

Agenda Report

DATE: OCTOBER 22, 2001

TO: CITY COUNCIL

FROM: CYNTHIA J. KURTZ, CITY MANAGER

SUBJECT: PUBLIC COMMENT ON THE CITY OF PASADENA'S CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) JULY 1, 2000-JUNE 30, 2001 FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM, EMERGENCY SHELTER GRANT (ESG) PROGRAM; OTHER FEDERAL GRANT PROGRAMS AND THE HUMAN SERVICES ENDOWMENT FUND (HSEF); AND APPROVAL OF THE NEEDS ASSESSMENTS AND PROGRAM PRIORITIES FOR THE PUBLIC/HUMAN SERVICE PROJECTS AND NON-PUBLIC SERVICE PROJECTS UNDER THE CDBG/ESG/HSEF FOR PROGRAM YEAR 2002 - 2003

RECOMMENDATIONS:

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

1. Receive Public Comment on the City of Pasadena Draft Consolidated Annual Performance and Evaluation Report (CAPER) 2000-2001 Program Year; and receive the Project Performance Assessment Report reviewing CDBG/ESG/HSEF and HOME funded projects;
2. Accept and approve the Needs Assessments and Program Priorities for Public/Human Services and Non-Public Service projects under the Community Development Block (CDBG) Program; Emergency Shelter Grant (ESG) Program and Human Services Endowment Fund.

ADVISORY BODIES:

Northwest Commission (Non-Public Service program priorities)

On Tuesday, October 9, 2001 the Northwest Commission approved the Non-Public Service program priorities for the CDBG Program Year (2002-2003) as set forth in this report.

Human Services Commission (Public/Human Service program priorities)

The Human Services Commission approved the Public/Human Service program priorities for 2002-2003 and 2003-2004 program years on Monday, October 1, 2001.

Additionally, the Commissions also reviewed the Performance Review Reports (Exhibits A - D) at their respective meeting.

BACKGROUND:

Draft Consolidated Annual Performance and Evaluation Report (CAPER)

The City of Pasadena and other federal grant recipients are required by the U. S. Department of Housing and Urban Development (HUD) to submit a Consolidated Annual Performance and Evaluation Report (CAPER) that describes the progress it has made in carrying out its Five-Year Consolidated Plan and Annual Action Plan. The CAPER must be submitted to HUD after the close of each program year. The CAPER covers July 1, 2000 – June 30, 2001. The purpose of the CAPER is to provide a comprehensive format for reporting the use of federal funds for the Community Development Block Grant (CDBG) Program, Home Investment Partnership (HOME) Program, Emergency Shelter Grant (ESG) Program and other federal programs.

Each jurisdiction is required to make the Draft CAPER available for a fifteen (15) day comment period where citizens are able to review and give public comment on the report prior to its submission to HUD. The public comment period is October 8 - 22, 2001. As part of the public access requirement, public notices were published in the local newspaper. On October 8, 2001 copies of the draft CAPER were made available at community centers, all branches of the public library and the Planning and Development Department, Housing and Community Development Division. Any public comments received will be included in the final CAPER that will be submitted to HUD by October 30, 2001. A copy of the Draft CAPER is on file with the City Clerk's Office.

Also attached to this report for City Council review and comment are the CDBG/ESG/HSEF/HOME Performance Review Reports (Exhibits A - D) which summarizes the Draft CAPER and reflect the status of each funded project as of June 30, 2001. The exhibits are as follows: Exhibit A-CDBG/ESG/HSEF Public/Human Service Projects; Exhibit B-CDBG - Non-Public Service Projects; Exhibit C-CDBG Continuing Projects (projects funded in prior program years); and Exhibit D-HOME projects.

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

part of the ongoing program administration each Sub-recipient is also required to provide monthly progress reports and to submit monthly invoices (including documentation) in order to receive reimbursement for approved costs for the funded project.

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

Needs Assessment and Program Priorities (Program Year: 2002-2003)

Annually, prior to the start of the CDBG/ESG/HSEF allocation process, the Human Services Commission and the Northwest Commission conduct needs assessments respectively, to determine the appropriate program priorities for the forthcoming year. In an effort to assess the City's public/human service and non-public service community development needs for 2002-2003 both Commissions undertook extensive community outreach efforts and are recommending the following program priorities to the City Council:

Public/Human Services	Non-Public Services
Violence Prevention	Economic Development
Transportation	Housing
Homelessness	Code Enforcement
Learning Enrichment	Public Facilities and Improvements
Employment and Training	Administration/Planning
Dependent Care	
After School Programs	
Health	
Information, Assistance and Referral	

As mandated by federal requirements, the City Council and the community-at-large is being asked to review and approve the proposed CDBG/ESG/HSEF program priorities before the commencement of the 2002-2003 allocation process. This will ensure that the allocation of the federal and local funds are in accordance with the City Council and City Manager's annual budget priorities and afford the City the opportunity to supplement those areas of service delivery which would otherwise not be addressed due to budgetary constraints.

Allocation Schedule for the CDBG/ESG/HSEF 28th PY

The Allocation Schedule for the 28th Program Year is included in this report as an information item (Exhibit E). The allocation schedule sets forth key tasks and parameters that must be accomplished to facilitate the timely completion of the allocation process.

HUMAN SERVICES COMMISSION-PUBLIC/HUMAN SERVICES NEEDS ASSESSMENT AND PROGRAM PRIORITIES:

The Human Services Commission needs identification process included the following:

1. Analysis of available data on City demographics, service inventories, etc.;
2. Resident input through citywide distribution and collection of a Community Needs Survey, in English and Spanish; and
3. Resident input through four (4) scheduled public meetings (focus groups).

During the months of May and June 2001, four public meetings were held and 2,500 community needs assessment surveys (Spanish/English/Armenian) were distributed and collected citywide. A summary of the public meetings is captured in Exhibit F; and Exhibit F-1 provides a summary of the results of the survey responses.

At the September 22, 2001 meeting of the Human Services Commission, HSRND staff reported that the suggested agencies and groups were contacted to secure data for use in developing the Human Services Needs Assessment, identify gaps and set program priorities for the 2002-2004 allocation cycle. The HSRND also provided the results of the public meetings and the survey responses. The findings are consistent with the resources, products, etc., identified for use in the development of the program priorities. A partial list of resources include the following:

- City of Pasadena Consolidated Plan Action Plan 2000 (Community Profile, Listing of Priority Needs, Goals, Strategies)
- City Council Goals for 2000 - 2001
- Nurturing a Family Community (Family Community Council 1997)
- City of Pasadena Senior Commission Work Plan for 2000
- City of Pasadena Commission on the Status of Women Work Plan for 2000

At the Commission's October 1, 2001 meeting, the Commission reviewed the recommended findings and adopted the program priorities and target populations for the 2002 - 2004 funding cycles as identified in Exhibit G.

NORTHWEST COMMISSION-NON-PUBLIC SERVICES NEEDS ASSESSMENT AND PROGRAM PRIORITIES:

The Northwest Commission's needs identification process included an extensive review of current socio-economic data and related documentation. Additionally, on September 5, 2001, the Commission convened a public meeting in order to obtain community input to access the community needs for the CDBG 2002-2003 allocation cycle. The Commission received public

input on the non-public service needs of the residents in the City of Pasadena who principally live in the CDBG Benefit Service Area. Subsequently, the Northwest Commission after review and deliberation of the public input selected the following program priorities for the 2002-2003 Program Year.

1. Economic Development

The Northwest Commission heard testimony that overwhelmingly stressed the need for jobs and business ownership opportunities. The emphasis in this category was placed on business development, particularly the stabilization and expansion of existing businesses in the Benefit Service Area and the recruitment of new labor intensive businesses; job creation/retention; acquisition, construction and assistance to micro-enterprises. Priority will be given to proposed projects demonstrating a commitment to training, hiring, providing child care services, after-school and youth programs.

2. Housing

The Northwest Commission has determined that affordable housing, maintaining and improving the current housing stock, including the preservation of historical homes is of equal importance to economic development. Priority consideration will be given to proposals which target run down and vacant single family dwellings which need rehabilitation, and programs which offer a means for financing such rehabilitation for the elderly and working poor.

3. Public Facilities and Improvements (Capital Improvements)

The Northwest Commission has determined that limited funding should be made available for improving commercial buildings which represent blight in the Benefit Service Area, (e.g., neighborhood facilities, including parks, and facilities for persons with special needs, installation and construction).

4. Administrative/Planning

The Northwest Commission has determined that limited funding should be made available for administrative/planning proposals, which will analyze and develop strategies for future CDBG activities that focus on housing revitalization and economic development. Conversely, funding will not be recommended for planning and administrative proposals which do not have a direct emphasis on housing or economic development activities.

5. Code Enforcement

The Northwest Commission has determined that the costs associated with Code Enforcement should be considered as a priority since many properties in the CDBG Benefit Service Area are deteriorating, blighted, owned by absentee landlords, etc. It is anticipated that the enforcement together with public or private improvements will help to arrest the decline of the area.

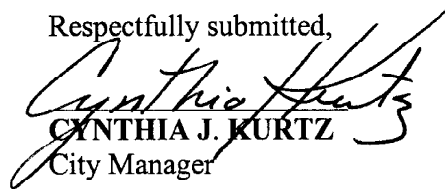
CHILDREN, YOUTH AND FAMILY IMPACT:

The Community Development Block Grant, Emergency Shelter Grant Programs and the Human Services Endowment Fund provide an array of community services (direct and indirect) to approximately 10,000 low/moderate income residents of Pasadena annually. Services include, but are not limited to, economic development, housing, emergency shelter services, health services and other human/public service projects. The provision of these services contributes to achievement of the City's goal of providing a balanced and enhanced quality of life for residents.

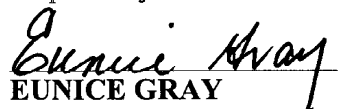
FISCAL IMPACT:

Collectively, the Community Development Block Grant Program (\$2,531,431), Emergency Shelter Grant Program (\$198,000) and the Human Services Endowment Fund (\$120,000) represent an annual allocation of federal and local funds of approximately \$3,000,000. Approval of the recommendation will establish the funding priorities and facilitate the allocation process of these funds for the 2002-2003 Program Year.

Respectfully submitted,


CYNTHIA J. KURTZ
City Manager


Prepared by


EUNICE GRAY
Program Coordinator

Approved by


RICHARD J. BRUCKNER
Director, Planning and Development Department

Concurrence


PATRICIA A. LANE
Director, Human Services, Recreation
and Neighborhoods Department