpended after the period of project rent-up may be retained for project reserves if permitted by the Commission.
 - f. Staff and overhead costs directly related to carrying out the project, such as work specifications preparation, loan processing inspections, and other services related to assisting potential owners, tenants, and homebuyers, e.g., housing counseling, may be charged to project costs only if the project is funded and the individual becomes the owner or tenant of the assisted project. For multi-unit projects, such costs must be allocated among assisted units in a reasonable manner and documented.

- g. For rehabilitation, costs for the payment of impact fees that are charged for all projects within a jurisdiction.
 - h. Costs of environmental review and release of funds, which are directly related to the project.
6. Relocation costs. The cost of relocation payments and other relocation assistance to persons displaced by the project are eligible costs.
- a. Relocation payments include replacement housing payments, payments for moving expenses, and payments for reasonable out-of-pocket costs incurred in the temporary relocation of persons.
 - b. Other relocation assistance means staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship.

C. Ineligible Uses of Program Funds

- 1. Non-essential items not attached to the main rental dwelling(s); luxury quality materials and construction techniques; personal property or furnishings; dishwashers, trash compactors, refrigerators; and work associated with nonresidential portions of a mixed-use structure.
- 2. Costs associated with upgrading the units such as the addition of common space unless such space is utilized as a play area for minor children.

VI. Occupancy Requirements and Rent Limitations

A. Occupancy Requirements

- 1. Tenants who occupy a unit in the dwelling at the time of application for the Commission loan shall be allowed to continue occupancy. Tenants who are displaced as a result of the rehabilitation work, or for overcrowding or economic reasons may be entitled to relocation benefits under State and Federal laws.
- 2. Section 8 Quality Standards shall be the standard whereby families shall occupy units according to the family's household size.

B. Rent Limitation Requirements

- 1. Tenants that reside in units assisted with Commission funds must have low or very-low incomes and these rents are strictly controlled by a covenant recorded to assure affordability during the term of the loan.
- 2. HUD publishes acceptable rents to be charged to low and very-low income households by bedroom size.

3. Tenants occupying Commission assisted units whose annual incomes increase and exceed 80% of median income may remain in their units but they must pay the lesser of 30% of their adjusted monthly incomes for rent and utilities or the market rent.
4. Tenants' incomes and family size must be reviewed annually by RRP staff and inspections of the property made annually.

VII. Underwriting Policies and Issues

A. Reimbursement for Eligible Work Items

RRP funds may be used to reimburse a Borrower for eligible work performed prior to loan approval under the following conditions:

1. The pre-rehabilitation condition necessitating the work is clearly documented including the verification that the work performed was to eliminate potential health and/or safety conditions.
2. The actual cost of the work is documented through receipts or other means.
3. Commission staff inspects the work and certifies that it has been completed and that the cost was reasonable.

Loan packages involving reimbursement must contain the documentation and certification listed above or they cannot be processed as an application for RRP funds.

B. Security Position

Commission loans may be junior in position to existing or new private financing based on the Commission approved execution of a subordination agreement.

C. Balloon Payments

Commission loans that will be junior to financing with balloon payments must have the same maturity term as the balloon payment loan.

D. Refinancing

Refinancing is only considered when necessary to avoid a foreclosure, or to maintain affordable rents and ensure fiscal integrity. The Commission will subordinate to a refinanced loan only to the extent that the new loan amount together with the RRP loan does not exceed 100% loan-to-value ratio. Such request will be reviewed by the Commission's legal counsel and is subject to Commission approval.

E. Borrower Credit History

Commission may disapprove loans due to poor credit history, especially where the Borrower lacks substantial equity in the secured property.

F. Loan-to-Value Ratio

Total indebtedness may not exceed the after-rehabilitation appraised property value (100% loan-to-value ratio). Commission may allow exceptions to this limitation when necessary to ensure compliance with health and safety standards, seismic safety standards, and general property improvements relating to these standards.

G. Cash Flow

The after-rehabilitation project operating income must be sufficient to cover operating expenses, replacement reserves, and debt service; however, depreciation is not included. Commission may waive this requirement if the negative cash flow will be of limited duration or the Borrower provides adequate assurances of providing sufficient operating income from other sources.

H. Contingency Funds

Generally, the maximum amount of funds allowed for construction contingencies is ten percent (10%) of the construction contract amount. Contingency funds that are used must be documented with construction change orders signed by the Commission, the Borrower, and the contractor. Funds that have not been used must be returned to the Commission and will be applied towards the Borrower's outstanding principal loan balance.

I. Mixed Residential/Commercial Use

If the project contains both residential and commercial space, RRP funds may be used only for the following:

1. A pro-rata share of acquisition cost based on gross residential floor area.
2. Costs directly attributable and exclusively beneficial to the residential space. All work write-ups must clearly show which work items are attributable to the commercial space. Cost estimates must similarly reflect separately the commercial and residential rehabilitation costs.
3. A pro-rata share, based on gross floor area, of costs that cannot be directly attributable to either the commercial or residential space. For example, the RRP will pay for two-thirds of the cost of a roof in a typical three (3) story building with two residential stories.

VIII. Tenant Relocation Benefits

A. Eligible Households

Eligible households must live or have lived in the dwelling to be acquired and rehabilitated or rehabilitated with RRP assistance and either:

1. Have been forced to move from their units in the project because the rehabilitation rendered the unit uninhabitable; or

2. Have been forced to move from their unit in the project due to repairs completed before the start of the RRP financed rehabilitation; or
3. Will be forced to move from their unit in the project due to the RRP financed rehabilitation work.

B. Types of Benefits

1. Re-occupancy rights: eligible households must be allowed to reoccupy their units upon completion of the RRP financed rehabilitation or be provided a suitable unit within the project. The only exception to this requirement is when re-occupancy would necessitate the displacement of another household.
2. Financial assistance: eligible households shall be entitled to for temporary or permanent relocation benefits pursuant and subject to the requirements of the Uniform Relocation Act or State Relocation Law. Relocation benefits include rent differential payments as well as moving expenses.
3. All relocation costs may be included in the RRP loan amount and paid by either the Borrower or the Commission.
4. The Commission shall have the right to determine if the differential payments are paid in one lump sum, monthly, or annual installments.

C. Relocation Administrative Responsibilities

With the assistance of the Borrower, the Commission shall undertake the following responsibilities:

1. Notify potentially eligible households of their re-occupancy rights and of the availability of financial assistance.
2. Provide information on suitable replacement housing and develop a relocation budget.
3. Process claims for financial assistance.
4. Disburse financial assistance funds.

D. Relocation Budget

The relocation budget amount is calculated based on family size and the number of bedrooms required, actual moving expenses and may be included as part of the RRP loan requested.

E. Tenant Notification

The Commission must provide advance written notice to tenants who will be required to move due to the RRP financed rehabilitation. This notice must advise

tenants of their right to reoccupy the unit upon completion of reconstruction. It must also state that they may be eligible for financial benefits, inform them where and how to apply, and set a thirty (30) day deadline for filing an application. A good faith effort must be made to locate eligible tenants who have already vacated their units. At a minimum, the above-referenced notice must be mailed to the tenant's forwarding address and to the tenant's vacated unit.

F. Processing Relocation Claims

All documentation submitted in support of relocation claims must be reviewed by the Commission to ensure authenticity. Prior to making a disbursement, Commission must be contacted to verify information provided by the tenant regarding relocation assistance received from other sources.

G. Disbursements

Tenant relocation payments are to be disbursed in either a lump sum, a monthly basis or annual by the Commission to the tenant. The relocation benefits shall be disbursed consistent with the existing practice of the Commission.

H. Required Records

A copy of all relocation notices supplied to tenants, all documentation of tenant relocation claims, the Tenant Relocation Assistance Form and complete accounting records for all relocation disbursements shall be retained in the Borrower's loan file.

I. Disposition of Surplus Funds

Unused loan proceeds allocated for relocation expenses shall be promptly returned to the Commission. The funds will be applied towards the Borrower's outstanding RRP principal loan balance.

IX. Components of the Loan Package

All loan packages must be submitted to the Community Development Committee and/or the Commission for review and approval. In all cases, loan packages must contain complete and accurate information. Following is a listing of items to be included in all loan packages:

A. Loan Application Form

All Borrowers must complete the RRP Loan Application. The application must be complete with original signature of all Borrowers.

B. Insurance

A Copy of the current fire and hazards insurance policy on the subject property is required.

C. Preliminary Title Report and Title Insurance

1. A preliminary title report and title insurance are required for RRP loans, showing vesting of title in the Borrower's name and title insurance ensuring marketable title. All taxes and assessments must be current and the title should be free of attachments, judgments, or mechanics' liens. All clouds on title must be removed prior to loan closing.
2. Policies of Insurance of Record Titles (PIRTs) are acceptable for loans under \$20,000. California Title Reports (CTRs) are acceptable for loans under \$75,000. These items must, however, include an indication of proper vesting of title, a legal description, and all involuntary or involuntary liens, including tax liens, attachments, judgments, and mechanics' liens.
3. Preliminary title reports and PIRTs that are over three months old at the time the loan application is ready to close must be updated at the Commission's request.
4. Loans over \$75,000 must be covered under an ALTA policy.

D. Mortgage Verifications

1. Mortgage verifications are required for each existing mortgage. Each verification should include the current balance, balloon payments or other adjustable terms information, the monthly payment, whether the loan is interest only or includes principal, taxes and insurance, and an indication as to whether the loan is current. Mortgage verifications should be no more than three (3) months old at the time the loan is submitted to the Commission; however, the Borrower may submit copies of subsequent payment receipts or cancelled checks to the Commission staff to update verifications over three (3) months old.
2. If the Borrower has the year-end statement and payment receipts, which reflect that the loan is current to date and the promissory note, which reflects the loan terms, these documents may be substituted for the mortgage verification form.

E. Federal Income Tax Returns

Exact copies of complete filed tax returns for the three (3) most recent tax years are to be submitted to Commission staff.

F. Financial Information

Partnerships, corporations, non-profit organizations, and self-employed Borrowers must submit Business Income and Expense Statements and Balance Sheets for the three (3) most recent fiscal years. Audited financial statements should be submitted if available.

G. Credit Report

The Borrower's credit report will be reviewed closely for poor payment patterns, bankruptcy, judgment or extensive liabilities that may indicate a prohibitive risk to making the loan. This report must be initiated by the RRP and included in the loan package.

H. Appraisal

Appraisals for loans under \$50,000 may be prepared by a fee appraiser or by a qualified Commission staff person. Appraisals for loans over \$50,000 must be prepared by a SREA, MAI, or comparably certified fee appraiser. Appraisals are required in every case. Appraisal fees for independent appraisers may be included in the RRP loan amount. All appraisals must include:

1. The name, address, qualifications, and signatures of the person(s) preparing the appraisal.
2. The pre-rehabilitation appraised value.
3. The after-rehabilitation value of the property as determined by applicable appraisal techniques (i.e., market, income, and replacement cost appraisal approaches).
4. A description of the property.
5. A description of the general location of the property and the surrounding neighborhood.
6. The methodology and calculations used in arriving at the value indicated by each valuation technique.
7. Any additional supporting material such as maps, photographs.
8. The dates showing when the values were estimated and when the report was prepared.

Appraisals will not be acceptable if they are more than six months old, however, the appraiser submits a statement verifying that the values of the specific property and surrounding properties have not decreased.

I. Work Write-up and Cost Estimate

The Work Write-up and Cost Estimate should be prepared by the Commission or its designee. It shall clearly indicate items and costs that qualify for an RRP loan and should include the total cost of all work to be performed. Conditional loan approvals may be based on estimates. Final cost estimate must be sent to the Commission as soon as they are available.

J. Construction Contract

A copy of the proposed execution-ready or executed contract, including all contract documents, must be included in the package. Prior to the award of the construction contract, the general contractor shall obtain insurance coverage as set forth in the Rehabilitation Loan Agreement.

K. Contract Bid Tabulation

This item is required only if competitive bidding is used and should list all contractors and their bid amounts.

Should bids not be solicited, and the contract sum differs significantly from the RRP's cost estimate, the Commission must certify the reasonableness of the contract sum.

L. Affirmative Marketing

If a project contains more than one (1) unit, a Management Plan is required which sets forth the plan for operating the project after rehabilitation.

M. Tenant Lease or Rental Agreement Form

A copy of the lease or rental agreement effective at the time of loan application must be included in the loan submittal. Additionally, the proposed lease or rental agreement forms to be used by the Borrower must be included and contain provisions substantially similar to the following:

Landlord shall terminate this lease (or agreement) only in accordance with the law and only for good cause. Good cause for termination shall include:

1. Abandonment of the unit by Tenant.
2. Nonpayment of rent in a timely manner.
3. Material or repeated violation by Tenant of reasonable house rules.
4. Material or repeated violation of the terms of this lease (or agreement) by Tenant.
5. Intentional misrepresentations or intentional failure to state any fact or facts, including facts concerning Tenant's income and assets, upon which Landlord has relied in agreeing to enter into the Lease (or agreement).

X. Loan Package Review and Processing

A. Loan Processing

1. After receiving a loan package, the Commission or its designee will complete the first level of review (quantitative review) to determine if the submitted documents are in compliance with RRP requirements.

2. A detailed level of review (qualitative review) shall be performed to verify the correctness and completeness of the loan application and accompanying documentation. The Commission will inform the Borrower of any remaining deficiencies that must be corrected prior to loan approval.
3. A request for loan approval shall be submitted for loans up to \$75,000 for the Community Development Committee's review and approval and for loans over \$75,000, to both the Community Development Committee and, if approved, to the Pasadena Community Development Commission for its approval.

XI. Loan Closing Responsibilities

A. Loan Closing

1. The following RRP loan documents are to be completed and submitted to legal counsel for review prior to loan closing:
 - a. Rehabilitation Loan Agreement. This is the controlling document during the construction phase of the rehabilitation and during the term of the loan.
 - b. Promissory Note.
 - c. Deed of Trust. This document secures the Promissory Note and is recorded. This document is a lien against the subject property.
 - d. Agreement Containing Covenants. This agreement sets forth the program requirements and assures rental affordability during the loan term. This document is executed between the Commission and the Borrower and is acknowledged and recorded as a lien against the subject property.
 - e. HOME, CDBG, or Housing Trust Fund Requirements Addendum which specifies the program regulations.
 - f. Assignment of Rents. This document is executed to provide authority to the Commission to collect the rental income in the event the property goes into foreclosure.
 - g. Assignment of Agreements. This document makes provision for the Commission to become the owner of architectural drawings, plans, and specifications in the event agreements executed by the Borrower are assigned to entity or person(s).
 - h. Request for Notice. This agreement is recorded and provides for notification to the Commission in the event the Borrower defaults on superior loans.

- i. Environmental Indemnity. This document makes provision to the Commission that the property is free and clear of any environmental material hazards.
 - j. Borrower's Affidavit. This document is executed by the Borrower to the Commission attesting to the Borrower's ownership of property and the right to enter into legal contracts binding subject property to liens and covenants, etc.
 - k. Disclosure Statement.
 - l. Notice to Rescind.
 - m. Policy of Title Insurance.
 - n. Loan Disbursement Agreement.
2. Legal Counsel will provide executable copies of the above-referenced documents along with escrow instructions, all of which will be forwarded to escrow. The Commission will then forward funds separately to the escrow for disbursement.
 3. The Commission shall ensure compliance with RRP hazard insurance requirements insuring against loss by fire or other hazards, with a lenders loss payable endorsement showing the Commission insured in an amount sufficient to cover the total after-rehabilitation replacement value. If a property is located in a flood zone, flood insurance coverage is also required. The RRP shall also ensure that a current liability insurance policy for the property has been issued, with general liability coverage in amount not less than \$1,000,000 per occurrence, with the Commission named as additional insured.
 4. The Commission shall ensure satisfaction of any conditions listed in the loan approval letter and escrow instructions.
 5. If an escrow service is retained, the escrow officer shall arrange for the Borrower to execute the loan documents and responsible for disbursing construction contract payments and monitoring construction in accordance with normal prudent record said documents. Following recordation, the Commission shall forward to the City Attorney all of the executed original loan documents, the title insurance policy, and proof of insurance for appropriate safekeeping with copies maintained in Borrowers' files.

B. Fund Disbursement and Construction Monitoring

1. The Commission or its designated subcontractors are construction lending practices, including periodic inspections by qualified construction inspectors. Acceptable records of construction contract payments for each loan must be maintained. Records must fully and completely show the date, amount, purpose and payee for all disbursements.

2. Progress payment and final material and labor lien releases must be submitted to the Commission upon a request for fund disbursement.
3. A 10% retention of the contract cost shall be retained to insure satisfactory completion of the project.
4. A Notice of Completion must be prepared and recorded once the project has been satisfactorily completed. Retention payments should typically be released thirty-five (35) days after the filing of the Notice of Completion.

C. Unused Funds

All unused loan proceeds and accrued interest, if any, shall be returned to the Commission within twenty (20) days after the retention payment has been disbursed. These funds will be applied against the Borrower's outstanding principal loan balance.

XII. Monitoring Responsibilities

After rehabilitation work has been completed, the Commission or its designee will monitor all loans. These responsibilities include:

1. Reviewing annual financial reports, including management plan and operation's budget, if applicable, submitted by Borrowers to verify compliance with the Rehabilitation Loan Agreement. These reports consist of: a) documentation of property tax payments; b) a schedule of current rents; and c) the incomes of all tenants under occupancy and rental restrictions.
2. Performing site inspections as necessary to ensure adequate maintenance.
3. Taking corrective action in the event a Borrower fails to comply with the conditions of the Rehabilitation Loan Agreement, Deed of Trust, Agreement Containing Covenants, and the Promissory Note.
4. Processing loan subordination and assumption requests.
5. Monitoring any defaults or foreclosures.
6. Coordinating with the City's Finance Department all processing and monitoring all loan servicing responsibilities.

APPENDIX C

HUD INCOME LIMITS (2008)

FISCAL YEAR 2008 INCOME LIMITS
U.S. Department of Housing and Urban Development (HUD)
Effective February 2008

Los Angeles-Long Beach PMSA (Los Angeles County)	FY '08 Median Family Income \$59,800	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
		Extremely Low Income (30%)	\$15,950	\$18,200	\$20,500	\$22,750	\$24,550	\$26,400	\$28,200
Very Low Income (50%)	26,550	30,300	34,100	37,900	40,950	43,950	47,000	50,050	
Low-Income (80%)	42,450	48,500	54,600	60,650	65,500	70,350	75,200	80,050	

APPENDIX D

HUD CERTIFICATIONS

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the Consolidated Plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of

convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The Consolidated Plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the Strategic Plan.

Section 3 -- It will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed Citizen Participation Plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570.)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. Overall Benefit. The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s) 2008 - 2009 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or

charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-Discrimination Laws -- The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R of Title 24;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

**Optional Certification
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 507.208 (c)

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

ESG Certifications

I, Bernard K. Melekian, Chief Executive Officer of Jurisdiction, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 CFR 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 CFR 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 CFR 576.55.
3. The requirements of 24 CFR 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 CFR 576.57, other appropriate provisions of 24 CFR Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 CFR 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 CFR 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 CFR 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 CFR 76.56.
10. The requirements of 24 CFR 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.
11. The requirements of 24 CFR 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a

sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.

12. The new requirement of the McKinney-Vento Act (42 USC 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U.S. Department of Housing and Urban Development.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying And Drug-Free Workplace Requirements:

Lobbying Certification

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

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code). Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. All "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

APPENDIX E

PUBLIC NOTICES

COMMUNITY MEETINGS

Publish Once: May 19, 2008
Account Number: 8112-219-684410-50797

CDBG: (626) 744-8300
FAX: (626) 744-8340

PUBLIC NOTICE

PUBLIC NOTICE OF THE AVAILABILITY FOR REVIEW OF THE DRAFT ANNUAL ACTION PLAN FOR PROGRAM YEAR 2008-2009 FOR THE CITY OF PASADENA

The City of Pasadena announces that the **DRAFT ANNUAL ACTION PLAN (2008-2009)** as required by the Cranston-Gonzalez National Affordable Housing Act of 1990, will be available on or about May 23, 2008 for public review.

The Annual Action Plan (2008-2009) functions as an annual application for federal funds under HUD formula grant programs, specifically, the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership Act (HOME), and any other HUD grant programs potentially available to the City of Pasadena. Also included in the Annual Action Plan are certain related Human Services Endowment Fund (HSEF) allocations.

The Annual Action Plan (2008-2009) incorporates that section of the Five Year Consolidated Plan (2005-2010) that describes the strategy to carry out federal programs, indicates the general priorities for allocating funds and describes the basis for assigning the funding to each priority need. The document includes a description of the activities, funded with HUD Community Development formula grant funds that will be undertaken during the next year (July 1, 2008-June 30, 2009) to address priority needs.

The Pasadena City Council and Housing/Community Development are vitally interested in improving and increasing communication with Pasadena citizens in the areas of housing and community development.

The Draft Annual Action Plan (2008-2009) document will be available at the following locations throughout the City:

- 1. OFFICE OF THE CITY MANAGER:**
Housing/Community Development
649 N. Fair Oaks Avenue, Room 202
(626) 744-8300
Monday through Thursday between 8:00 a.m. and 5:00 p.m.
- 2. COMMUNITY FACILITIES:**
Jackie Robinson Center - 1020 North Fair Oaks, 791-7983*
Villa-Parke Neighborhood Center - 363 East Villa, 795-4371*
Pasadena Senior Citizens Center - 85 East Holly, 795-4331*
Victory Park Center - 2575 Paloma, 798-0865*
- 3. ALL BRANCHES OF THE PUBLIC LIBRARY:**
Central Library - 285 East Walnut, 405-4052*
Allendale - 1130 South Marengo, 799-2519*
Hastings - 3325 East Orange Grove Blvd., 792-0945*
Hill Avenue - 55 South Hill, 796-1276*
Lamanda Park - 140 South Altadena Drive, 793-5672*
La Pintoresca - 1355 North Raymond, 797-1873*
Linda Vista - 1281 Bryant, 793-1808*
San Rafael - 1240 Nithsdale, 795-7974*
Santa Catalina - 999 East Washington, 794-1219*

***Check these facilities for hours of availability.**

The draft Annual Action Plan for Program Year 2008-2009 document will be considered by the Pasadena City Council on Monday, June 23, 2008 and will be submitted to the U.S. Department of Housing and Urban Development thereafter. A final copy will be made available at all branches of the public library and community centers immediately thereafter.

Comments in writing, from the public, on the Draft Annual Action Plan (2008-2009) will be received by the City of Pasadena, Office of the City Manager, Housing/Community Development located in Room 202 at 649 N. Fair Oaks Avenue, Pasadena during the public comment period: from May 23 until June 23, 2008. No comments will be received after June 23, 2008. If you have any questions call John Depew, Program Coordinator, City of Pasadena, Office of the City Manager, Housing/Community Development, (626) 744-8321.

Bernard K. Melekian, City Manager
P.O. Box 7115
Pasadena, CA 91109

Publish: May 19, 2008
Pasadena Star News

Approved as to Form:

CAROLYN Y. WILLIAMS
Assistant City Attorney

Publish Once: May 22, 2008
Account Number: 8112-219-684410-50797

CDBG: (626) 744-8300
FAX: (626) 744-8340

NOTICIA PUBLICA

LA CIUDAD DE PASADENA AVISA AL PUBLICO QUE EL BOSQUEJO PLAN ANUAL DE ACCION PARA EL AÑO DE 2008-2009 ESTA A LA DISPOSICION DEL PUBLICO PARA EXAMINAR

La Ciudad de Pasadena anuncia que el BOSQUEJO PLAN ANUAL DE ACCION (2008-2009), como requiere el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos, estara disponible al publico para examinar el/o aproximadamente el 23 de mayo del 2008.

El Plan Anual de Accion (2008-2009) funciona como aplicacion anual para programas de fondos federales, especificamente, para el Programa De Desarrollo Comunitario de Subvencion en Bloque (CDBG, siglas en ingles), el Programa de Subvencion Para Refugios de Emergencia (ESG, siglas en ingles), el Programa de Sociedad de Inversion en la Vivienda (HOME, siglas en ingles), y cualquier otros programas de subvencion de HUD potencialmente a la disposicion de la Ciudad de Pasadena, como, el Programa de Oportunidades de Vivienda para Personas con Sida (HOPWA, siglas en ingles). Este Plan Anual de Accion tambien incluye ciertas distribuciones del Fondo de Dotacion para Servicios Humanitarios (HSEF, siglas en ingles).

El Plan Anual de Accion (2008-2009) incorpora la seccion del Plan Consolidado por Cinco Anos (2005-2010) que describe la estrategia para seguir al realizar programas federales, provee prioridad general para distribuir fondos y describe la base para la asignacion de fondos de acuerdo a la necesidad. El documento incluye una descripcion de las actividades, fondos consolidados bajo la formula de HUD Desarrollo de la Comunidad que se emprendera durante el siguiente ano (1ro de julio del 2008 al 30 de junio del 2009) para identificar la prioridad de necesidades.

El Consejo de la Ciudad de Pasadena y los empleados de Vivienda y Desarrollo Comunitario estan esencialmente interesados en mejorar y aumentar la comunicacion con los ciudadanos de Pasadena en las areas de vivienda y desarrollo de la comunidad.

El documento de el Bosquejo Plan Anual de Accion (2008-2009) estara disponible en las siguientes localidades a lo largo de la Ciudad:

1. **OFFICE OF THE CITY MANAGER:**
Housing/Community Development
649 N. Fair Oaks Avenue, Room 202
(626) 744-8300
De lunes a jueves entre las 8:00 a.m. - 5:00 p.m.
2. **CENTROS COMUNITARIOS:**
Jackie Robinson Center, 1020 North Fair Oaks, 791-7983*
Villa-Parke Neighborhood Center, 363 East Villa, 795-4371*
Pasadena Senior Citizens Center, 85 East Holly, 795-4331*
Victory Park Center, 2575 Paloma, 798-0865*
3. **TODAS LAS SUCURSALES DE BIBLIOTECA PUBLICA:**
Central Library, 285 East Walnut, 405-4052*
Allendale, 1130 South Marengo, 799-2519*
Hastings, 3325 East Orange Grove Blvd., 792-0945*
Hill Avenue, 55 South Hill, 796-1276*
Lamanda Park, 140 South Aldena Drive, 793-5672*

La Pintoresca, 1355 North Raymond, 797-1873*
Linda Vista, 1281 Bryant, 793-1808*
San Rafael, 1240 Nithsdale, 795-7974*
Santa Catalina, 999 East Washington, 794-1219*

***Favor de verificar las horas de eficacia directamente con estos lugares.**

El documento de el Plan Anual de Accion sera examinado por el Consejo de la Ciudad de Pasadena el lunes, 23 de junio del 2008 y despues sera sometido al Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos. Una copia final estara disponible inmediatamente despues en todas las sucursales de la biblioteca publica y centros comunitarios.

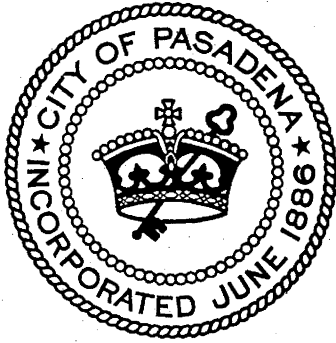
Comentarios por escrito del publico, aserca del Bosquejo Plan Anual de Accion (2008-2009) seran recibidos por la Ciudad de Pasadena, Oficina del Administrador de La Ciudad, Vivienda/Desarrollo Comunitario, localizado en la sala 202, 649 North Fair Oaks Ave., Pasadena durante el periodo de comentario publico empezando el 23 de mayo del 2008 al 23 de junio del 2008. Comentarios despues del 23 de junio del 2008 no seran aceptados. Si tiene alguna pregunta, llame a John Depew, Planificadora de Proyectos, Ciudad de Pasadena, Oficina del Administrador de la Ciudad, Vivienda/Desarrollo Comunitario, (626) 744-8300.

Bernard K. Melekian, City Manager
P.O. Box 7115
Pasadena, CA 91109

Publish: May _____, 2008
Pasadena Journal

Approved as to Form:

CAROLYN Y. WILLIAMS
Assistant City Attorney



CITY OF PASADENA
Community Development Block Grant (CDBG) Program
Emergency Shelter Grant (ESG) Program
Human Services Endowment Fund (HSEF)

Request For Proposal (RFP) Workshops

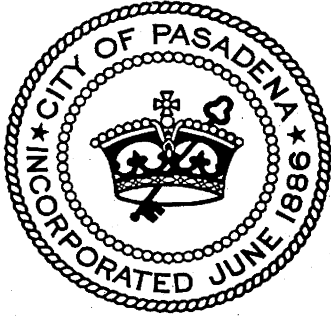
The City of Pasadena will conduct three (3) public workshops on the RFP process, evaluation criteria, and/or the CDBG/ESG/HSEF programs for the 2008-2009 funding cycle. The RFP will be available on Thursday, November 8, 2007 and the deadline for proposal submission is Friday, January 11, 2008 by 5:00 p.m. No proposals will be accepted after 5:00 p.m. Technical assistance is available to assist in the development of proposals during regular business hours (8:00 a.m. to 5:00 p.m.) Monday-Thursday, from now until December 20, 2007. You may call (626) 744-8318 to schedule an appointment for technical assistance.

<u>LOCATIONS</u>	<u>DATE</u>	<u>TIME</u>
City of Pasadena Housing/Community Development 649 N. Fair Oaks Ave., Community Room	Wednesday, November 14, 2007	10:00 a.m.
City of Pasadena Housing/Community Development 649 N. Fair Oaks Ave., Community Room	Wednesday, November 28, 2007	2:30 p.m.
Jackie Robinson Center 1020 N. Fair Oaks Ave., Room 200	Thursday, December 6, 2007	2:30 p.m.
Jackie Robinson Center 1020 N. Fair Oaks Ave.	Tuesday, December 18, 2007	6:00 p.m.

CDBG/ESG/HSEF funding is available for activities such as: housing, economic development, capital improvements, planning/administration, homeless assistance, job preparation and training, education, transportation, food/nutrition programs, health care, etc. If you are not able to attend one of the workshops, but would like to receive an RFP, please call Paula Goldman, Staff Assistant, Office of the City Manager, Housing/Community Development (626) 744-8318. You may also write to:

City of Pasadena
Office of the City Manager - Housing/Community Development
P.O. Box 7115, Pasadena, CA 91109
Office Location: Renaissance Plaza
649 North Fair Oaks Avenue, Suite 202
Attention: John Depew, Program Coordinator

Proposal Deadline: Friday, January 11, 2008, 5:00 p.m.



CIUDAD DE PASADENA

Programa Desarrollo Comunitario de Subvencion en Bloque (CDBG)
(Servicios Non-Publico)

TALLERES PARA PEDIDO DE PROPUESTA (RFP - SIGLAS EN INGLES)

La Ciudad de Pasadena conducira tres (3) talleres relacionados con el proceso de Talleres Para Pedido de Propuesta (RFP – Siglas en Ingles), criterio de evaluacion, y/o el ciclo de fondo para el ano 2008-2009 de los programas CDBG de servicios non-publico. **El RFP estara disponible el jueves, 8 de noviembre del 2007 y la fecha limite para someter su propuesta es el viernes, 11 de enero del 2008 a las 5:00 p.m. Propuesta sometidas despues de las 5:00 p.m. no seran aceptadas.** Se proveera asistencia tecnica para el desarrollo de propuesta durante horas (8:00 a.m. a las 5:00 p.m.) de lunes-jueves, desde ahora hasta el miercoles, 20 de diciembre del 2007. Sirvase a llamar al (626) 744-8318 para hacer una cita, si necesita ayuda tecnica.

<u>LOCALIDADES</u>	<u>FECHA</u>	<u>HORA</u>
City of Pasadena Vivienda/Desarrollo Comunitario 649 North Fair Oaks Ave., Cuarto Comunitario	14 de noviembre del 2007 miercoles	10:00 a.m.
City of Pasadena Vivienda/Desarrollo Comunitario 649 North Fair Oaks Ave., Cuarto Comunitario	28 de noviembre del 2007 miercoles	2:30 p.m.
Jackie Robinson Center 1020 North Fair Oaks Ave., Rm. 200	6 de diciembre del 2007 jueves	2:30 p.m.
Jackie Robinson Center 1020 North Fair Oaks Ave.	18 de diciembre del 2007 jueves	6:00 p.m.

Los fondos del CDBG estan disponibles para *actividades* tales como: vivienda, desarrollo economico, codigo de planificacion, mejoramiento capital, instalaciones publicos, y planificacion/administracion. Si usted no puede asistir a uno de los talleres, pero desea obtener un RFP, sirvase a llamar a Paula Goldman, Asistente de Personal (626) 744-8318. Tambien puede escribirnos al:

Ciudad de Pasadena
Oficina del Administrador de la Ciudad – Vivienda/Desarrollo Comunitario
Enviar por correo al: P.O. Box 7115, Pasadena, CA 91109
Ubicacion de la Oficina: Renaissance Plaza
649 North Fair Oaks Avenue, Suite 202
Atencion: John Depew

La fecha limite para la submision de su propuesta: viernes, 11 de enero del 2008, 5:00 p.m.

(mira al reverso)



**City of Pasadena
Human Services and Recreation Department
and
Planning and Development Department**

Needs Assessment Public Meeting



The Human Services Commission and the Northwest Commission invite you to participate in a public meeting to identify community needs.

Tuesday, July 31, 2007

6:00 pm

**Jackie Robinson Center
1020 N. Fair Oaks Ave.
Pasadena, CA 91103**

YOUR PARTICIPATION IS IMPORTANT! The Human Services Commission and the Northwest Commission will recommend funding priorities for the 2008-2010 contract period based upon the testimony at the public meeting, the community needs assessments and evaluation data. These recommendations will guide the allocation of the Community Development Block Grant, the Emergency Shelter Grant and the Human Service Endowment Fund.

For additional information please contact Valerie Babinski-Manlic at 626-744-6937 or vbabinski@cityofpasadena.net

APPENDIX F

CITIZEN PARTICIPATION PLAN

CITY OF PASADENA

CITIZEN

PARTICIPATION

PLAN

FOR

FEDERAL

GRANT PROGRAMS

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EXHIBIT A - CITY COUNCIL AGENDA REPORT – JANUARY 25, 1999
“Modifications to the CDBG/ESG/HSEF Allocation Process”

FORWARD

The Housing and Community Development Act of 1987 was passed by Congress in December, 1987, and signed by the President on February 5, 1988, and, as amended on January 5, 1994. The Act contains a number of provisions that affect the Federal Grant Programs, including Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnerships (HOME) Programs. A central issue is citizen participation.

In order to receive federal grant funds, a grantee will have to certify that it is complying with a Citizen Participation Plan which provides for six (6) elements detailed in the regulations. Specifically, the Act states the following:

SECTION 508. CITIZEN PARTICIPATION PLAN

Section 104(a) of the Housing and Community Development Act of 1974 is amended by adding at the end thereof the following:

“(3) A grant under Section 106 may be made only if the grantee certifies that it is following a detailed citizen participation plan which:

(A) provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas of which Section 106 funds are proposed to be used, and in the case of a grantee described in Section 106(a), provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;

(B) provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by regulations of the secretary, and relating to the actual use of funds under this title;

(C) provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

(D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;

(E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

(F) identifies how the needs of non-English speaking residents will be met in the case of public hearing where a significant number of non-English speaking residents can be reasonably expected to participate.

The paragraph may not be construed to restrict the responsibility of authority of the grantee for the development and execution of its community development program.

Provided within is a new Citizen Participation Plan for the City of Pasadena, which has been developed to supersede and use in place of the City's earlier plan.

In developing this Plan, the City has divided it into six sections, each of which addresses one of the six elements referenced in the legislation. In addition, a summary has been included that details the manner in which the six sections interrelate.

Questions regarding the Plan can be addressed to:

City of Pasadena
Office of the City Manager
Housing/Community Development
Attention: Jim Wong, Interim Housing Manager
Mailing Address: P.O. Box 7115, Pasadena, CA 91109
Office location: 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103
Telephone: (626) 744-8320, Fax: (626) 744-8340

A. CITIZEN PARTICIPATION PROCESS

It is the intent of the City to provide for and encourage citizen participation throughout the process of implementing the federal entitlement programs (specifically CDBG, ESG, and HOME). Towards this end, the City has established advisory bodies to assist the City Administration in allocating and monitoring the use of federal entitlement funds. These advisory bodies are called the Human Services Commission, which consists of fifteen participating members, and the Northwest Commission, which consists of eleven participating members; and all participating members represent various segments of the community. An additional advisory body is the Community Development Committee, which consists of nine participating members. All of these members are at-large members appointed by the City Council. (Please refer to Ordinance No. 6507 amending Title 2 to add Chapter 2.86 to the Pasadena Municipal Code, establishing the Human Services Commission and to repeal Chapters 2.60 and 2.120 related to the Commission on Children and Youth and the Senior Citizens Commission; and to Ordinance No. 6404, approved October 30, 1990 and amended July, 1991, which amends Title 2 of the Pasadena Municipal Code to add Chapter 2.95 to establish the Northwest Commission; and to Ordinance No. 5510, dated April 21, 1981, as amended by Ordinance No. 6229, December 22, 1987, and Ordinance No. 6319, April 4, 1989 to establish the Community Development Committee.)

The members of the Human Services Commission, the Northwest Commission, and the Community Development Committee shall include representation from among the following segments of the community:

1. Low/Moderate income residents
2. Minority Groups
3. Residents from areas where block grant activities are ongoing or proposed
4. Elderly

5. Handicapped
6. Business community

The Human Services Commission will continue to meet on the second Wednesday of each month, the Northwest Commission will continue to meet on the second and fourth Thursday of each month, and the Community Development Committee will continue to meet the second, and fourth Thursday of each month, to review the City's progress in implementing the federal entitlement Programs. All of the Commission and Committee meetings are advertised, open to the general public and held in a facility accessible to the handicapped. The Commissions and Committee also have the authority to make formal recommendations to the City Council/Commission regarding program selection, the specific level of production and the individual dollar amount needed to support those activities for the federal entitlement Programs.

The Housing and Community Development Act of 1987 requires that recipients of federal funds emphasize the participation of persons of low and moderate income and residents of low and moderate income neighborhoods in the program planning process. In response to this requirement, Commission and Committee meetings are held monthly. The frequency of the meetings allows the Commissions and Committee the opportunity to focus on the various segments of the community with more specificity. Also this provides the citizens with regularly scheduled opportunities to voice their opinions and views in regards to particular subjects of interest. These meetings will be held at City Hall or other community center locations, which are accessible to the handicapped and geographically centrally located for the residents of Pasadena.

Additionally, City staff with concurrence of the Commissions and Committee, will continue to provide public information and/or conduct annual public information meetings (i.e., December and January) to review the funding and process and to apprise the attendees (i.e., citizens, non-profits, CBO's, etc.) of any and all revisions to the CDBG, ESG and/or HOME Program rules and regulations. These meetings will be carried out from a facility which is accessible to the handicapped and centrally located or situated in a low or moderate income neighborhood. Advertisements for these public information meetings will emphasize the new requirement that at least 70% of all federal entitlement funds must be spent on projects that benefit low and moderate income persons. These actions should ensure that the views of this target population will be represented in the planning and implementation of the federal entitlement programs.

B. ACCESS TO INFORMATION

It is the intent of the City to make all records and information related to the federal entitlement programs readily available to residents of the community. Towards this end the City will take the following actions:

1. Advertise all public hearings in at least one local newspaper a minimum of two weeks before the scheduled hearing dates. These advertisements shall be written in both English and Spanish.
2. Post a copy of the agendas of all public hearings and other meetings of the Human Services Commission, the Northwest Commission, the Community Development Committee, or pertinent City Council meetings on bulletin boards readily accessible to the

general public at City Hall, the Central Library, and all branch libraries. These agendas shall be posted a minimum of 72 hours before any scheduled hearing or meeting.

3. Make available for public inspection copies of the approved minutes of all Human Services Commission, Northwest Commission, or Community Development Committee hearings or meetings at City Hall. These minutes shall be made available within 72 hours or approval. Copies of documents will be reproduced upon request at the normal cost of printing.
4. Make available for public inspections copies of the Consolidated Plan, Grantee Performance Reports, Consolidated Plan Annual Performance Report, and pertinent agendas and approved minutes for a five year period. These documents shall be available at the Housing and Community Development Office, Renaissance Plaza, 649 N. Fair Oaks, Room 202. Copies of documents will be reproduced upon request at the normal cost of printing.

C. TECHNICAL ASSISTANCE

It is the intent of the City to provide technical assistance to all residents interested in developing proposals for the future use of federal entitlement funds. To ensure that residents are aware of this assistance, advertisement of public information meetings related to the development and the review of proposed federally funded activities will include reference to this service.

It is expected that the need for this assistance can be minimized by including in these advertisements an explanation of the types of projects that are eligible for funding. However, if additional help is needed, the staff of the City's Housing and Development will be available to provide technical assistance either directly or by making referrals to other City entities.

D. PUBLIC HEARINGS

The City shall hold at least one public hearing annually before its Human Services Commission, Northwest Commission or Community Development Committee. The hearing shall be held prior to the development of the City's Annual Consolidated Plan and/or Consolidated Plan Annual Performance Report Submission. The purpose of this hearing will be to define needs and review proposed activities for the upcoming year. Under normal circumstances this hearing will be held during the Winter quarter of the year. The Human Services Commission, the Northwest Commission, and/or the Community Development Committee will use the input received at this public hearing to develop recommendations for the City Council's consideration on the use of federal entitlement funds for the new year. The recommendations of these Commissions and Committee will then be considered by the City Council/Commission as an agenda item at a regularly scheduled City Council/Commission meeting.

Public Hearings will be held primarily at City Hall. This building is geographically located in the center of the City, is convenient to a bus line, and is readily accessible to the handicapped.

All public hearings will be advertised in at least one local newspaper two weeks before the scheduled hearing dates.

E. RESPONSE BY CITY TO COMPLAINTS

The City recognizes that despite making significant efforts at outreach and education there may be complaints and/or grievances filed regarding the operation of the City's federal entitlement programs. These concerns should be addressed to the following:

City of Pasadena, Office of the City Manager
Attention: Jim Wong, Interim Housing Manager
Housing/Community Development
Mailing Address: P.O. Box 7115, Pasadena, CA 91109
Office Location: Renaissance Plaza, 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103
Telephone: (626) 744-8320 Fax: (626) 744-8340

When practical, a written response will be made by the City within 15 working days. If it should take longer to develop a response the City shall notify the correspondent in writing within 15 working days of the time period needed to provide an answer.

F. PROVISIONS FOR THE HANDICAPPED

Adequate access and parking shall be provided for all public meetings in order to allow the disabled to attend. Further, when no ramps exist, elevator services will be available.

For the hearing impaired residents seeking information regarding programs, the Planning and Development Department has installed an InteleType TDD machine.

G. PARTICIPATION BY NON-ENGLISH SPEAKING RESIDENTS

It is the intent of the City to allow for input by all non-English speaking, as well as English speaking residents in the public hearing process. Due to the significant number of Spanish speaking residents in the City, an interpreter fluent in that language will be present upon request at all federal entitlement program-related public hearings.

In the event that a resident speaks other than English or Spanish as a principal language (including ASL) all advertisements for public hearings will note that arrangements for an interpreter can be made by contacting the City's Planning and Development Department.

H. DISPLACEMENT OF RESIDENTS

For the 34th Program Year (July 1, 2008 through June 30, 2009) the City does not intend to displace any residents with CDBG funded activities.

Consistent with that action the City will enforce the condominium conversion ordinance passed in 1980 which will minimize additional conversions of rental units occupied by low or moderate income households into high priced condominiums. Also, the City is not expected to widen streets and/or remove houses in low or moderate income areas unless affordable replacement housing is available during the first incremental year.

If displacement does occur the City will construct one for one replacement housing when units are displaced due to redevelopment activity.

SUMMARY

Several different approaches have been utilized by the City in developing this Citizen Participation Plan that will hopefully encourage citizen involvement in federal entitlement programs.

The broad cross-section of representation on the Human Services Commission, the Northwest Commission, and the Community Development Committee should provide a forum for many different sectors of the community. The meetings of these Commissions and Committee as well as the City's public information meetings and the annual public hearing will regularly keep the federal entitlement programs in the public's view. The availability of federal entitlement program-related records, the City's willingness to provide interpreters for non-English speaking residents, and the quick manner in which the City/Commission responds to complaints or to requests for technical assistance should make it easier for residents to participate in this process. And, the extensive advertising and the public notice procedures that are followed for meetings and hearings should provide adequate notice to interested parties regarding federal entitlement program activities.

The City/Commission expects this Plan to continue to develop over time and is not adverse to taking steps other than those listed within this document to encourage additional citizen participation in federal entitlement programs.

AMENDMENTS TO CITIZEN PARTICIPATION PLAN

Amendment #1

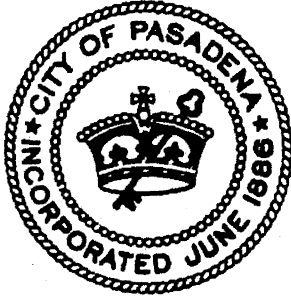
To ensure the City's compliance with the federal regulations Part 24 Code of Federal Regulations (CFR) 91.105 (d)(1) and (e)(1), on October 6, 1997, it was approved by the City Council that the CDBG Citizen Participation Plan be revised to provide for two City Council hearings twice during a CDBG program year. The first public hearing will be to determine the annual program priorities, and the second public hearing will be held in order to review and obtain City Council's approval of the next year's CDBG Program Consolidated Plan/Action Plan (Program Application).

Amendment #2

On January 25, 1999 City Council approved modifications to the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and Human Services Endowment Fund (HSEF) proposal review and funding allocation process. One of the modifications provided for City Council to annually set aside CDBG funds in an appropriate amount to fund eligible City activities. Those activities are included in the "Proposed Projects" section of the Action Plan, 2006-2007. A copy of the January 25, 1999 City Council Agenda Report reflecting the modifications to the allocation process is included in the Action Plan.

The following is a brief summary of the modifications adopted by the City Council:

- a) Human Services and/or Northwest Commissioners will not participate in the review or recommendation process in a category where a Conflict of Interest and/or an Appearance of Impropriety exists;
- b) Each Commission may use the "Rule of Necessity" to reach a quorum when necessary;
- c) The Request for Appeal Process will include a "Public Meeting;"
- d) Written notification shall be provided to all proposers informing of the preliminary and final funding recommendations of the Commissions;
- e) City Council may annually set aside CDBG/ESG/HSEF funds in an appropriate amount to fund eligible City administered activities/projects recommended by the City Manager.



Agenda Report

TO: CITY COUNCIL

DATE: January 25, 1999

FROM: CITY MANAGER

SUBJECT: MODIFICATIONS TO THE APPLICATION REVIEW AND FUNDING RECOMMENDATION PROCESS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), EMERGENCY SHELTER GRANT (ESG), AND HUMAN SERVICES ENDOWMENT FUND (HSEF) PROGRAMS

RECOMMENDATIONS:

It is recommended that the following modifications to the CDBG/ESG/HSEF application review and funding allocation process be approved, effective for Program Year 2000:

- a) A Human Services and/or Northwest Commissioner will not participate in the review or recommendation process for any funding applications in a category in which any of the following apply:
 1. The Commissioner is a paid staff member for an agency requesting funding in that category and/or the Commissioner receives in excess of \$250.00 in annual household income from the agency requesting funding in that category.
 2. The Commissioner is a member of the board for an agency requesting funding in that category.
- b) Each Commission may use the "Rule of Necessity" to reach a quorum and assure completion of the funding review and recommendation process, in the event the Commissions fail to have sufficient eligible members.
- c) The Request for Appeals process will include a "public meeting" where the appellants, other applicants and the public at large may comment on the Commission's and staff's preliminary funding recommendations. The Request for Appeals criteria will be those adopted for Program Year 96/97.
- d) All funding applicants will be notified in writing of the Human Services Commission's or Northwest Commission's (as applicable) preliminary and final funding recommendation to City Council.
- e) City Council may annually set-aside CDBG/ESG/HSEF funds in an appropriate amount to fund eligible city activities and projects recommended by the City Manager.

EXECUTIVE SUMMARY

Over the past three months staff has conducted a thorough review of the CDBG/ESG/HSEF Allocation Process. Preliminary recommendations of staff and Northwest Commission were discussed by City Council at their meeting of December 14, 1998, and referred to staff and Human Services Commission for further review and revision. The recommended modifications set forth in this report were reviewed by the Human Services Commission at their meeting of January 4, 1999, at which time the Commission approved items (a) through (d), and rejected item (e). As discussed by the Commission, item (e) was rejected at that time primarily because the Commission wanted further information regarding the process and criteria the City Manager would utilize in recommending to City Council a set-aside for an eligible City activity or project. The Northwest Commission reviewed the modifications recommended by the Human Services Commission on January 20, 1999, and approved items (a) through (d). They maintained their position not to support item (e).

The recommendations in this report to modify the application review and funding allocation process come in response to concerns articulated by participating agencies regarding the fairness of the application process.

BACKGROUND

Concerns and Recommendations: Conflict of Interest and Appearance of Impropriety

Following the close of the 1998-99 CDBG non-public services allocation process, several complaints were received in regard to the fairness of agencies applying for funds who have members involved in the review process. Many of the appointed Commissioners serve in executive and administrative capacities on boards and as executive officers of many non-profit agencies in the City of Pasadena. Consequently, during a given funding cycle some Commissioners may be involved as staff or board members of agencies that apply for funds.

The City Manager recommends to City Council that the CDBG/ESG/HSEF application review and funding recommendation process be revised to address this concern. The recommended revision will remove a Commission member from the funding allocation process in any application category for which the Commission member has a "conflict of interest" or "appearance of impropriety", as defined by existing City regulation. Specifically, it is recommended that any Commissioner who has a legal "conflict of interest" under the City's Conflict of Interest Code with an applicant agency, and/or an affiliation that meets the "appearance of impropriety" definition under City regulation with an applicant agency, refrain from participating in the CDBG/ESG/HSEF application review, deliberation and funding recommendation process for all proposals *in the applicable funding category*. For example, a Commission member who meets the conflict of interest or appearance of impropriety definition due to a staff, board or household income affiliation with an agency applying for funds for:

- a *youth after-school program* would refrain from participating in the review, deliberation or recommendation of all applications for youth after-school programs;
- an *economic development project* would not review, deliberate or recommend any application for economic development projects
- an *emergency shelter service* would refrain from participating in the review, deliberation or recommendation of all applications for emergency shelter services.

The criteria for Commissioners refraining from participation shall include:

- Members who have a conflict of interest as defined in the City's Conflict of Interest Code (Resolution 7588), which includes receiving more than \$250.00 in their annual household income, loans, gifts, business positions or benefits from an agency submitting proposals for CDBG/ESG/HSEF funds and/or;
- Members who are board members or affiliates for agencies applying for CDBG/ESG/HSEF funds or might appear to give preferential treatment to any person or group, or impede governmental responsiveness, etc., as stated under the City of Pasadena Resolution 4830.

Commissioners will make the required disclosure(s) consistent with the attached form (Conflict of Interest and Appearance of Impropriety Statement) and will remove themselves from the process. If commissioners have a question about their ability to participate, they may request assistance from the City Attorney's Office.

Rule of Necessity

If the Commission loses its normal meeting quorum as a result of application of the criteria outlined above, the Commission may apply the "Rule of Necessity " in which a lottery designates conflicted members that will participate to establish and maintain the quorum. While staff had proposed an exception to this system which would have allowed the appointment of alternates for the three designated human service agency seats on the Human Service Commission, this recommendation was rejected by that Commission at their meeting of January 4, 1999. The Human Services Commission recommended that the "Rule of Necessity" be applied to the full Commission, with no exceptions or appointments of alternates. This modification was accepted by the City Manager and included as recommendation (b) of this Report.

The Human Services Commission further suggested that the Ordinance which established the Commission may need to be reconsidered in its designation of membership and the eligibility of those designees to participate in the funding review and recommendation process, as revised. Because the Commission's rules designate three positions for human service agency representatives and one position each for representatives of PUSD and PCC, this membership structure may create an inherent conflict of interest or appearance of impropriety in the funding process, for the members who occupy those five positions.

Request for Appeals and Public Comment

It is recommended that the Request for Appeals process be supplemented with a "public meeting" on the proposed funding recommendations. The staff recommendations will be provided to the Commission for their comment, review or modification. Upon completion of the Commission's deliberations the proposers will then be notified in writing of the scoring, ranking and Commission's preliminary funding recommendations. All proposers will be advised of their right to appeal or make comments at the Commission's public meeting in support or opposition to the proposed funding recommendations.

The Requests for Appeals criteria will be based on the same criteria used during the 1996/97 allocation process:

1. Preparation of the Request for Proposal (RFP);
2. The receipt, or lack of receipt, of technical assistance/advice on request;

3. Submission of a complete and timely proposal;
4. Proposer's oral presentation to the Commission.

This forum will provide an opportunity for each appellant, as well as other members of the community, to publicly comment on the scores, ranking, amount and other aspects of the proposed funding recommendations. The specific details and format of the public meeting will be finalized with staff and the respective Commission (i.e., limitation on the time of proposers comments, location/date of public meeting, etc.). After the public meeting on the proposed funding recommendations, the Commission will again deliberate and finalize their funding recommendations which will then be presented to the City Council at its public hearing in May of each calendar year.

In the event the Commission modifies or adjusts the staff recommendation, the Commission must provide written comments indicating why they are making such modifications to the funding recommendation. The Commission's written comments will become part of the final funding recommendation that will be forwarded to City Council.

Notification Process

All proposers shall be notified of the Commission's final funding recommendation prior to the forwarding of said recommendation to City Council.

The Notification Process will include:

- A written notice to all proposers of the Commission's preliminary funding recommendation and the opportunity for proposers to appeal or comment on the proposed funding recommendations at the public meeting convened by the Commission; and
- A written notice to all proposers of the Commission's final funding recommendation following the public meeting and appeals process. This notice will include information on the recommended projects that will be included in the Draft Consolidated Plan - Action Plan and on the required public hearing that will be held at City Council in May of each calendar year.

The City Council public hearing will provide the community an opportunity to express concerns and/or support to City Council on the funding recommendations prior to the final submission of the Consolidated Plan - Action Plan to the U. S. Department of Housing and Urban Development (HUD). It is a federal requirement that all projects to be funded in a forthcoming Program Year be included in the "proposed projects" section of the Consolidated Plan - Action Plan.

City CDBG Set-Aside

Under the recommended process, City Council may annually set-aside CDBG/ESG/HSEF funds for eligible City activities and projects recommended by the City Manager. The set-aside will serve to provide direct funding for city administered eligible activities and projects. This process has been successfully utilized by many cities and counties nationwide, with such local examples as Glendale. City activities and projects funded by CDBG/ESG/HSEF remain subject to all reporting and performance requirements regulated by Federal, state or other applicable guidelines.

Allocation Schedule

Typically the Request for Proposal (RFP) is prepared for release in October of each year. The Northwest Commission recommends funding allocations for non-public service activities annually. The Human Services Commission has a two-year funding cycle; therefore, the RFP is not released annually for public service activities.

The RFP submission deadline has been traditionally established to allow the applicants the maximum amount of preparation time, sixty (60) days. However, due to the current review of the allocation process, the RFP for non-public service activities was released on December 31, 1998. The deadline for proposal submission is February 16, 1999 by 12:00 Noon.

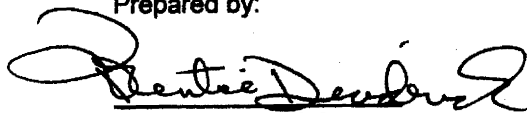
FISCAL IMPACT

These modifications have no fiscal impact.

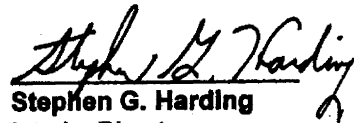
Respectfully submitted,

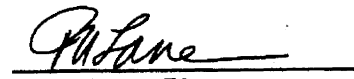

Cynthia J. Kurtz, City Manager

Prepared by:


Prentice Deadrick
Acting Assistant City Manager

Approved by:


Stephen G. Harding
Interim Director
Housing and Development Department


Patsy Lane, Director
Human Services, Recreation & Neighborhoods Department

APPENDIX G

GLOSSARY OF TERMS

AND

ABBREVIATIONS

GLOSSARY OF TERMS AND ABBREVIATIONS

Anti-Crime Program - A category that allows for the promotion of activities that reduce crime, including crime prevention education programs and the payment of security guards and systems. See HUD Activity Categories.

Appeal - Prior to the Human Services/Northwest Commission retiring to deliberate for the purposes of formulating its funding recommendations to the City Council, each applicant will be provided with an opportunity to appeal. City staff will mail written notification to each applicant of the opportunity to appeal any portion of the funding process. The funding process consists of: (1) preparation of the proposal application; (2) the receipt of technical assistance/advice on request; (3) submission of a complete and timely proposal; (4) staff ranking of proposals by funding category; and, (5) applicant oral presentation to the Human Services Commission (for Public/Human Service Proposals) and Northwest Commission (for Capital Improvement, Economic Development, Housing, and Administration Proposals).

These five elements are "appealable" and are subject to alterations where appropriate, prior to the Human Services Commission and Northwest Commission formulating its final recommendations to the City Council. Should the applicant wish to request that the Human Services Commission or the Northwest Commission review any of the five elements, City staff will schedule a five minute appeals presentation before the appropriate Commission.

Area Benefit Activities - Activities that benefit a specific area where at least 51 percent of the residents are low- and moderate-income persons. See CDBG Low- and Moderate-Income Designated Activities.

Area Median Income - The exact middle of an income range, where 50 percent of the families have incomes above and 50 percent of the families have incomes below.

Benefit Service Area - An area of the City determined to be eligible for CDBG funded project activities. Eligibility is based on the median family income of the area at or below 80 percent of the median family income of the county.

Capital Improvements - A capital improvement is a significant change or addition to a physical structure. To be considered a capital improvement, the activity must result in a material, long term benefit that adds value to the improved structure. For example, a new roof, new street lights, or new sidewalks are capital improvements. New paint or water safety instructions are not eligible.

Census Tract - Refers to an area or region of the City. CDBG eligible census tracts (those with at least a 51% low/moderate income population) are: 4609, 4615, 4616, 4619, 4620, 4621, 4622, 4623, 4628, and 4635. Eligible census tracts are based on 1990 U.S. Census Data.

Child Care - The group care of children in a licensed, or licensed-exempt, program by qualified, trained staff.

Children - Individuals between the ages of 0 and 12 years.

Collaboration - (definition adapted from "Communities Working Collaboratively for a Change," by Arthur T. Himmelman, September, 1991).

A collaborative project involves the voluntary, strategic alliance of two or more organizations to enhance each other's capacity to achieve a common purpose by sharing risks, responsibilities, resources and rewards. In a collaborative human service project, two or more distinct organizations share the authority, responsibility, funding and service delivery for a project or program, from planning through evaluation, with each agency/organization making a tangible commitment of resources to achieve a shared goal. (Resources may also include in-kind support such as space, staffing, and use of equipment).

Community-Based Development Organization (CBDO) - CBDOs are generally nonprofit organizations that undertake specific kinds of CDBG-funded activities. CBDOs can be for-profit or nonprofit organizations, but cannot be governmental entities. A CBDO may be a subrecipient.

Community Development Block Grant Program (CDBG) - This program provides states, counties, and cities with Federal funds to help meet their housing and community development needs. The funds must meet one of the following three national objectives: (1) benefit low and moderate income persons; (2) help eliminate slums and blight; or (3) meet urgent needs (such as recovery from a disaster). The program was established by Congress in the Housing and Community Development Act of 1974.

Community Development Financial Institution (CDFI) - An organization that: has as its primary mission the promotion of community development; serves an investment area or targeted population; provides development services and equity investments or loans; maintains accountability to residents within its investment area; and is not a public agency or institution.

Comprehensive Grant Program - The Comprehensive Grant Program provides modernization funding on a formula basis to approximately 908 Housing Authorities with 250 or more units. Eligible Housing Authorities prepare a comprehensive plan assessing their physical and management improvement needs every six years. Housing Authorities are also required to submit an annual plan that details the use of their funds for the current fiscal year. Under this program, up to 20 percent of their annual formula grant may be used by the Housing Authority to:

1. fund management improvements needed to upgrade the operation of their developments,
2. sustain physical improvements, and
3. correct management deficiencies.

Comprehensive Improvement Assistance Program (CIAP) - Under the Comprehensive Improvement Assistance Program (CIAP), Housing Authorities with fewer than 250 units may apply and compete for modernization funds to carry out both physical and management improvements. Approximately 2,500 Housing Authorities compete on an annual basis for CIAP funds by submitting an application to the HUD State/Area Office, which rates and ranks all applications received and makes funding decisions. Of the amount available for public housing, one percent is set aside to carry out goals related to pending civil rights litigation, subject to judicial oversight.

CDBG Area Benefit Activities - Proposed projects or activities that benefit a surrounding area, where at least 51 percent of the residents are low- and moderate-income persons. An area that is not primarily residential in character will not qualify under this criterion.

CDBG Benefit Services Area - Delineated by the following boundaries: to the North - Woodbury Road; to the South - Maple Street (210 Fwy.); to the East - Lake Avenue; to the West - Arroyo Blvd.

CDBG Entitlement Amount - The amount of funds that a metropolitan city and urban county are entitled to receive under the CDBG Metropolitan Community program formula.

CDBG Joint Grant Agreement - An agreement between a CDBG urban county and CDBG metropolitan city, located within that county, for the purpose of receiving CDBG funds. The county and the city use the funds to plan and implement a joint community development and housing program.

CDBG Low- and Moderate-Income Designated Activities - Activities that must benefit at least 51 percent of low- or moderate-income persons. The four types of activities that meet this designation are Area Benefit Activities, Housing Activities, Job Creation or Retention Activities, and Limited Clientele Activities.

CDBG National Objectives - In order for a CDBG activity to be funded, it must either benefit low- and moderate-income persons, or aid in the prevention or elimination of slums and blight. An activity may also be funded if it meets an urgent need.

CDBG Nonentitlement Amount - The funds that are distributed to selected communities that apply for CDBG funding through their State or HUD-administered Small Cities program.

CDBG Program Types - 1) The CDBG Metropolitan Community grant program whose grantees are metropolitan cities and urban counties; and 2) The CDBG State grant program whose grantees are states.

CDBG Slum and Blight Designated Activities - Activities performed in areas that, under state criteria, are considered slum and blighted areas.

CDBG Urgent Need Designated Activities - Activities where a grantee certifies that a particular activity is needed to meet an urgent need and that the only funds available to finance the activity are CDBG funds.

Consolidated Plan - The Consolidated Plan is a document that is submitted annually to HUD that serves as the planning and community development document (Comprehensive Housing Affordability Strategy and Community Development Plan) of the jurisdiction.

Continuum of Care - A system that requires a comprehensive system of housing and necessary services to transition homeless individuals and households into permanent housing. The fundamental components of a continuum of care system in the City of Pasadena (Consolidated Plan 2005-2010) include the following:

- First, there must be outreach, intake, and assessment that connects or reconnects an individual or family to needed support services such as public benefit, rent or utility assistance, employment or family counseling and physical or mental health care.
- The second component is assistance through an emergency shelter facility that provides overnight shelter (for up to 2 months) and fulfills a client's basic needs (i.e., food, clothing, medical care), either on-site or through off-site services. Clients must follow basic rules for health and safety, and there may also be additional requirements to stay (i.e., sobriety, participation in program, employment). Clients usually move into transitional housing after their stay, but, when appropriate, may move into services-enriched or independent-living affordable housing.
- The third component offers transitional housing (for up to 2 years) and necessary social services. Clients will be linked to a high level of interventions, employment services, individual and group counseling and life skills training designed to prepare clients for service-enriched permanent affordable housing or independent-living permanent affordable housing. Such services include substance abuse treatment, short-term mental health services, independent living skills, etc.

Contractors - A contractor is an entity paid with CDBG funds in return for a specific service (e.g., construction). Contractors must be selected through a competitive procurement process.

Corporation - Legal entity, chartered by a state or the federal government, and separate and distinct from the persons who own it. It is regarded by the courts as an artificial person; it may own property, incur debts, sue, or be sued.

Displacement - Refers to that process by which homeowners or renters are forced from their residences by increased rents, property values or a change in use (e.g., a housing structure converted to commercial use) as a result of housing or neighborhood improvement activities. Any CDBG program that contributes to displacement, must also provide for appropriate assistance to any affected individual/family.

Draw down - Refers to the process of requesting and receiving CDBG funds. Grantees draw down funds from a line of credit established by HUD, while subrecipients typically draw down funds from grantees.

Drug Elimination Program - The Public Housing Drug Elimination Program provides grants to fund drug elimination and other crime prevention activities in public and Indian housing. HUD is authorized to make these grants available to selected Public Housing Authorities and Indian Housing Agencies for the purpose of eliminating drug-related crime in their communities. Activities that may be funded through these grants include employment of security personnel and investigators; reimbursement to local law enforcement for additional services; physical improvements for security; support of tenant patrols; and programs to reduce crime and drug-use by residents. This program also provides funding for the Drug Clearinghouse and special purpose grants in order to provide technical assistance to Public Housing Authorities (PHAs) and Indian Housing Authorities (IHAs).

Economic Development Category - A category that allows grantees to use their funds for projects and activities that increase economic opportunity, principally for persons of low and moderate income. A project may also include one or more activities that address a lack of affordable housing accessible to existing or planned jobs. See HUD Activity Categories.

Education - A program or activity which provides information, knowledge or training, and stimulates mental growth, for a specific purpose or outcome.

Entitlement - A city with a population of 50,000, a central city of a metropolitan area, or an urban county with a population of at least 200,000 that receives an annual allocation of CDBG funds directly from HUD under the CDBG Entitlement Program.

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.

Empowerment Zone/Enterprise Community (EZ/EC) - The designees named in a 1994 Federal initiative to revitalize economically-distressed areas of the country. This initiative rewards communities that form local partnerships that help develop a comprehensive revitalization plan for low-income neighborhoods. The four designees are: Empowerment Zone, Supplemental Empowerment Zone, Enterprise Community, Enhanced Enterprise Community.

Evaluation - The Northwest Commission and/or Human Services Commission will assess and rate each program/project based on the applicant's written proposal, oral presentation, and community needs assessment. Staff will review and value the applicant's written response to the program/project's consistency with federal and local regulations. Please refer to "Evaluation Tool" section of this document.

Extremely Low-Income - As defined in the Consolidated Plan, a family whose income is between 0 and 30 percent of the Area Median Income. See Income Groups.

Family - All persons living in the same household who are related by birth, marriage or adoption.

Fiscal Year - The Federal Fiscal Year beginning on October 1 and ending on September 30.

Formula-based programs - Programs that provide direct allocations (grants) to states, cities, and urban counties based on specific factors, such as total population count, number of persons with incomes below the poverty line, and housing conditions.

Grantee - A state, metropolitan city, or urban county that receives an annual formula-based allocation directly from HUD under its CDBG, ESG and/or HOPWA programs. For the purpose of Community 2020, HOME-participating jurisdictions are also considered grantees.

HOME Community Housing Development Organization (CHDO) - A private, locally-based housing development organization with federal tax-exempt status. A HOME-participating jurisdiction must invest not less than 15 percent of its HOME funds in CHDO housing activities.

HOME Consortium - A group of units of general local government geographically linked and joined as a participating jurisdiction for the purpose of obtaining and sharing an allocation of HOME funds.

HOME Fair Market Rents (FMRs) - Rents established under the Section 8 Existing Housing Program that represent approximately the 45th percentile of standard housing occupied by recent movers. FMRs are published annually in the Federal Register and are established for each area of the country.

HOME Investment Partnership Program - 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 very-low-income families through housing rehabilitation, new construction, first-time home buyer financing, and rental assistance.

HOME Subrecipient - A public agency or nonprofit organization selected by the participating jurisdiction to administer all or part of the participating jurisdiction's HOME program.

Homeless Programs Category - A category that allows for the construction, conversion, renovation, or rehabilitation of shelters for the homeless. Also eligible are activities that provide for transitional housing and single-room occupancy units for the homeless. See HUD Activity Categories.

Hope VI Program - The HOPE VI Program was created for the purpose of revitalizing severely distressed or obsolete public housing developments. The activities in the program include funding of the capital costs of major reconstruction, rehabilitation and other physical improvements, the provision of replacement housing, management improvements, planning and technical assistance, and implementation of community service programs and supportive services or the planning of such activities. Funds are distributed to Public Housing Authorities (PHA) based upon a selection process in which interested PHAs must specify the activities they would undertake upon selection.

Household - All the persons who are the occupants of a housing unit. The Census Bureau defines occupants as a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Housing Assistance Needs - Housing assistance needs are determined in two ways. A household in need of housing assistance is either: (1) living in a deteriorated housing unit; or (2) spending more than 30 percent of its income on housing. Both needs are subject to careful, identical and verifiable criterion. To be counted as having a housing assistance need, household earnings must be less than 80 percent of the median family income of the county, adjusted for household size.

Housing Category - A category that includes activities that retain and expand safe and decent affordable housing for both owner and tenant-occupied units (e.g., housing acquisition and disposition; minor and major housing rehabilitation of single- and multi-unit properties; and new construction). See HUD Activity Categories.

Housing Activities - Activities carried out for the purpose of providing or improving permanent residential structures that, upon completion, low- and moderate-income households will occupy. See CDBG Low- and Moderate-Income Designated Activities.

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

HUD - CDBG funds are provided to entitlement communities through the U.S. Department of Housing and Urban Development (HUD). HUD established the regulations and requirements for the program and has oversight responsibilities for the use of CDBG funds.

HUD Activity Categories - Categories of activities that may be assisted with CDBG, HOME, ESG and HOPWA funds. The categories are Anti-Crime Program, Economic Development, Homeless Programs, Housing, Infrastructure, Other, Planning and Administration, Public Facilities, Public Services, Senior Programs, and Youth Programs.

Income - For the purposes of HUD programs, income is either measured for families or households:

- 1) Household income includes the income of the householder and any person in the household 15 years of age and over, whether related to the householder or not.
- 2) Family income refers to the income of persons 15 years of age and older, related by birth, marriage or adoption, who reside together.

Income Groups - The following income groups refer to the households, families, and persons who are eligible CDBG and HOME beneficiaries because their annual incomes are below the Area Median Income. These income groups also include the two additional income levels added to the Consolidated Plan's list of income definitions: Extremely Low-Income, Very Low-Income, Low-Income, Low- and Moderate-Income, Middle Income, and Moderate-Income.

Infrastructure Category - A category that includes water/sewer improvement activities, such as the replacement of water lines and sanitary and storm sewers. This category also allows a grantee to undertake street projects that may include the installation of street lights, street drains, curbs, and gutters. See HUD Activity Categories.

Job Creation or Retention Activities - Activities that are eligible because they will create or retain permanent jobs, where at least 51 percent of the full-time jobs employ low- and moderate-income persons. See CDBG Low- and Moderate-Income Designated Activities.

Joint Venture - Agreement by two or more parties to work on a project together. A joint venture, which is usually limited to one project, differs from a PARTNERSHIP, which forms the basis for cooperation on many projects.

Limited Clientele Activities - Activities that benefit a "limited clientele," such as abused children and spouses, homeless persons, and persons living with AIDS. See CDBG Low- and Moderate-Income Designated Activities.

Local Development Corporation - A local development corporation is an entity organized pursuant to Title VII of the Head Start, Economic Opportunity, and Community Partnership Act of 1974 (42 U.S.C. 2981) or the Community Economic Development Act of 1981 (42 U.S.C. 9801 *et. seq.*); or an entity eligible for assistance under Section 502 or 503 of the Small Business Investment Act of 1958 (15 U.S.C. 696)

Low- and Moderate-Income Area - An area where 51% or more of the residents have incomes that do not exceed 80 percent of the Area Median Income. There are exception communities where less than 51% of the residents have incomes at or below 80 percent of the Area Median Income.

Low and Moderate Income Persons/Households - Persons/households are considered to be low and moderate income if their income is less than 80 percent of the median family income for the county, adjusted for household size.

Low-Income - (1) As defined by the CDBG program, a household or a person whose annual income is 50% or less than the Area Median Income. (2) As defined by the HOME program, a family whose annual income does not exceed 80 percent of the Area Median Income.

Median Household Income - The exact middle of a range of household incomes. The Census Bureau defines household incomes as incomes of persons 15 years of age and over residing together, whether related or not. A household may consist of one person only.

Memorandum of Understanding (MOU) - A legally binding agreement between two (2) or more parties consenting to adhere to the conditions and terms of an event, grant, monetary or in-kind exchange of services.

Metropolitan Cities - Central cities of metropolitan areas, other metropolitan area cities with a population of 50,000 or more, and cities that retain their metropolitan area status because of their previously-qualifying designation.

Microenterprise - A business that has five or fewer employees, one or more of whom owns the enterprise.

Middle Income - As defined in the Consolidated Plan, a family whose income is between 80 percent and 95 percent of the Area Median Income. See Income Groups.

Moderate-Income Household/Family - A household/family having an income equal to or less than the Section 8 Low Income limit established by HUD but greater than the Section 8 Very Low Income limit established by HUD.

Moderate Rehabilitation Program - This component of the Section 8 Program provides both rental subsidies and funds for limited rehabilitation of the units. Landlords are selected for this program competitively, and must make rehabilitated units available for very low-income Section 8 certificates for a minimum of 10 years. See Section 8 and Very Low-Income .

Modernization - HUD provides annual funds to Public Housing Authorities (PHA) for both physical improvements to the units and management improvements. The program requirements differ, depending on the size of the housing authority. Small PHAs, those with fewer than 250 units, receive funds and must operate under the conditions of the Comprehensive Improvement Assistance Program (CIAP). Large PHAs, those with more than 250 units, operate under the Comprehensive Grant Program. See Comprehensive Improvement Assistance Program (CIAP) and Comprehensive Grant Program.

Neighborhood Based - A neighborhood-based organization is an association or corporation, duly organized to promote and undertake community development activities on a not-for-profit basis within a neighborhood. An organization is considered to be neighborhood-based if the majority of either its membership, clientele, or governing body are residents of the neighborhood where activities assisted with CDBG funds are to be carried out.

Other Category - A category that includes unprogrammed funds, which are funds that have not been programmed for use. See HUD Activity Categories.

Outreach - Outreach is a service approach which relies on the provider making the effort to find or go to the client, rather than the client having to find or go to the provider. Outreach involves extending services or activities to clients or potential clients by reaching out and increasing access for clients who otherwise might be unfamiliar with or unable to use such services or activities. For example, an emergency shelter for homeless might offer an outreach activity by dispatching workers to locations where homeless clients or potential clients might be found (e.g., selected parks and streets), and then offer information, linkage, counseling, transportation to a shelter or other service to such a client. Also, the extent or length of reach out; specifically, the extent of an organization's involvement in the community. Any program designed to extend services to those not usually accommodated by or included within an organization.

Overcrowded Housing - Housing in which the number of persons exceeds the number of rooms in a housing unit. When using a ratio of the number of persons living in a housing unit to the number of rooms in that unit, a ratio of 1.0 means that the number of persons and the number of rooms are the same. Any housing where the ratio of rooms to persons exceeds 1.0 is considered overcrowded.

Participating Jurisdiction - A state or unit of general local government that HUD has designated as eligible for HOME funds.

Partnership - Organization of two or more persons who pool some or all of their money, abilities, and skill in a business and divide profit or loss in predetermined proportions.

Planning and Administration Category - A category that allows a grantee to expend funds for various plans, public information, fair housing activities, general management, oversight and coordination of the CDBG Program; it is limited to 20% of the grantee's annual CDBG entitlement.

Prevention - A preventive project takes advance measure against something that is likely to occur; it is designed to stop something before it starts. A preventive human service project targets a population with a strong likelihood of experiencing a human service problem (e.g., "at risk" of violence, homelessness, substance abuse, etc.) and provides an activity or service designed to prevent that problem before it occurs. Prevention is distinguished from "treatment," which focuses on activities to modify or remedy an already existing problem.

Private Non-Profit - An incorporated charity, or any corporation operated under a policy by which no stockholder or trustee shares in the profits or losses, if any, of the enterprise. There are three types of California non-profit corporations: public benefit, religious and mutual benefit.

Program - A broad description covering a logical series of related activities designed to achieve a broad common objective(s) or result.

Program Income - Gross income that the grantee, participating jurisdiction, state grant recipient, or subrecipient receives. This income is directly generated from CDBG, HOME, ESG, or HOPWA funds.

Project Activity - A specific task necessary to achieve an objective; or a series of proposed activities occurring in a logical sequence, supported by reasonable costs, designed to resolve a particular problem or meet a particular need.

Public Facilities - A category that allows grantees to undertake the acquisition, reconstruction, rehabilitation, and installation of public facilities and improvements. Examples of eligible public facilities are neighborhood parks, recreational and parking facilities, and centers for the disabled. Interim assistance may also be given for the repair of streets, sidewalks, or public buildings to arrest their deterioration before any permanent improvements of the facilities are made. See HUD Activity Categories.

Public/Human Service Activity - An activity which is: (1) directed toward improving the community's need for public/human services and facilities, including those concerned with employment, crime prevention, child care, etc.; and (2) supportive of physical development activities being carried out in a concentrated manner. Public/human service activities are to be directed at residents of Neighborhood Strategy Areas and may only be incidentally provided to residents outside of these areas. A cap expenditure of 15% of the entire CDBG entitlement may be used for Public/Human Service Activities.

Recipient - See grantee.

Section 8 - A federal rental assistance program which provides a direct housing subsidy to a qualified tenant so that he or she does not pay more than 30 percent of their income for rent. Section 8 is available for new, improved and existing housing units.

Seniors - Individuals who are 55 years and older; federal guidelines (62 years of age).

Senior Programs - A category that allows grantees to use their funds for activities that provide public services to the elderly, such as Meals on Wheels, and Dial-a-Ride. Funds may also be used for construction and rehabilitation. See HUD Activity Categories.

Single Room Occupancy (SRO) - (1) A portion of the Section 8 program that provides rental subsidy funding for efficiency accommodations that are to be occupied by only one person. The units need not but may contain food preparation facilities, sanitary facilities, or both. See Section 8 . (2) Housing that consists of a single-room dwelling unit that is the primary residence of its occupant. The unit must contain food preparation and sanitary facilities, if it is a new construction project, conversion of non-residential space, or reconstruction.

Social Services - Non-financial supportive aid rendered to individuals and families to help them meet their personal, social, psychological, medical, economic, or other problems which interfere or otherwise prevent them from moving towards self-care, self-support, independent living, and strengthened family life.

Sole Proprietorship - Business of financial venture that is carried on by a single person and is not a trust or corporation. A sole owner has unlimited liability.

Small Business Investor Corporation - A private enterprise which would provide investment banking-type services to smaller companies which could not normally qualify for this type of financing.

State - Any state of the United States, the Commonwealth of Puerto Rico, and in some cases, the District of Columbia.

State Grant Recipient - A unit of general local government that receives its CDBG funds from its state's CDBG program.

Subgrantee - A unit of general local government that is not eligible to receive direct funding as a HUD formula-based grantee, but is eligible to compete for funds through its state's formula-based grant program.

Subrecipient - A public agency, private nonprofit organization, or a for-profit organization that is authorized to receive funds from a grantee or another subrecipient to undertake eligible activities.

Urban Counties - Counties that receive an annual allocation of funds under the CDBG program. To be eligible for HUD funding, a county must meet the eligibility criteria for participation, such as extent of poverty, housing conditions, income levels, etc.

Unit of General Local Government - A city, town, township, county, parish, village, or other general purpose political subdivision of a state; or a consortium of such political subdivisions recognized by HUD.

Very Low-Income - As defined by the HOME program, families whose annual incomes do not exceed 50 percent of the Area Median Income. See Income Groups.

Youth - Individuals between the ages of 13 and 17 years.

Youth Programs - A category that focuses on the needs of children and teenagers. Activities include the funding of youth centers and facilities, as well as playground and recreation facilities that are part of youth centers. See HUD Activity Categories.

APPENDIX H

GRANTEE PRIORITY NEEDS

TABLES (HUD TABLES)

HUD Table 1A
Homeless and Special Needs Populations

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Families with Children (Family Households):	107	10	32	159
1. Number of Persons in Families with Children:	432	41	127	600
2. Number of Single Individuals and Persons in Households without Children:	96	185	284	565
(Add Lines Numbered 1 & 2) Total Persons:	528	226	411	1,165
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
a. Chronically Homeless (For sheltered, list persons in emergency shelter <i>only</i>)	48		141	189
b. Severely Mentally Ill	423		* 231	654
c. Chronic Substance Abuse	258		* 141	399
d. Veterans (men only)	10		* 79	89
e. Persons with HIV/AIDS	5		* 34	39
f. Victims of Domestic Violence (women only)	86		* 84	170
g. Unaccompanied Youth (Under 18)	0		* 17	17

Table 1C
Summary of Specific Homeless/Special Needs Objectives
(Table 1A/1B Continuation Sheet)

Obj #	Specific Objectives	Performance Measure	Expected Units	Actual Units
	Homeless Objectives			
H-1	Provide career/job development preparation services to 200 persons for one year	Facilitate entry/reentry into labor market	200	
H-2	Provide meals and information, assistance, and referral services for one year	Connect clients to continuum of care	1,700	
H-3	Temporary lodging for one year	Connect clients to continuum of care	1,700	
H-4	Provide rental, temporary housing, case management, and referral services for one year	Homeless prevention and Connect clients to continuum of care	250	
H-5	Provide seasonal shelter for one year	Connect clients to continuum of care	300	
H-6	Provide funds to assist persons who are temporarily displaced as a result of City action(s) such as health/building/safety code violations for one year	Secure rental units	25	
	Special Needs Objectives			
SN-1	Provide elder abuse prevention and intervention services, outreach to at-risk seniors, case management, support groups, psychotherapy, and parenting classes for grandparents who are raising their grandchildren	Prevent seniors from being victimized and homeless	200	
SN-2	Provide outreach/intake, assessment, information assistance and referrals for senior needs that include health services, physical health care, mental health care, and social/physical isolation	Improve the well-being and quality of life of seniors	130	
SN-3	Provide information/outreach, assistance, and referral services to link seniors to available services in the community	Enhance and improve the quality of life for seniors	1,200	

TABLE 2A
Priority Needs Summary Table

PRIORITY HOUSING NEEDS (households)	Priority Need Level High, Medium, Low		Unmet Need	Goals	
Renter	Small Related	0-30%	H	2,474	1,766
		31-50%	H	1,256	225
		51-80%	H	1,663	197
	Large Related	0-30%	M	642	4
		31-50%	M	1,376	9
		51-80%	M	942	2
	Elderly	0-30%	M	1,152	0
		31-50%	H	1,942	50
		51-80%	M	528	0
	All Other	0-30%	M	1,888	200
		31-50%	M	3,132	600
		51-80%	M	1,683	1,200
	Owner	0-30%	M	1,082	130
		31-50%	M	2,078	330
		51-80%	M	2,041	335
Special Needs	0-80%	H	7,672	2,500	
Total Goals				7,548	
Total 215 Goals				7,548	
Total 215 Renter Goals				4,253	
Total 215 Owner Goals				3,295	

**TABLE 2B
COMMUNITY DEVELOPMENT NEEDS**

PRIORITY COMMUNITY DEVELOPMENT NEEDS	Priority Need Level High, Medium, Low, No Such Need (optional)	Unmet Priority Need (optional)	Dollars to Address Unmet Priority Need	Goals (optional)
PUBLIC FACILITY NEEDS (projects)				
Senior Centers	M		0	
Handicapped Centers	M		0	
Homeless Facilities	M		0	
Youth Centers	M		0	
Child Care Centers	H		23,949	1 unit of service
Health Facilities	M		0	
Neighborhood Facilities	M		0	
Parks and/or Recreation Facilities	M		0	
Parking Facilities	L		0	
Non-Residential Historic Preservation	L		0	
Other Public Facility Needs			0	
INFRASTRUCTURE (projects)				
Water/Sewer Improvements	M		0	
Street Improvements	M		0	
Sidewalks	M		0	
Solid Waste Disposal Improvements	M		0	
Flood Drain Improvements	M		0	
Other Infrastructure Needs			0	
PUBLIC SERVICE NEEDS (people)				
Senior Services	H		\$85,500	1,530 units of service
Handicapped Services	M		0	
Youth Services	H		\$282,000	2,256 units of service
Child Care Services	H		\$20,000	15 units of service
Transportation Services	M		0	
Substance Abuse Services	M		0	
Employment Training	H		\$30,000	24 units of service
Health Services	H		\$55,000	1,375 units of service
Lead Hazard Screening	H		0	
Crime Awareness	M		0	

**TABLE 2B
COMMUNITY DEVELOPMENT NEEDS**

Other Public Service Needs: Homelessness	H		\$183,000	2,407 units of service
Other Public Service Needs: Mental Health	H		\$40,000	250 units of service
Other Public Service Needs: Immigration	H		\$25,728	50 units of service
Other Public Service Needs: Home Maintenance	H		\$620,000	80 units of service
Other Public Service Needs: Fair Housing	H		\$58,000	1,500 units of service
Other Public Service Needs: Code Enforcement	H		\$244,048	2,000 units of service
ECONOMIC DEVELOPMENT				
ED Assistance to For-Profits(businesses)	H		\$203,000	525 units of service
ED Technical Assistance(businesses)	H		\$231,000	20 units of service
Micro-Enterprise Assistance(businesses)	H		\$68,000	40 units of service
Rehab; Publicly- or Privately-Owned Commercial/Industrial (projects)	H		\$313,449	12 units of service
C/I* Infrastructure Development (projects)	M		0	
Other C/I* Improvements(projects)			0	
PLANNING				
Planning	H		\$466,854	55 units of service
TOTAL ESTIMATED DOLLARS NEEDED:			\$2,949,528.00	

* Commercial or Industrial Improvements by Grantee or Non-profit

Table 2C
Summary of Specific Housing/Community Development Objectives
(Table 2A/2B Continuation Sheet)

Obj. #	Specific Objectives	Performance Measure	Expected Units	Actual Units
Rental Housing Objectives				
	Provide rental assistance to very low- and low-income households.	Decent, safe and sanitary housing opportunities will be provided.	5,410	
	Construct rental units that are affordable to very low-, low-, and moderate-income households.	Affordable housing opportunities will be provided.	550	
Owner Housing Objectives				
	Provide homeowner assistance to very low- and low-income households.	Decent, safe and sanitary housing opportunities will be provided.	145	
	Construct ownership units that are affordable to very low-, low-, and moderate-income households. Assistance will be provided to 600 households.	Affordable housing opportunities will be provided.	50	
Community Development Objectives				
	(See Table 2B)			
Infrastructure Objectives				
	(See Table 2B)			
Public Facilities Objectives				
	(See Table 2B)			
Economic Development Objectives				
	(See Table 2B)			

APPENDIX I

NARRATIVES

CITY OF PASADENA

Annual Action Plan (2008 - 2009)

Required Narratives

1. Removal of Barriers to Affordable Housing
2. Coordination Between Public/Private Housing and Social Agencies
3. Public Housing – Residential Initiatives
4. Housing Initiatives
5. Meeting Underserved Needs
6. Surplus Funds from Urban Renewal
7. Grant Funds Returned to the Line of Credit
8. Float-Funded Activities
9. Monitoring Standards
10. Emergency Shelter Grant (ESG) Program – Federal Match Requirements
11. Local Market Conditions
12. Evaluate and Reduce Lead-Based Paint Hazards
13. Develop Institutional Structure
14. Foster and Maintain Affordable Housing
15. Antipoverty Strategy

Removal of Barriers to Affordable Housing

HUD requires the City to (jurisdiction) to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. In addition, HUD requires the jurisdiction to identify the strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing. Such public policies and strategies to remove or ameliorate negative effects of public policies include:

A. Land Use Policies

The City permits a wide range of conventional single- and multi-family housing in Pasadena. The City's policies for citing residential uses have been successful in facilitating and encouraging a broad range of special housing, including emergency shelters, transitional housing, residential care facilities, alcohol and drug rehabilitation homes, senior and assisted living housing. Pasadena's proactive policies have helped facilitate the citing of more than 150 such facilities distributed throughout the community. Moreover, in 1997, the City also adopted a series of code amendments to improve housing opportunity in Pasadena. However, a review of the Zoning Code revealed several additional items which need to be refined to improve clarity.

Actions: The City will:

- Eliminate the occupancy restriction of 10 persons for emergency shelters in commercial and industrial zones as approved by the Planning Commission after adoption of the 2000-2005 Housing Element;

- Review the Zoning Code to ensure that the "Residential Care" use classification includes all types of group homes permitted under State law.

B. Development Standards

Residential development standards in the Zoning Code are flexible enough to encourage and facilitate a range in types and prices of housing for all economic and social segments of Pasadena's population. Moreover, the City provides numerous incentives to facilitate the development of affordable and special needs housing through density bonuses, fee waivers, waivers of development standards, direct financial assistance and loans, and land write downs. Through a combination of regulatory and financial incentives, the City has been particularly successful in facilitating and encouraging a wide-range of housing types and prices in the community.

In the 1980s, the City enacted standards to ensure that high-density apartments and condominiums incorporate landscaped common open space rather than bulky mass designs. These standards have been successful in improving the livability of apartments and contributing to the high quality of life for Pasadena residents today. Although the Zoning Code allows for the waiver or modification of development standards to facilitate density bonus projects, concern has been expressed that it may be difficult to achieve maximum permitted density under the City of Gardens standards.

C. Rental Assistance

The Housing Choice Voucher Program (formerly Section 8 Program) preferences are afforded to seniors, disabled persons, victims of domestic violence homeless persons, and persons living or working in Pasadena. In 1990, the City had 2,646 eligible senior households and 4,839 eligible renter households, and 13% of both groups hold a Section 8 voucher. However, several groups may be underserved. The Casey program, the first social-service agency in the country exclusively dedicated to offering planned, long-term foster care as part of the continuum of child welfare services, indicates that over 100 youth leave the foster care system each year and many must relocate outside of Pasadena. Foster youth are particularly vulnerable. Research has shown that up to 25% of homeless persons were once foster youth. In addition, female headed families/households with children also do not have a preference.

In recent years, the PCDC reports that lease-up rates (the number of persons whose vouchers have been accepted versus the total number of allocated vouchers) have declined to 94%. Pasadena's lease-up rate is much lower than it was in the early 1990s, but still higher than many other jurisdictions in the San Gabriel Valley. The decline in lease-up rates is due to a number of factors: 1) the voucher does not cover the difference between HUD's allowable rent and the market rent, 2) tenants must compete against non-Section 8 tenants for housing; and 3) landlords do not believe that working with HUD will be a benefit to them.

Actions: The City will:

- Re-examine the Housing Choice Voucher Program (Section 8) voucher preferences after 2000 Census data is released to determine the greatest areas of need in Pasadena;
- Extend preferences to families with children, youth leaving the foster care system, and other special needs groups;
- Continue to educate and enlist additional landlords to accept Section 8 vouchers;
- Continue to apply to HUD for increases in the payment standard;
- Continue to educate Rental Assistance program participants on how to effectively compete for housing.

D. Distribution of Community Services

Pasadena's General Plan sets forth various policies to ensure that each neighborhood receives an equitable level of services. This includes: 1) promoting the location of public and private community service facilities, and public and private recreation facilities throughout the community as a function of population distribution and need; and 2) promoting the accessible location of public and private community services facilities. Moreover, the reconfiguration of the City's transit system has also helped residents to access employment centers and health facilities located outside their immediate neighborhood.

In analyzing the distribution of community services and facilities, Northwest and Southeast Pasadena have one-half the park acreage per capita as other parts of Pasadena. This is particularly problematic for Northwest Pasadena, given the high percentage of families with children living in that area. To increase park space, the City may consider the following:

Actions: The City will:

- Continue to examine various sites in Pasadena for the potential location and development of neighborhood and community parks;
- Analyze ways to use public transit, such as extending routes, to allow residents of Northwest Pasadena to access other park facilities.

E. Transit Accessibility

Overall, the City's transportation system supplements services provided by MTA and addresses overall goals of the General Plan, such as linking residents to community services, human service providers, park and recreational facilities. During the past year, the addition of two routes specifically for Northwest residents has improved access to local employment centers and helped integrate Northwest Pasadena into other segments of the community. Comments received by the public have been generally favorable. Pasadena's proposed transit services will eventually improve mobility for residents when funding is available.

During the public input process, the Accessibility and Disability Commission noted that seniors and disabled persons who are transit-dependent have limited opportunities to participate in late evening meetings of the City Council and Planning Commission. Most buses run only once an hour after 9:00 pm and service stops on many routes after 11:00 pm. The Area Rapid Transit System (ARTS) bus and Dial-A-Ride stops service at about 8:00 pm. Even if night meetings do not run later than service is provided, the Dial-A-Ride and Access system are overburdened and may be unavailable. To address these issues, the Committee recommended the following:

Actions: The City will:

- Continue to seek funding alternatives for expanding the ARTS system;
- Examine transit alternatives after late night meetings;
- Continue to examine ways to increase the capacity of Access and Dial-a-Ride.

f. Housing Conditions

As compared to many larger and older jurisdictions, Pasadena's housing stock is in relatively good condition. The City implements a variety of housing inspection programs to identify code violations and ensure that the housing stock is repaired in a timely manner. The Occupancy Program inspects every single-family home at the time of sale. The Quadrennial Inspection Program (Code Enforcement) inspects every apartment complex once every four years. At the same time, Code Enforcement and building officials respond to complaints. Finally, the City implements a comprehensive neighborhood revitalization program. However, in drafting various housing plans, it was evident that the City has not conducted a housing conditions survey in many years. Thus, it is not possible to determine, empirically, where housing investment is most needed and how neighborhood and housing conditions change over time. Although not having a housing conditions survey does not impede housing opportunity, a survey would help in targeting limited City resources.

Action: The City will:
Conduct a citywide housing conditions survey.

G. Housing Accessibility

Persons with disabilities have particular difficulties finding affordable housing. For instance, to secure an apartment, persons with disabilities must typically have family members search for housing which meets building accessibility standards, are in proximity to transit alternatives, and are safe and affordable. Even professional rental search agencies/services rarely provide information to a prospective renter on whether a unit is accessible or not. As a result, finding an accessible apartment can be a daunting task for a person with disabilities.

An additional problem or challenge to locating accessible housing is the general lack of accessible units in the housing market today. Pasadena is an older and mature community with the majority of its housing stock built well before federal accessibility (ADA) requirements were in place. Thus, a large portion of the multi-family housing stock is less accessible to persons with disabilities.

Actions: The City will:

- Place a disability access symbol on "Project Place (internet) rental listings," offered by the Housing Rights Center (HRC), which advertises apartments and denotes that the rental unit is accessible for persons with disabilities;

- Distribute fliers to apartment owners during the quadrennial inspection explaining disability laws, the benefits of long-term tenancy offered to persons with disabilities, and the relative low cost of accessibility modifications;

- Develop marketing brochures that explain the benefits of including accessibility and universal design features.

Coordination Between Public/Private Sectors and Social Agencies

The Office of the City Manager, Housing/Community Development (H/CD) is organized to administer and implement a variety of housing and community development programs that assist the extremely low, low and moderate-income community. Major organizational areas of the H/CD include the Rental Assistance Program - Housing Choice Voucher Program (formerly known as the Section 8 Rental Assistance Program); Community Development Section – Community Development Block Grant (CDBG) and the Emergency Shelter Grant (ESG) Programs; Affordable Housing Production section – Inclusionary Housing, Housing Production, HOME Program, Residential Rehab, First-Time Homebuyers Program, etc., and the Homeless Assistance and Supportive Housing Section – Continuum of Care, Supportive Housing Program (SHP), Shelter Plus Care, etc. Housing/Community Development has fiscal and program oversight of these projects/programs and includes the responsibility to monitor for compliance issues for these various projects/programs.

All organizational units of the City are encouraged to participate and to share resources to meet the ultimate goal of creating and maintaining decent, safe, and sanitary housing for all residents.

The Pasadena Community Development Commission (“Commission”) is the governing body of the redevelopment agency established by the Pasadena Board of Directors, now the City Council, in April 1981. The Commission oversees and acts on matters pertaining to redevelopment and housing within the seven redevelopment project areas in the City. As part of this action creating the Commission, the Community Development Committee (CDC) was also established. This is a seven (7) member advisory body made up of local citizens. The CDC is responsible for the review of project area activities that implement economic development and housing projects. The CDC oversees the assembly and sale of land to developers, loans, and other financing to support commercial and residential projects, execution of development agreements and design review of projects to assure compliance with guidelines and standards in the respective redevelopment plans.

The City/Commission partners with local businesses, non-profit agencies, etc., from time to time. The Pasadena Board of Realtors sponsors the Community Homebuyers Program and Mortgage Credit Certificate (MCC) financing opportunities for low and moderate- income homebuyers. The coordination and formation of these partnerships are very important to the community because in many cases these homebuyers would not otherwise qualify for a home loan under conventional lending guidelines.

The City/Commission continues to partner with a variety of financial institutions and local lenders to assist the community.

American Savings Bank
Associate Home Equity Services, Inc.

California Housing Finance Agency
Coast Federal Bank

The City/Commission continues to partner with a variety of local non-profit organizations to assist in the provision of housing and community development activities and the provision of social services.

A Community of Friends
Affordable Housing Consolidated
Beacon Housing
Salvation Army

AIDS Service Center
Affordable Housing Services
El Centro de Accion, Social, Inc.
Union Station Foundation

Public Housing Residential Initiatives

The City of Pasadena does not own or maintain any public housing inventory; activities to encourage public housing residents to become more involved in management or to participate in homeownership opportunities is not applicable in this particular circumstance.

However, to the greatest extent possible, program participants of the Housing Choice Voucher Program (Section 8 Rental Assistance Program) are encouraged to become independent and self-sufficient. The City currently has an active Family Self-Sufficiency (FSS) Program. FSS helps tenants achieve an independent living standard. Program participants and their families who qualify are encouraged to participate. Additionally, in the future, the City hopes to develop and participate in the Section 8 Home Ownership Program.

The City of Pasadena has an Affordable Housing (Housing Production) unit as part of Housing and Community Development. The City encourages all local residents to inquire and to participate in various affordable housing programs/activities: First-Time Homebuyers Programs/classes, Inclusionary Housing, Housing Choice Voucher Program, HOME Tenant-Based Rental Assistance (TBRA) Program, etc.

Housing Initiatives

The Pasadena Community Development Commission (PCDC) believes new housing initiatives are necessary to meet this growing affordable housing need. To alleviate the housing burden, the PCDC has identified initiatives that not only expand the rental housing choice, but also provide the opportunities for homeownership.

These initiatives are:

1. Exception rents, where appropriate, that are 110% and higher than the current Fair Market Rent (FMR) to de-concentrate rental assistance program participants from high poverty areas and give them greater housing choice.
2. Provision of financial incentives in the form of "hard to house" fees to increase participation of property owners in the rental assistance program.
3. New construction of rental housing developments, especially family and senior housing, for low and very low income households citywide.
4. Provision of below market interest rate subsidy rehabilitation program for owner occupant low income borrowers.
5. Annual rental covenant compliance monitoring to ensure owners of agency assisted units comply with their requirements to provide affordable housing to lower income households that meet specified occupancy, income and rent guidelines.
6. Implementation of Continuum of Care strategy which includes outreach, intake, assessment, coordination, and collaboration with providers of emergency shelters, transitional housing with supportive services, permanent service-enriched housing and permanent housing for addressing homeless and at-risk to homeless populations.
7. Leverage additional financial resources for the provision of affordable lower income housing including federal National Mortgage Association - American Communities Fund, federal Home Loan Bank - Affordable Housing Program, California Housing Finance - Housing Enabling Local Partnership (HELP), Low Income Housing Tax Credits, Mortgage Revenue Bond Financing, HUD Section 202/811.
8. Implementation of the 2000-2005 Fair Housing Plan and Analysis of Impediments to Fair Housing Choice.
9. Implementation of the first source employment agreements with City and agency sponsored housing developments.
10. Implementation of the Family Self-Sufficiency Program to assist households achieve economic self-sufficiency within a five year period.

11. Provision of homeownership opportunities for HCVP participant through the PCDC Lease to Purchase and Section 8 Homeownership programs which allow for the use of Housing Assistance Payments (HAP) toward the purchase of a home.
12. Application of universal design standards to encourage and/or condition City and agency assisted housing developments to meet accessibility and adaptability requirements.
13. Implementation of the Inclusionary Housing Ordinance that requires 15% of the total units in a new housing development of ten or more units be affordable to low and moderate income households.
14. Implementation provision of density bonus and city fee waivers to encourage the development of affordable low income housing units.
15. Convene Housing Affordability Task Force to review problems and opportunities for the provision of affordable housing.
16. The Housing Mediation Program that provides the opportunity for local residents (tenants, owners, managers) to resolve rental issues in an objective and constructive manner. These services are provided by the City, Housing/Community Development, through a contract with the Housing Rights Center (HRC).
17. Implementation of Project-Based Rental Assistance Program has been approved by HUD, and the PCDC began in March 2003.

Incentives and Strategies:

To enhance and increase the local property owners' participation in the Housing Choice Voucher program (Section 8 Program) and to improve the lease-up rate, PCDC has identified the following strategies and incentives:

- 1) **Outreach** - PCDC will continue to outreach to owners, with special attention devoted to those units outside areas of poverty or minority concentration. The City Prosecutor's Office, Pasadena Police Department, and the City's Neighborhood Connections office in conjunction with PCDC shall also continue to conduct annual Landlord Training Workshops for local property owners. PCDC shall maintain direct contact with owners and arrange meetings (one-on-one) with participating/new owners and management companies.
- 2) **Newsletter** - PCDC shall continue to publish House Notes, the rental assistance program newsletter, aimed at advising and educating participating property owners and other owners by keeping them apprised of any new program initiatives or changes/issues. Additionally, positive stories about the Section 8 Program and participating families or owners have been a very effective means of recruiting new owners.

- 3) **Resident Advisory Board (RAB)** - Continued participation by the RAB to allow program participants to be actively involved in the planning, programming and implementation of PCDC rental housing activities. The RAB will ensure that appropriate actions are taken by the PCDC to address the needs of program participants in their efforts to lease properties in the City.
- 4) **Project- Based Assistance (PBA)** - HUD has approved a request to use PBA in the City of Pasadena. PCDC may choose to provide Section 8 project-based assistance using funds provided to the PCDC for its Section 8 Tenant-Based Assistance Program. The purpose of the PBA program is to induce property owners to participate and make rental housing available to low income families (Section 8 Housing Choice Voucher Program participants). Through PBA, the PCDC desires to encourage the creation of newly affordable housing units and maintain the continued affordability of existing units.
- 5) **Housing Rights Center (HRC)** - The HRC is the merged organization of two former non-profit agencies - the Westside Fair Housing Council and the Fair Housing Council of San Gabriel Valley. The Councils merged in April of 2002 to increase their services and programs. Free housing mediation services are available to foster early solutions to problems along with free phone consultations regarding Fair Housing issues. The Center supports and promotes freedom of residence through education. HRC provides assistance with basic questions about landlord and tenant rights and responsibilities. The HRC counselors provide clients with comprehensive information they can use to resolve those problems.

Strategy for Addressing Needs

Housing Vision

It is the position of the City of Pasadena/Pasadena Community Development Commission that 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/PCDC shall achieve this vision by utilizing its resources to:

- Support and provide for 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.
- Provision of 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 responsible to the special housing needs of certain resident populations.
- Reduction or mitigation of 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).
- Conservation and improvement of the condition of the existing affordable housing stock, which may include ways to mitigate the loss of dwelling units.
- Preservation of the existing assisted housing for lower income households.

Meeting Underserved Needs

The City of Pasadena will undertake over 40 projects during the 2008 – 2009 Program Year (PY) to address priority needs in terms of local objectives that are identified in the Five-Year Consolidated Plan (2005 – 2010). The information is presented in the form of tables prescribed by the U. S. Department of Housing and Urban Development (HUD) and includes a description of each activity, the estimated number and type of families that will benefit from the proposed projects (beneficiaries), the specific local objectives that will be addressed by the projects using formula grant funds, and a target date for completion of the project. The tables also include projects to be undertaken to address homeless and other special needs populations.

Goals and objectives for the five-year period covered by the strategic plan include the following:

Goal: Rental Assistance. The City will continue to use funding from the federal government and other resources to provide rental assistance to very low- and low-income households in need of decent, safe and sanitary housing opportunities. Assistance will be provided to 5,410 households.

Objective 1. The Housing Choice Voucher Program (HCVP), formerly the Section 8 Rental Assistance Program, will continue to be used to provide affordable housing through payments toward the rent of low-income (income less than 50% of median) individuals. \$35 million (\$10 million annually) in HCVP funds shall assist 1,300 households.

Objective 2. The HOME Tenant-based Rental Assistance (TBRA) Program is also a federally funded program for the provision of affordable rental housing to very low-income individuals and families with special circumstances. \$1.375 million (\$275,000 annually) will assist sixty (60) households.

Objective 3. Rental Covenant Compliance Monitoring will ensure that owners of assisted units comply with their requirements to provide housing to tenants that meet specified occupancy, income and rent guidelines. Four thousand (4,000) households and units will be monitored (800 annually).

Objective 4. Emergency Rental Assistance Deposits offers rental assistance to very low- and low-income households. One hundred thousand dollars (\$100,000) will provide 50 households with rental assistance.

Goal: Homeownership. The City will continue to use funding from the federal government and other resources to provide homeownership assistance to very low- and low-income households in need of decent, safe and sanitary housing opportunities. Homebuyer Assistance will be provided to 145 households.

Objective 1. 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. \$4 million will assist 70 low and moderate income homebuyers;

Objective 2. The Cal Home Program (First-Time Homebuyers) provides funding to the City for the First-Time Homebuyer Mortgage Assistance Program. During the 2001 year, \$500,000 was

awarded to the City. To date, 14 First-Time Homebuyers have been assisted. In 2004, the CallHome Program awarded an additional \$500,000 to the City. The City's Sub-recipient, Pasadena Neighborhood Housing Services, Inc. (PNHS), a local non-profit housing organization, administers the program. Fifteen (15) households will be assisted.

Objective 3. Mortgage Credit Certificate (MCC) Program is administered by the County of Los Angeles and provides first-time homebuyers with a federal income tax credit that increases their ability to qualify for a mortgage. Twenty (20) households will be assisted.

Objective 4. The Lease to Purchase Program provides assistance to enable lessees to become home owners. Approximately five (5) low to moderate households will be assisted.

Objective 5. The Family Self-Sufficiency (FSS) Program enables participating families to achieve economic independence and self-sufficiency. Thirty-five (35) families will be assisted.

Goal: Housing Rehabilitation. The City's homeowner rehabilitation programs will provide subsidies to qualified borrowers to obtain financing from conventional lenders for home improvement loans. Assistance will be provided to 690 households.

Objective 1. Rental Rehabilitation Program provides rehabilitation of property in disrepair and/or with outstanding code violations. Forty (40) low-income households will be assisted.

Objective 2. The Neighborhood Impact Program - sponsored by Pasadena Neighborhood Housing Services (PNHS) provides rehabilitation of property owned by low-income households. One hundred (100) households will be assisted.

Objective 4. Maintenance Assistance Services to Homeowners (MASH) improves the condition of blighted residential properties in the CDBG Service Benefit Service Area for low-income seniors and disabled homeowners. Five hundred (500) households will be assisted.

Objective 5. Rebuilding Together * Pasadena provides minor housing rehabilitation activities for low-income, seniors and disabled households. Fifty (50) households will be assisted.

Goal: Supportive Housing. The City will provide a wide-range of supportive housing opportunities including rental assistance, shelters, and permanent housing. Assistance will be provided to 5,240 households.

Objective 1. Supportive Housing Programs will provide permanent housing with specialized case management services for residents. One hundred (100) households will be assisted annually;

Objective 2. Emergency Shelter Grant (ESG) Program will provide emergency shelter, employment services, meals, and information and referral for homeless individuals and families. Twenty-five hundred (2,500) individuals will be assisted (500 annually).

Objective 3. Housing Opportunities for Persons with AIDS will provide rental assistance and supportive housing for individuals and families living with HIV/AIDS. Sixty-five (65) households will be assisted (15 annually).

Objective 4. Shelter + Care will provide rental assistance and supportive housing for individuals with disabilities. Seventy-five (75) households will be assisted.

Objective 5. The Pasadena Bad Weather Shelter (BWS) – a seasonal homeless shelter program provides emergency shelter during the winter, cold and rainy season. Two thousand (2,000) individuals will be assisted (400 annually).

Objective 6. Transitional Housing Program will provide housing and case management services for individuals and families for up to two (2) years. Five hundred (500) households will be assisted (100 annually).

Goal: Housing Production. The City will provide rental and ownership units that are affordable to very low-, low-, and moderate-income households. Assistance will be provided to 600 households.

Objective 1. Rental units will be affordable for very low-, low-, and moderate-income households. Five-hundred and seventy (570) rental units will be constructed.

Objective 2. Ownership units will be affordable for very low-, low-, and moderate-income households. Eighty (80) ownership units will be constructed.

Surplus Funds from Urban Renewal

The City of Pasadena does not have any surplus funding from urban renewal.

Grant Funds Returned to the Line of Credit

The City of Pasadena does not have any grant funds to be returned to the Line of Credit (LOC)

Float-Funded Activities

The City of Pasadena has not undertaken any Float-Funded activities using the Community Development Block Grant (CDBG) Program funds.

Monitoring Standards

There are five (5) basic steps to the monitoring visit:

- Notification Letter: The monitoring process begins with the City notifying sub-recipients to explain the purpose of the visit and to agree upon dates for the visit. A formal notification letter will be transmitted thirty (30) days before the planned visit and include:
 - confirmation of the dates for the review;
 - scope of the monitoring;
 - information needed for review during the visit;
 - staff persons needed for interviews or assistance during the review.
- Entrance Conference: Entrance conferences are held at the beginning of the monitoring visit, with the Executive Director or other key staff responsible for administering the project/activity, to make sure the sub-recipients have a clear understanding of the purpose, scope and schedule for the monitoring.
- Documentation and Data Gathering and Analysis: A record of information reviewed and conversations held with sub-recipient staff during the monitoring visit is maintained by the Program Coordinator (CDBG). The CDBG Monitoring checklist will be the instrument used to gather this information. The information reviewed and obtained will serve as the basis for conclusions drawn from the visit. Sub-recipients may request that sources be identified if any of the conclusions are disputed.
- Exit Conference: At the end of the monitoring visit, the Program Coordinator (CDBG), will meet again with key representatives of the sub-recipient organization to:
 - present preliminary results of the monitoring;
 - provide an opportunity for the sub-recipient to correct any misconceptions or misunderstanding;
 - secure additional information to clarify or support their position;
 - if applicable, provide an opportunity for the sub-recipient to report on steps the organization may already be taking to address areas of noncompliance or nonperformance.
- Follow-up Letter: At the end of the monitoring process, the City shall provide the sub-recipient with formal written notice of the results of the monitoring review. The purpose of this letter is not only to point out problem areas, but also to recognize success. In addition, the monitoring letter creates a permanent written record of what was found during the review. The letter will outline concerns and findings as well as deadlines for a written response and corrective actions.

e. Follow-up to Ensure Problems are Addressed

The City is responsible for ensuring that sub-recipients correct problems found as a result of monitoring. To ensure an effective follow-up procedure, these four basic principles are utilized:

- accountability of sub-recipients to the City;
- clarity and consistency of performance standards and corrective action;
- continuous provision of feedback by the City to the sub-recipient;
- timely communications with sub-recipients.

f. Intervention and Sanctions

There are three increasingly serious stages that will be utilized as the basis for addressing sub-recipient problem areas.

Stage 1 - Early Intervention:

- A strategy will be developed with the sub-recipient that includes additional training or technical assistance;
- Sub-recipient will be required to provide more frequent and/or more thorough reporting;
- City will conduct more frequent monitoring reviews of the sub-recipient.

Stage 2 - Penalties for More Serious or Persistent Problems:

- City will restrict the sub-recipient's payment request;
- City will disallow sub-recipient expenses (or require repayment);
- City will impose probationary status.

Stage 3 - Sanctions:

- Temporarily suspend the sub-recipient;
- Do not renew the sub-recipient the next year program year;
- Terminate the sub-recipient's activity for the current program year;
- Initiate legal action.

Emergency Shelter Grant (ESG) Program

Required Match information

The City of Pasadena is in receipt of \$97,516 in Emergency Shelter Grant Program funds for the 2008-2009 Program Year.

The City provides an equal match (cash match) in funding using the City's Inclusionary Housing Trust Funds.

Therefore, the City has \$195,633 available for homeless activities during this program year. Five (5) projects/activities are funded using these funds. Please refer to Table 3 of the Annual Action Plan for these projects and brief descriptions and funded amounts.

The match requirement is satisfied according to 24 CFR 576.71.

These activities will provide homeless prevention, essential services, operations, maintenance and administrative support to serve the homeless population in the City.

Local Market Conditions

Due to the local market conditions of the current housing market, the City provides Tenant Based Rental Assistance (TBRA) using its Home Investment Partnership Program - HOME funds.

The use of HOME funds for Tenant-Based Rental Assistance is an essential element used by the City as a participating jurisdiction (PJ) for expanding and increasing the supply, affordability, and availability of decent, safe, sanitary and affordable housing.

Evaluate and Reduce Lead-Based Paint Hazards

Since 1992 the City of Pasadena Public Health Department has worked to identify local children with elevated blood lead levels. The Health Department implements a lead-based paint (LBP) hazard program for the City's assisted housing units. The program has four (4) components: 1) community education and awareness; 2) blood screening for young children under the age of six years; 3) housing and environmental inspections; and 4) referrals for services. Since the inception of the LBP hazard program, the 5-year average for cases of lead-poisoning has steadily declined by about 80%.

The Health Department is furthering their lead-based paint prevention efforts. California legislation (SB460) now requires all human blood lead tests to be reported to the state health department and results are forwarded to the local Childhood Lead Poisoning Prevention Programs (CLPPPs). The Environmental Health division of the Pasadena Public Health Department takes responsibility for enforcement of the City's Childhood Lead Hazard reduction Ordinance; Pasadena Municipal Code (PMC) Chapter 8.79.010-070; 1995, which makes it unlawful to maintain a lead hazard in the presence of a vulnerable child and permits enforcement activities to eliminate the lead hazards.

Also, Senate Bill 469 which took effect January 1, 2003 has declared lead hazards in any residential building a violation of State Housing Law. The CLPPP is working with Housing/Community Development and the appropriate division/sections of the Planning and Development Department to develop a comprehensive program of enhanced identification and enforcement. Code compliance officers and inspectors will continue to receive training in hazard identification. Enforcement will continue to be done by registered Environmental Health Specialists certified as Lead Inspectors. The City's MASH Program has staff who are lead certified and who work on lead abatement/stabilization of housing units in the CDBG Benefit Service Area.

Develop Institutional Structure

The City of Pasadena, Office of the City Manager, Housing/Community Development (H/CD) is the lead agency for implementing the City's Five Year Consolidated Plan/Annual Action Plan. H/CD will continue to meet with public and private entities noted in the Plan that includes committees, coalitions, non-profit agencies, neighborhood associations, and business associations/groups. H/CD co-chairs the Pasadena Housing and Homeless Network and serves on each of the Network's sub-committees, provides information, technical assistance and presents agenda reports to the Human Services and Northwest Commissions as appropriate on an ongoing basis.

H/CD functions as the lead agency in assessing the strengths and gaps in the City's housing and homeless programs. Staff is responsible for the implementation of the Community Development Block Grant (CDBG), the HOME Investment Partnership Act (HOME), Emergency Shelter Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA), Housing Choice Voucher Program (HCVP) and other community development activities/programs. H/CD will implement the City of Pasadena 10-Year Strategy to End Homelessness and over the past several years has received outstanding recognition and awards for carrying out the federally recognized Continuum of Care (C o C), the systematic delivery of related services to the homeless community.

Each of the above programs includes goals/objectives, performance measures, and expected outcomes that are monitored for City/federal compliance. H/CD provides periodic scheduled project performance assessments to the sub-recipients, advisory bodies (Commissions/Committees) City Council, etc. Annually as a federal requirement, the Consolidated Annual Performance and Evaluation Report (CAPER) is submitted to HUD. The CAPER provides an opportunity for the City as grantee to report on goals and objectives as well as an opportunity for the City to evaluate itself in terms of performance issues.

Foster and Maintain Affordable Housing

HOUSING VISION

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 will Foster and Maintain Affordable Housing by utilizing its resources to:

- Support and provide for 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.
- Provision of 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 needs of certain resident populations.
- Reduction or mitigation of 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 related supportive services).
- Conversion and improvement of the condition of the existing affordable housing stock, which may include ways to mitigate the loss of dwelling units.
- Preservation of the existing assisted housing stock for lower income households.

Antipoverty Strategy

The City's goal is to reduce the number of households with incomes below the poverty level. In order to achieve this goal, the City will implement several innovative programs and services to assist families impacted by the constraints of poverty. These efforts include the coordination with other public/private entities to provide a comprehensive approach to reduce the number of families living in poverty. The key components to this anti-poverty strategy consist of: personal/individual development, employment training/placement, counseling and other supportive services including rental housing assistance.

The City of Pasadena will seek to work in partnership with the County of Los Angeles Department of Public Social Services (DPSS) and Employment Development Department (EDD), Foothill Workforce Investment Board, Pasadena City College and other service providers to effectively implement its anti-poverty strategy. The following programs provide the most readily available array of services to facilitate the transition of individuals and families out of poverty. It is the City's intent that the provision of these programs and services will achieve the greatest positive impact possible upon households presently living in poverty.

1. Family Self Sufficiency 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 resource to achieve economic self-sufficiency within a five-year timeframe. Under FSS, a family receives a comprehensive matrix of supportive services that include opportunities to improve educational attainment, employment skill levels and income generating abilities.

FSS participants are assisted with establishing an interest-bearing savings account which may be used for down payment on a home purchase. FSS participants are encouraged to partake in the City's various homebuyers programs which provide education on budgeting, credit, housing search, and home financing. Graduates are provided financial assistance for down payment and closing costs for a home purchase.

An integral part of the FSS program is the Program Coordinating Committee (PCC). The twelve-member body meets biannually. The role of the PCC is to identify and secure services and resources for FSS program participants. The PCC includes representatives from Child Care Information Services, Department of Public Social Services, Pasadena City College, Pasadena Neighborhood Housing Services, the Foothill Private Industry Council and private industry.

2. Foothill Workforce Investment Board (FWIB)

Foothill Workforce Investment Board offers the Foothill Employment and Training Connection which provides the following three levels of service: core services, intensive services and training services.

Core Services offers a variety of tools for those who are conducting their own self-directed job search. Central to these tools is a multimedia Information Kiosk, available at our One-Stop Career Service Center, Monrovia Adult School, Pasadena City Hall, Pasadena Chamber of Commerce Pasadena Main Library, as well as several other convenient locations. The Information Kiosk features:

- Sources to help you find jobs and community resources;
- Links to the hottest Web sites for career development and employment information, including CalJobs, an internet-based job opening browsing system;
- A Business Directory of local employers;
- A comprehensive Vocational Training Directory for finding opportunities to enhance your skills;
- Information about area Public Transportation, including bus schedules and routes;
- Access to important information provided by the State, such as Social Services;
- Local Labor Market information to let you know what jobs are in demand as well as job openings for the State of California;
- Core Service users also get the benefit of many other Career Service Center resources such as telephones, photocopiers and Fax machines. You may also utilize the computer lab where you can create resumes and conduct job searches. With our Internet capability, you'll have total access to the world of interactive online job searching.

Intensive Services are designed for those individuals who may require one-on-one assistance in order to find employment. A comprehensive or specialized assessment define goals that help individuals move along towards the next stage of your career. In addition, Short-Term, Pre-Vocational Training Programs teach the guiding principles and skills necessary for finding and keeping employment. To ensure that individuals are successful in a job search, a Foothill Representative maintains contact with individuals to assist them along the way.

Training Services are tailored especially for those who face specific challenges to gaining employment. If someone has limited or outdated skills and has not been able to obtain work after using the first two levels of service, training and development of new skills is offered. Eligible individuals may receive a voucher for occupational skills training with approved vocational and professional schools. These opportunities include paralegal training, truck driving, medical services and computer training. Other options include on-the-job training and entrepreneurial training. In some cases, limited financial assistance is provided to those who have a need for basic necessities, such as childcare, transportation, clothing, tools and uniforms.

3. County of Los Angeles Department of Public Social Services

The mission of the Los Angeles County Department of Public Social Services (DPSS) is "to provide effective services to individuals and families in need, which both alleviate hardship and promote personal responsibility and economic independence." DPSS administers the Temporary Assistance to Needy Families (TANF) program (known as CalWORKS in California) for Los Angeles County as well as the L.A. GAIN program, which is the welfare-to-work program for families receiving TANF.

The primary objective of L.A. GAIN is to help CalWORKS participants reach financial self-sufficiency through employment. L.A. GAIN uses a network of over 300 outside service providers, including community college and school districts, job search providers, vocational assessors, child care resource and referral agencies, and adolescent family life agencies. GAIN participants are referred to services such as motivational training, job search and development and other training and education programs. Supportive services such as payment for child care, transportation, and work-related expenses (books, clothing and supplies) are provided.

4. Union Station - Sources: Job Training Program

The Union Station Foundation provides a unique and innovative job training program – Sources. The Sources program serves the target population of homeless and very low-income individuals who are experiencing difficulty in finding employment. Services include job search, career counseling, interview techniques, workshops/seminars, etc. In addition, mentors and other supportive services are provided for clients as needed. Tracking and follow-up services are on going. Clients are able to use the resource room, which includes access to the fax machine, telephone, computer, voice mail messaging center, the internet, e-mail, etc.

5. IURD - Project Advance

Push Cart Vendors Program is a grass-roots economic development program, which promotes private enterprise and job creation/retention. The project provides 20 micro-enterprises with technical assistance necessary to sustain successful businesses. Services include business development workshops/seminars, business counseling, crime prevention training, use of a centralized health department approved commissary, payment of city required business operating fees/permits, etc. This is considered a form of non-traditional employment and is particularly attractive to single mothers because it offers a solution to the dilemma of childcare. Mothers can work around their child/children's school schedule and provide much needed support for their families.

6. Pasadena Development Corporation (PDC)

The Pasadena Development Corporation (PDC) is a local non-profit organization, which provides financial assistance to small and minority owned businesses. In addition to financial assistance, available services also include business/loan counseling and packaging, educational outreach, seminars/workshops, technical assistance, etc. The City uses a portion of its CDBG to fund this program and assisted businesses are required to hire low/moderate-income persons in the jobs that are created/retained.

APPENDIX J

CERTIFICATES OF CONSISTENCY



C.1 Certification of Consistency with the Consolidated Plan

I certify that the proposed activities/projects in the proposal are consistent with the jurisdiction's current, approved Consolidated Plan.

Proposer Name: Agape Life Change/Central City Community Outreach

Project Name: Community Coalition Housing Specialist Program

Location of the Project: 681 E. Washington Blvd.
Pasadena, CA 91104

Name of the Program to which the proposer is applying: Housing & Homeless Programs

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction: Cynthia J. Kurtz
Name

City Manager
Title


Signature

70/03/07
Date



C.1 Certification of Consistency with the Consolidated Plan

I certify that the proposed activities/projects in the proposal are consistent with the jurisdiction's current, approved Consolidated Plan.

Proposer Name: HOMES FOR LIFE FOUNDATION

Project Name: HFL ASHTABULA HOMES

Location of the Project: 390 ASHTABULA STREET
PASADENA, CA 91104

Name of the Program to which the proposer is applying: LOS ANGELES COUNTY HOMELESS AND HOUSING PROGRAM FUND

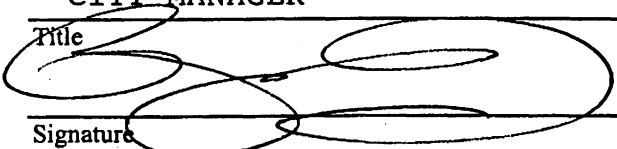
Name of Certifying Jurisdiction: CITY OF PASADENA

Certifying Official of the Jurisdiction: CYNTHIA J. KURTZ

Name

CITY MANAGER

Title

Signature 

Date

10/13/07



C.1 Certification of Consistency with the Consolidated Plan

I certify that the proposed activities/projects in the proposal are consistent with the jurisdiction's current, approved Consolidated Plan.

Proposer Name: Pacific Clinics

Project Name: Passageways Homeless Support Network

Location of the Project: 1020 S. Arroyo Parkway
Pasadena, CA 91105

Name of the Program to which the proposer is applying: Services Only Fund-Housing & Homeless Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction: Cynthia J. Kurtz
Name

City Manager
Title


Signature

10/3/07
Date



C.1 Certification of Consistency with the Consolidated Plan

I certify that the proposed activities/projects in the proposal are consistent with the jurisdiction's current, approved Consolidated Plan.

Proposer Name: Serra Ancillary Care Corporation

Project Name: Community Housing Options at Independent Supported Sites

Location of the Project: Main Office: 1245 East Walnut Street, Suite 106
Pasadena, California 91106

Name of the Program to which the proposer is applying: Los Angeles County Homeless and Housing Program Fund

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction: Cynthia J. Kurtz
Name

City Manager
Title

Cynthia J. Kurtz
Signature

Sept 12, 2007
Date



C.1 Certification of Consistency with the Consolidated Plan

I certify that the proposed activities/projects in the proposal are consistent with the jurisdiction's current, approved Consolidated Plan.

Proposer Name: Union Station Foundation

Project Name: Family Center

Location of the Project: 825 E. Orange Grove Blvd.
Pasadena, CA 91104

Name of the Program
to which the proposer
is applying: Housing & Homeless Program Fund

Name of Certifying
Jurisdiction: City of Pasadena

Certifying Official of the
Jurisdiction: Cynthia J. Kurtz
Name

City Manager
Title

Cynthia J. Kurtz
Signature

Sept 12, 2007
Date

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Affordable Housing Services

Project Name: Navarro House

Location of the Project: 1516 Navarro Ave.
Pasadena, CA 91103

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: 

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Pacific Clinics

Project Name: Hestia House

Location of the Project: 1395 E. Orange Grove
Pasadena, CA 91104

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: *Cynthia J. Kurtz*

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

(Type or clearly print the following information:)

Applicant Name: Pacific Clinics

Project Name: Passageways

Location of the Project: 1020 S. Arroyo Parkway
Pasadena, CA 91105

Name of the Federal
Program to which the
applicant is applying: Supportive Housing Program

Name of
Certifying Jurisdiction: City of Pasadena

Certifying Official
of the Jurisdiction
Name: Cynthia J. Kurtz

Title: City Manager

Signature: 

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Pasadena Community Development Commission

Project Name: Homeless Management Information System (HMIS)

Location of the Project: 649 N. Fair Oaks Ave., Suite 202
Pasadena, CA 91103

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: *Cynthia J. Kurtz*

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan
(Type or clearly print the following information:)

Applicant Name: Pasadena Community Development Commission

Project Name: Shelter Plus Care (New)

Location of the Project: 649 N. Fair Oaks Ave., Suite 202

Pasadena, CA 91103

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: *Cynthia J. Kurtz*

Date: *May 31, 2007*

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Pasadena Community Development Commission

Project Name: Shelter Plus Care (Renewal)

Location of the Project: 649 N. Fair Oaks Ave., Suite 202

Pasadena, CA 91103

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: *Cynthia Kurtz*

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Serra Project

Project Name: CHOISS Program I

Location of the Project: 1245 E. Walnut St., Suite 106

Pasadena, CA 91106

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: *Cynthia J. Kurtz*

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Serra Project

Project Name: CHOISS Program II

Location of the Project: 1245 E. Walnut St., Suite 106

Pasadena, CA 91106

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: *Cynthia J. Kurtz*

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Union Station Foundation

Project Name: 412 Transitional Housing

Location of the Project: 412 S. Raymond Ave.

Pasadena, CA 91105

Name of the Federal
Program to which the
applicant is applying: Supportive Housing Program

Name of
Certifying Jurisdiction: City of Pasadena

Certifying Official
of the Jurisdiction
Name: Cynthia J. Kurtz

Title: City Manager

Signature: 

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: URDC Human Services Corporation

Project Name: Casa Maria

Location of the Project: 691 E. Washington Blvd.
Pasadena, CA 91104

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: 

Date: May 31, 2007

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Union Station Foundation

Project Name: Euclid Villa

Location of the Project: 154 S. Euclid Ave.
Pasadena, CA 91101

Name of the Federal Program to which the applicant is applying: Supportive Housing Program

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Cynthia J. Kurtz

Title: City Manager

Signature: *Cynthia J. Kurtz*

Date: May 31, 2007

MAP

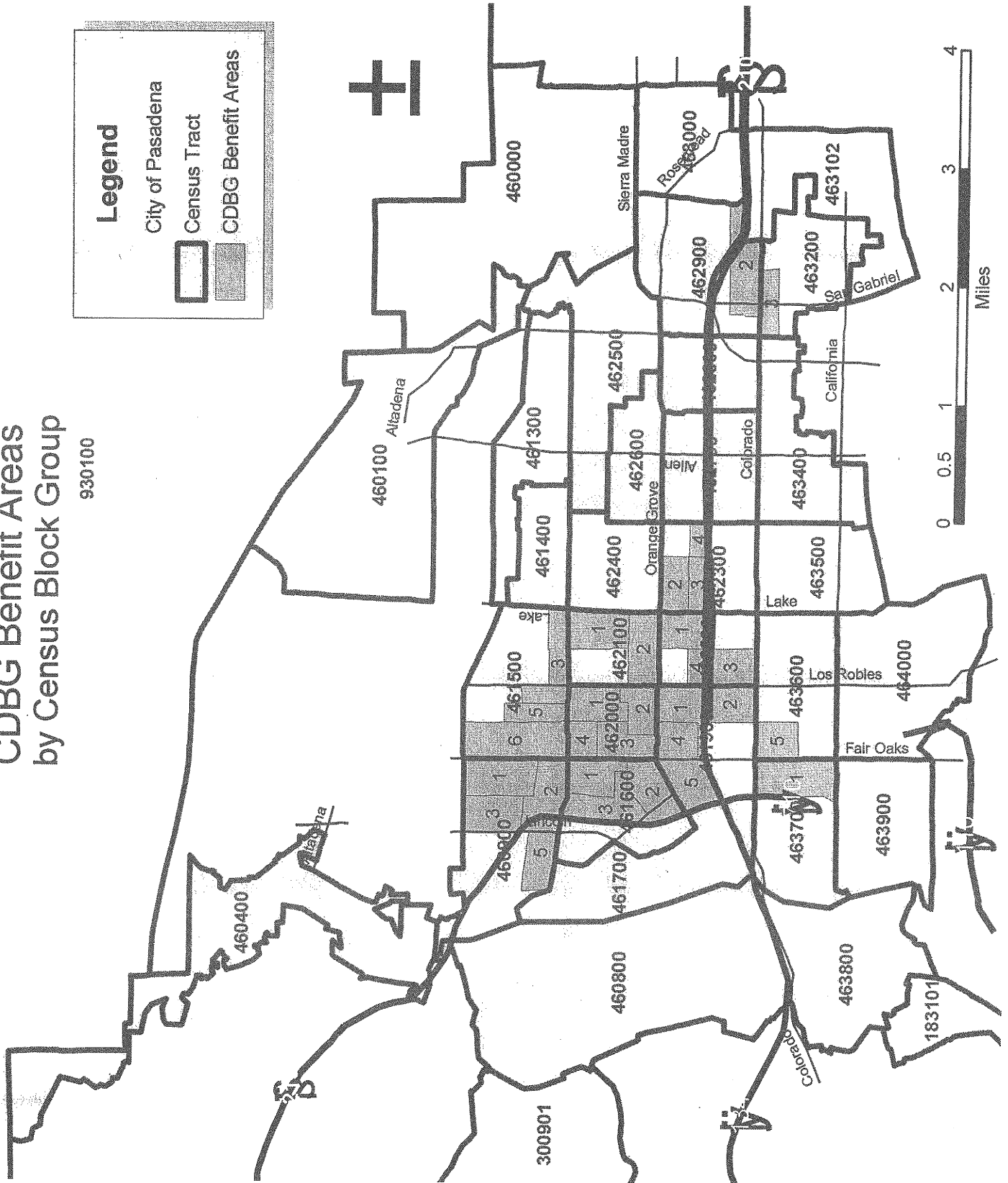
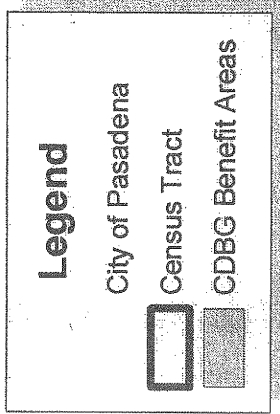
**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

BENEFIT SERVICE AREA

**(CENSUS TRACTS/BLOCK
GROUPS)**

City of Pasadena CDBG Benefit Areas by Census Block Group

930100



City of Pasadena CDBG Benefit Service Area

930 100

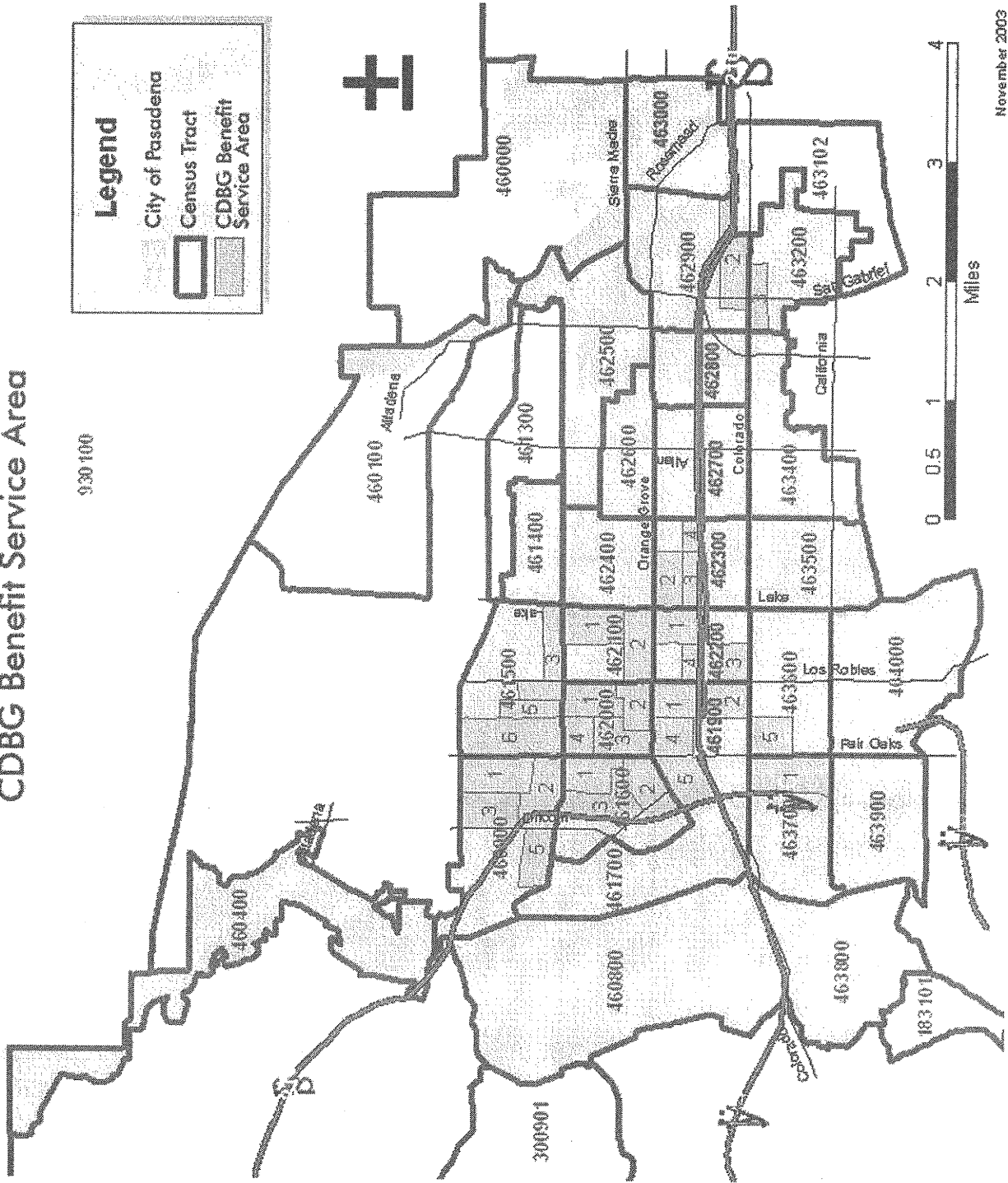
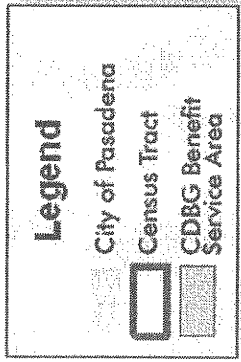


Figure 7

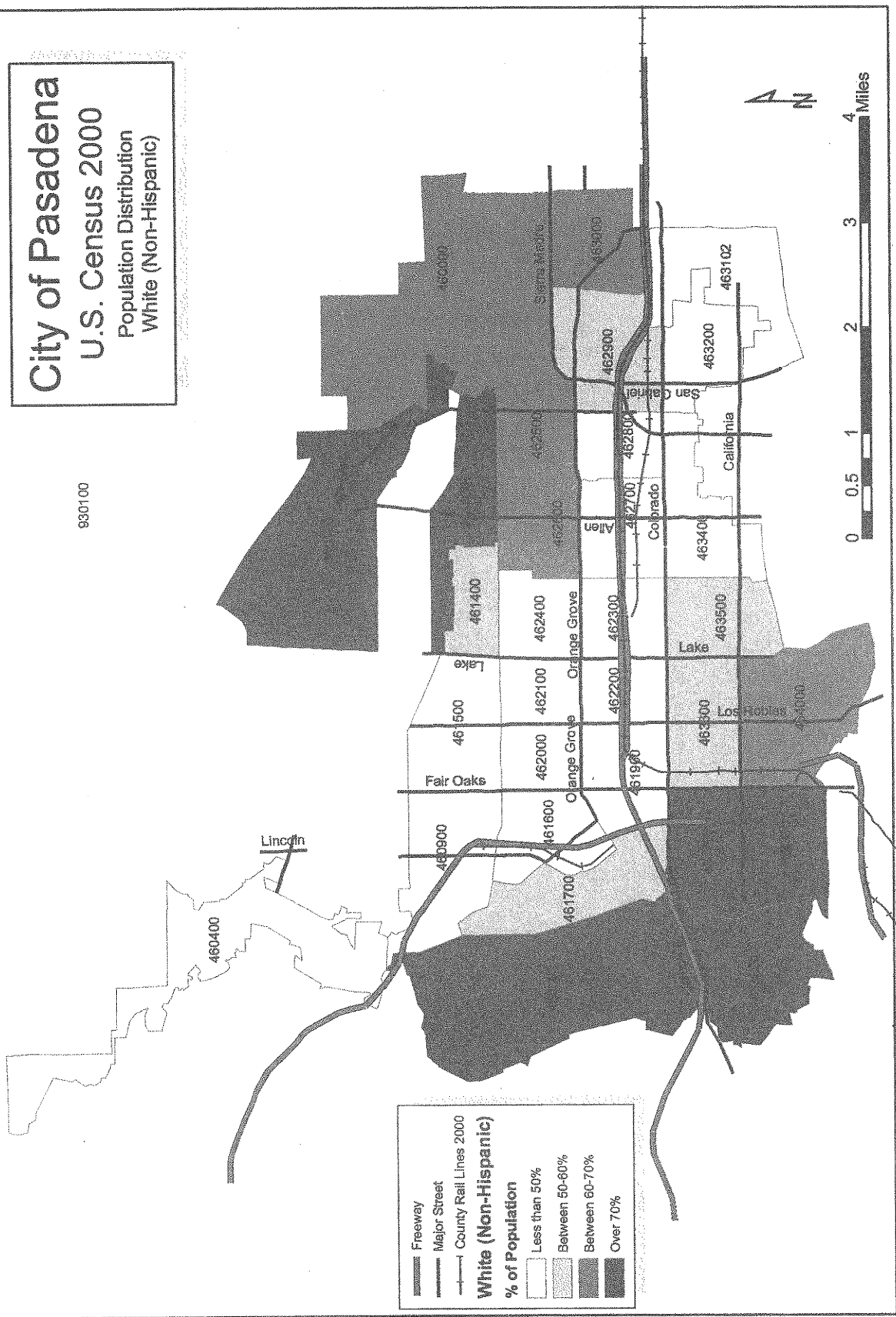


Figure 6

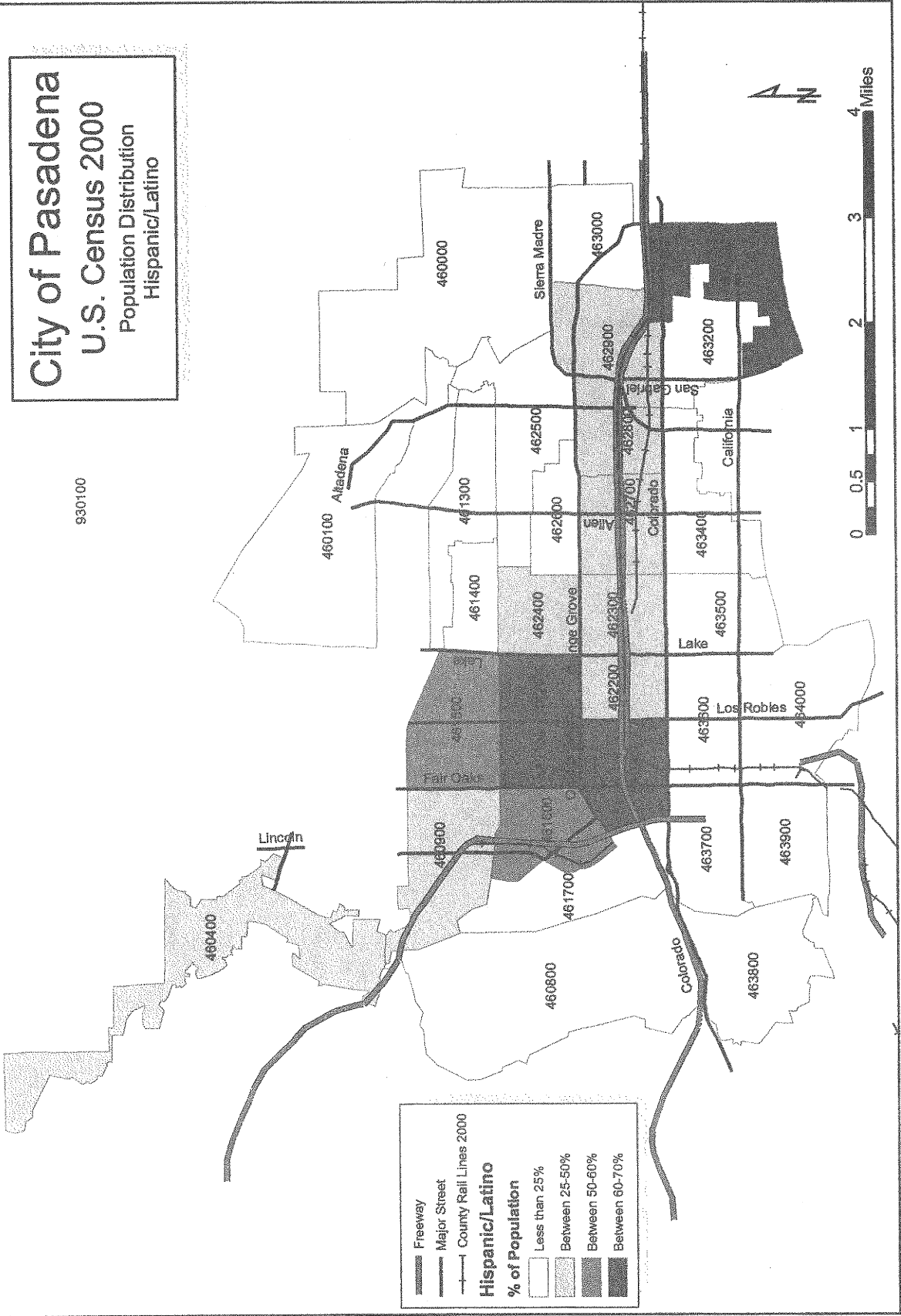


Figure 5

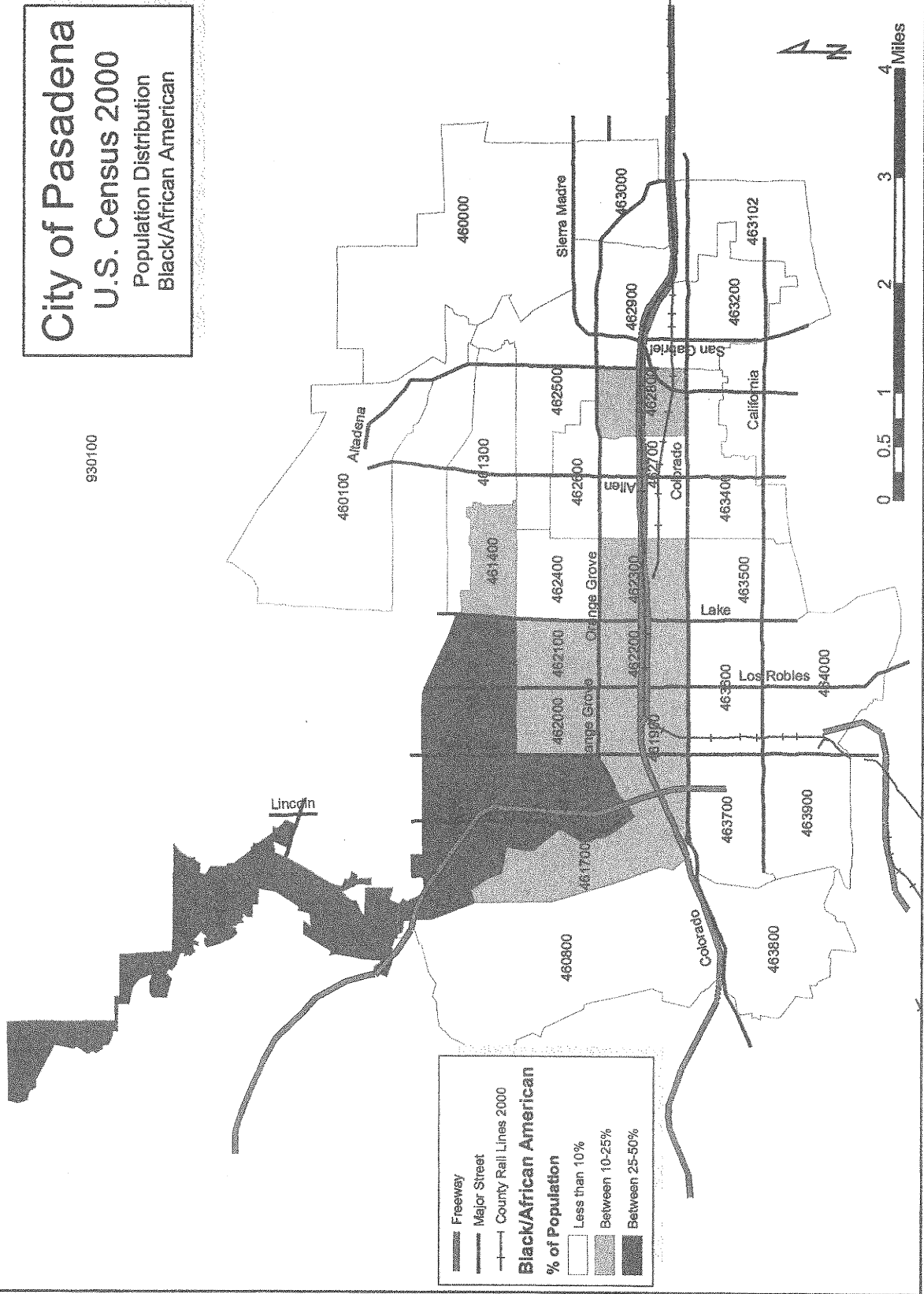


Figure 4

