

## ORGANIZATIONAL PROFILE

**Legal Name:** Habitat for Humanity International, San Gabriel Valley  
AKA: San Gabriel Valley Habitat for Humanity

**Address:** 770 N. Fair Oaks, Pasadena, CA 91103

**Phone:** 626-792-3838 x13

**Name and Title of Contact Person:** Dr. Sonja L. Yates, Executive Director

**Name and Title of Person(s) Authorized to Complete Purchase of Proposed Project:**  
President of the Board of Directors: Ann R. Dougherty

**Section 501(c)(3) Exemption Status:** Exempt (See attachment for determination letter)

### **History of San Gabriel Valley Habitat for Humanity**

Under Cain's visionary leadership, local citizens united in 1989-90 to fight the critical affordable housing shortage in the San Gabriel Valley. Our first homes (and the first Habitat homes build in Los Angeles County) were built in Pasadena on Maple Street. The affiliate received its charter from Habitat for Humanity International in 1990. To date, we have completed 36 homes in the San Gabriel Valley (Pasadena, Glendale, El Monte, and Duarte) providing 187 men, women, and children with safe, decent, affordable housing, and a stake in the American dream.

San Gabriel Valley Habitat for Humanity operates a very successful Builders Surplus Store at 768-770 N. Fair Oaks in Pasadena. This store provides recycling benefits for the community, and it currently funds approximately half of the organization's operational costs.

Two years ago, under the leadership of Board president George Garfield, SGV Habitat developed a strategic plan with two goals:

1. Eliminate time lags between projects caused by lack of adequate funding
2. Double the number of houses built per year, from three to eight to ten houses

With these goals in mind, the Board hired Dr. Sonja Yates, retired Superintendent of Schools in Rancho Cucamonga, as Executive Director, and began to build the Board in an effort to improve its fund raising capacity. During this period, the Walt Disney Foundation awarded SGV Habitat its first grant of \$100,000, and the City of Glendale initiated the challenge that led to the Kenwood Campaign to build 11 urban townhouses on land acquired by the city for this purpose. San Gabriel Valley Habitat for Humanity is now fund raising for its sixth partnership development with the City of Glendale and has new partnerships developing with Monrovia and Azusa. Nothing would make the

affiliate's Board more proud than to be able to enter into an affordable housing partnership with the City of Pasadena.

**Major Accomplishments:**

San Gabriel Valley Habitat for Humanity has completed 36 Habitat homes, has three currently under construction, and is nearing the close of a \$1.1 million capital campaign that will launch construction of 11 new affordable, homeownership units. When these homes are completed, the organization will have attained status as a significant provider of affordable homeownership units with 50 homes built and sold.

In addition, San Gabriel Valley Habitat for Humanity operates a Builders Surplus Store at 768 and 770 N. Fair Oaks. This store has grown tenfold over the past two years and now supports over half of the operating costs of the organization.

**Organizational Goals:**

Like every Habitat for Humanity affiliate throughout the world, San Gabriel Valley works to make provision of affordable housing a matter of conscience within its service area. The increasing and pressing need for affordable housing is translated into action through strategic planning of the organization's Board of Directors. Currently, priority goals are to:

- 1) Increase the number of homes built per year to an average of 8-10
- 2) Move directly from completion of one development to groundbreaking for the next with no down time between builds

**Principals:**

Board President: Ann R. Dougherty, Management Consultant

Board Vice President: Tom Doud, Partner at Crowell Weedon & Company

Board Treasurer: Howard Woo, Investment Broker for Smith Barney

Board Secretary: Jan Berentsen, Executive Director for California Pacific United  
Methodist Foundation, Inc.

Executive Director: Sonja L. Yates

**Program Managers:**

Each Habitat build is managed by a qualified Construction Manager and supported by the organization's Construction Committee which is headed by Board Member Deane Winant.

**Organization Chart:** (See attachment)

**Recruiting Guidelines:**

San Gabriel Valley Habitat for Humanity is predominantly a volunteer organization as seen through the small number of paid employees on the Organizational Chart. Turnover is low as those who work for and volunteer with San Gabriel Valley Habitat for Humanity are strongly committed to its mission and work.

Job descriptions are adopted for each position authorized by the Board of Directors. When openings occur, broad-based recruiting takes place with emphasis on equal opportunity outreach.

Apart from the paid Construction Manager, all other work is done by volunteers and professionals who donate their services pro bono.

**Affirmative Action and Equal Opportunity Outreach:**

In selecting homebuyer families for Habitat for Humanity homes, the affiliate works in partnership with the City where the homes are to be built. A mutually agreed-upon plan outlines affirmative action and equal opportunity outreach to disseminate information about the new opportunities available for homeownership. A series of informational meetings are held at strategic locations within the community to explain the following basics of eligibility:

- 1) Eligible families must currently be living in substandard conditions
- 2) Eligible families must have regular income of at least \$30,000 per year and no more than 80% of AMI for Los Angeles County.
- 3) Families must have acceptable credit history and be able to pay their monthly mortgage payments that bear 0% interest
- 4) Each family selected must be willing to commit at least 500 hours of Sweat Equity in building their home, the homes of their neighbors or in related educational sessions that prepare them for homeownership

Typically, City staff helps to identify the full range of ethnic groups within its community to ensure equal access to the opportunity to buy a Habitat home.

**Resident Hiring:**

For each build, volunteers are recruited from the sponsoring City. If there is a current need for a qualified Construction Manager, candidates who reside in the City will be given strong consideration.

### **Personnel Selection, Training, Evaluation and Discipline:**

All personnel matters are governed by the organization's Personnel Handbook. Selection is based on qualifications for the opening, commitment to the mission of Habitat for Humanity, and verification of information provided through references.

Training is tailored to needs of the individual and organizational needs. Typical sources are Habitat for Humanity International, the Flintridge Foundation, and trainings sponsored by local organizations.

Evaluation takes place on a regular basis in accordance with the Personnel Handbook. Discipline is progressive with opportunities for employees to respond to identified performance needs. Criminal offenses result in immediate termination.

### **Connection to Community:**

San Gabriel Valley Habitat for Humanity has strong Pasadena connections. Our offices and Builders Surplus Store are located in the NW sector at 770 N. Fair Oaks, 91103. The very first Habitat homes in Los Angeles County were built by our affiliate at 171 & 173 W. Maple Street in Pasadena. They remain in excellent condition as a testimony to the value added by Habitat for Humanity for the community.

In 1980, our local affiliate's founder, Ace Cain, stated, "If they (Pasadena) can put on a Tournament of Roses, they can put on a Tournament of Houses!" This landmark acknowledgement of the need for affordable housing in Pasadena has been a guiding and motivational premise for San Gabriel Valley Habitat for Humanity since it was chartered in 1990, 16 years ago.

### **Community Interest to be Served:**

Pasadena needs affordable homeownership units that are built with quality; purchased by responsible, hard-working low-income people; and maintained in a manner that reflects Pasadena's high standards. As a developer and holder of its own 0% mortgages, San Gabriel Valley Habitat for Humanity is well-qualified to serve the Pasadena community as a provider of affordable homeownership housing.

### **Articles of Incorporation and By-laws:**

(See attachments for these documents)