

# Agenda Report

**TO:** CITY COUNCIL  
COMMUNITY DEVELOPMENT COMMISSION

**DATE:** JUNE 25, 2007

**FROM:** CITY MANAGER/CHIEF EXECUTIVE OFFICER

**SUBJECT:** JOINT PUBLIC HEARING: APPROVAL/SUBMITTAL OF THE ANNUAL ACTION PLAN (2007-2008) AS THE APPLICATION AND STATEMENT OF PROJECTED USE OF FUNDS FOR THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) COMMUNITY DEVELOPMENT BLOCK GRANT, EMERGENCY SHELTER GRANT, HOME INVESTMENT PARTNERSHIP ACT, AND CERTAIN RELATED HUMAN SERVICES ENDOWMENT FUND ALLOCATIONS

## RECOMMENDATIONS

1. It is recommended that upon the close of the public hearing the City Council/Community Development Commission (Commission) adopt a resolution:

(a) Approving the 2007-2008 Annual Action Plan as an application for participation in the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG) and HOME Programs including the identified proposed projects/activities of the City's Human Service Endowment Fund (HSEF). The Draft Annual Action Plan is on file in the City Clerk's Office;

(b) Approving an application for CDBG Entitlement in the amount of \$2,280,199; the allocation of CDBG current year program income of \$200,000; approving an application for ESG funds in the amount of \$97,022; approving an application for HOME Entitlement in the amount of \$1,211,152;

(c) Authorizing the City Manager to execute, and the City Clerk to attest, the Annual Action Plan, the grant agreements, the sub-recipient agreements, and any and all other documents deemed necessary by HUD to obtain the allocation of the aforementioned federal CDBG/ESG/HOME funds in a manner acceptable to the City Attorney;

(d) Approving an annual allocation from the City of Pasadena's HSEF of \$146,000 (Interest earnings of \$113,000 and \$33,000 from the Seed Grant Program) for the proposed projects; and

2. It is recommended that the Pasadena Community Development Commission:

- (a) Appropriate \$97,862 from the Inclusionary Housing Trust Fund as the required local match to the HUD ESG allocation; and
- (b) Authorize the Chief Executive Officer to execute, and the Secretary to attest, the agreements with the approved recipients/sub-recipients in a form acceptable to the General Counsel (Exhibits A - D).

### **ADVISORY BODIES RECOMMENDATIONS**

On Tuesday, May 8, 2007, the Staff Review Team presented its funding recommendation of non-public service projects to the Northwest Commission for 2007-2008. The six (6) non-public service projects recommended by staff are listed in Exhibit B-1. In the staff recommendation, Mothers' Club Community Center - Climbing Structure for Low Income Pre-Schoolers was recommended for funding and Pasadena Unified School District - Renovation of Muir High School North Baseball Field was not recommended for funding. On Tuesday, May 29, 2007, the Northwest Commission, following the Appeals/Public Meeting, recommended modifications to the staff funding recommendation as identified in Exhibit B-2. In the Northwest Commission's recommendation, Pasadena Unified School District - Renovation of Muir High School North Baseball Field was recommended for funding and Mothers' Club Community Center - Climbing Structure for Low Income Pre-Schoolers was not recommended for funding. However, upon further review, staff has herein retained its funding recommendation as originally presented to the Northwest Commission on May 8, 2007. It is staff's position that the staff recommendations most closely address the CDBG program priorities.

On Wednesday, May 9, 2007 the Human Services Commission reaffirmed its previous funding recommendation and recommended City Council/Commission continued funding approval of the 21 proposed public/human service projects (Exhibit A). This is the second year of the Human Services Commission's 2-year funding cycle 2006/07 and 2007/08.

### **BACKGROUND**

#### **Annual Action Plan (2007-2008)**

The Annual Action Plan sets forth the projected use of funds for the coming year. The Action Plan addresses the available resources for program/project implementation, activities to be undertaken, program guidelines, monitoring, etc. The Plan addresses the goals/objectives as outlined in the City's Strategic Plan included in the City's Five Year Consolidated Plan (2005-2010).

The following federal/local funding sources are available for allocation to sub-recipients for the provision of proposed project services/activities (\$4,032,235) identified in the attached exhibits and in the chart below:

### FUNDING AVAILABILITY (2007 - 2008)

	<i>Funding Sources</i>	<i>Amount</i>
1.	CDBG-Annual Entitlement	\$2,280,199
2.	CDBG-Program Income	200,000
3.	HOME Annual Entitlement	1,211,152
4.	Emergency Shelter Grant (ESG) Program	97,022
5.	Inclusionary Housing Trust Funds (ESG Local Match)	97,862
6.	Human Services Endowment Fund (HSEF)	146,000
	<b>Total</b>	<b>\$4,032,235</b>

On Monday, October 23, 2006 City Council approved the needs assessment and program funding priorities recommended by the Northwest Commission.

The HOME Investment Partnership Act (HOME) funds of \$1,211,152 (Exhibit C) are also available by the identified housing categories as part of the proposed 2007-2008 HUD federal grants allocation.

On Monday, April 23, 2007 City Council approved the City Set-Aside (Exhibit D) in the amount of \$1,638,133 (\$839,000 to four eligible City administered non-public service projects. In addition, \$799,133 is also required for the Section 108 Loan Repayment (\$332,279) and CDBG Program Administration (\$466,854).

Federal funds from the Housing Opportunities Program for Persons with AIDS (HOPWA) Program are provided to the Pasadena Community Development Commission/PCDC through a Memorandum of Understanding (MOU) with the Los Angeles City Housing Department. The Commission administers the HOPWA Program on behalf of the City of Pasadena for tenant-based rental assistance to local households impacted by HIV/AIDS.

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

Approval of the aforementioned recommendations will support the provision of public/human services, fair housing counseling, economic development, housing activities, and code enforcement (inspections). It is anticipated that these activities will help to provide a positive impact on the quality of life for local children, youth and families.

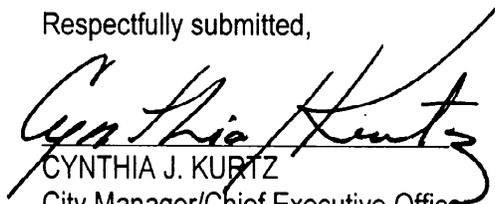
#### **FISCAL IMPACT**

Approval of the Annual Action Plan by the City Council/Pasadena Community Development Commission and subsequent approval by HUD will provide an allocation of over \$4 million (\$3,788,373 federal and \$243,862 local) for housing/community development activities.

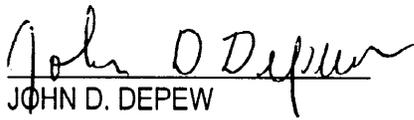
- CDBG Entitlement/Program Income \$2,480,199
- ESG Program/Local Match \$194,884
- Human Services Endowment Fund (HSEF) \$146,000
- HOME Program \$1,211,152

Approval of the Annual Action Plan also enables the City to be eligible for other federally funded programs requiring consistency with an adopted Five Year Consolidated Plan/Annual Action Plan. Additionally, approximately \$11.5 million dollars will be available to augment federal funds allocated for affordable housing activities.

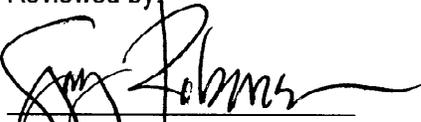
Respectfully submitted,

  
CYNTHIA J. KURTZ  
City Manager/Chief Executive Officer

Prepared by:

  
JOHN D. DEPEW  
Program Coordinator

Reviewed by:

  
GREGORY ROBINSON  
Housing/Community  
Development Administrator

Approved by:

  
BRIAN K. WILLIAMS  
Assistant City Manager

Concurrence:

  
PATRICIA A. LANE  
Director, Human Services/Recreation Department

Attachments: Exhibits A – D

A copy of the Draft Annual Action Plan (2007/2008) is available in the City Clerk's Office.

## CITY OF PASADENA

Community Development Block Grant (CDBG) Program/Emergency Shelter Grant (ESG) Program/Human Services Endowment Fund (HSEF)

Public/Human Services - 32<sup>nd</sup> Program Year (2006-2007) and 33<sup>rd</sup> Program Year (2007-2008)

No.	Proposer (Agency)	Proposed Project	1 <sup>st</sup> Year 2006-07	2 <sup>nd</sup> Year 2007-08	Total Allocation
<b>EDUCATION</b>					
1.	El Centro de Accion Social.	Villa-Parke Senior Network	\$ 40,000	\$ 40,000	\$ 80,000
2.	Lake Avenue Community Foundation	STARS Program	\$ 15,000	\$ 15,000	\$ 30,000
3.	Mothers' Club Community Center	Orange Grove Family Center	\$ 30,000	\$ 30,000	\$ 60,000
4.	Pasadena City College Foundation	Project LEAP	\$ 15,000	\$ 15,000	\$ 30,000
5.	Pasadena Unified School District	Northwest School-Based Children & Family Services	\$ 85,000	\$ 85,000	\$ 170,000
<b>Sub-Total</b>			<b>\$ 185,000</b>	<b>\$185,000</b>	<b>\$ 370,000</b>
<b>EMPLOYMENT AND TRAINING</b>					
6.	Armenian Relief Society	Community Social Services	\$ 23,000	\$ 23,000	\$ 46,000
<b>Sub-Total</b>			<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ 46,000</b>
<b>FOOD AND NUTRITION</b>					
7.	Foothill Unity Center	Nutrition Assistance Project	\$ 65,000	\$ 65,000	\$ 130,000
8.	Pasadena Senior Center	Project Reach-Out	\$ 20,000	\$ 20,000	\$ 40,000
<b>Sub-Total</b>			<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 170,000</b>
<b>HEALTH CARE</b>					
9.	Community Health Alliance of Pasadena (CHAP)	Project HEALTH	\$ 20,000	\$ 20,000	\$ 40,000
10.	Pasadena Mental Health Association	Counseling Program	\$ 30,000	\$ 30,000	\$ 60,000
11.	URDC Human Services Corp.	Family Access to Health Prevention and Treatment	\$ 28,000	\$ 28,000	\$ 56,000
<b>Sub-Total</b>			<b>\$ 78,000</b>	<b>\$ 78,000</b>	<b>\$ 156,000</b>
<b>HOMELESSNESS</b>					
12.	Ecumenical Council of Pasadena Area Churches	Homeless Prevention and Emergency Response	\$ 39,884	\$ 39,884	\$ 79,768
13.	Ecumenical Council of Pasadena Area Churches	Emergency Shelter Program	\$ 15,000	\$ 15,000	\$ 30,000
14.	Union Station Foundation	Emergency Overnight Shelter Program	\$ 30,000	\$ 30,000	\$ 60,000
15.	Union Station Foundation	Meals Program	\$ 50,000	\$ 50,000	\$ 100,000
16.	Union Station Foundation	Sources: Career Development Program	\$ 60,000	\$ 60,000	\$ 120,000
<b>Sub-Total</b>			<b>\$ 194,884</b>	<b>\$ 194,884</b>	<b>\$ 389,768</b>
<b>SERVICES TO AT-RISK YOUTH</b>					
17.	El Centro de Accion Social, Inc.	Pena Juvenil Program	\$ 30,000	\$ 30,000	\$ 60,000
18.	Journey House, Inc.	Emancipated Youth Services Expansion Project	\$ 45,000	\$ 45,000	\$ 90,000
19.	Outward Bound Adventures (OBA)	Get Out and Learn (GOAL) Expansion	\$ 32,278	\$ 32,278	\$ 64,556
20.	YWCA Pasadena Foothill Valley	Just for Girls After School Program	\$ 15,000	\$ 15,000	\$ 30,000
<b>Sub-Total</b>			<b>\$ 122,278</b>	<b>\$ 122,278</b>	<b>\$ 244,556</b>
<b>OTHER</b>					
21.	Family Hope dba Elizabeth House	Case Management Program	\$ 23,000	\$ 23,000	\$ 66,000
<b>Sub-Total</b>			<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ 66,000</b>
<b>TOTAL</b>			<b>\$ 711,162</b>	<b>\$ 711,162</b>	<b>\$1,422,324</b>

**CITY OF PASADENA**  
**STAFF FUNDING RECOMMENDATION TO NORTHWEST COMMISSION**  
**Community Development Block Grant (CDBG) Program**  
**Non-Public Service Activities - 2007-2008**

No.	PROPOSER/PROPOSED PROJECT	FUNDING REQUEST	FUNDING RECOMMENDATION
<b>ECONOMIC DEVELOPMENT</b>			
1.	Pasadena Development Corporation (PDC) <i>Small Business Assistance Program</i>	\$ 270,000	\$ 139,287
2.	Pasadena Enterprise Center (PEC) <i>(Business Incubator Program)</i>	\$ 188,210	0
3.	Institute for Urban Research and Development (IURD) <i>Project Advance</i>	\$ 142,097	\$ 85,000
4.	Institute of Popular Education of Southern California (IDESPCA) <i>Pasadena Community Job Center</i>	\$ 173,111	\$ 60,000
<b>SUBTOTAL</b>		<b>\$ 773,418</b>	<b>\$ 284,287</b>
<b>HOUSING</b>			
5.	Pasadena Neighborhood Housing Services, Inc. (PNHS) <i>(Neighborhood Impact Program)</i>	\$ 200,000	\$ 142,500
<b>SUBTOTAL</b>		<b>\$ 200,000</b>	<b>\$ 142,500</b>
<b>PLANNING &amp; ADMINISTRATION</b>			
6.	Housing Rights Center (HRC) <i>Fair Housing Program</i>	\$ 63,000	\$ 30,000
<b>SUBTOTAL</b>		<b>\$ 63,000</b>	<b>\$ 30,000</b>
<b>PUBLIC FACILITIES &amp; IMPROVEMENTS (CAPITAL IMPROVEMENTS)</b>			
7.	Mothers' Club Community Center <i>Climbing Structure for Low Income Pre-Schoolers</i>	\$ 15,000	\$ 15,000
8.	Center for Community & Family Services, Inc. (CCFS) <i>Orange Grove Head Start Pre-School Center</i>	\$ 51,431	0
9.	Pasadena Unified School District (PUSD) <i>Renovation of Muir High School North Baseball Field</i>	\$ 38,278	0
10.	Community Health Alliance of Pasadena (CHAP) <i>Healthcare for All</i>	\$ 50,000	0
<b>SUBTOTAL</b>		<b>\$ 154,709</b>	<b>\$ 15,000</b>
<b>TOTALS</b>		<b>\$1,191,127</b>	<b>\$ 471,787</b>

**CITY OF PASADENA  
NORTHWEST COMMISSION FUNDING RECOMMENDATION  
Community Development Block Grant (CDBG) Program  
Non-Public Service Activities - 2007-2008**

No.	PROPOSER/PROPOSED PROJECT	FUNDING REQUEST	FUNDING RECOMMENDATION
<b>ECONOMIC DEVELOPMENT</b>			
1.	Pasadena Development Corporation (PDC) <i>Small Business Assistance Program</i>	\$ 270,000	\$ 120,000
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<b>SUBTOTAL</b>		<b>\$ 773,418</b>	<b>\$ 265,000</b>
<b>HOUSING</b>			
5.	Pasadena Neighborhood Housing Services, Inc. (PNHS) <i>(Neighborhood Impact Program)</i>	\$ 200,000	\$ 142,500
<b>SUBTOTAL</b>		<b>\$ 200,000</b>	<b>\$ 142,500</b>
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6.	Housing Rights Center (HRC) <i>Fair Housing Program</i>	\$ 63,000	\$ 30,000
<b>SUBTOTAL</b>		<b>\$ 63,000</b>	<b>\$ 30,000</b>
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7.	Mothers' Club Community Center <i>Climbing Structure for Low Income Pre-Schoolers</i>	\$ 15,000	0
8.	Center for Community & Family Services, Inc. (CCFS) <i>Orange Grove Head Start Pre-School Center</i>	\$ 51,431	0
9.	Pasadena Unified School District (PUSD) <i>Renovation of Muir High School North Baseball Field</i>	\$ 38,278	\$ 34,287
10.	Community Health Alliance of Pasadena (CHAP) <i>Healthcare for All</i>	\$ 50,000	0
<b>SUBTOTAL</b>		<b>\$ 154,709</b>	<b>\$ 34,287</b>
<b>TOTALS</b>		<b>\$1,191,127</b>	<b>\$ 471,787</b>

**HOME INVESTMENT PARTNERSHIP ACT**  
**HOUSING ACTIVITIES 2007-2008 Program Year**

<b>PROPOSED PROJECTS</b>		<b>FUNDING AMOUNTS</b>
1.	HOME Tenant-Based Rental Assistance	\$ 275,000
2.	Homeownership Opportunities Program (HOP)	\$ 196,479
3.	CHDO Reserve	\$ 181,673
4.	American Communities Fund Reserves	\$ 558,000
<b>TOTAL</b>		\$1,211,152

**CITY OF PASADENA  
FUNDING RECOMMENDATION  
Community Development Block Grant (CDBG) Program  
City Set-Aside Activities - 2007-2008**

Approved by City Council April 23, 2007

No.	PROPOSER/PROPOSED PROJECT	FUNDING REQUEST	FUNDING RECOMMENDATION
1.	Office of the City Manager <i>CDBG Program Administration</i>	\$ 466,854	\$ 466,854
2.	Office of the City Manager <i>Section 108 – Loan Repayment</i>	\$ 332,279	\$ 332,279
3.	Human Services & Recreation Department <i>Business Development (Job Fairs)</i>	\$ 30,000	\$ 30,000
4.	Planning & Development Department <i>Code Enforcement Task Force</i>	\$ 266,228	\$ 244,000
5.	Planning & Development Department/Northwest Programs <i>Employment Hall</i>	\$ 65,000	\$ 65,000
6.	Planning & Development Department <i>Maintenance Assistance Services to Homeowners (MASH)</i>	\$ 722,000	\$ 500,000
	<b>SUBTOTAL</b>	\$ 1,882,361	\$ 1,638,133