

# Agenda Report

DATE: OCTOBER 18, 2004

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: PUBLIC COMMENT ON THE CITY OF PASADENA'S CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) JULY 1, 2003-JUNE 30, 2004 FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG); HOME INVESTMENT PARTNERSHIP ACT (HOME); EMERGENCY SHELTER GRANT (ESG); THE HUMAN SERVICES ENDOWMENT FUND (HSEF); AND APPROVAL OF THE NEEDS ASSESSMENTS/PROGRAM PRIORITIES FOR THE NON-PUBLIC SERVICE PROJECTS UNDER THE CDBG PROGRAM 2005-2006 PROGRAM YEAR

## **RECOMMENDATION**

It is recommended that City Council take the following actions:

1. Receive Public Comment on the City of Pasadena Draft Consolidated Annual Performance and Evaluation Report (CAPER) 2003-2004; receive the Project Performance Assessment Report reviewing CDBG/ESG/HSEF and HOME funded projects; and
2. Accept and approve the Needs Assessment and Program Priorities for Non-Public Services under the Community Development Block Grant (CDBG) Program for 2005-2006.

## **RECOMMENDATIONS FROM ADVISORY BODIES**

### **Northwest Commission (Non-Public Service Program Priorities)**

On Tuesday, September 14, 2004, the Northwest Commission recommended approval of the Non-Public Service program priorities for the CDBG Program (2005-2006) as set forth in this report.

### **Human Services Commission and Northwest Commission (Project Performance Assessment)**

Both Commissions have received the Project Performance Review Reports as information items at their respective meetings: Exhibits A - E; and Exhibit F is the 2005/06 Allocation Schedule.

Exhibit A-Performance Assessment

Exhibit B-Public Services

Exhibit C-Non-Public Services

Exhibit D-Continuing Projects

Exhibit E-HOME Projects

Exhibit F-Allocation Schedule

MEETING OF 10/18/2004

AGENDA ITEM NO. 6.A.

## **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 covers July 1, 2003 - June 30, 2004. 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), Home Investment Partnership Act (HOME), Emergency Shelter Grant (ESG), 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 October 4 – 18, 2004. As part of the public access requirement, public notices were published in local newspapers. 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. A copy of the Draft CAPER is on file with the City Clerk's Office.

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) for reimbursement of approved costs for the funded project.

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

### **Allocation Schedule for the CDBG 31st PY (July 1, 2005 - June 30, 2006)**

The Allocation Schedule for the 31st Program Year is included in this report as an information item (Exhibit F). The allocation schedule sets forth key tasks and parameters that must be accomplished to facilitate the timely completion of the allocation process.

The Human Services Commission has been previously approved for a two-year funding cycle and therefore will not participate in the Request for Proposal (RFP) process this year.

**NORTHWEST COMMISSION-NON-PUBLIC SERVICES NEEDS ASSESSMENT AND PROGRAM PRIORITIES (2005/2006 PROGRAM YEAR)**

Annually, prior to the start of the CDBG allocation process, the Northwest Commission conducts a needs assessment, to determine the appropriate program priorities for the forthcoming year. In an effort to assess the City's non-public service community development needs for 2005-2006 the Commission undertook extensive community outreach efforts, an extensive review of current socio-economic data and related documentation and is recommending the following program priorities to the City Council:

Non-Public Services Funding Priorities (2005/06 PY)

- Economic Development
- Housing
- Code Enforcement
- Public Facilities and Improvements
- Administration/Planning

Additionally, on September 14, 2004, the Commission convened a public meeting in order to obtain community input to access the community needs for the CDBG 2005-2006 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 program priorities for the 2005-2006 Program Year.

1. ***Economic Development - (Most Urgent Priority Need)*** Public testimony overwhelmingly stressed the need for jobs and business opportunities. The emphasis in this category was for business development, particularly the stabilization and expansion of existing businesses in the Benefit Service Area, and the recruitment of new labor-intensive businesses (job creation/retention, acquisition, construction and assistance to micro-enterprises, etc.). Priority consideration will be given to proposed projects demonstrating a commitment to contracting with companies that are committed to 1) job training and employment of local youth/young adults and other residents of the community; 2) the provision of child care; and 3) the provision of after school services and youth programs. Additionally, priority consideration will be given to proposed projects that demonstrate cultural diversity in its job training and hiring policies/practices.
2. ***Housing - (Second Most Urgent Priority Need)*** The provision of affordable housing, maintaining and improving the current housing stock, including the preservation of historical homes in the community. Priority consideration will be given to proposals which target deteriorated and vacant single-family dwellings and offer the financing of such property for the continued or future occupancy by the elderly and working poor. Proposals will be encouraged to address housing related activities that complement affordable housing production activities (i.e., first time homebuyers, other

homeownership programs). This priority also includes consideration for proposed projects that demonstrate the employment of local residents.

3. ***Code Enforcement*** - Code Enforcement activities including the associated inspections and corrections of deficiencies was deemed a priority. It is anticipated that active code enforcement together with public and/or private improvements, are expected to arrest the decline of the area. Many properties in the CDBG Benefit Service Area are blighted, deteriorating and are often owned by absentee landlords, etc.
4. ***Public Facilities and Improvements (Capital Improvements)*** - Limited priority consideration shall be given to public improvements, (e.g., neighborhood facilities (including parks), facilities for persons with special needs, etc.).
5. ***Administration/Planning*** - Administration/planning proposals, which will analyze and develop strategies for future CDBG activities that focus on housing revitalization, economic development and local youth development (i.e., education, employment and job training) will receive limited funding. Consideration under this priority will include the provision of fair housing services. Funding will not be recommended for planning and administrative proposals which do not have a direct emphasis on housing or economic development activities or local youth development

As mandated by federal requirements, the City Council and the community-at-large is being asked to review and approve the proposed program priorities before the commencement of the allocation process. This will ensure that the allocation of federal funds are in agreement 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.

### **CHILDREN, YOUTH AND FAMILY IMPACT**

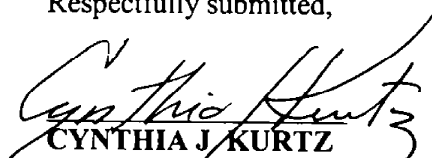
The Community Development Block Grant (CDBG) Program provides an array of community services (direct and indirect) to over 16,000 low/moderate income residents of Pasadena annually. Services include, but are not limited to, economic development, housing, code enforcement, etc. The provision of these 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**

The CDBG Program provides approximately \$2.7 million in federal funds to the community annually. These funds can be used to supplement City delivered services to low/moderate

income residents. Approval of this recommendation will establish the funding priorities and facilitate the allocation process of these funds for the 2005-2006 Program Year.

Respectfully submitted,

  
**CYNTHIA J. KURTZ**  
City Manager

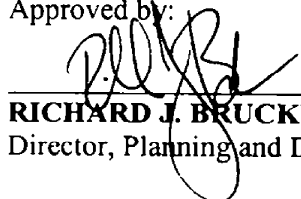
Prepared by:

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**EUNICE GRAY**  
Project Planner

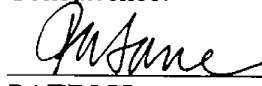
Reviewed by:

  
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**GREGORY ROBINSON**  
Housing/Community Development Administrator

Approved by:

  
\_\_\_\_\_  
**RICHARD J. BRUCKNER**  
Director, Planning and Development Department

Concurrence:

  
\_\_\_\_\_  
**PATRICIA A. LANE**  
Director, Human Services and Recreation Department

Attachments: Exhibits A - F  
A copy of the Draft CAPER 2003/04 is on file in the City Clerk's Office

## PROJECT PERFORMANCE ASSESSMENT

- **Goal(s)** - The intent or purpose to be achieved by the project.

The project will be assessed to determine if the achievement of the stated goal(s) is an integral part of the operation/implementation of the project.

- **Objectives** – The specifically desired intent of the activities that will be undertaken and/or performed in order to achieve the project's stated goal(s). The objectives, when clearly defined, provide the mechanism by which the project will meet its goals.

The focus of the assessment will be on the distinct and clear pattern(s) of activities/events, which are taking place and which collectively tend to lead toward the fulfillment of the project's goal(s).

- **Unit(s) of Service** - The units of service provided (i.e., the number of hours of counseling, children/families served, houses rehabilitated, etc.).

The performance assessment will verify documented evidence and on-site operation of the delivery or implementation of the stated service units.

- **Average Cost per Unit** -The average cost per unit of service represents the total CDBG, ESG, and HSEF allocation divided by the number of units provided.

The performance assessment will examine the reasonableness of the average cost per unit of service(s) provided; based on the number of persons served and activities/services performed in relation to the amount(s) of money, time, effort, etc., expended to render the actual unit of service.

- **Performance Measures** - Performance measures are quantitative and qualitative indicators which denote the achievement or lack of achievement of the project's stated goals.

The performance assessment will focus principally on the project's obtainment of the quantitative values assigned to each measure. Additionally, on-site monitoring visits will be employed to observe the quality of the delivery or performance of services/activities.

- **Performance Schedule** - The performance schedule identifies the major milestones for implementation of the project. It provides the anticipated dates when major activities and events will take place during the program year.

The performance assessment will examine the timeliness of the implementation of major project related activities.

- **Expected Outcomes** - The expected outcomes of the project are those results, occurrences and/or benefits, which are directly correlated to the activities of the project. The outcomes are those consequences, anticipated or unexpected, which result as an aftermath of the activities previously conducted to meet the project's stated goals.

The performance assessment will focus on the identification and documentation of the expected outcomes as a direct/indirect consequence or effect of the project activity.

- **CDBG/ESG Allocation** - The actual funds awarded under the Sub-Recipient Agreement, as may be amended.

The performance assessment will examine the amount of the total project allocation in regard to the services provided, average cost per unit of service, and recognized benefit to project participants and the community at large.

CITY OF PASADENA  
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM • EMERGENCY SHELTER GRANT (ESG) PROGRAM • HUMAN SERVICES ENDOWMENT FUND (HSEF)  
 Annual Project Performance Assessment June 30, 2004  
 Public/Human Service Projects for 2<sup>nd</sup> Program Year (2003-2004)

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	BALANCE	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
1.	CHILDREN IN CRISIS (Child Care Information Service) site address: 2700 E. FOOTBRIDGE BLVD., #121 PASADENA, CA 91107 (HSEF)	\$25,000	\$25,000	\$0	Reduce the risk of physical and emotional abuse by providing a high quality childcare environment for children age 0-12 of families in immediate short-term crisis. Serve up to 20 children by providing 740 days of crisis childcare with a maximum of 90 days of childcare services provided to each child.	Provide short-term emergency child care to persons in need from homeless shelters, abuse shelters, mental health clinics, hospitals, and other health crisis situations. 740 full days of childcare will be provided of whom approximately 80% are from single parent homes, temporarily homeless or in foster care. Performance will be measured by the number of childcare days provided and the number of children served.	Clients will overcome, at a minimum, the child care component of the crisis and be able to provide continued child care for the child. Clients will be able to accept employment and maintain existing employment as a result of the service they receive during the crisis, providing reduction in the risk of physical and emotional abuse.	The program has provided 78 children with a total of 871 days of childcare. The clients are from homeless shelters, foster care facilities, single parent homes, and mental health clinics. The risk of physical and/or emotional abuse was reduced by placement in a high quality setting. The program exceeded its goal.
2.	CLEVELAND/MADISON FAMILY CTR. (PUSD) site address: 524 Peacock St. (Cleveland), 91103 515 Ashabout St. (Madison), 91104 (CDBG)	\$40,000	\$40,000	\$0	Provide support services to students and their families at two Northwest Pasadena elementary schools (Cleveland and Madison).	Serve 280 students and their families through counseling, medical services, information and referrals and various social services.	Students' academic performance and social behavior is enhanced as a result of supportive services provided to students/families. Family units will be strengthened.	Over 10,000 units of service were provided to Pasadena residents. The project provided supportive service links to the students and their families. The families became more involved in the students' education which enhances their academic achievement. Project measures both quantitative and qualitative data and retains CMS Evaluation Services to validate effectiveness. The project exceeded its goals.
3.	COMMUNITY SOCIAL SERVICES (Armenian Relief Society) site address: 740 E. Washington Blvd. Pasadena, CA 91104 (HSEF)	\$25,000	\$25,000	\$0	To provide a variety of social services for 300 families and individuals from low and moderate socio-economic backgrounds. Project will emphasize clients who are recent immigrants with limited English skills and female heads of households. Expanding community outreach activities.	Provide case management, job placement assistance, citizenship preparation, interpretation and translation, referral to social service, transportation and educational agencies/institutions, to 300 clients. Participation in outreach activities.	Clients will become more knowledgeable of the social services available in the community. In addition to direct services provided by ARS, they will also refer clients to other agencies for additional services as needed. ARS will collaborate with other social and community agencies.	The project has served 445 clients with employment services, renters rebate assistance, information referrals, citizenship services and other social service assistance preparation, basic skills and ESL referrals, translation, bus tokens and food coupons. The renters rebate assistance program has grown rapidly and accounts for the increased number of people served. The project works with the Jackie Robinson Center to distribute bus tokens and food vouchers. This program surpassed its annual goal of services to 300 individuals.
4.	COUNSELING PROGRAM (Pasadena Mental Health Center) site address: 1495 N. Lake Ave. Pasadena, CA 91104 (CDBG)	\$37,000	\$37,000	\$0	Assist individuals, couples, and families through mental health counseling. Develop proficiency of counseling interns through supervision and instruction from licensed mental health professionals. Provide 500 Pasadena residents counseling.	Enlist 25 students/interns to provide 5,000 hours of counseling. Provide 980 hours of direct supervision and training via licensed mental health professionals. Serve 500 Pasadena clients.	Mental health interns will receive valuable instruction that will improve their counseling skills. Clients will develop better coping skills, develop skills at problem solving, decision making and reduce negative social behaviors.	The project served 598 clients providing 6,739 hours of one-on-one counseling and/or telephone counseling and referral services. 39 interns were supervised by 9 licensed clinicians. The project exceeded its goals.

\* Total expenditures shown are actual reimbursements through 6/30/04. Per HUD regulations, any unexpended funds will be reprogrammed to eligible non-public service activities. Unexpended HSEF dollars will remain in the HSEF Trust Account for future grant use.

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	BALANCE	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
5.	ELDER ABUSE/INTERVENTION (Center for Aging Resources) site address: 447 North El Molino Avenue Pasadena, CA 91101 (CDBG)	\$32,000	\$32,000	\$0	The provision of counseling and other support services to 72 seniors impacted by elder abuse.	Enrollment of 72 core clients. Provision of 2,230 units of service. Number of referrals for social services and mental health counseling (varies). Provision of 558 hours of community meetings and outreach efforts.	Clients will receive abuse-related psychotherapy and supportive social services. Seniors, their families and the community will become more aware of elder abuse issues. Clients will have decreased family stress and exhibit positive behaviors.	The project provided direct services to 121 core clients and served another 189 seniors through educational presentations and workshops. The agency coordinates its services with other social service providers and the Pasadena Police Department. The project exceeded its goals.
6.	EMERGENCY HOMELESS RESPONSE (Ecumenical Council) site address: 444 E. Washington Blvd. Pasadena, CA 91104 (ESGAR/HF)	\$50,000	\$50,000	\$0	To assist families and individuals who are made homeless as a result of government action, natural disaster, or other extreme situations.	Provide on an "as needed" basis motel vouchers for approximately 3 to 5 nights and rental start-up fees. The number of vouchers provided and money expended for rental start-ups is driven by the demand and the availability of funding.	Persons made homeless through extreme situations will be assisted. Financial assistance provided to help obtain temporary and permanent housing.	The project assisted 285 individuals, of which 187 were children and provided 1,019 nights of shelter. It also assisted 17 households with start-up rental assistance serving 77 persons of which 44 were children. The project has achieved its goals.
7.	EMERGENCY SHELTER PROJECT (Ecumenical Council) site address: 444 E. Washington Blvd. Pasadena, CA 91104 (ESGAR/HF)	\$40,000	\$40,000	\$0	To provide emergency shelter to approximately 250 homeless individuals. Provide up to 5 nights of shelter.	Provide short-term motel vouchers. Provide information and referrals to local social services providers.	Homeless clients receive emergency shelter services and will be provided with information on available social services in the community.	The project provided emergency housing assistance to 296 individuals, (154 were children). In total, 1,113 nights of shelter were provided. The project has achieved its goals.
8.	FAMILY ACCESS TO HEALTH (Urban Revitalization Development Corp) site address: 1460 N. Lake Ave. #107 Pasadena, CA 91104 (CDBG)	\$35,300	\$35,300	\$0	Provide health assessments and treatment to 480 individuals. Deliver 1,879 units of medical services (medical encounters, prescriptions, lab tests, health education sessions).	Provide 480 patients with 1,879 units of medical services. Provide 675 health treatments. Provide 700 prescriptions. Provide 360 lab tests. Deliver 144 health education sessions.	Increased access to health care for uninsured persons. Stabilization of chronic health problems. Health Education. Improved quality of life for those served.	The project served 742 unduplicated clients delivering 889 medical encounters. It provided 1,413 prescriptions and/or laboratory tests. The project also conducted 165 health education encounters. Patients included children, adults and the elderly. The project exceeded its goals.
9.	INFORMATION AND OUTREACH (Pasadena Senior Center) site address: 85 East Holly Street Pasadena, CA 91103 (HSEF)	\$30,000	\$30,000	\$0	To identify gaps in services for seniors and provide advocacy to address unmet need or gaps. Recruit and train senior volunteers as Senior Counselors. Partner with other community agencies to address senior issues and identify resources. Improve lives of Alzheimer's patients and their caregivers. Distribute non-perishable food to low-income and home bound seniors. The goal was for the program to serve 1,500 unduplicated clients.	Provide case management services as needed. Serve 1,500 seniors during the year. Address a variety of needs and issues such as elder abuse, Alzheimer's disease, housing issues, transportation, etc. Performance will be measured by maintaining a count of the number of seniors that are Pasadena residents, maintain a count of community outreach meeting attendance, maintain a record of the identified gaps in service as well as identified special accomplishments and collaborative efforts.	Seniors will be linked to available social services. Project services will help to eliminate social isolation and address other senior problems. Seniors and their families will become more aware of Alzheimer's issues and their impact. Hunger in the low-income senior population will be reduced. Seniors will work to assist their peers through the peer advocate program. These programs are expected to serve 1,500 unduplicated senior citizens.	Provided 5,001 units of service to 1,820 seniors finding solutions to gaps in services. Assisted with issues including elder abuse, Alzheimer's, housing, food, security, transportation as well as other areas. This program surpassed its goal of service to 1,500 unduplicated individuals.
10.	JUST FOR GIRLS AFTER SCHOOL PREVENTION & LEARNING ENRICHMENT PROGRAMS (YWCA Pasadena-Foothill Valley) site address: 939 E. Walnut St., #100 Pasadena, CA 91106 (CDBG/HSEF)	\$32,700 (CDBG) \$7,300 (HSEF) \$40,000	\$32,700  \$7,300 \$40,000	\$0	Provide 100 girls after school life skills programming to address contemporary concerns such as: gang involvement, substance abuse, violence prevention, abusive relationships, etc.	Enroll 100 girls in program. Use evaluation tools (i.e., "Family Assessment Form," "Efficacy Research Report" and "Child Well-Being Scale") to gauge progress of program participants. Also, administer series of information sheets at the beginning, during, and at the conclusion of the school year to get student, parent and teacher feedback on the program.	Program participants will develop leadership skills. Develop greater social awareness, increased self-esteem and self-confidence. Participants will display more positive behaviors at home, at school and in the community.	The project enrolled 111 participants. Curriculum covered issues such as: team building, leadership, violence prevention, positive self-image and community outreach/service. The project has achieved its goals.

\* Total expenditures shown are actual reimbursements through 6/30/04. Per HUD regulations, any unexpended funds will be reprogrammed to eligible non-public service activities. Unexpended HSEF dollars will remain in the HSEF Trust Account for future grant use.



#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	BALANCE	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
11.	MEALS PROGRAM (Union Station Foundation) site address: 412 South Raymond Avenue Pasadena, CA 91105 (ESCAP/HSEF)	\$50,000	\$50,000	\$0	Serve 122,125 meals annually to low-income needy and homeless persons.	Provide two (2) free meals to the poor and homeless daily. Information and referral services are also made to social service providers.	Homeless clients will receive food on a daily basis to supplement nutritional needs.	The project served over 122,895 meals (breakfast and lunch). Staff also provided information and referrals to social service agencies to assist the patrons in obtaining needed services. The project has achieved its goals.
12.	OLYMPIC CHALLENGE INNOVATIVE PROGRAM (AAF Rose Bowl Aquatics Center) 360 N. Arroyo Blvd., Pasadena, CA 91103 site address: 1200 N. Fair Oaks Ave. Pasadena, CA 91103 (CDBG)	\$41,884	\$41,813	\$271	Teach academic and aquatic skills to disadvantaged 3 <sup>rd</sup> graders from schools in the CDBG Benefit Service Area.	Provide 4,125 aquatic lessons to 275 students. Administer pre and post test to measure the attainment of swimming skills and water safety.	Learn water safety. Develop proper swimming and diving techniques. The aquatics experience will enhance the child's self-confidence and self-esteem leading to improved academic and social development. They will also learn the health benefits of swimming.	The activity served 275 students from Cleveland, Jefferson, San Rafael and Washington Elementary Schools, delivering 4,125 lessons. The children learned to swim and were taught water safety skills. \$271 remained unspent because transportation cost was less than projected. The project has achieved its goals.
13.	ORANGE GROVE FAMILY CENTER (Mothers' Club Community Center) 562 E. Orange Grove Blvd. Pasadena, CA 91104 (CDBG)	\$50,000	\$50,000	\$0	Provide age appropriate pre-school activities, parenting education, ESL, support groups and Early Childhood Education for mothers (parents) and their children.	Provide support to young mothers/fathers with pre-school age children through a pre-school program, ESL instruction and parenting education. The project will serve 75 parents and 80 children.	The parents will improve their parenting skills and their social isolation will be minimized. The children will receive age appropriate pre-school activities and improving their learning skills and social behavior.	The project served 78 parents and 101 children. Agency collaborates with other local agencies to enhance the services provided. The project has achieved its goals.
14.	PASADENA LINKS TO STUDENT SUCCESS - SATURDAY SCHOOL (The Links, Inc.-Pasadena/Alhambra Chapter) site address: John Muir High School 1905 Lincoln Avenue Pasadena, CA 91103 (HSEF)	\$28,144	\$24,884	\$3,460	To assist 80-100 children to succeed in school by offering a nontraditional, collaborative and based on the State of California curriculum standards. To enhance test-taking skills and improve scores on the S.A.T. and other standardized tests. To involve parents via workshops, communication and school related activities. To provide registration and other materials in English/Spanish.	S.A.T. Review course will be held twice a week for 6 weeks. Performance will be measured by the number of individuals that attend the class and take the S.A.T. During the Saturday school portion of the program classes were taught by credentialed teachers for grades K - 4. The curriculum focused on building and strengthening language, reading, math and science skills. Saturday School will be held on Saturday for three eight-week sessions. Performance will be measured by the number of children that attend and a review of their overall progress in the classroom. Participatory parent education classes were held and focused on nutrition, parenting skills, and skills for success in school. Performance will be measured in the number of individuals that attend the parenting workshops.	Improvement in S.A.T. scores and preparation for the S.A.T. and other standardized tests will allow some students to apply to 4 year colleges. Students in grades K-4 will show improvement in language, reading, math and science. Parent participation in classes will result in improvement in their children's success in school. Saturday School curriculum is designed to increase grade level promotion to the next level.	The S.A.T., Saturday School and Parenting Workshops served a total of 111 Clients; 31 of them were parenting workshop participants; 80 individuals were originally enrolled in the Saturday School Program and 55 of the 80 students finished the year with certificates of completion. The program is in the process of reviewing student's progress in the classroom by distributing and collecting surveys and progress reports from primary classroom teachers. The S.A.T. Preparation Class was offered during the 2 <sup>nd</sup> half of the year. 80 individuals expressed interest in the S.A.T. prep class and 30 were enrolled. Of the 30 enrolled, 15 attended the class on a regular basis and took the S.A.T. Those enrolled in the S.A.T. preparation program recently took the test, the results are currently available to measure the improvement in S.A.T. scores. The agency is still in the process of collecting data and as a result staff cannot fully assess, at this time, whether they have met their stated goals.

\* Total expenditures shown are actual reimbursements through 6/30/04. Per HUD regulations, any unexpended funds will be reprogrammed to eligible non-public service activities. Unexpended HSEF dollars will remain in the HSEF Trust Account for future grant use.

#	PROJECT (Agency)	FUNDED AMOUNT	TOTAL EXPENDED	BALANCE	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
15.	PENA JUVENIL PROGRAM (El Centro de Accion Social, Inc.) site address: 37 East Del Mar Blvd. Pasadena, CA 91105 (CDBG)	\$50,000	\$50,000	\$0	To provide a variety of youth development activities to 825 youths and their families.	Serve 825 youths and their families. Project components include outreach to "at risk youth," after school tutorial, summer school and cultural celebrations.	Participating youths/families will acquire greater self-esteem and improved academic performance. The family support network will be strengthened.	The Pena Juvenil Program served 910 youths and their families. 145 youths were enrolled in tutoring, 60 in mentoring and 169 in the Project's summer school. An additional 590 participated in cultural events. The project exceeded its goals.
16.	PROJECT LEAP (Pasadena Mental Health Association) site address: 1570 E. Colorado Blvd. Pasadena, CA 91106 (CDBG)	\$30,000	\$30,000	\$0	To serve 55 PCC students at risk of dropping out of college. To match each student with a mentor from the college's faculty and staff.	Provide academic support, mentoring and other supportive services to 55 students.	Dropout rate among first time college students from Pasadena will decrease; students will continue their education at a 4 year college/university or vocational school.	The project enrolled 50 students and 40 PCC staff members served as mentors. The project fell 5 students short of meeting its enrollment goal. Pasadena Mental Health Association will no longer sponsor the project. However, PCC is attempting to identify resources to continue the services to students.
17.	SOURCES: CAREER DEVELOPMENT (Union Station Foundation) 412 South Raymond Avenue Pasadena, CA 91105 site address: 739 E. Walnut, #205 Pasadena, CA 91101 (Project funded with ESG/HT/HSEF)	74,556	\$74,556	\$0	Recruit and enroll 120 individuals into job preparation, placement and follow-up program for homeless and low-income individuals.	Present curriculum to 120 individuals and secure employment for the majority of the participants. Clients will receive 40 hours of pre-employment training, 20 hours of one-on-one counseling.	As the poor/homeless receive supportive services, employment assistance, job placement, etc., they will obtain employment, earn income, which will enable them to become self-sufficient.	Sources enrolled 130 clients of which 80 were confirmed to have secured employment. Clients also receive follow-up and ongoing counseling. Analysis suggests that the project is serving clients with more barriers than anticipated and they continue to compete in a more challenging job market and economy than last year. The project has achieved its goals.
18.	VILLA-PARKE SENIOR NETWORK (El Centro de Accion Social, Inc.) site address: Villa Parke Community Center 363 E. Villa Street Pasadena, CA 91101 (CDBG)	\$35,000	\$35,000	\$0	Provide instructional, social and cultural activities to enrich the lives of the elderly.	Serve 150 seniors and their families with activities including arts/crafts, field trips, and community events. Also provide presentations on topics of interest, information and referral to available social services.	The physical and mental deterioration and social isolation associated with aging will be mitigated. Seniors will become more aware of vital social services and become more involved in their community.	The project served 163 seniors. Clients participated in ESL, citizenship preparation, arts and crafts classes and received case management, home visits and counseling services. The project has achieved its goals.
19.	YOUNG AND HEALTHY (Pasadena Unified School District) site address: 351 South Hudson Avenue Pasadena, CA 91109 (CDBG)	\$35,000	\$35,000	\$0	To assist 1,300 PUSD students in accessing free medical, dental, and mental health services.	Identify eligible clients, provide case management and follow up services. Arrange for free medical services for 1,300 students.	Students' academic performance and attendance will improve as a result of receiving improved medical, dental and mental health services.	The project has served 2,275 PUSD children. Services were provided through a network of volunteer health care professionals. In the Spring Young and Healthy sponsored the USC Mobil Dental Clinic into the community. This event greatly increased the participation and client enrollments. The project exceeded its goals.

\* Total expenditures shown are actual reimbursements through 6/30/04. Per HUD regulations, any unexpended funds will be reprogrammed to eligible non-public service activities. Unexpended HSEF dollars will remain in the HSEF Trust Account for future grant use.

**CITY OF PASADENA  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
Annual Project Performance Assessment June 30, 2004  
Non-Public Service Projects for 2<sup>nd</sup> Program Year (2003-2004)**

#	PROJECT (Agency)	ALLOCATED AMOUNT	TOTAL EXPENDED	* BALANCE	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
1.	CODE ENFORCEMENT TASK FORCE (City/Planning & Development Dept.) Site address: 175 N. Garfield Ave. Pasadena, CA 91101 Services are provided throughout Benefit Service Area	\$281,000	\$224,048	\$36,952	Conduct proactive and systematic code compliance inspections of properties in the CDBG Benefit Service Area (BSA).	Provide inspections of 2,704 properties. Inspectors include single and multi family dwellings, vacant lots, building and complaint driven inspections.	The project's efforts will lead to compliance with code and building safety guidelines and a greater emphasis on safe and sanitary housing.	The Code Enforcement Task Force conducted 2,873 property inspections; of properties cited, 75% were abated within sixty (60) days. The project exceeded its goals.
2.	EMPLOYMENT HALL (City/Planning and Development Northwest Programs) Site address: 500 N. Lake Ave. Pasadena, CA 91104	\$60,000	\$60,000	\$0	Provide rental/lease payments for Day Laborers employment site.	Provide a clean and accessible employment center. Outreach to day laborers in Pasadena. Assist clients to achieve permanent jobs.	Provision of a safe and sanitary employment center. Protection of the rights of workers and concerns of employers.	Monthly lease payments are being made in a timely manner. The program sponsor, the Institute of Popular Education of Southern California (IPEPSCA) is providing services on-site. Please refer to project #6 in this report for more information. Project is meeting its goals.
3.	FAIR HOUSING PROGRAM (Housing Rights Center) 520 S. Virgil Ave. #400 Los Angeles, CA 90020 Site address: 1020 N. Fair Oaks Ave. Pasadena, CA 91103	\$60,000	\$60,000	\$0	Provide Fair Housing counseling services to residents of Pasadena.	Serve approximately 2,000 individuals. Services to include education, complaint investigation and housing discrimination testing.	Pasadena residents will become more knowledgeable of their rights to Fair Housing choice in the City. Increased mitigation of housing related issues and complaints.	The project served 2,081 local residents. Clients include tenants, property managers, realtors, etc. The project investigated 92 fair housing complaints and opened 22 discrimination cases. The project is meeting its goals.
4.	MAINTENANCE ASSISTANCE SERVICES TO HOMEOWNERS (MASH) (City/Planning & Development Dept.) Site address: 175 N. Garfield Ave. Pasadena, CA 91109 Services are provided throughout the CDBG Benefit Service Area.	\$557,100	\$553,883	\$3,217	Make minor home repairs, paint houses, clear yards. Approximately 90% of program activities will take place in CDBG Benefit Service Area.	Make minor home repairs, provide 44 units of house painting (27 houses); perform 104 units of yard clearance (82 yards); remove tons of debris and make other home repairs. (These goals reflect the second year of an increase in services in house painting).	The impact of home improvements will lead to a uniform cosmetic improvement of the target area. Project activities will enhance a suitable living environment.	MASH provided 51.5 units of house painting (25 houses); 107.5 units of yard service (58 yards); made repairs on 34 homes and removed 152 tons of debris. Project also provided work experience to MASH trainees. The project enrolled 51 trainees. The project has achieved its goals.
5.	NEIGHBORHOOD IMPACT PROJECT (Pasadena Neighborhood Housing Services, Inc.) Site address: 456 W. Montana St. Pasadena, CA 91103	\$172,378 (CDBG) \$27,822 (HOME)	\$163,713 (CDBG) \$24,750 (HOME)	\$8,665 \$2,872	Provide major rehabilitation loans to low/moderate income residents of the CDBG Benefit Service Area. Administer free paint program and make minor home repair grants.	Process at least 10 rehab loans, paint 10 homes and provide 10 minor home repair grants.	Improve housing conditions in Northwest Pasadena. Address housing deterioration in the community.	11 housing rehab loans were funded; 12 free paint-up activities completed and 13 minor home repair grants were provided. The project exceeded its goals.

NOTE: Total expenditures shown are actual reimbursements through 6/30/04. Remaining funds will be reprogrammed to other eligible non-public service projects.

\* indicates Capital Improvement projects. The Time of Performance has not been realized and project activities are still underway. (i.e., NATHA, Alkebulan Property Development Project II, etc.)

#	PROJECT (Agency)	ALLOCATED AMOUNT	TOTAL EXPENDED	* BALANCE	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
6.	PASADENA COMMUNITY JOB CENTER (Institute of Popular Education of Southern California) Site address: 500 N. Lake Pasadena, CA 91104	\$80,000	\$77,162	\$2,838	Provide a clean and accessible employment site for day laborers. Operate a fair and orderly work assignment system. Provide vocational and basic skills educational services. Mediate employer concerns and workers' rights complaints.	Average daily registration of 30 participants. 60 work assignments a week (3,120 annually) Provide occupational/vocational training self-help classes (i.e., computer literacy, ESL classes).	Registration of 30 participants daily. Day laborers will obtain at least 60 jobs per week (3,120 annually). Participants will benefit from training sessions and classes that will help improve their job skills.	The project is averaging approximately 156 jobs weekly. The project achieved an average of 68 daily registrations (attendance). Clients have secured 10,199 employment assignments, of which 561 were permanent jobs. The project has achieved its goals.
7.	PROJECT ADVANCE (El Centro de Accion Social, Inc.) Site address: 2541 E. Foothill Blvd. Pasadena, CA 91107	\$104,376	\$101,707	\$2,671	Provide technical assistance/support and business development assistance to 37 micro-enterprises (push cart vendors).	The provision of technical assistance and support to 37 micro-enterprises. Foster awareness and business development experience for 74 employed persons (74 jobs).	The provision of economic development opportunities for low/moderate income clients. Assist micro-enterprises in becoming self-sufficient.	The project enrolled 28 micro-enterprises and created/retrained 55 jobs. The project was successful in providing support services and technical assistance, however, fell short in achieving its enrollment goals.
8.	PROPERTY DEVELOPMENT PROJECT II (Alkebu-Lan Cultural Center) Site address: 1435 N. Raymond Ave. Pasadena, CA 91103	\$24,022	\$0	\$24,022	Continue planning, architectural design and engineering necessary for the renovation of 5,000 sq. ft. for construction of a 99-seat theater, dressing room, rehearsal hall, crafts and computer rooms.	Development of schematics representing the general scope work and conceptual design.	Complex will ultimately have expanded and improved space for community activities.	The project is currently in the process of selecting an architectural firm to perform the scope of work. Project has been delayed because the previously selected architectural firm relocated out of the area and will not go forward with the work.
9.	REPAYMENT OF SECTION 108 LOAN (Shopping Center) Site address: 681 N. Fair Oaks Ave. Pasadena, CA 91103	\$350,512 (revised)	\$350,512	\$0	Provide jobs for 30 low/moderate income community residents. Provide shopping, commercial, and retail services to CDBG Benefit Service Area. Elimination of blight within a Redevelopment Project Area.	Employ at least 30 low/moderate income persons. Provide retail, commercial services to low/moderate income area of the City. Elimination of a blighted area of the City.	Full time employment for at least 30 low/moderate persons. Area residents are able to shop, obtain goods and services through the commercial and business activity at the shopping center.	The project is providing in excess of 30 jobs to low/moderate income residents. Approximately 10 businesses are operating in the shopping center. The site has been revitalized. The project has achieved its goals.

NOTE: Total expenditures shown are actual reimbursements through 6/30/04. Remaining funds will be reprogrammed to other eligible non-public service projects.

\* Indicates Capital Improvement projects. The Time of Performance has not been realized and project activities are still underway. (i.e., NATHA, Alkebulan Property Development Project II, etc.).

#	PROJECT (Agency)	ALLOCATED AMOUNT	TOTAL EXPENDED	* BALANCE	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
10.	SMALL BUSINESS ASSISTANCE PROGRAM (Pasadena Development Corp.) Site address: 7015 N. Lake Ave. Pasadena, CA 91104	\$255,000	\$254,455	\$545	Process 14 small business loans. Create/retain 23 jobs. Provide technical assistance to small businesses in NW Pasadena.	Package 14 small business loans; create/retain at least 23 jobs; and provide business counseling to 250-300 individuals/ businesses.	Low/moderate income start-up business will require business capital and technical assistance to expand and, retain/create jobs; provision of business counseling and other supportive services.	The project funded 11 small business loans, created/retained 40 jobs; and delivered approximately 854 hours of technical assistance to small businesses. Over 837 individuals received business counseling. The project provided support to minority and women owned start-up businesses. The project left 3 loans short of its goal; nevertheless the component created/retained goals. The project has achieved its goals.
11.	SMALL BUSINESS INCUBATOR (Pasadena Enterprise Center) Site address: 7015 N. Lake Ave., #100 Pasadena, CA 91104	\$73,000	\$68,978	\$3,022	House at least 25 businesses in the business incubator. Increase existing number of women and minority owned businesses by 3. Assist incubator tenants in creating job opportunities for low income families.	To house and support at least 25 local businesses in the incubator. Graduate 2 to 3 businesses into the wider Pasadena business community annually. Increase the number of women and minority owned businesses from 16 to 19.	25 local businesses will have the benefit of professional services offered at the incubator at below market commercial rental rates. Created/retained jobs. Decrease business failures. Graduate enterprises into the regular business community. Increase number of women and minority owned businesses.	The incubator housed 29 small businesses, approximately 55 jobs were created/retained by these businesses. Business counseling and commercial development services were provided to the businesses. The project has achieved its goals.
12.	NATHA (Capital Campaign Planning) Site address: 456 W. Montana St. Pasadena, CA 91103 (Project activities to conclude by 6/30/05)	\$50,000	\$5,871	*\$44,129	Perform a Phase I Environmental Assessment and other predevelopment studies prior to acquisition and rehabilitation of property at 456 W. Montana St.  The restoration of 73 blighted pathways in the NATHA service area.	Completion of Phase I Environmental Assessment and other predevelopment studies for purposes of acquisition and rehabilitation. Achieve neighborhood improvements (73 pathway restorations).	The predevelopment studies will provide valuable information in regard to the feasibility of acquisition and renovation of the property for use as the main office and resource center by the agency. Target neighborhoods will have blighted conditions mitigated.	NATHA has selected and enter into agreements with consultants to conduct the environmental review and predevelopment studies. The neighborhood improvements have begun. The pathways identified for restoration have been selected and 4 have been completed as of 6-30-04. The rest are scheduled for completion in Summer and Fall of 2004. Project is achieving its goals.

NOTE: Total expenditures shown are actual reimbursements through 6/30/04. Remaining funds will be reprogrammed to other eligible non-public service projects.

\* Indicates Capital Improvement projects. The Time of Performance has not been realized and project activities are still underway. (i.e., NATHA, Alkebulan Property Development Project II, etc.).

City of Pasadena  
 Community Development Block Grant (CDBG) Program  
 Annual Project Performance Assessment June 30, 2004  
 Continuing Projects

The following table identifies the Capital Improvements Projects which were not completed as of June 30, 2004.

#	PROJECT (AGENCY)	ALLOCATED AMOUNT	TOTAL EXPENDED	BALANCE	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
1.	2 <sup>nd</sup> FLOOR ADDITION (Owensdale Northwest Community School) Site address: 1415 North Raymond Ave. Pasadena, CA 91103	\$ 200,000 \$ 50,000	\$ 44,912 \$ -0-	\$ 155,088 \$ 50,000	Construct a second floor on the existing school building. This project will increase classroom space by approximately 2,000 sq. ft. and facilitate an increased enrollment to approximately 85 students.	Completion of the expansion project, secure occupancy permit, and the enrollment of additional students.	The completion of the project will increase the usable space of the school by 2,000 sq. ft., increased enrollment of an additional 85 students. Student enrollment/ scholarships will increase.	The project has recently requested a change in the use of funds. City staff is working with project staff to develop a new scope of work, budget, goals, etc. The project will be monitored through completion. The project has not met its goal.
2.	LONG TERM LEASE (Outward Bound Adventures (OBA)) Site address: 2020 Lincoln Ave. Pasadena, CA 91102	\$ 15,000 \$ 54,629	\$ 15,000 \$ 29,079	\$ -0- \$ 25,550	Secure a facility for delivery of environmental education and experiences. Provide youth diversion and enrichment programming.	Enrollment of no less than 216 youths annually and provide each a minimum of 25 hours of programmed activities.	Participating youths will have improved self-esteem; better social skills, family relationships and academic skill. In addition, OBA programs serve as a diversionary alternative to negative social influences. Youths will gain an appreciation for environmental concerns through supervised outdoor activities.	OBA has secured a long-term lease and now occupies its new facility as of May 2003. Tenant improvements are finished and services are provided at the site to approximately 200 youths. Monthly lease assistance will continue through June 2006. The project has achieved its goals.
3.	WRIGHT HOUSE VICTORIAN PRESERVATION (Affordable Housing Consolidation) P O Box 91663 Pasadena, CA 91109 Site address: 30 West Mountain St. Pasadena, CA 91103 (Year Funded 1996-98)	\$ 100,000	\$ 99,992	\$ 8	Restoration of the Wright Victorian to be used as a business incubator for 5 minority and women owned start-up businesses.	Completion of restoration. Improvements to include new foundation, new roof, rewiring, new plumbing, installation of HVAC system, building out offices and all cosmetic work both interior and exterior.	Building to be occupied by business incubator tenants who will receive supportive business services. In addition, the facility will be available for community meetings.	Project construction has been completed. Certificate of Occupancy is pending. The project will provide leased office space (at below market rates) to local small/start-up businesses. The project is behind schedule.

**CITY OF PASADENA  
HOME INVESTMENT PARTNERSHIP ACT - HOME PROGRAM AND HOUSING TRUST FUNDS (HTF)  
Annual Project Performance Assessment June 30, 2004**

#	PROJECT (Agency)	LOAN COMMITMENT	TOTAL DISBURSED	GOALS/OBJECTIVES	PERFORMANCE MEASURES	EXPECTED OUTCOMES	PERFORMANCE ASSESSMENT
1.	HERITAGE HOMEOWNERSHIP PARTNERS Site Address: 329 Fay Place, 280 E. Claremont St, 1285 N. Summit Ave, 1378 N. Summit Ave, 1191-1193 N. Summit Ave	\$281,180 HTF	\$281,180	Provide homeownership opportunities to first time homebuyers.	Purchase of vacant, deteriorated houses in the Garfield Heights area; rehabilitation of 5 houses and resell to lower-to- moderate-income, first time homebuyers.	Five (5) first-time homebuyers were able to purchase homes. City's housing stock improved by rehabilitation of blighted residences.	Five (5) houses rehabilitated and sold to first-time homebuyers.
2	BEACON SENIOR HOUSING CORP. Site Address: 1880-1890 N. Fair Oaks Ave, Pasadena, CA 91103	\$500,000 HOME	\$500,000	Provide for the construction of sixty-five (65) affordable, rental senior apartments.	New construction of sixty-five (65) apartments to very-low-income senior citizens (one unit for resident manager).	Sixty-four (64) units will be available for rental to very-low-income senior citizens.	The project has been completed. Tenants were selected through a lottery system. Project completely leased and occupied by March 2004.
3	HERITAGE SQUARE Site Address: 730-790 N. Fair Oaks Pasadena, CA 91103	\$1,500,000 HOME	\$1,500,000	Provide for the construction of one hundred four (104) affordable rental senior apartments.	New construction of one hundred four (104) apartments to low-income senior citizens.	One hundred four (104) units will be available to low-income senior citizens.	The project site was acquired by PCDC on 1/30/04. The developer secured county funding on 2/10/04 and applied for state tax credits in April 2004, but credits were not awarded. Disposition of site currently under review.
4.	NEW REVELATION MISSIONARY Site Address: 877 N. Orange Grove Pasadena, CA 91103	\$300,000 HOME	\$0	Provide four (4) affordable rental housing units for low-income households.	Rehabilitate four (4) rental units as permanent housing for low-income households.	Four (4) rental units will remain affordable to low-income households for 55 years.	OPLA approved on 6/2/04
5	AFFORDABLE HOUSING SERVICES Site Address: 270 E. Parke St Pasadena, CA 91103	\$625,000 HTF	\$0	Provide for construction of four (4) affordable rental units and rehabilitation of eight (8) rental units for very-low and low-income households.	New construction of four (4) rental units and rehabilitation of eight (8) rental units for very-low and low-income households.	Twelve (12) rental units will remain affordable to low-income households for 55 years.	OPLA scheduled to be submitted to Commission for approval on 11/8/04.
6	ORANGE GROVE GARDENS Site Address: 252-284 E. Orange Grove Blvd Pasadena, CA 91103	\$1,183,153 HOME	\$1,183,153	Provide thirty-eight (38) affordable rental units for very-low, low income households.	New construction of thirty-eight (38) rental units for very-low, low income households.	Thirty-eight (38) rental units will remain affordable to very-low, low income households for 55 years.	The project site was acquired by PCDC in 11/03. The developer secured county funding on 2/10/04 and was awarded state tax credits in June 2004. Construction to begin in November 2004.
7.	CYPRESS TOWNHOMES Site Address: 537 N. Cypress Ave. Pasadena, CA 91103	\$300,000 HTF	\$50,000	Provide four (4) homeownership townhome units (2 affordable)	New construction of four (4) homeownership units (2 to moderate income households).	Two (2) homeownership affordable units will remain affordable to moderate-income households for 45 years.	OPLA approved by PCDC on August 23, 2004

**CITY OF PASADENA  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
Allocation Schedule for the 31<sup>th</sup> Program Year (July 1, 2005 - June 30, 2006)**

<b>ACTIVITY</b>		<b>SCHEDULED DATES/TIMES</b>
1.	<p style="text-align: center;"><b>Commissions Approve Needs Assessment/Program Priorities</b></p> <p>Northwest Commission - finalize Needs Assessment/Program Priorities</p>	September 14, 2004
2.	<p style="text-align: center;"><b>City Council – Public Hearing</b></p> <p>Draft Consolidated Annual Performance and Evaluation Report (CAPER: 2003-2004 PY); Approval of Needs Assessments/Program Priorities and Allocation Schedule for CDBG 2005-2006 PY.</p>	October 18, 2004
3.	<p style="text-align: center;"><b>Release of Request for Proposals (RFP)</b></p> <p style="text-align: center;"><b>Non-Public Service Projects and City Set-Aside Projects</b></p>	<b>November 1, 2004</b>
4.	<p style="text-align: center;"><b>RFP Workshops and Technical Assistance</b></p> <p>The City convenes Technical Assistance Workshops; and City Staff is available to assist prospective proposers by scheduled appointments.</p>	November – December 2004  <i>Please refer to RFP Flyer for additional information</i>
5.	<p style="text-align: center;"><b>Fiscal Reconciliation</b></p> <p>Housing/Community Development Division in conjunction with Finance Department perform fiscal reconciliation of the CDBG/ESG programs and presents recommendations to Commissions and City Council regarding the reprogramming of unexpended funds.</p>	November – December
6.	<b>Proposal Deadline</b>	<b>December 21, 2004 5:00 p.m.</b>
7.	<p style="text-align: center;"><b>Preliminary Review of Proposals</b></p> <p>Proposers are notified of receipt of proposal ineligibility, incompleteness, etc.</p>	December - January
8.	<p style="text-align: center;"><b>Allocation Memorandum - Distribution of Proposals</b></p> <p>An allocation memorandum is distributed to the Northwest Commission and City Review Team; it provides instructions and pertinent information related to the allocation process; transmits the RFP/Proposals, recusal information, evaluation forms, allocation schedule, etc.</p>	January 11, 2005
9.	<p style="text-align: center;"><b>Submission of Recusal Forms</b></p> <p>The Northwest Commission will complete the Conflict of Interest forms and submit to the Planning and Development Department. The forms are reviewed throughout the process and become part of the official records. The recusal process will be implemented in accordance with modifications approved by City Council.</p>	January 25, 2005
10.	<p style="text-align: center;"><b>Joint Commissions' Orientation Session</b></p> <p>The Joint Commissions' Orientation Session is held as needed in order to facilitate the implementation of the City Council approved modifications to the allocation process, ensure federal compliance and adhere to the RFP guidelines.</p>	** TBA

\* The Human Services Commission is on a two-year funding cycle and will not conduct the RFP process for the 2005-2006 PY.

\*\* TBA - To Be Announced



	<b>ACTIVITY</b>	<b>SCHEDULED DATES/TIMES</b>
11.	<p align="center"><b>Mid-Year Monitoring Reviews</b></p> <p>On-Site Monitoring visits (fiscal and program) are conducted annually. Monitoring Review Reports are provided to agencies and issues of non-compliance are identified. A Project Performance Assessment will be presented to the Northwest Commission, Human Services Commission, City Council, and Sub-Recipients.</p>	January - April 2005
12.	<p align="center"><b>Proposers' Oral Presentations</b></p> <p>Proposers present a brief oral presentation to the Northwest Commission, respond to questions, etc.</p>	February 8, 2005
13.	<p align="center"><b>City Set Aside</b></p> <p>City Council approves the allocation of CDBG funds to eligible non-public service City administered projects for 31st<sup>th</sup> PY 2005-2006.</p>	February 28, 2005
14.	<p align="center"><b>Available Funding Allocation</b></p> <p>The Northwest Commission will be advised of funds available for recommendation based on HUD Entitlement/Reallocated, CDBG Prior Year Fund Balance, Program Income and the approved City Set-Aside allocation.</p>	Northwest Commission March 22, 2005
15.	<p align="center"><b>City Deliberations</b></p> <p>The City Review Team completes deliberations and presents the staff's funding recommendation to the Northwest Commission for acceptance, modification, etc. Additionally, the Commission will begin their deliberations and will provide a preliminary funding recommendation including the applicable rationale, comments, etc.</p>	Northwest Commission March 22, 2005
16.	<p align="center"><b>Notice to Proposers</b></p> <p>Notices are sent to proposers to advise of the Commission's preliminary funding recommendations. Proposers are invited to speak at Public Meeting.</p>	March 29, 2005
17.	<p align="center"><b>The Northwest Commission Convenes Public Meeting</b></p> <p>The Northwest Commission will convene a Public Meeting for the purpose of hearing appeals and public comment; proposers are advised by written notification; the Public Meeting supplements the Oral Appeals Process. The Commission will enter into final deliberations following the Public Meeting.</p>	Northwest Commission April 12, 2005
18.	<p align="center"><b>Notice to Proposers</b></p> <p>Following the Public Meeting, proposers are notified of the Northwest Commission's proposed funding recommendation that will be forwarded to City Council as part of the Consolidated Plan Annual Action Plan. The notice will also include information on the date/time of the City Council Public Hearing, the public comment period for the CPAAP, and the proposed projects to be included in the Action Plan.</p>	April 14, 2005
19.	<p align="center"><b>City Council – Consolidated Plan Annual Action Plan - Public Hearing</b></p> <p>City Council convenes the Public Hearing. The Commissions' proposed funding recommendations will be presented to City Council for final approval as part of the Annual Action Plan 2005-2006. Citizens' comments are recorded and included in the Citizen Participation section of the Action Plan.</p>	May 16, 2005

\* The Human Services Commission is on a two-year funding cycle and will not conduct the RFP process for the 2005-2006 PY.

\*\* TRA - To Be Announced

	<b>ACTIVITY</b>	<b>SCHEDULED DATES/TIMES</b>
20.	<p align="center"><b>Submittal of the Five Year Consolidated Plan - Annual Action Plan (2005-2006 PY)</b></p> <p>HUD requires the submittal of the Five Year Consolidated Plan Annual Action Plan in May. The Consolidated Plan Annual Action Plan includes the proposed projects for the respective PY. The Action Plan serves as the application, comprehensive planning and implementation document for the City's federal grants programs.</p>	May 16, 2005
21.	<p align="center"><b>Award Notices</b></p> <p>Award notices are sent to Sub-Recipients advising of award, mandatory Orientation Session, requirements to execute Sub-Recipient agreement, etc.</p>	May 19, 2005
22.	<p align="center"><b>Orientation Session</b></p> <p>Sub-Recipients are required to attend the mandatory Sub-Recipient Orientation Session. Agencies are provided with information related to contractual requirements regarding City policy and procedure, federal requirements, contract execution guidelines, etc.</p>	June 2, 2005
23.	<p align="center"><b>Contract (Sub-Recipient Agreement) Execution</b></p> <p>The months of June through August are dedicated to preparing and executing Sub-Recipient agreements.</p>	June – July - August 2005
24.	<p align="center"><b>Commence the 31st Program Year (July 1, 2005-June 30, 2006)</b></p>	July 1, 2005

\* The Human Services Commission is on a two-year funding cycle and will not conduct the RFP process for the 2005-2006 PY.

\*\* TRA - To Be Announced