

# Agenda Report

**DATE:** SEPTEMBER 30, 2002

**TO:** CITY COUNCIL

**FROM:** CITY MANAGER

**SUBJECT: PUBLIC COMMENT ON THE CITY OF PASADENA'S CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) JULY 1, 2001-JUNE 30, 2002 FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG); HOME INVESTMENT PARTNERSHIP ACT (HOME); EMERGENCY SHELTER GRANT (ESG); AND OTHER FEDERAL GRANT PROGRAMS; 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 PY 2003-2004**

## **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) 2001-2002; receive the Project Performance Assessment Report reviewing CDBG/ESG/HSEF and HOME funded projects; and
2. Accept and approve the Needs Assessments and Program Priorities for Public/Human Services and Non-Public Service projects under the Community Development Block Grant (CDBG) Program; Emergency Shelter Grant (ESG) Program and Human Services Endowment Fund.

## **RECOMMENDATIONS FROM ADVISORY BODIES:**

**Northwest Commission** (Non-Public Service program priorities)

On Tuesday, August 27, 2002, the Northwest Commission recommended approval of the Non-Public Service program priorities for the CDBG Program Year (2003-2004) as set forth in this report.

### **Human Services Commission (Public/Human Service program priorities)**

The Human Services Commission reaffirmed the Public/Human Service program priorities for 2003-2004 on Monday, September 9, 2002. The Human Services Commission has been previously approved for a two-year funding cycle (2002-03/2003-04).

Additionally, both Commissions also received the Project Performance Review Reports as information items (Exhibits A - D) at their respective meetings.

### **BACKGROUND:**

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

The City of Pasadena, as a federal grant recipient, is required by the U. S. Department of Housing and Urban Development (HUD) to submit a Consolidated Annual Performance and Evaluation Report (CAPER) that describes the progress it has made in carrying out its Five-Year Consolidated Plan and Annual Action Plan. The CAPER must be submitted to HUD after the close of each program year. The CAPER covers July 1, 2001 - June 30, 2002. 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 Act (HOME) Program, Emergency Shelter Grant (ESG) Program and other federal programs.

Each jurisdiction is required to make the Draft CAPER available for a fifteen-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 September 16 - 30, 2002. As part of the public access requirement, public notices were published in the local newspaper. 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. 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 summarize the Draft CAPER and reflect the status of each funded project as of June 30, 2002. 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

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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: 2003-2004)**

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 2003-2004 both Commissions undertook extensive community outreach efforts and are recommending the following program priorities to the City Council. This is a reaffirmation of the program priorities for the Human Services Commission.

<b>Public/Human Services</b>	<b>Non-Public Services</b>
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 2003-2004 allocation process. This will ensure that the allocation of the federal and local funds are in accordance with the City Council'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 29<sup>th</sup> PY (July 1, 2003 - June 30, 2004)**

The Allocation Schedule for the 29<sup>th</sup> 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:**

City Council has previously approved the Human Services Commission to make funding recommendations/allocations on a two-year cycle. The needs assessments and funding priorities for 2002/03 and 2003/04 were previously approved by City Council. However, HUD requires this information be approved on an annual basis. The Human Services Commission reaffirmed its needs identification process and the program priorities at its meeting on Monday, September 9, 2002. Additional information (target populations, etc.) is included in Exhibit F of this report.

**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 August 13, 2002, the Commission convened a public meeting in order to obtain community input to access the community needs for the CDBG 2003-2004 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 2003-2004 Program Year.

1. ***Economic Development*** - assistance to micro-enterprises and other businesses, technical assistance, business development and ownership; expansion and stabilization of existing businesses in the Benefit Service Area; job creation, acquisition, construction, recruitment of new labor intensive businesses; priority will be given to proposed projects that have a commitment to training, hiring and providing child care; after school services and youth programs.
2. ***Housing*** - property rehabilitation and preservation, priority consideration will be given to proposals that target run down and vacant single family dwellings which need rehabilitation; programs which offer loans to the elderly and working poor.
3. ***Code Enforcement*** - costs associated with inspections for code violations and enforcement of codes in deteriorating areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area.
4. ***Public Facilities and Improvements (Capital Improvements)*** - limited funding is available for improvements for 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).
5. ***Administration and Planning*** - limited funding is available for administrative/planning proposals, which 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.

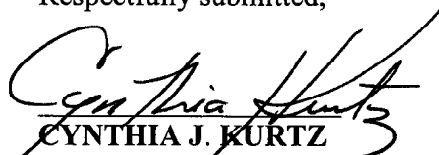
**CHILDREN, YOUTH AND FAMILY IMPACT:**

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 15,000 low/moderate income residents of Pasadena annually. Services include, but are not limited to, economic development, housing, emergency shelter services, health services, learning enrichment, 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 all residents - children, youth, and families.


**FISCAL IMPACT:**

Collectively, the Community Development Block Grant Program (\$2,815,000), Emergency Shelter Grant Program (\$176,000) 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 2003-2004 Program Year.

Respectfully submitted,

  
CYNTHIA J. KURTZ  
City Manager

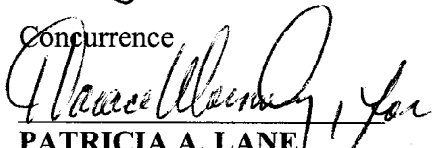
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