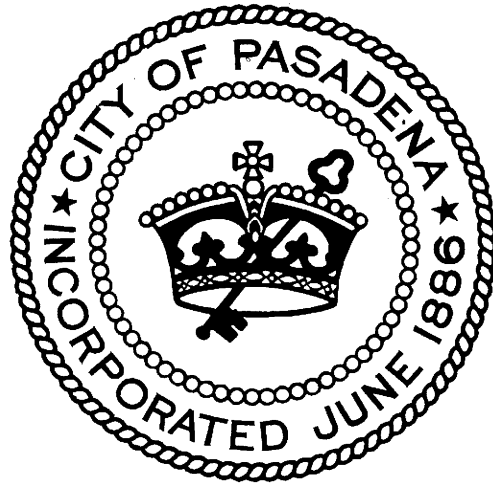


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CITY OF PASADENA

**FIVE YEAR CONSOLIDATED PLAN
(2010 - 2015)**

**ANNUAL ACTION PLAN
(2010 - 2011)**

City of Pasadena

FIVE YEAR CONSOLIDATED PLAN (2010 - 2015)

ANNUAL ACTION PLAN (2010 - 2011)

CITY COUNCIL

Bill Bogaard, Mayor

Victor M. Gordo, Vice Mayor

*Steve Haderlein
Chris Holden
Steve Madison*

*Margaret McAustin
Jacque Robinson
Terry Tornek*

CITY MANAGER

Michael J. Beck

HOUSING DEPARTMENT

*William K. Huang, Housing Director
Valerie Babinski-Manlic, Program Coordinator*

CONSULTANT

Priscila Dávila



City of Pasadena 2010-2015 5 Year Strategic Plan

This document includes Narrative Responses to specific questions that grantees of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS and Emergency Shelter Grants Programs must respond to in order to be compliant with the Consolidated Planning Regulations.

GENERAL

Executive Summary

The Executive Summary is required. The Summary must include the objectives and outcomes identified in the plan and an evaluation of past performance.

5 Year Strategic Plan Executive Summary:

The City of Pasadena Housing Department annually receives federal funds through the US Department of Housing and Urban Development (HUD). The Housing Department is required to develop a 5-Year Consolidated Plan that articulates the City's goals for the next five years. This plan is for the period of July 1, 2010 through June 30, 2015. During this period, the City anticipates that the following funds will be received:

Formula Grants

- Community Development Block Grant (CDBG)
- HOME Investment Partnership Program (HOME)
- Emergency Shelter Grant (ESG)
- Section 8

In addition to these funds, the City will administer local funds as well as Federal stimulus money which include the following: Community Development Block Grant Recovery (CDBG-R) funds and Homeless Prevention and Rapid Re-Housing Program (HPRP) funds.

The funds will be used to meet the priority needs established and approved by the City's Northwest and Human Services Commissions and the City Council. The following goals and objectives have been developed with input from citizens, service agencies, businesses and other government entities. The goals and objectives aim to provide decent housing, a suitable living environment and economic opportunities to low- or moderate- income households.

The Housing Department will pursue these goals by working with the non-profit community, neighborhood groups, businesses, local government entities, residents and stakeholders. The Department will also work with several other City Departments to jointly plan, implement and evaluate the CDBG, ESG and HOME program activities.

The City of Pasadena will work to meet the following four (4) goals and twenty (20) objectives between July 1, 2010 and June 30, 2015. These goals are based on assumptions about future funding levels and because these funding sources are subject to annual Congressional appropriations along with potential changes in the funding distribution formulas, the accomplishment projections and planned activities are subject to change based on the availability of funds.

Housing Goals

1. To improve and expand affordable housing options.

Objectives:

- **Owner occupied housing:** Improve the quality of existing owner-occupied housing stock to support community and neighborhood stability relative to neighborhood revitalization efforts (i.e., Housing made accessible, brought up to code, made safer and/or more energy efficient).
- **Housing for buyers:** Increase homeownership opportunities for low- or moderate- income residents through the construction of affordable homes, rehabilitation efforts or down payment assistance.
- **Rental housing:** Expand the number of affordable rental units and improve the quality of rental units available to low/ moderate income individuals throughout the Pasadena community (i.e., renovation for accessibility and code issues).

Homeless and Special Populations Goals

1. To improve services to the homeless and special populations.

Objectives:

- **Homeless:** provide homeless prevention and intervention services including housing and supportive services (i.e. job training, childcare and access to services).
- **Special Populations:** Improve the availability of support services to special populations.

Community Development Goals

1. Expand opportunities for small business activities that generate new employment opportunities and assist with the development of micro-enterprises.

Objectives:

- Create opportunities for business retention, expansion and education activities that limit adverse community impacts and generate new employment opportunities for low/ moderate income residents.
- Support capital improvement activities for economic development programs support financial assistance for small business development.

2. Increase access to resources for low/ moderate income residents and community groups.

Public Facility Objectives:

- Support renovation of neighborhood facilities including schools that provide educational support, cultural enrichment, and community activities.
- Support renovation of parks and recreation facilities that provide academics, sports and recreation, and other community activities.
- Support renovation for health facilities that provide greater access to quality health to very low-, low-, and moderate-income households.

Public Service Objectives:

- Support education programs that provide academic and family enrichment services.
- Support employment and training which includes job placement/ retention services, referral services, and other supportive services.
- Support career development programs that provide job preparation services to homeless and very low income individuals including youth and young adults ages 14-21 for entry or re-entry into the workforce.
- Support food and nutrition programs that promote access to affordable, nutritious food and nutrition education.
- Support healthcare services that provide health assessments, medical, dental and mental health treatment, and education to families.

Anti-Crime Objectives:

- Support community violence and safety initiatives that provide violence and gang prevention/ intervention activities that will result in a safer community.

Youth Program Objectives:

- Support youth programs that provide mentorship programs, recreational activities, educational opportunities, enrichment opportunities, youth participation in government, and other supportive services for low/moderate income youth and young adults.
- Support child care programs that provide services to low/moderate income households.

Planning and Administration Objectives:

- Support activities that include fair housing, housing, neighborhood revitalization, and economic development.
- Develop, guide and manage activities including fair housing services, that have both a long and short term impact of the community while meeting the National and local objectives.

2010-2015 Goals, Objectives, Outcomes and Estimated Funding Sources and Amounts

Objectives	5 Year Outcomes*	Estimated Funding Sources and Amounts**
HOUSING		
Goal: To improve and expand affordable housing options.		
Owner Occupied Housing	155 total major/minor repairs/rehabs. 175 lead based paint stabilizations/ exterior painting	CDBG= \$6,671,238 HOME= \$0 Other= \$0
Housing for Buyers	66 properties	CDBG= \$0 HOME= \$57,438 Other= \$7,898,657
Rental Housing	232 rental units created or improved.	CDBG= \$0 HOME= \$4,765,726 Other= \$19,086,186

HOMELESS & SPECIAL POPULATIONS

Goal: To improve services to the homeless and special populations.

Improvement of services to the homeless and special populations	2725 individuals 900 households	CDBG= \$48,459 ESG= \$472,604 Other= \$443,836
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COMMUNITY DEVELOPMENT

Goal 1: Expand opportunities for small business activities that generate new employment opportunities and assist with the development of micro-enterprises.

Economic development of small businesses and micro-enterprises	100 micro-enterprises assisted and 200 FTE created/ retained	CDBG= \$600,000 Other= \$0
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Goal 2: Increase access to resources for low/ moderate income residents and community groups.

Public facilities improvements	12 public facilities improvements	CDBG= \$760,000 Other= \$275,000 (CDBG-R)
Public/ Human Services	13,000 individuals	CDBG= \$1,805,111 ESG= \$0 Other= \$575,000 (HSEF)
Program Administration	N/A	CDBG= \$2,471,427 ESG= \$19,691 HOME= \$986,465

* Five (5) year outcomes may change based on an increase and/ or decrease in funding allocations.

**Estimated five (5) year funding amounts may change based on an increase and/or decrease in funding allocations.

Strategic Plan

Due every three, four, or five years (length of period is at the grantee's discretion) no less than 45 days prior to the start of the grantee's program year start date. HUD does not accept plans between August 15 and November 15.

Mission:

The City of Pasadena Housing Department is dedicated to providing affordable housing and community development opportunities for low and moderate income persons to enhance and strengthen our community.

Community Development Strategies:

For 2010-2015, the City of Pasadena has developed four (4) goals and twenty (20) objectives. To meet these goals and objectives priority has been assigned and an implementation strategy developed. Over the next 5 years there will be an emphasis on

the incorporation of energy efficiency and sustainability initiatives into all eligible projects.

The Housing Department and various Commissions will continue to identify and discuss emerging needs in the City of Pasadena. New and alternative approaches to meeting the needs within the established goals will be considered.

The City of Pasadena's Housing Department will continue to work toward increased collaboration and coordination efforts with other entities engaged in related activities, whenever those efforts enhance the CDBG, ESG and HOME initiatives. The Department will work with service providers, businesses, other funders, the School District and other City Departments to more efficiently and effectively deliver services to the residents of Pasadena.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) and the basis for assigning the priority (including the relative priority, where required) given to each category of priority needs (91.215(a)(2)). Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
3. Identify any obstacles to meeting underserved needs (91.215(a)(3)).

5 Year Strategic Plan General Questions response:

Geographic Area:

Pasadena is located 10 miles (16 kilometers) northeast of downtown Los Angeles. The city is bordered by the San Gabriel Mountains to the north and seven cities--La Canada Flintridge, South Pasadena, Arcadia, Sierra Madre, San Marino, Glendale, Los Angeles and unincorporated Altadena. The latitude is N. 34 9' and longitude is W. 118 10'. The elevation is 864 feet (263 meters) above sea level.

Population:

As of the 2000 Census, Pasadena had a population of 133,936. The estimated population of Pasadena in 2008 was 148,126.

Economic Conditions:

While Census data does not show much of an economic decline it is believed that, since 2008, unemployment has increased and revenues for the local government, businesses and not for profit agencies has significantly decreased.

The unemployment rate in Pasadena is 8.40%, with job growth of -5.40%.

To help attempt to keep the unemployment rate in Pasadena below the national average, job retraining services were provided to laid-off workers in the local finance industry, a broad range of job assessment and training services were made available to out-of-work residents, and paid summer employment was opened to nearly 500 Pasadena youths from low- to moderate-income households at various commercial and municipal offices.

During the last year (2009) permits for new construction dropped off considerably, vacancy rates in commercial buildings increased and the level of consumer spending decreased, causing a reduction in sales tax revenues that help fund City programs and services.

2008 American Communities Survey Data Median Income, Home Price, and Rent			
	State of California	County of Los Angeles	City of Pasadena
Median Income	\$61,021	\$55,499	\$57,796
Median Home Price	\$467,000	\$525,100	\$652,400
Median Rent	\$1,135	\$1,103	\$1,261

Age:

According to the 2005-2007 American Community Survey Estimates, the median age was 36.9 years. The population by age is: under 5 years, 9,083; 5-9 years, 7,098; 10-14 years, 7,422; 15-19 years, 7,638; 20-24 years, 9,990; 25-34 years, 22,249; 35-44 years, 21,812; 45-54 years, 19,690; 55-59 years, 8,364; 60-64 years, 5,561; 65-74 years, 8,246; 75-84 years, 6,320; 85 years and over, 2,281.

Race, Ethnicity:

Pasadena is an ethnically diverse community. The 2005-2007 American Community Survey Estimates found 55.8% of Pasadenans are white, 33.0% are Latino, 13.4% are African-American, 12.7% are Asian, 0.5% are American Indian and Alaska Native, 0.0% are Native Hawaiian and Other Pacific Islander, and 17.5% are some other race. (Percentages may add to more than 100% because individuals may report more than one race.)

Disability Status:

According to the 2008 American Communities Survey, it is estimated that 13,527 people in Pasadena live with some type of disability.

Persons with HIV/ AIDS:

As of April 30, 2009, there were a cumulative total of 121 total cases of HIV reported in Pasadena and of those 121 cases 118 were reported to still be living. 2% of the cumulative cases of HIV reported resulted in death. During that same time period there were 778 cumulative total cases of AIDS reported in Pasadena and of those 778 cases 286 were reported to still be living. 63% of the cumulative cases of AIDS reported resulted in death.

Demographic Information:

The table on the following page summarizes general, economic, social and housing characteristics as presented in both the 2000 Census and the 2008 American Communities Survey.

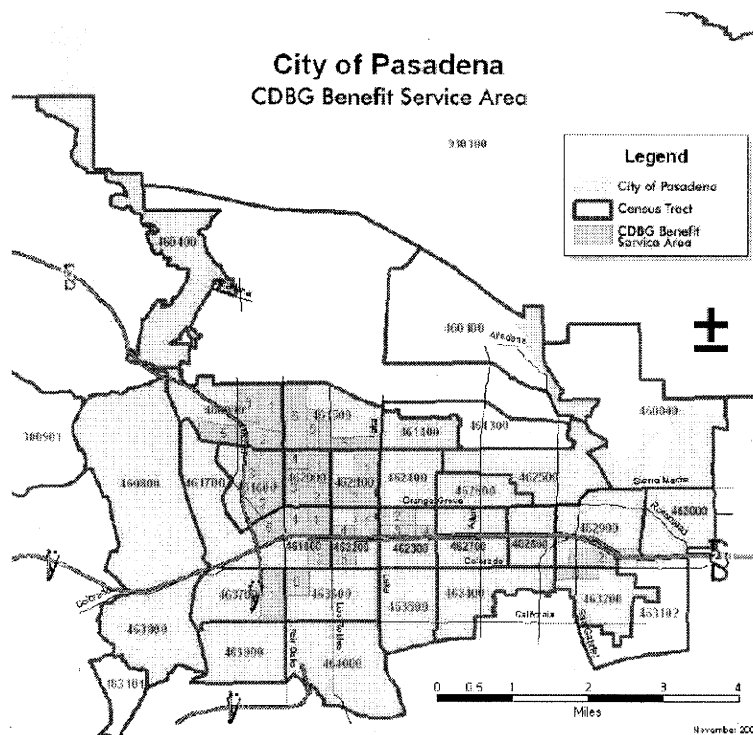
CITY OF PASADENA SELECTED DEMOGRAPHICS	2000 Census	2008 ACS
POPULATION		
Total population	133,936	134,448
Under 18 (%)	18.5	19.3
18 and over (%)	76.9	80.7
65 and over (%)	12.1	14.7
RACE		
White (%)	53.4	67.5
Black or African American (%)	14.4	10.8
American Indian and Alaskan Native (%)	.7	.5
Asian (%)	10	10.1
Native Hawaiian and other Pacific Islander (%)	.1	.4
Some other race (%)	16	6.7
Two or more races (%)	5.4	3.9
Hispanic or Latino of any Race (%)	33.4	35.6
AGE		
Under 5 (%)	6.9	5.9
18 years and over (%)	76.9	80.7
45 years-64 years (%)	20.6	25.5
65 years and over (%)	12.1	14.7
Median age (years)	34.5	37.5
HOUSEHOLDS		
Total Households	51,844	50,625
Family Households (%)	57.6	55.1
Married-couple family (%)	41.2	38.0
Female householder, no husband present (%)	12.1	12.7
Householder living alone (%)	33.7	34.6
Households with individuals under 18 years (%)	51.7	26.2
Households with individuals 65 years and over (%)	22.4	25.0
Average household size	2.25	2.53
Average family size	3.30	3.34
HOUSING UNITS		
Total housing units	51,844	55,342
Median Value of owner-occupied units (\$)	286,400	652,400
Gross rent for renter-occupied unit (\$)	746	1,261
Owner occupied (%)	45.8	Unavailable
Renter occupied (%)	54.2	Unavailable
EMPLOYMENT STATUS (16+)		
Employed (%)	59.5	59.5
Unemployed (%)	4.3	4.9
In Armed Forces (%)	0	0
INCOME		
Median household income (\$)	46,012	57,796
Median family income (\$)	53,639	71,291
Per capita income (\$)	28,186	39,833
Median earnings for Male full-time year round (\$)	41,120	46,770
Median earnings for Female full-time year round (\$)	36,435	46,268

CITY OF PASADENA SELECTED DEMOGRAPHICS		2000 Census	2008 ACS
DISABILITY STATUS			
Populations 5 years and over with a disability		25,076	13,527
POVERTY STATUS			
Individuals below poverty level (%)		15.9	16.7
Families below poverty level (%)		11.6	13.3
EDUCATIONAL ATTAINMENT(25+)			
High school graduate or higher (%)		79.5	80.6
Bachelor's degree or higher		41.3	44.3

Geographic Areas of Investment:

Funding is primarily focused on the Benefit Service Area which is generally defined as “Northwest Pasadena”. The approximate boundaries are Woodbury Road to the North, Maple Street (210 Freeway) to the South, Lake Avenue to the East, and Arroyo Boulevard to the West.

There are also other selected census tracts and block groups throughout the City which are also considered to be part of the Benefit Service Area.



The following is a list of eligible Census Tracts and Block Groups where CDBG resources may be distributed:

CT 4609.00 BGs 1,2,3,5	CT4615.00 BGs 3,5,6
CT 4616.00 BGs 1,2,3	CT 4619.00 BGs 1,2,4,5
CT 4620.00 BGs 1,2,3,4	CT4621.00 BGs 1,2
CT 4622.00 BGs 1,3,4	CT4623.00 BGs 2,3,4
CT 4629.00 BGs 2	CT 4632.00 BGs 3
CT 4636.00 BGs 5	CT 4637.00 BGs 1

The City will also focus efforts on areas of low/ moderate income to strengthen neighborhoods through the implementation of strategic neighborhood revitalization efforts.

There are also Five (5) redevelopment project areas that fall within Northwest Pasadena. The following is an overview of five (5) project areas and their respective redevelopment priorities:

Fair Oaks Project Area: This project area is comprised of the commercial/ industrial corridor along Fair Oaks and Orange Grove including the abutting residential neighborhoods to the east and west. The primary focus of the redevelopment efforts at this time is neighborhood revitalization through housing rehabilitation and construction and new mixed-use commercial development of underutilized parcels along Fair Oaks Avenue principally between Mountain Street and Maple Street and east on Orange Grove Boulevard.

Lake-Washington Project Area: This project area, centered at the intersection of Lake Avenue and Washington Boulevard, includes the oldest business district in north central Pasadena. Project activities are focused on attracting quality businesses to the area, working with building owners to rehabilitate existing structures, and production of affordable housing. Presently, blighting factors do remain in the project area.

Lincoln Avenue Project Area: This project area spans Lincoln Avenue from Mountain Street to Washington Boulevard. Once the major north/south street in the northwest section of Pasadena, since construction of the 210 freeway, traffic has been drawn away from Lincoln Avenue, causing many, community-oriented businesses to close. Many of the existing buildings, subsequently shifted to manufacturing uses with marginal success and have now become functionally obsolete, while numerous parcels remain vacant. The primary purposes of the redevelopment efforts is the promotion of new and continuing private sector investment, particularly by minority-owned businesses, to curtail further business relocation and facilitate the recapture of the neighborhood commercial activity.

Villa Parke Project Area: The area is bounded by Fair Oaks Avenue, Los Robles Avenue, Orange Grove Boulevard and Maple Street and lies within the older Northwest section of Pasadena. Blighting conditions are focused along the residential portions of Summit Avenue and Parke Street and along the commercial portions of Fair Oaks Avenue and Orange Grove Blvd. The redevelopment priority is appropriate infill housing and commercial development along Fair Oaks Avenue and Orange Grove Boulevard.

Orange Grove Redevelopment Project Area: This project area is centered just west of Old Pasadena. Total area is 41 acres. The primary purpose of the project area is to encourage business development as well as residential and institutional uses.

Identifying Obstacles to Meeting Underserved Needs:

All needs will not be met due to the limited amount of CDBG and other grant funding available. In addition to the limited resources, regulations that control these resources often add to the cost and complexity of project administration. Supporting a project with multiple funding sources increases the complexity and reduces flexibility.

Managing the Process (91.200 (b))

1. Lead Agency. Identify the lead agency or entity for overseeing the development of the plan and the major public and private agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe the jurisdiction's consultations with housing, social service agencies, and other entities, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.

*Note: HOPWA grantees must consult broadly to develop a metropolitan-wide strategy and other jurisdictions must assist in the preparation of the HOPWA submission.

5 Year Strategic Plan Managing the Process response:

Lead Agency:

The City of Pasadena has designated the Housing Department as the lead agency for grant administration of the CDBG, HOME, ESG, CDBG-R and HPRP programs. The Community Development, Northwest and Human Services Commissions serve as the lead policy bodies overseeing the development and implementation of the community development plan and programs. These entities work with numerous community-based organizations.

Consultation and Other Agency Involvement:

This Consolidated Plan has utilized multiple partners in the development of the goals, objectives and strategies. They include the City Council, City Department Heads, program staff, non- profits, community leaders and interested citizens. The aim was to get input from community partners to develop a focused Consolidated Plan to accomplish our goals and objectives. Staff actively sought to get a complete understanding of the problems in the Pasadena community and suggested solutions from those who worked directly with the most vulnerable populations.

Citizen Participation (91.200 (b))

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

5 Year Strategic Plan Citizen Participation response:

Participation:

In order to ensure a wide-range of participation from citizens in the development of the Consolidated Plan, the City of Pasadena conducted outreach campaign to those groups specifically targeted by HUD in its Consolidated Plan Guidelines. The campaign consisted of multiple contacts (fliers, mailers, published notices etc...) to the following groups of persons:

- Low- and moderate- income residents where housing and community development funds might be spent;
- Minorities and non-English speaking persons;
- Persons with disabilities;
- Residents of assisted housing developments; recipients of tenant-based assistance; low-income residents within the Pasadena Enterprise Zone.

The City of Pasadena has provided opportunities to residents, public agencies, and other interested parties, to receive information, review, and submit comments on any proposed submission concerning the proposed activities. The aforementioned, is done in accordance with the HUD guidelines, "including the amount of assistance the jurisdiction expects to receive (including grant funds and program income) and the range of activities

that may be undertaken including the estimated amount that will benefit persons of low- and moderate-income.”

Opportunities to receive information included:

- Flyers mailed to more than 300 representatives of local agencies, businesses, neighborhood organizations, and residents;
- Flyers made available at public counters including libraries, schools, recreation and community centers, and City Hall public service counters;
- Flyers distributed for posting at local community service organizations;
- Information posted on the City website;
- Published notices of meetings and needs in local newspapers.

The City also conducted extensive outreach to inform local agencies regarding the opportunity to apply for CDBG and ESG funds. This outreach included four (4) public workshops on the request for proposals (RFP) process, evaluation criteria, and proposal development for the City’s 2010-2011 Program Year. The City also provided technical assistance to persons and groups to help them develop their proposals. Assistance was offered during regular business hours 8:00 a.m. to 5:00 p.m. Monday-Thursday.

Publishing the Plan:

The City of Pasadena published its draft Consolidated Plan in a manner to allow affected citizens sufficient opportunity to review it and provide comments. A summary describing the contents and purpose of the Consolidated Plan including a list of the locations where copies of the entire plan may be examined were published in the following local newspapers:

- The Pasadena Star News which is a daily publication that focuses on local community news;
- The Pasadena Journal which is a weekly publication whose primary market is the African American Community; and
- La Opinion which is a daily publication whose primary market is the Hispanic community.

In addition, the draft Consolidated Plan was made available at the following public places:

- Housing Department;
- Central Library and each of the City’s nine (9) local branches;
- Villa-Parke Community Center;
- Jackie Robinson Center;
- Robinson Park Community Center;
- Victory Park Community Center; and
- Pasadena Senior Center.

Public Hearings:

The City of Pasadena provided two (2) public hearings in order to obtain citizen's views and to respond to proposals and questions concerning housing and community development needs, development of proposed activities, and review of program performance. One (1) public hearing was held before the draft Consolidated Plan was published for comment. The first public hearing was held on Monday, September 21, 2009 before the City Council. The second public hearing was held on Monday, May 10, 2010 with the Pasadena City Council.

Each of the public hearings were held at times and locations convenient to potential and actual beneficiaries, and with accommodations for persons with disabilities. The hearings were conducted during the evening hours and each hearing was held at a public facility that had adequate accommodations for persons with disabilities. Available accommodations included listening assistive devices, Braille, etc. The needs of non-English-speaking residents were also met. Language translation services were available upon request.

Notice of Hearings:

Adequate advance notice was provided to community residents for each public hearing by publishing sufficient information in local newspapers 15 days before each public hearing. Sufficient information included the date, time, and location of the hearing and the purpose of the public hearing. Local newspapers included the Pasadena Star News, La Opinion and the Pasadena Journal.

Comments:

After publication of the draft Consolidated Plan, the City of Pasadena convened a public hearing to obtain views of residents on projects proposed for funding in the ensuing program year. The Consolidated Plan, developed and disseminated by the Housing Department described each proposed project in sufficient detail to enable citizens to determine how they may be affected.

Copies of the draft Consolidated Plan were available to the public for review at Housing Department, public libraries and community centers throughout the City, and on the City's web site. Citizens were notified of library locations and the time and location of the public hearing through advertisement of a public notice in several newspapers and on the City's web site.

Citizens had 30 calendar days the public comment period was from April 8 – May 10 of 2010. On the day of the public hearing, comments could be submitted in writing or made orally at the public hearing. A summary of the public comments (orally and in writing) is included in the final Consolidated Plan submitted to HUD.

Access to Records:

All citizens will be given reasonable access to information and records regarding the Consolidated Plan and the projects it covers. All information and records will be available at the Housing Department office Monday through Thursday from 8:00 a.m. to 5:00 p.m. Copies of the Consolidated Plan will be available upon request. These documents may be obtained from the Housing Department. Most reasonable requests will be filled at no cost to the public. The City reserves the right to charge a fee for duplicating documents when such requests are not reasonable. Reasonableness will be determined by a combination of the number of copies requested; the size (pages and/or dimensions) of the document; the length of time needed to compile the data; and the direct costs to the administering agency to duplicate the document.

Copies may be requested in person, by mail, e-mail, or by telephone. Program records maintained on file, or requiring research and compilation, will be provided within a reasonable time period upon receipt of a written request, which specifically states the information desired. All books and records relating to the Consolidated Plan shall be maintained and available for a minimum period of five years. Current copies of all major documents related to the Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) will be posted on the City's web site at <http://www.cityofpasadena.net>.

This sub-section is not intended to supersede the provisions of the Freedom of Information Act of 1966, as amended, which covers all programs and activities in the Consolidated Plan. Citizen comments for all matters related to the Consolidated Plan can be directed to:

City of Pasadena
Housing Department
P.O. Box 7115
Pasadena, CA 91109
Tel. 626.744.8320 Fax. 626.744.8340
Attn: William K. Huang, Housing Director

Comments on the 2010-2015 Consolidated Plan and Annual Action Plan:

Insert comments upon receipt and after the May 10, 2010 Public Hearing.

Institutional Structure (91.215 (i))

1. Explain the institutional structure through which the jurisdiction will carry out its consolidated plan, including private industry, non-profit organizations, and public institutions.
2. Assess the strengths and gaps in the delivery system.
3. Assess the strengths and gaps in the delivery system for public housing, including a description of the organizational relationship between the jurisdiction and the public housing agency, including the appointing authority for the commissioners or board of housing agency, relationship regarding hiring, contracting and procurement; provision of services funded by the jurisdiction; review by the jurisdiction of proposed capital improvements as well as proposed development, demolition or disposition of public housing developments.

5 Year Strategic Plan Institutional Structure response:

The City of Pasadena's Housing Department is the lead agency for the execution of the Consolidated Plan. The Housing Department will continue to meet with other entities including, but not limited to, City Commissions and various business and community groups. Staff in the Housing Department co-chairs the Pasadena Housing and Homeless Network and serves on each of the Network's sub-committees.

The Housing Department is also the lead agency responsible for the implementation of the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and the Emergency Shelter Grant (ESG). Each of these programs includes goals, objectives and outcomes that are evaluated on a periodic basis.

The results of the evaluations are provided to the Community Development Committee (CDC) which is a local citizen advisory body made up of members who are appointed by the Pasadena Community Development Commission (City Council). The CDC makes recommendations based on staff's evaluations/recommendations. These recommendations are forwarded to the City Council/Pasadena Community Development Commission for approval.

The Housing Department is also responsible for the implementation of the Consolidated Plan Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER provides an annual assessment of accomplishments and goals of the federally funded projects.

The strength of the delivery system is that the work of the City, the Pasadena Housing Authority, the Northwest Commission, the Human Services Commission and other non-profits and for profit entities is closely coordinated. Gaps in the delivery system are minimal and relate only to the lack of resources to implement needed activities or to expand programs rather than inadequate institutional capacity.

Monitoring (91.230)

1. Describe the standards and procedures the jurisdiction will use to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

5 Year Strategic Plan Monitoring response:

The City of Pasadena's Housing Department will ensure that all activities carried out will comply with the requirements of the CDBG, HOME, ESG and other funding sources as required to achieve their performance objectives, on schedule, and within the allotted budget.

Once an agency is allocated funding from the City of Pasadena, the projects are formalized through a sub-recipient agreement. This sub-recipient agreement outlines all of the requirements, regulations, procedures and accomplishments. The sub-recipient will submit monthly invoicing and programmatic reports to demonstrate progress toward their outcomes. Reports will be reviewed for compliance with the sub-recipient agreement. Expenditure of funds will be reviewed on an ongoing basis to ensure compliance with all program regulations.

Individual meetings will occur with the agency as needed to respond to questions and assess project progress. Depending on the complexity of the project and the funding requirements, the City may provide an orientation training and technical assistance to help assure timely and successful completion of the project.

City staff performs monthly desk reviews along with one onsite programmatic monitoring visit and one onsite financial monitoring for each sub-recipient.

Financial Standards and Procedures:

The Housing Department Staff and the City's Grants Accounting Division of the City's Finance Department work closely to ensure that funds drawn through IDIS are used for authorized activities on approved projects. Activity agreements, expense documentation and approvals must be in place before funds may be reimbursed. The Grants Accounting Division conducts onsite financial audits of each sub-recipient to ensure compliance with HUD requirements.

Programmatic Standards and Procedures:

The Housing Department Staff continuously monitors program results through the monitoring process. Progress towards the sub-recipients defined goals are reviewed on a quarterly basis after receiving reports from the sub-recipients. All sub-recipients are monitored onsite on an annual basis. The onsite visit includes a review of income and expense documentation, beneficiary information, programming, purchasing and all other special requirements as described in the sub-recipient agreement. Sub-recipients are

trained annually, during an orientation meeting, on reporting requirements and documentation needs. City staff provides technical assistance to sub-recipients on an ongoing basis.

Environmental Standards and Procedures:

All projects and individual activities requiring environmental reviews per HUD regulations are completed before the execution of the sub-recipient agreements. Housing Department staff, with the assistance of other departments and outside agencies will complete the Environmental Review Record.

Labor Standards and Procedures:

Labor standards are monitored by the City's Housing and Public Works staff and outside consultants. Labor requirements are included in all of the bid documents and reviewed again during the pre-construction meeting.

Lead-based Paint (91.215 (g))

1. Estimate the number of housing units that contain lead-based paint hazards, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, and are occupied by extremely low-income, low-income, and moderate-income families.
2. Outline actions proposed or being taken to evaluate and reduce lead-based paint hazards and describe how lead based paint hazards will be integrated into housing policies and programs, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

5 Year Strategic Plan Lead-based Paint response:

Lead Based Paint Evaluation and Reduction Plan:

Property constructed prior to 1978 could contain lead based paint. The interior of older homes and apartments often have layers of lead based paint on the walls, ceilings, window sills, door and door frames.

Housing Units by the Age of Construction:

Year Built	Number of Units	Percent of Housing
Prior to 1939	16,219	30%
1940-1949	6,278	11%
1950-1959	9,081	17%
1960-1969	7,489	14%
1970-1979	7,564	14%
1980-1989	4,950	9%
1990-March 2000	2,533	5%
Total	54,114	100%

Since 1992 the Pasadena Public Health Department has worked to identify children with elevated blood levels. The City's Public Health Department implements a lead-based paint (LBP) hazard program for the City's assisted housing. The goals of the LBP program are:

1. An informed public able to protect children from lead exposures.
2. Strong infrastructure and partnerships with local government agencies, community organizations and the private sector to prevent lead exposure.
3. A system to appropriately screen all Pasadena children for lead poisoning.
4. Prompt identification and treatment for lead-poisoned children and environments.
5. Knowledgeable medical provider community conscientious in their legal responsibility to counsel and screen children in their practices for lead poisoning.

As a result of the programs goals, the following program activities are conducted to address the issues of lead-based hazards:

1. Community Service Representatives educate organizations, parent groups and caregivers sites about lead poisoning prevention.
2. Public Health Nurses provide case management for children and their families affected by lead poisoning.
3. Environmental Health Specialists identify sources of lead poisoning through sampling and testing, provide advice on lead-safe painting and remodeling, and enforce ordinances for lead safe work.
4. In addition to working directly with those at risk for lead poisoning, the program also provides information and assistance to primary care providers who care for children.

Since the inception of the program, the five-year average for cases of lead-poisoning has steadily declined by approximately 80%.

Another effort to address lead-based paint hazards is the California Legislation that requires that all human blood lead tests be reported to the California Department of Public Health and the results are then sent to the local Childhood Lead Poisoning Prevention Programs (CLPPPs). The Maternal, Child and Adolescent Health Division of the Pasadena Public Health Department is responsible for the enforcement of the City's Childhood Lead Hazard Reduction Ordinance (Chapter 8.79.010-.070; 1995), which makes it unlawful to maintain a lead hazard in the presence of a vulnerable child and permits enforcement activities to eliminate the lead hazards.

HOUSING

Housing Needs (91.205)

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the estimated housing needs projected for the next five year period for the following categories of persons: extremely low-income, low-income, moderate-income, and middle-income

families, renters and owners, elderly persons, persons with disabilities, including persons with HIV/AIDS and their families, single persons, large families, public housing residents, victims of domestic violence, families on the public housing and section 8 tenant-based waiting list, and discuss specific housing problems, including: cost-burden, severe cost- burden, substandard housing, and overcrowding (especially large families).

- To the extent that any racial or ethnic group has a disproportionately greater need for any income category in comparison to the needs of that category as a whole, the jurisdiction must complete an assessment of that specific need. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.

5 Year Strategic Plan Housing Needs response:

Estimated Housing Needs Projected:

According to the Regional Housing Needs Assessment for the City of Pasadena for the period 2008 to 2014, the new housing construction needs by income category are as follows:

- Extremely Very Low Income: 389 units
- Very Low Income: 322 units
- Low Income: 452 units
- Moderate Income: 491 units
- Above-Moderate Income: 1,215

According to the federal government, any housing condition where a household spends more than 30 percent of income on housing is considered overpayment. A cost burden of 30 to 50 percent is considered moderate overpayment; payments in excess of 50 percent of income is considered severe overpayment. Housing overpayment in Pasadena (2000 data):

	Homeowners with Mortgage	Homeowners without Mortgage	All Renters
Severe Overpayment (50% and higher)	10%	4%	21%
Moderate Overpayment (30-50%)	23%	4%	22%
Total Overpayment	11,428 households	596 households	11,553 households

Among seniors, more than 60 percent of lower income seniors overpay for housing, and the percentage is similar among both renters and owners. However, many of those with no mortgage are seniors who may have limited incomes but may have other financial resources available. For large lower income families, 57 percent of renters and 80 percent of homeowners overpay for housing. Regardless of household type, 68 percent

of low income renters and an equivalent percentage of low income homeowners overpay for housing.

Moderate overcrowding occurs when a home has 1.0 to 1.5 persons per habitable room and severe overcrowding occurs when a home has 1.5 or more occupants per habitable room. Approximately 8 percent of homeowners (1,868 households) and 21 percent of renter households (5,945 households) lived in overcrowded housing. Taken together, a larger percentage of overcrowding was severe rather than moderate. Although the numbers are high, the levels of overcrowding in Pasadena are generally low for a larger metropolitan region and are significantly less than for many other cities in the San Gabriel Valley. Housing overcrowding in Pasadena (2000 data):

	Homeowner	Renter	Total
Severe Overcrowding	4%	14%	9%
Moderate Overcrowding	4%	7%	6%
Total Overcrowding	1,868 households	5,954 households	7,822 households

Pasadena has an older housing stock: more than two-thirds of its housing is older than 30 years and one-half of its housing is older than 50 years. Residential structures older than 30 years typically have preventive maintenance needs, while housing older than 50 years has rehabilitation needs. Despite its older housing stock, much of the housing in Pasadena is in good condition, reflecting the City's established support for older neighborhoods. In certain areas of Pasadena, however, isolated structures are in need of repair. The Census bureau recorded the following that suggest substandard housing:

- Incomplete plumbing – 407 units
- Incomplete kitchen – 565 units
- No/Incomplete sewer – 249 units
- No vented heating – 535 units

Although these statistics do not necessarily indicate the presence of substandard homes, the City files and records a "Substandard" filing on 10 to 20 properties each year with the County of Los Angeles. These homes typically have multiple property maintenance and building code violations.

The City was home to an estimated 14,058 families with children as of 2000. Of that total, 6,236 were large families with five or more members. Because of the shortage of affordable housing, particularly large rental units for households with five or more members, 52 percent of larger renter families overpaid for housing and 79 percent of large renter families lived in overcrowded conditions.

Pasadena's senior population totaled 16,222 people or 9,914 households according to the 2000 Census. Approximately 70 percent of Pasadena's senior renter households and 32 percent of senior homeowners earn low income, which makes them more susceptible to

increases in housing costs. More than 50 percent of senior renters and 30 percent of senior homeowners overpay for housing. The prevalence and severity of overpayment is much higher among lower income seniors. Given lower incomes, higher cost burdens, and health care costs, a large proportion of seniors have a need for affordable housing. As of 2008 the City has 899 affordable rental housing units (between 12 projects) that are available for low income seniors and 1,551 market rate housing units (between 26 projects) that are available for above-moderate income seniors.

Pasadena has a significant population of people with mental, physical and developmental disabilities that substantially limit major life activities. According to the Lanterman Regional Center, Pasadena has 846 residents with developmental disabilities. According to the 2000 Census, the City has 23,050 persons older than 16 who have a disability who live in a non-institutional setting. Of that total, approximately 25 percent is older than 65 years of age. Presently, the City enforces all state and federal laws requiring accessibility standards in existing multiple-family projects. Persons with special needs, such as those with disabilities, require appropriate housing. Licensed community care facilities, alcohol and other drug rehabilitation facilities, skilled nursing homes, and other types of facilities provide a supportive housing environment suitable for persons with special needs. There are a total of 131 such facilities or homes in Pasadena with a capacity to serve 4,603 adults, seniors, and youth.

Priority Housing Needs (91.215 (b))

1. Identify the priority housing needs and activities in accordance with the categories specified in the Housing Needs Table (formerly Table 2A). These categories correspond with special tabulations of U.S. census data provided by HUD for the preparation of the Consolidated Plan.
2. Provide an analysis of how the characteristics of the housing market and the severity of housing problems and needs of each category of residents provided the basis for determining the relative priority of each priority housing need category.

Note: Family and income types may be grouped in the case of closely related categories of residents where the analysis would apply to more than one family or income type.

1. Describe the basis for assigning the priority given to each category of priority needs.
2. Identify any obstacles to meeting underserved needs.

5 Year Strategic Plan Priority Housing Needs response:

The Regional Housing Needs Assessment (RHNA) for the City of Pasadena for the period 2008 to 2014 identifies new construction needs by income category as follows: Extremely Very Low Income – 389 units; Very Low Income – 322 units; Low Income – 452 units; Moderate Income – 491 units. Based on the availability of public and private funding resources, as well as available housing development opportunities, the City will strategically address Unmet Needs by strategically undertaking projects that are consistent with the identified Priority Housing Needs.

Housing Market Analysis (91.210)

*Please also refer to the Housing Market Analysis Table in the Needs.xls workbook.

1. Based on information available to the jurisdiction, describe the significant characteristics of the housing market in terms of supply, demand, condition, and the cost of housing; the housing stock available to serve persons with disabilities; and to serve persons with HIV/AIDS and their families. Data on the housing market should include, to the extent information is available, an estimate of the number of vacant or abandoned buildings and whether units in these buildings are suitable for rehabilitation.
2. Describe the number and targeting (income level and type of household served) of units currently assisted by local, state, or federally funded programs, and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, (i.e. expiration of Section 8 contracts).
3. Indicate how the characteristics of the housing market will influence the use of funds made available for rental assistance, production of new units, rehabilitation of old units, or acquisition of existing units. Please note, the goal of affordable housing is not met by beds in nursing homes.

5 Year Strategic Plan Housing Market Analysis responses:

Housing market supply and demand:

Pasadena has a broad range of housing supply. During the past seven years there has been a significant amount of construction of single- and multiple-family housing projects. A unique feature of Pasadena’s housing stock is the prevalence of condominiums, of which the City has more than 5,500 units. Households between 18 and 34 years of age provide the primarily market for multiple-family housing in particular apartments and affordable condominiums. Households with children typically are in the market for larger single-family detached and attached homes.

Housing Type	2000	2008	Change
Single-Family Homes	28,922	30,157	235
Detached	24,785	24,875	98
Attached	4,137	5,282	1,145
Multiple-Family Homes	25,137	27,044	1,843
2-4 Units	4,647	4,668	21
5+ Units	20,490	22,376	1,886
Mobile Homes	73	73	0
TOTAL	54,132	57,274	3,142

Of the total housing growth from 2000 to 2007, the vast majority of units have been built within the Central District Specific Plan area. Based on the housing type and price points, developers appear to be building multiple-family housing for two broad

demographic groups: (1) middle-aged baby boomers without children who desire the cultural amenities of Pasadena’s urban life; and (2) single professional adults or recently married couples who desire to be “where the action is” in Pasadena. Despite the downturn in the housing market beginning in 2008, housing prices and rents in Pasadena are anticipated to remain higher than in neighboring communities.

Housing cost:

From 1999 to 2007 the average rent in Pasadena has increased by 64 percent, or 8 percent annually. The high demand for rental housing coupled with generally low vacancy rates have led to a situation where rents increased at a rapid pace. Apartment rents in Pasadena vary significantly by location and unit size, as shown in the following table based on a 2006 rental housing market study by Westnap Consultants:

Apartment Size	Average Rent	Northwest Area	East Area	Southwest Area
Studio	\$1,192	\$902	No data	\$1,322
1-Bedroom	\$1,271	\$1,102	\$1,163	\$1,363
2-Bedroom	\$1,633	\$1,413	\$1,478	\$1,889
3-Bedroom	\$2,208	\$2,228	No data	\$2,163
Average	\$1,576	\$1,411	\$1,201	\$1,687

Much like the entire San Gabriel Valley, housing prices in Pasadena soared during the period 1998 to 2007. With the deflation in the housing market as a whole, the median sales price dropped for single-family and condominium units, falling 11 percent and three percent, respectively, from June 2007 to June 2008. Given the geographic diversity in Pasadena, housing prices vary significantly by area, as shown in the following table based on a 2006 rental housing market study by Westnap Consultants:

Area of Pasadena	Single-Family Average Price	Condominium Average Price
North and South Arroyo	\$1,492,000	\$654,000
South and Southeast	\$1,265,000	\$547,000
East Central and Northeast	\$968,000	\$498,000
North Central	\$669,000	\$461,000
Mid-Central and Southeast	\$656,000	\$452,000
West Central and South	\$591,000	\$540,000

Housing stock available to serve persons with disabilities:

Pasadena's senior population totaled 16,222 people or 9,914 households according to the 2000 Census. Approximately 70 percent of Pasadena's senior renter households and 32 percent of senior homeowners earn low income, which makes them more susceptible to increases in housing costs. More than 50 percent of senior renters and 30 percent of senior homeowners overpay for housing. The prevalence and severity of overpayment is much higher among lower income seniors. Given lower incomes, higher cost burdens, and health care costs, a large proportion of seniors have a need for affordable housing. As of 2008 the City has 899 affordable rental housing units (between 12 projects) that are available for low income seniors and 1,551 market rate housing units (between 26 projects) that are available for above-moderate income seniors.

Housing stock available to serve persons with HIV/AIDS and their families:

Currently the City of Pasadena has five (5) HOPWA Certificates and there are twelve (12) other units of permanent supportive housing available to individuals with HIV/AIDS and their families. The additional twelve (12) units are funded through sources other than CDBG, ESG or HOME funds.

Number of vacant or abandoned buildings and whether units in these buildings are suitable for rehabilitation (if data is available):

Data is not available.

Specific Housing Objectives (91.215 (b))

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

5 Year Strategic Plan Specific Housing Objectives response:

The objective of the local jurisdiction is to address to the extent feasible, its unmet housing needs by strategically directing available resources to housing development or preservation projects which meet the specified housing priorities. For renter households, the priority needs are extremely low and low income families and elderly persons. For owner households, the priority needs are low income families. Housing made available by the local jurisdiction in meeting these needs will be restricted as to occupant income and affordability pursuant to a long-term covenant.

Federal, State, and local public and private sector resources that are reasonably expected to be available will be structured, packaged, and targeted for projects and programs which are consistent with the strategic plan. Allocation of such resources within the

control of the local jurisdiction will be conducted through an open, transparent and competitive process. In addition to projects which meet priority housing needs, key funding criteria will include leveragability of other resources (to reduce local subsidy) and experience of housing sponsors. Augmenting the jurisdiction’s efforts is a local inclusionary housing program which produces affordable housing without public subsidy.

Needs of Public Housing (91.210 (b))

In cooperation with the public housing agency or agencies located within its boundaries, describe the needs of public housing, including the number of public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs of public housing projects within the jurisdiction, and other factors, including the number of families on public housing and tenant-based waiting lists and results from the Section 504 needs assessment of public housing projects located within its boundaries (i.e. assessment of needs of tenants and applicants on waiting list for accessible units as required by 24 CFR 8.25). The public housing agency and jurisdiction can use the optional Priority Public Housing Needs Table (formerly Table 4) of the Consolidated Plan to identify priority public housing needs to assist in this process.

5 Year Strategic Plan Needs of Public Housing response:

The City of Pasadena has identified the housing needs of families on the PHA’s Waiting lists. The Section 8 tenant-based assistance program has identified the following needs chart.

	# of Families	% Total of Families	Annual Turnover
Waiting List Total	4953		
Extremely low income <= 30% AMI	3845	78%	
Very low income (>30% but <=50% AMI)	1108	22%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1257	25%	
Elderly families	1215	25%	
Families with disabilities	1803	36%	
Race/ethnicity White	2738	55%	
Race/ethnicity Black	1933	39%	
Race/ethnicity Asian	215	4%	
Race/ethnicity Native	41	1%	
Race/ethnicity Pacific	26	1%	
Characteristics by bedroom size (public Housing Only)			
1 BR			
2 BR			
3 BR			

4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (#of months)? May 2008 Does the PHA expect to re-open the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Public Housing Strategy (91.210)

1. Describe the public housing agency's strategy to serve the needs of extremely low-income, low-income, and moderate-income families residing in the jurisdiction served by the public housing agency (including families on the public housing and section 8 tenant-based waiting list), the public housing agency's strategy for addressing the revitalization and restoration needs of public housing projects within the jurisdiction and improving the management and operation of such public housing, and the public housing agency's strategy for improving the living environment of extremely low-income, low-income, and moderate families residing in public housing.
2. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake to encourage public housing residents to become more involved in management and participate in homeownership. (NAHA Sec. 105 (b)(11) and (91.215 (k)).
3. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation. (NAHA Sec. 105 (g))

5 Year Strategic Plan Public Housing Strategy response:

The City of Pasadena has adopted a strategy, in its Five Year Public Housing Agency Plan, to address Public Housing needs.

- Provide rental assistance for 1,450 extremely low and low income households.
- Establish and record long-term affordability covenants for all City-assisted units and inclusionary housing.
- Support the City's fair housing plan that addresses the noted impediments to fair housing opportunities.
- Promote a 98% Section 8 lease-up rate by utilizing appropriate payment standard that enables families to rent throughout the City.
- Support preservation of existing affordable rental housing units.
- Promote and strengthen implementation of a comprehensive continuum of care strategy which includes outreach/assessment, coordination and collaboration of emergency shelters and transitional housing with supportive services, permanent service-enriched housing and permanent housing, for addressing homelessness and priority needs of homeless and at-risk individuals and families.

- Promote and maintain continued participation by property owners in rental assistance programs.
- Identify, leverage and effectively utilize all available funding sources (local and other) for affordable housing.
- Promote a balanced geographic dispersal of assisted affordable housing developments including emergency shelters, transitional housing, service-enriched permanent housing, independent living permanent housing, and associated supportive social services for individuals/ households throughout the City.
- Support the General Plan goal of an inclusionary zoning ordinance that requires fifteen (15) percent of the total number of housing units in new developments to be affordable to extremely low, low or moderate income households.
- Support the established “in lieu fees” whereby developers are given the option to pay fees in lieu of providing a required number of below market-rate units.

The City’s rental assistance program is designed to provide housing for the very low income households.

Housing Choice Voucher Program:

This program issues vouchers to eligible very low income households. The recipients are then responsible for locating a suitable unit, typically from the City’s list of participating properties. The program makes monthly rent payments to the property owner equal to the difference between what a very low income household can afford and the approved rent.

Barriers to Affordable Housing (91.210 (e) and 91.215 (f))

1. Explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.
2. Describe the strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing, except that, if a State requires a unit of general local government to submit a regulatory barrier assessment that is substantially equivalent to the information required under this part, as determined by HUD, the unit of general local government may submit that assessment to HUD and it shall be considered to have complied with this requirement.

5 Year Strategic Plan Barriers to Affordable Housing response:

Barriers to Affordable Housing:

Local public policies and regulations do impact the cost of affordable housing. These policies and regulations include land use controls, building codes, site improvement requirements, fees and exactions, permit procedures, and inclusionary housing requirements. The Pasadena General Plan sets forth policies for guiding the type and

requirements. The Pasadena General Plan sets forth policies for guiding the type and amount of housing allowed in different areas of the community. The General Plan has seven primary land use designations that permit residential uses. Together with implementation measures in the zoning code, the Land Use Element establishes the types of residential uses permitted in Pasadena. In addition, the General Plan establishes seven specific plan areas. These areas accommodate higher density residential uses of 32 to 87 units per acre, with variations based on location and adjacent commercial and residential uses. Beginning in 1994, the General Plan allowed for a net addition of 8,711 higher density market rate units within the seven specific plan areas. As a means of encouraging development of affordable housing, the General Plan exempts the following from the specific plan caps: 1) low and moderate income ownership units; 2) low income rental units; and 3) affordable and market rate senior housing.

Strategy to Remove or Ameliorate Negative Effects:

The City’s strategy is set forth in the 2008-2014 Housing Element, Program #8 – Regulatory Requirements/Incentives. Key provisions of the strategy include:

- Continue to provide fee waivers and reduced impact fees for affordable housing.
- Continue to provide options for reduced parking as an incentive for development of affordable, special needs, and transit-oriented housing.
- Consider modifying the Inclusionary ordinance to provide greater flexibility in meeting the off-site requirements by allowing developers to purchase and rehabilitate units with affordability restrictions.
- Administer the Housing Development Funding Application to provide a more efficient and timely process for allocation of affordable housing funds to developers.
- Assess the development review process for entitling affordable housing projects.

HOMELESS

Homeless Needs (91.205 (b) and 91.215 (c))

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

Homeless Needs— The jurisdiction must provide a concise summary of the nature and extent of homelessness in the jurisdiction, (including rural homelessness and chronic homelessness where applicable), addressing separately the need for facilities and services for homeless persons and homeless families with children, both sheltered and unsheltered, and homeless subpopulations, in accordance with Table 1A. The summary must include the characteristics and needs of low-income individuals and children, (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered. In addition, to the extent information is available, the plan must include a description of the nature and extent of homelessness by racial and ethnic group. A quantitative analysis is not required. If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates.

5 Year Strategic Plan Homeless Needs response:

The City of Pasadena conducts an annual point-in-time homeless count. The most recent count was conducted on January 27, 2010 and found that there were 1,137 persons who were homeless in Pasadena. Of the 1,137 adults and children that were counted, 900, or 79%, were unsheltered, meaning they were counted on the streets including the Bad Weather Shelter, and 237, or 21%, were counted in shelters or transitional housing programs. Thirty-three percent (33%) are chronically homeless.

Of the 957 adults counted, more than one-third (37%, or 354) of the homeless adults are Caucasian, representing the largest ethnic group counted. African-Americans represent less than one third of the adults counted (31%, or 297 adults) and Latinos (24%, or 230 adults) make up approximately one of every four adults. American Indian or Alaskan Natives represented 3% (29) of adults and Asian or Pacific Islanders 1% or 9 adults. Four percent (4%, or 38) of adults defined their race or ethnicity as "Other". Ethnicity was not recorded for children.

The City of Pasadena, like many other largely populated cities, has a substantial number of households that are at-risk of homelessness. According to the U.S. Census Bureau, in 2000, there were approximately 30,000 residents (nearly one of every four residents) who were members of a household whose income was \$15,000 a year or less. Of these households, approximately half (15,000 residents) were members of a household whose income was less than \$10,000. The Census Bureau also noted, through the 2008 American Community Survey, that 17% of Pasadena residents live in poverty. Nineteen percent (19%) of related children under 18 were below the poverty level compared with 13 percent of people 65 years old and over. Thirteen percent (13%) of all families and 23% of families with a female householder and no husband present had incomes below the poverty level. Many of these persons can become homeless because of social structural issues such as increases in rent, loss of job, and rising health care costs. In addition, personal experiences such as domestic violence, physical disabilities, mental illness, and substance abuse can cause members of a low income household or an entire household to become homeless as well. Often, one or more of these experiences factor into a household's homeless experience.

As indicated in Table 1a, the City prioritizes the development of permanent supportive housing as an effective way to end homelessness for individuals, particularly those who are chronically homeless. Additional beds of emergency shelter are prioritized only as a means to house homeless individuals while working to place these persons quickly into permanent housing. The City has identified an unmet need of thirty-three units of transitional housing for families. As with individuals, permanent housing is the most effective way to end homelessness for families, but approximately half of the families who are homeless at any given time will need additional assistance to stabilize and save before moving into permanent housing, and the 10-Year Strategy to End Homelessness supports the development of additional units of transitional housing to assist these families.

Priority Homeless Needs

1. Using the results of the Continuum of Care planning process, identify the jurisdiction's homeless and homeless prevention priorities specified in Table 1A, the Homeless and Special Needs Populations Chart. The description of the jurisdiction's choice of priority needs and allocation priorities must be based on reliable data meeting HUD standards and should reflect the required consultation with homeless assistance providers, homeless persons, and other concerned citizens regarding the needs of homeless families with children and individuals. The jurisdiction must provide an analysis of how the needs of each category of residents provided the basis for determining the relative priority of each priority homeless need category. A separate brief narrative should be directed to addressing gaps in services and housing for the sheltered and unsheltered chronic homeless.
2. A community should give a high priority to chronically homeless persons, where the jurisdiction identifies sheltered and unsheltered chronic homeless persons in its Homeless Needs Table - Homeless Populations and Subpopulations.

5 Year Strategic Plan Priority Homeless Needs response:

In July, 2005, the City of Pasadena adopted its 10-Year Strategy to End Homelessness. The 10-Year Strategy was developed over an 18-month period by a working group made up of members of the Pasadena Housing & Homeless Network and over 150 individual stakeholders. These stakeholders represented non-profit service providers, public social services agencies, homeless and formerly homeless persons, the business community, the faith community, elected officials, and other concerned citizens. The goals set forth in the 10-Year Strategy include the following:

1. Increase the number of permanent supportive housing beds for the chronically homeless;
2. Implement a homeless prevention program that would focus on providing resources to households at risk of becoming homeless in order to maintain their housing;
3. Provide homeless prevention resources;
4. Increase the number of non-HUD funded residential programs participating in HMIS.

These goals were developed based on the understanding that the most effective way to end homelessness is to move those who have already become homeless quickly into housing while preventing those most at-risk from becoming homeless in the first place.

A major gap in service for the chronically homeless population is the availability of permanent supportive housing beds, which is why this goal was prioritized in the City's 10-Year Strategy. As illustrated in Table 1a, the unmet need for permanent supportive housing beds is second in size only to the unmet need for emergency shelter. As permanent supportive housing is a more effective and humane way to end homelessness for this population, the City has prioritized the limited resources available to fund the development of permanent housing over additional emergency shelter beds. The City has recently greatly reduced the unmet need for permanent supportive housing by leveraging its project-based Housing Choice Vouchers (HCV) with \$1 million of Los Angeles

County services and capital improvements funding to make available 144 single-room occupancy units as permanent supportive housing for homeless individuals.

The City has increased the number of residential homeless programs participating in HMIS over the last two years. In addition to the Supportive Housing Program-funded programs, two non-funded transitional housing programs began using the system. Door of Hope provides transitional housing to homeless families with children, and Elizabeth House serves pregnant homeless women, both with and without minor children. The addition of these programs will allow us a broader base from which to gather data on homelessness in the community.

Homeless Inventory (91.210 (c))

The jurisdiction shall provide a concise summary of the existing facilities and services (including a brief inventory) that assist homeless persons and families with children and subpopulations identified in Table 1A. These include outreach and assessment, emergency shelters and services, transitional housing, permanent supportive housing, access to permanent housing, and activities to prevent low-income individuals and families with children (especially extremely low-income) from becoming homeless. The jurisdiction can use the optional Continuum of Care Housing Activity Chart and Service Activity Chart to meet this requirement.

5 Year Strategic Plan Homeless Inventory response:

The City of Pasadena Continuum of Care has a single entry-point for homeless individuals and families in need of assistance. Passageways, a multi-service case management and referral agency, is operated by Pacific Clinics and Union Station Homeless Services. Passageways provides intake for Union Station's emergency shelter programs and case management, health care, and mental health treatment services, as well as provides referrals to detoxification and substance abuse treatment programs, other emergency shelter programs, and the housing and supportive services programs listed in Table 1a and in the chart below.

(1) Service Activity Chart Provider Organizations	(2) Prevention					(3) Outreach			(4) Supportive Services									
	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
AIDS Service Center				x					x	x				x				
Bill Moore Health Clinic				x					x	x			x					
California Department of Rehabilitation				x												x		
Center for Community and Family Services				x						x								x
Department of Public Social Services		x		x														
Ecumenical Council of Pasadena Area Churches		x	x	x					x	x								x
Foothill Unity Center		x	x															x
Foothill Workforce Investment Board																x		
Grandview Foundation									x		x							
Haven House				x						x								
Hillsides/Youth Moving On				x					x	x					x			
Housing Rights Center				x	x													
Huntington Hospital							x						x					
LA County/Pasadena Police Department						x		x										
Lake Avenue Community Foundation		x		x						x							x	x
Pacific Clinics				x		x				x	x	x						x
Pasadena Dept of Water and Power				x														
Pasadena Housing and Community Development	x	x		x														
Pasadena Police Dept./HOPE Team						x		x										
Pasadena Public Health Department													x	x				x
Pasadena Unified School District															x			
Prototypes									x	x	x	x						
Salvation Army Pasadena Corp			x	x					x	x	x							x
Union Station Foundation				x					x	x	x	x				x	x	x
URDC Human Services Corporation				x					x	x	x		x	x				x

Homeless Strategic Plan (91.215 (c))

1. Homelessness— Describe the jurisdiction's strategy for developing a system to address homelessness and the priority needs of homeless persons and families (including the subpopulations identified in the needs section). The jurisdiction's strategy must consider the housing and supportive services needed in each stage of the process which includes preventing homelessness, outreach/assessment, emergency shelters and services, transitional housing, and helping homeless persons (especially any persons that are chronically homeless) make the transition to permanent housing and independent living. The jurisdiction must also describe its strategy for helping extremely low- and low-income individuals and families who are at imminent risk of becoming homeless.
2. Chronic homelessness—Describe the jurisdiction's strategy for eliminating chronic homelessness by 2012. This should include the strategy for helping homeless persons make the transition to permanent housing and independent living. This strategy should, to the maximum extent feasible, be coordinated with the strategy presented Exhibit 1 of the Continuum of Care (CoC) application and any other strategy or plan to eliminate chronic homelessness. Also describe, in a narrative, relationships and efforts to coordinate the Con Plan, CoC, and any other strategy or plan to address chronic homelessness.
3. Homelessness Prevention—Describe the jurisdiction's strategy to help prevent homelessness for individuals and families with children who are at imminent risk of becoming homeless.
4. Institutional Structure—Briefly describe the institutional structure, including private industry, non-profit organizations, and public institutions, through which the jurisdiction will carry out its homelessness strategy.
5. Discharge Coordination Policy—Every jurisdiction receiving McKinney-Vento Homeless Assistance Act Emergency Shelter Grant (ESG), Supportive Housing, Shelter Plus Care, or Section 8 SRO Program funds must develop and implement a Discharge Coordination Policy, to the maximum extent practicable. Such a policy should include “policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.” The jurisdiction should describe its planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how the community will move toward such a policy.

5 Year Homeless Strategic Plan response:

The Pasadena Community Development Commission (PCDC) acts as the lead agency for the City of Pasadena's Continuum of Care. PCDC staff co-chairs the Pasadena Housing & Homeless Network (PHHN), the local homeless coalition that acts as the principal planning entity for the City's Continuum of Care. The PHHN also developed the City's 10-Year Strategy to End Homelessness, with input from a community-based working group made up of over 150 different stakeholders, which was adopted by City Council in July, 2005.

The PHHN plans the homeless system's coordination through an ongoing collaboration of public and non-profit agencies, funders, advocacy groups and formerly homeless individuals. Monthly PHHN meetings and regular meetings of several issue-specific committees deal with topics such as coordination of supportive services and housing, progress on action steps in the plan to prevent and end homelessness, homeless research,

and grants evaluation. The meetings provide an important venue for consumers, providers and funders to identify system-wide gaps and community-based solutions. In addition to the monthly meetings, all stakeholders routinely work together to identify needs, set priorities and strategy, eliminate duplication, evaluate, coordinate and improve services and the delivery system. Currently, the PHHN encompasses over 30 entities providing housing and support services to the homeless.

The City implemented a Homeless Prevention Program in May, 2007 in accordance with the 10-Year Strategy. The Homeless Prevention Program provides resources to assist households at risk of homelessness in order to prevent homelessness from occurring. This program was augmented with homeless prevention funding received through the American Recovery & Reinvestment Act-authorized Homeless Prevention & Rapid Re-housing Program (HPRP). The Homeless Prevention program provides back rent payment, short and medium-term rental assistance, security deposit assistance, utility assistance, other financial assistance, landlord-tenant mediation, case management, mainstream resource assistance, employment assistance, and other services that allow persons to remain housed. The HPRP funding has allowed the Ecumenical Council of Pasadena Area Churches, the lead homeless prevention agency, to implement the rental assistance, which has resulted in the Homeless Prevention Program being able to serve more deeply at-risk households.

Additionally, the City has contracted with Union Station Homeless Services to implement an HPRP-funded Rapid Re-housing Program. The Rapid Re-housing Program focuses on households who have become homeless, providing them with the resources to move quickly back into housing, and the case management and support services to remain housed.

The 10-Year Strategy resolved to end chronic homelessness through the creation of additional permanent supportive housing beds for chronically homeless individuals. This approach included: 1) adopting a "housing first approach" for chronically homeless individuals and 2) creating permanent supportive housing units by converting existing vacant residential units, including SRO units. As a result, the CoC is in the midst of converting an existing 144 unit SRO into permanent supportive housing, of which more than one-third of the units will serve chronically homeless individuals.

The City supports Discharge Planning as an effective way to prevent homelessness for those exiting systems of care. The Discharge Planning Protocol for the Pasadena CoC is as follows:

Foster Care:

County of Los Angeles Department of Children and Family Services provides discharge planning and placement assistance to youth leaving foster care. Planning and assistance is provided through a Transitional Independent Living Plan that is developed when youth turn 15 ½ years of age. The plan focuses on housing options, employment options, and development of life skills such as budgeting, shopping, meal planning, conflict management, etc. A Transitional Housing Program is available for youth ages 16 to 18 to

prepare them to be self-sufficient. Requirements include completing high school, obtaining a part-time job, attend support meetings, and follow rules of the program. The majority of youths are placed with family and friends or in group homes upon discharge from foster care.

Health Care:

Persons, who are admitted to Huntington Hospital (Pasadena's only hospital) and are identified as homeless, unfunded, or chemically dependent, are assigned immediately to a social worker. The social worker is provided with a current list of service provider agencies throughout the City and County. These lists are updated on a regular basis. Prior to the patients release social workers coordinate with non-profit service providers to locate a safe environment and the appropriate services for their patient. Upon discharge, these persons find housing with family & friends, group homes, sober living homes, and board and care facilities. Social Workers contact Passageways' street outreach team prior to the release of any patient identified as homeless and for whom housing has not been identified prior to release.

Mental Health:

Della Martin is the psychiatric wing of Huntington Hospital which is funded in part by the County Department of Mental Health. Los Angeles County-funded facilities adhere to the Discharge Planning Protocol adopted by the Los Angeles County Board of Supervisors. Upon discharge, these persons find housing with family and friends, group homes, sober living homes, and board and care facilities. Social Workers contact Passageways' street outreach team prior to the release of any patient identified as homeless and for whom housing has not been identified prior to release.

Corrections:

The Pasadena Police Department contacts the HOPE Team when someone is identified as homeless. The HOPE Team works closely with the identified person to identify and provide appropriate residential and non-residential services for homeless persons. Upon release, these persons find housing with family and friends, group homes, sober living homes, and board and care facilities. During winter months, persons for whom housing has not been identified are referred to the Bad Weather Shelter Program. Case Managers at the Bad Weather Shelter Program work closely with those entering the program to identify housing for these persons as quickly as possible.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

5 Year Strategic Plan ESG response:

Not applicable-response is requested for States only.

COMMUNITY DEVELOPMENT

Community Development (91.215 (e))

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), – i.e., public facilities, public improvements, public services and economic development.
2. Describe the basis for assigning the priority given to each category of priority needs.
3. Identify any obstacles to meeting underserved needs.
4. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

NOTE: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

5 Year Strategic Plan Community Development response:

Priority Non-Housing Community Development Needs:

The City of Pasadena has two Commissions, the Human Services Commission and the Northwest Commission that act as the core advisory bodies that participate in the City's Citizen Participation process to identify priority non-housing community development needs. The Human Services and Northwest Commissions conduct a needs assessment every two years. The Human Services Commission establishes needs priorities every two years while the Northwest Commission reviews needs data and reaffirms needs priorities in the years where the needs assessment is not completed.

In an effort to assess the City's human services and community development needs for the 2010-2011 Program Year, staff to the Human Services and Northwest Commissions

performed a review of the socio-economic data and gathered public input. The process to identify unmet or under met needs involved a series of activities including the review and analysis of available studies and reports, conducting public meetings, receiving public testimony and conducting a written survey.

The public meetings, community input and survey review occur from the period of May-October prior to the release of the CDBG, ESG and HSEF request for proposals. A summary of the Community Development Priority Needs for the past 5 years are listed below:

Community Development Priority Needs

Public/ Human Service	Non-Public Service
Community Violence and Safety	Housing
Education	Economic Development
Employment and Training	Public Facilities Improvements
Food and Nutrition Programs	Code Enforcement
Healthcare	Planning and Administration
Homelessness	
Services for Youth and Young Adults	

*please see the Community Development Table for the City of Pasadena's priority non-housing community development needs for 2010-2015.

Basis for Assigning Priority:

The Human Services Commission reviews the results of the needs assessment and is responsible to advise and make recommendations to the City Council regarding human service needs of people of all ages in the Pasadena community. The Human Services Commission also provides recommendations regarding the allocation of City resources consistent with the established priorities for addressing documented human service needs.

The Northwest Commission reviews the results of the needs assessment and is responsible to advise and make recommendations to the City Council regarding non-public service needs for the Benefit Service Area. The Northwest Commission also provides recommendations regarding the allocation of City resources consistent with the established priorities for addressing documented non-public service needs in the Benefit Service area.

Obstacles to Meeting Underserved Needs:

The major obstacle to meeting underserved needs is the lack of funding available to launch an effective, long-term effort to revitalize lower income neighborhoods and expand economic opportunities for low income persons. The current economy along with the negative impact of current market forces that create crisis for low income families has increased the need for resources and safety nets to help promote recovery and continued self sufficiency. Meeting this increased need, with current funding levels, is difficult at best.

Specific Community Development Objectives

1. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

Long-Term and Short-Term Community Development Objectives

Definition of long and short term goals: The City defines a short term goal as one that will be completed within one year and reported in the Annual Action Plan for 2011. Long term goals will have a completion date beyond one year and progress will be reported in subsequent Annual Action Plans.

1. Public Facility Objectives:

- Support renovation of neighborhood facilities including schools that provide educational support, cultural enrichment, and community activities.
- Support renovation of parks and recreation facilities that provide academics, sports and recreation, and other community activities.
- Support renovation for health facilities that provide greater access to quality health to very low-, low-, and moderate-income households.

2. Infrastructure Objectives:

- Support neighborhood improvement projects that include sidewalk and street improvements, etc...

3. Public Service Objectives:

- Support education programs that provide academic and family enrichment services.
- Support employment and training which includes job placement/ retention services, referral services, and other supportive services.
- Support career development programs that provide job preparation services to homeless and very low income individuals including youth and young adults ages 14-21 for entry or re-entry into the workforce.
- Support food and nutrition programs that promote access to affordable, nutritious food and nutrition education.
- Support healthcare services that provide health assessments, medical, dental and mental health treatment, and education to families.

4. Anti-Crime Objectives:

- Support community violence and safety initiatives that provide violence and gang prevention/ intervention activities that will result in a safer community.

5. Youth Program Objectives:

- Support youth programs that provide mentorship programs, recreational activities, educational opportunities, enrichment opportunities, youth participation in government, and other supportive services for low- or moderate- income youth and young adults.
- Support child care programs that provide services to low/ moderate income households.

6. Economic Development Objectives:

- Support capital improvement activities for economic development programs.
- Support financial assistance for small business development.

7. Planning Objectives:

- Support activities that include fair housing, housing, neighborhood revitalization, and economic development.

The Non-Housing Community Development needs and objectives above reflect the City of Pasadena's long-term and short-term economic development goals, objectives and programs for the creation and retention of jobs for low- and moderate-income individuals and households. The goals include specific neighborhood revitalization activities for the elimination of blighted conditions and the economic empowerment of residents.

Antipoverty Strategy (91.215 (h))

1. Describe the jurisdiction's goals, programs, and policies for reducing the number of poverty level families (as defined by the Office of Management and Budget and revised annually). In consultation with other appropriate public and private agencies, (i.e. TANF agency) state how the jurisdiction's goals, programs, and policies for producing and preserving affordable housing set forth in the housing component of the consolidated plan will be coordinated with other programs and services for which the jurisdiction is responsible.
2. Identify the extent to which this strategy will reduce (or assist in reducing) the number of poverty level families, taking into consideration factors over which the jurisdiction has control.

5 Year Strategic Plan Antipoverty Strategy response:

Antipoverty Strategy Programs, Policies and Goals:

The City's goal is to reduce the number of households with incomes below the poverty level. In order to achieve this goal the City will coordinate with other public/ private entities to provide the comprehensive services necessary to achieve this goal. The key components to the anti-poverty strategy will include: personal/ individual development, employment training, counseling and placement along with the provision of other supportive services including rental housing assistance and social services.

Low Income Housing Tax Credit (LIHTC) Coordination (91.315 (k))

1. (States only) Describe the strategy to coordinate the Low-income Housing Tax Credit (LIHTC) with the development of housing that is affordable to low- and moderate-income families.

5 Year Strategic Plan LIHTC Coordination response:

Response is for states only.

NON-HOMELESS SPECIAL NEEDS

Specific Special Needs Objectives (91.215)

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

5 Year Non-homeless Special Needs Analysis response:

The City of Pasadena prioritizes services to special needs populations that allow them to obtain or remain in permanent housing. Examples of these services include funding to Pacific Clinics for housing specialists who provide services to homeless and formerly homeless persons with mental illness and landlord-tenant liaison services that allow this population to locate housing and stay housed even when crises occur, and funding to El Centro de Accion Social to provide services to immigrant senior citizens, including in-home services, that allow them to remain in housing longer.

Objectives include providing elder abuse prevention and intervention services, outreach to at-risk seniors, and case management; assessment, information assistance and referrals for senior needs that include health services and social/ physical isolation; and provision

of mental health services to individuals that present with mental illness. Please see Table 1C for a more detailed breakdown of objectives, including sources of funds.

Non-homeless Special Needs (91.205 (d) and 91.210 (d)) Analysis (including HOPWA)

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Estimate, to the extent practicable, the number of persons in various subpopulations that are not homeless but may require housing or supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, victims of domestic violence, and any other categories the jurisdiction may specify and describe their supportive housing needs. The jurisdiction can use the Non-Homeless Special Needs Table (formerly Table 1B) of their Consolidated Plan to help identify these needs.

*Note: HOPWA recipients must identify the size and characteristics of the population with HIV/AIDS and their families that will be served in the metropolitan area.

2. Identify the priority housing and supportive service needs of persons who are not homeless but may not require supportive housing, i.e., elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction by using the Non-homeless Special Needs Table.
3. Describe the basis for assigning the priority given to each category of priority needs.
4. Identify any obstacles to meeting underserved needs.
5. To the extent information is available, describe the facilities and services that assist persons who are not homeless but require supportive housing, and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.
6. If the jurisdiction plans to use HOME or other tenant based rental assistance to assist one or more of these subpopulations, it must justify the need for such assistance in the plan.

5 Year Non-homeless Special Needs Analysis response:

Pasadena's senior population totaled 16,222 people or 9,914 households according to the 2000 Census. Approximately 70 percent of Pasadena's senior renter households and 32 percent of senior homeowners earn low income, which makes them more susceptible to increases in housing costs. More than 50 percent of senior renters and 30 percent of senior homeowners overpay for housing. The prevalence and severity of overpayment is much higher among lower income seniors. Given lower incomes, higher cost burdens, and health care costs, a large proportion of seniors have a need for affordable housing. As of 2008 the City has 899 affordable rental housing units (between 12 projects) that are available for low income seniors and 1,551 market rate housing units (between 26 projects) that are available for above-moderate income seniors.

Pasadena has a significant population of people with mental, physical and developmental disabilities that substantially limit major life activities. According to the Lanterman

Regional Center, Pasadena has 846 residents with developmental disabilities. According to the 2000 Census, the City has 23,050 persons older than 16 who have a disability who live in a non-institutional setting. Of that total, approximately 25 percent is older than 65 years of age. Presently, the City enforces all state and federal laws requiring accessibility standards in existing multiple-family projects. Persons with special needs, such as those with disabilities, require appropriate housing. Licensed community care facilities, alcohol and other drug rehabilitation facilities, skilled nursing homes, and other types of facilities provide a supportive housing environment suitable for persons with special needs. There are a total of 131 such facilities or homes in Pasadena with a capacity to serve 4,603 adults, seniors, and youth.

Housing Opportunities for People with AIDS (HOPWA)

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. The Plan includes a description of the activities to be undertaken with its HOPWA Program funds to address priority unmet housing needs for the eligible population. Activities will assist persons who are not homeless but require supportive housing, such as efforts to prevent low-income individuals and families from becoming homeless and may address the housing needs of persons who are homeless in order to help homeless persons make the transition to permanent housing and independent living. The plan would identify any obstacles to meeting underserved needs and summarize the priorities and specific objectives, describing how funds made available will be used to address identified needs.
2. The Plan must establish annual HOPWA output goals for the planned number of households to be assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. The plan can also describe the special features or needs being addressed, such as support for persons who are homeless or chronically homeless. These outputs are to be used in connection with an assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
3. For housing facility projects being developed, a target date for the completion of each development activity must be included and information on the continued use of these units for the eligible population based on their stewardship requirements (e.g. within the ten-year use periods for projects involving acquisition, new construction or substantial rehabilitation).
4. The Plan includes an explanation of how the funds will be allocated including a description of the geographic area in which assistance will be directed and the rationale for these geographic allocations and priorities. Include the name of each project sponsor, the zip code for the primary area(s) of planned activities, amounts committed to that sponsor, and whether the sponsor is a faith-based and/or grassroots organization.
5. The Plan describes the role of the lead jurisdiction in the eligible metropolitan statistical area (EMSA), involving (a) consultation to develop a metropolitan-wide strategy for addressing the needs of persons with HIV/AIDS and their families living throughout the EMSA with the other jurisdictions within the EMSA; (b) the standards and procedures to be used to monitor HOPWA Program activities in order to ensure compliance by project sponsors of the requirements of the program.
6. The Plan includes the certifications relevant to the HOPWA Program.

5 Year Strategic Plan HOPWA response:

The City of Pasadena does not receive HOPWA funds directly from HUD. However, we have a Memorandum of Understanding (MOU) with the Los Angeles Housing Department (LAHD) to administer HOPWA Tenant-Based Rental Assistance (TBRA) for the cities of Pasadena and Glendale. The LAHD is the HOPWA formula grantee for the eligible metropolitan statistical area that includes the City of Pasadena. Through this MOU, the PCDC provides five TBRA certificates for individuals and families with HIV/AIDS.

The City of Pasadena receives funding from LAHD to assist five households with rental assistance at any given time. Applicants are referred from the three AIDS service agencies in the City of Pasadena: AIDS Service Center, Serra Project, and the Andrew Escajeda Clinic. AIDS Service Center and the Andrew Escajeda Clinic serve the general population of persons living with HIV/AIDS. Serra Project serves homeless persons with HIV/AIDS and an additional disability diagnosis, most frequently substance abuse and/or mental health.

Specific HOPWA Objectives

1. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

5 Year Specific HOPWA Objectives response:

Not Applicable. The City of Pasadena does not receive HOPWA funds directly from the HUD. However, we have a Memorandum of Understanding (MOU) with the Los Angeles Housing Department (LAHD) to administer HOPWA Tenant-Based Rental Assistance (TBRA) for the cities of Pasadena and Glendale.

OTHER NARRATIVE

Include any Strategic Plan information that was not covered by a narrative in any other section.

American Recovery and Reinvestment Act (ARRA) Programs:

During the 2010-2015 Consolidated Plan Period, the City of Pasadena will realize the benefits of two HUD funded ARRA Programs. They are as follows:

Homeless Prevention and Rapid Re-Housing Program (HPRP):

The Homeless Prevention and Rapid Re-Housing Program utilizes the HPRP funds to help very low-income families who are either homeless or at imminent risk of becoming

homeless. These funds are targeted to providing financial and other assistance to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The homeless prevention funding is targeted to assist renters; assistance to homeowners is not permissible with this funding source.

The Homeless Prevention Services component will provide case management, money management, short-term rental and utility assistance, and referrals to 80 City of Pasadena residents who are at risk to homelessness over a 2-year period.

The Rapid Re-Housing component will provide case management, assistance in locating housing, short-term rental and utility assistance, and referrals to 40 City of Pasadena residents who are homeless over a 2-year period. The program will work with eligible households to develop a case plan that will allow the households to obtain housing that is sustainable beyond the period of HPRP assistance.

Community Development Block Grant – Recovery (CDBG-R) Program:

As a result of the Stimulus, the City received an allocation of Community Development Block Grant/Recovery Funds. With this funding eight projects will be carried out. They are as follows:

- La Pintoresca Park Teen Education Center - The project will rehabilitate a deteriorated City of Pasadena property to be used as a community teen education center.
- Pasadena Enterprise Center Solar Energy Project - The Project will retrofit photovoltaic solar panels on the roof of the Pasadena Enterprise Center, a small business incubator.
- Pasadena Neighborhood Housing Services - High-Efficiency Toilets Project – The project will replace old toilets that use large amounts of water with new high efficiency toilets.
- Child Care Information Services - Pasadena Collaborative Literacy Project – The project will improve the quality of education through literacy efforts and enhanced learning opportunities for children from 0 to 8 years of age.
- Community Health Alliance of Pasadena - Healthy Smiles, Brighter Futures Project – The project will work in collaboration with Union Station Homeless Services by providing needed oral health care to the homeless people.
- Door of Hope - Case Management for Homeless Families – The project will provide case management for homeless families.

- El Centro de Accion Social Inc. - Youth Education Program – The project will provide a variety of youth development activities.
- Foothill Unity Center - Nutrition Assistance Project – The Project provides nutritious food, including fresh produce, milk and dairy products to low-income and homeless families in Pasadena.

Human Services Endowment Fund

The City of Pasadena Human Services Endowment Fund (HSEF) funds a number of agencies throughout Pasadena that serve the public/ human services needs of the Pasadena Community. The HSEF is dedicated to addressing unmet needs and improving and restoring the well-being of residents.

The HSEF funds represent a discretionary allocation of local funds, which are administered by the City's Human Services and Recreation Department. In order to receive funds from the HSEF agencies must successfully complete the Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG) Program and the Human Services Endowment Fund (HSEF) Request for Proposal process.

The Human Services Commission performs a review of current socio-economic data and conduct community outreach efforts to garner public input in an effort to assess the City's public/ human service community development needs for each program year. These needs are consistent with the CDBG priority needs.

Section 108 Loan:

The Fair Oaks Renaissance Plaza Shopping Center revitalization has been completed. The project provides retail, commercial services to low/ moderate income residents. Approximately 12 businesses are operating in the shopping center and the project is providing over 30 jobs to low to moderate income residents.

Table 1A
Homeless and Special Needs Populations

Continuum of Care: Housing Gap Analysis Chart

		Current Inventory	Under Development	Unmet Need/ Gap
Individuals				
Example	Emergency Shelter	100	40	26
Beds	Emergency Shelter	72	0	208
	Transitional Housing	66	0	0
	Permanent Supportive Housing	67	156	152
	Total	205	156	360
Persons in Families With Children				
Beds	Emergency Shelter	70	0	0
	Transitional Housing	79	0	33
	Permanent Supportive Housing	38	0	0
	Total	187	0	33

Continuum of Care: Homeless Population and Subpopulations Chart

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Families with Children (Family Households):	32	32	29	93
1. Number of Persons in Families with Children	67	86	73	226
2. Number of Single Individuals and Persons in Households without children	97	153	668	918
(Add Lines Numbered 1 & 2 Total Persons)	164	239	741	1144
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
a. Chronically Homeless	27	151		
b. Seriously Mentally Ill	151			
c. Chronic Substance Abuse	193			
d. Veterans	10			
e. Persons with HIV/AIDS	27			
f. Victims of Domestic Violence	207			
g. Unaccompanied Youth (Under 18)	0			

Table 1B
Special Needs (Non-Homeless) Populations

SPECIAL NEEDS SUBPOPULATIONS	Priority Need Level High, Medium, Low, No Such Need	Unmet Need	Dollars to Address Unmet Need	Multi- Year Goals	Annual Goals
Elderly	H	1,000	\$100,000	500	100
Frail Elderly	H	500	\$25,000	250	50
Severe Mental Illness	H	300	\$475,000	1500	300
Developmentally Disabled	M	50	0	0	0
Physically Disabled	M	150	0	0	0
Persons w/ Alcohol/Other Drug Addictions	M	100	0	0	0
Persons w/HIV/AIDS	H	50	\$50,000	125	25
Victims of Domestic Violence	M	270	0	0	0
Other					
TOTAL		2,420	\$650,000	2375	475

Transition Table 1C
Summary of Specific Housing/Community Development Objectives
(Table 1A/1B Continuation Sheet)

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
Homeless Objectives						
H-1	Create new beds for chronically homeless individuals.	SHP, SPC, HCVP, HOME	Chronically homeless persons housed	144		
H-2	Decrease number of homeless households with children.	HPRP, ESG	Fewer homeless families counted	Reduce from 93 to 75		
H-3	Maintain percentage of homeless persons staying in permanent housing at above 77%.	SHP	Homeless persons remain in housing >6 mos.	85%		
H-4	Maintain percentage of homeless persons moving to permanent housing from transitional housing at above 77%.	SHP	Homeless persons exit to permanent housing	80%		
H-5	Provide homeless prevention resources to keep at-risk households in housing.	HPRP, ESG,	Resources provided; households remaining housed	500		
Special Needs Objectives						
SN-1	Provide elder abuse prevention and intervention services, outreach to at-risk seniors, and case management.	CDBG	Resources provided; number of seniors served.	250		SL-1 SL-2
SN-2	Provide assessment, information assistance and referrals for senior needs that include health services and social/physical isolation.	CDBG	Resources and referrals provided; number of seniors served.	250		SL-1 SL-2
SN-3	Provide mental health services to individuals that present with mental illness.	CDBG	Resources provided and number of individuals served.	1,500		SL-1 SL-2
Other Objectives						

***Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

**Table 2A
Priority Housing Needs/Investment Plan Table**

PRIORITY HOUSING NEEDS (households)		Priority		Unmet Need
Renter	Small Related	0-30%	M	See comment below.
		31-50%	M	See comment below.
		51-80%	M	See comment below.
	Large Related	0-30%	M	See comment below.
		31-50%	M	See comment below.
		51-80%	M	See comment below.
	Elderly	0-30%	H	See comment below.
		31-50%	H	See comment below.
		51-80%	H	See comment below.
	All Other	0-30%	H	See comment below.
		31-50%	H	See comment below.
		51-80%	H	See comment below.
Owner	Small Related	0-30%	M	See comment below.
		31-50%	M	See comment below.
		51-80%	M	See comment below.
	Large Related	0-30%	M	See comment below.
		31-50%	M	See comment below.
		51-80%	M	See comment below.
	Elderly	0-30%	M	See comment below.
		31-50%	M	See comment below.
		51-80%	M	See comment below.
	All Other	0-30%	M	See comment below.
		31-50%	M	See comment below.
		51-80%	H	See comment below.
Non-Homeless Special Needs	Elderly	0-80%	H	See comment below.
	Frail Elderly	0-80%	M	
	Severe Mental Illness	0-80%	M	
	Physical Disability	0-80%	M	
	Developmental Disability	0-80%	M	
	Alcohol/Drug Abuse	0-80%	M	
	HIV/AIDS	0-80%	M	
	Victims of Domestic Violence	0-80%	M	

Comment on Unmet Need: The Regional Housing Needs Assessment (RHNA) for the City of Pasadena for the period 2008 to 2014 identifies new construction needs by income category as follows:

Extremely Very Low Income – 389 units; Very Low Income – 322 units; Low Income – 452 units; Moderate Income – 491 units. Based on the availability of public and private funding resources, as well as available housing development opportunities, the City will strategically address Unmet Needs by strategically undertaking projects that are consistent with the identified Priority Housing Needs.

Table 2A
Priority Housing Needs/Investment Plan Goals

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
Renters						
0 - 30 of MFI	6	6	0	0	0	0
31 - 50% of MFI	184	46	111	9	9	9
51 - 80% of MFI	37	3	7	9	9	9
Owners						
0 - 30 of MFI	0	0	0	0	0	0
31 - 50 of MFI	0	0	0	0	0	0
51 - 80% of MFI	28	3	4	6	7	8
Homeless*						
Individuals	12	12	0	0	0	0
Families						
Non-Homeless Special Needs						
Elderly	78	0	78	0	0	0
Frail Elderly						
Severe Mental Illness						
Physical Disability						
Developmental Disability						
Alcohol/Drug Abuse						
HIV/AIDS						
Victims of Domestic Violence						
Total						
Total Section 215						
215 Renter						
215 Owner						

* Homeless individuals and families assisted with transitional and permanent housing

**Table 2A
Priority Housing Activities**

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
CDBG						
Acquisition of existing rental units						
Production of new rental units						
Rehabilitation of existing rental units						
Rental assistance						
Acquisition of existing owner units						
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance						
HOME						
Acquisition of existing rental units						
Production of new rental units	111	6	78	9	9	9
Rehabilitation of existing rental units	71	44	0	9	9	9
Rental assistance						
Acquisition of existing owner units						
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance	5	1	1	1	1	1
HOPWA						
Rental assistance						
Short term rent/mortgage utility payments						
Facility based housing development						
Facility based housing operations						
Supportive services						
Other						
Inclusionary Housing	40	0	40	0	0	0
Parke Street Apts (tax increment)	5	5	0	0	0	0
Homebuyer assistance (Calhome)	23	2	3	5	6	7

Priority Community Needs Table
(HUD Table 2B)

PRIORITY COMMUNITY DEVELOPMENT NEEDS	Priority Need Level High, Medium, Low, No Such Need	Five Year Goals*	Estimated 5 Year Funding**
PUBLIC FACILITY NEEDS (projects)		12	\$760,000
Senior Centers	L	0	\$0
Handicapped Centers	L	0	\$0
Homeless Facilities	M	0	\$0
Youth Centers	H	1	\$110,000
Child Care Centers	L	0	\$0
Health Facilities	H	1	\$50,000
Neighborhood Facilities	M	0	\$0
Parks and/or Recreation Facilities	M	0	\$0
Parking Facilities	L	0	\$0
Non-Residential Historic Preservation	L	0	\$0
Other Public Facility Needs	M	10	\$600,000
INFRASTRUCTURE (projects)		0	\$0
Water/Sewer Improvements	L	0	\$0
Street Improvements	L	0	\$0
Sidewalks	M	0	\$0
Solid Waste Disposal Improvements	L	0	\$0
Flood Drain Improvements	L	0	\$0
Other Infrastructure Needs	M	0	\$0
PUBLIC SERVICE NEEDS (people)		13,000	\$1,853,570
Senior Services	H	500	\$100,000
Handicapped Services	M	0	\$0
Youth Services	H	1,100	\$440,000
Child Care Services	H	100	\$100,000
Transportation Services	L	0	\$0
Substance Abuse Services	M	0	\$0
Graffiti Removal	M	0	\$0
Employment Training	M	400	\$50,000
Health Services	H	10,425	\$640,000
Lead Hazard Screening	M	0	\$0
Crime Awareness	M	0	\$0
Other Public Service Needs	M	475	\$523,570
ECONOMIC DEVELOPMENT (businesses)		100	\$600,000
ED Assistance to For-Profits(businesses)	L	0	\$0
ED Technical Assistance(businesses)	M	0	\$0
Micro-Enterprise Assistance(businesses)	H	100	\$500,000
Rehab; Publicly- or Privately-Owned Commercial/Industrial (projects)	M	0	\$0
C/I* Infrastructure Development (projects)	M	0	\$0
Other C/I* Improvements(projects)	M	0	\$0
CODE ENFORCEMENT	H	15,000	\$1,220,000
PLANNING/ADMINISTRATION (n/a)	H	N/A	\$2,471,427
TOTAL NON-HOUSING FUNDING			\$6,904,997
CDBG HOUSING FUNDING			\$5,542,138
TOTAL CDBG FUNDING			\$12,357,135

*Five (5) year goals may change based on an increase and/or decrease in funding allocations

**Five (5) year estimated funding amounts may change based on an increase and/or decrease in funding allocations

Transition Table 2C
Summary of Specific Housing/Community Development Objectives
 (Table 2A/2B Continuation Sheet)

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	Rental Housing					
	See Table 2A					
	Owner Housing					
	See Table 2A					
	Community Development					
	See Table 2B					
	Infrastructure					
	See Table 2B					
	Public Facilities					
	See Table 2B					
	Public Services					
	See Table 2B					
	Economic Development					
	See Table 2B					
	Neighborhood Revitalization/Other					
	See Table 2B					

***Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

CITY OF PASADENA

CITIZEN

PARTICIPATION

PLAN

FOR

FEDERAL

GRANT PROGRAMS

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EXHIBIT A - CITY COUNCIL AGENDA REPORT – JANUARY 25, 1999
“Modifications to the CDBG/ESG/HSEF Allocation Process”

FORWARD

The Housing and Community Development Act of 1987 was passed by Congress in December, 1987, and signed by the President on February 5, 1988, and, as amended on January 5, 1994. The Act contains a number of provisions that affect the Federal Grant Programs, including Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnerships (HOME) Programs. A central issue is citizen participation.

In order to receive federal grant funds, a grantee will have to certify that it is complying with a Citizen Participation Plan which provides for six (6) elements detailed in the regulations. Specifically, the Act states the following:

SECTION 508. CITIZEN PARTICIPATION PLAN

Section 104(a) of the Housing and Community Development Act of 1974 is amended by adding at the end thereof the following:

“(3) A grant under Section 106 may be made only if the grantee certifies that it is following a detailed citizen participation plan which:

- (A) provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas of which Section 106 funds are proposed to be used, and in the case of a grantee described in Section 106(a), provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
- (B) provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee’s proposed use of funds, as required by regulations of the secretary, and relating to the actual use of funds under this title;
- (C) provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- (D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
- (E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
- (F) identifies how the needs of non-English speaking residents will be met in the case of public hearing where a significant number of non-English speaking residents can be reasonably expected to participate.

The paragraph may not be construed to restrict the responsibility of authority of the grantee for the development and execution of its community development program.

Provided within is a new Citizen Participation Plan for the City of Pasadena, which has been developed to supersede and use in place of the City's earlier plan.

In developing this Plan, the City has divided it into six sections, each of which addresses one of the six elements referenced in the legislation. In addition, a summary has been included that details the manner in which the six sections interrelate.

Questions regarding the Plan can be addressed to:

City of Pasadena, Housing Department
Attention: William K. Huang, Housing Director
Mailing Address: P.O. Box 7115, Pasadena, CA 91109
Office location: 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103
Telephone: (626) 744-8320, Fax: (626) 744-8340

A. CITIZEN PARTICIPATION PROCESS

It is the intent of the City to provide for and encourage citizen participation throughout the process of implementing the federal entitlement programs (specifically CDBG, ESG, and HOME). Towards this end, the City has established advisory bodies to assist the City Administration in allocating and monitoring the use of federal entitlement funds. These advisory bodies are called the Human Services Commission, which consists of fifteen participating members, and the Northwest Commission, which consists of eleven participating members; and all participating members represent various segments of the community. An additional advisory body is the Community Development Committee, which consists of nine participating members. All of these members are at-large members appointed by the City Council. (Please refer to Ordinance No. 6507 amending Title 2 to add Chapter 2.86 to the Pasadena Municipal Code, establishing the Human Services Commission and to repeal Chapters 2.60 and 2.120 related to the Commission on Children and Youth and the Senior Citizens Commission; and to Ordinance No. 6404, approved October 30, 1990 and amended July, 1991, which amends Title 2 of the Pasadena Municipal Code to add Chapter 2.95 to establish the Northwest Commission; and to Ordinance No. 5510, dated April 21, 1981, as amended by Ordinance No. 6229, December 22, 1987, and Ordinance No. 6319, April 4, 1989 to establish the Community Development Committee.)

The members of the Human Services Commission, the Northwest Commission, and the Community Development Committee shall include representation from among the following segments of the community:

1. Low/Moderate income residents
2. Minority Groups
3. Residents from areas where block grant activities are ongoing or proposed
4. Elderly
5. Handicapped
6. Business community

The Human Services Commission will continue to meet on the second Wednesday of each month, the Northwest Commission will continue to meet on the second and fourth Thursday of each month, and the Community Development Committee will continue to meet the second, and fourth Thursday of each month, to review the City's progress in implementing the federal entitlement Programs. All of the Commission and Committee meetings are advertised, open to the general public and held in a facility accessible to the handicapped. The Commissions and Committee also have the authority to make formal recommendations to the City Council/Commission regarding program selection, the specific level of production and the individual dollar amount needed to support those activities for the federal entitlement Programs.

The Housing and Community Development Act of 1987 requires that recipients of federal funds emphasize the participation of persons of low and moderate income and residents of low and moderate income neighborhoods in the program planning process. In response to this requirement, Commission and Committee meetings are held monthly. The frequency of the meetings allows the Commissions and Committee the opportunity to focus on the various segments of the community with more specificity. Also this provides the citizens with regularly scheduled opportunities to voice their opinions and views in regard to particular subjects of interest. These meetings will be held at City Hall or other community center locations, which are accessible to the handicapped and geographically centrally located for the residents of Pasadena.

Additionally, City staff with concurrence of the Commissions and Committee, will continue to provide public information and/or conduct annual public information meetings (i.e., December and January) to review the funding and process and to apprise the attendees (i.e., citizens, non-profits, CBO's, etc.) of any and all revisions to the CDBG, ESG and/or HOME Program rules and regulations. These meetings will be carried out from a facility which is accessible to the handicapped and centrally located or situated in a low or moderate income neighborhood. Advertisements for these public information meetings will emphasize the new requirement that at least 70% of all federal entitlement funds must be spent on projects that benefit low and moderate income persons. These actions should ensure that the views of this target population will be represented in the planning and implementation of the federal entitlement programs.

B. ACCESS TO INFORMATION

It is the intent of the City to make all records and information related to the federal entitlement programs readily available to residents of the community. Towards this end the City will take the following actions:

1. Advertise all public hearings in at least one local newspaper a minimum of two weeks before the scheduled hearing dates. These advertisements shall be written in both English and Spanish.
2. Post a copy of the agendas of all public hearings and other meetings of the Human Services Commission, the Northwest Commission, the Community Development Committee, or pertinent City Council meetings on bulletin boards readily accessible to the general public at City Hall, the Central Library, and all branch libraries. These agendas shall be posted a minimum of 72 hours before any scheduled hearing or meeting.

3. Make available for public inspection copies of the approved minutes of all Human Services Commission, Northwest Commission, or Community Development Committee hearings or meetings at City Hall. These minutes shall be made available within 72 hours or approval. Copies of documents will be reproduced upon request at the normal cost of printing.
4. Make available for public inspections copies of the Consolidated Plan, Grantee Performance Reports, Consolidated Plan Annual Performance Report, and pertinent agendas and approved minutes for a five year period. These documents shall be available at the Housing Department Office, Renaissance Plaza, 649 N. Fair Oaks, Room 202, Pasadena, CA 91103. Copies of documents will be reproduced upon request at the normal cost of printing.

C. TECHNICAL ASSISTANCE

It is the intent of the City to provide technical assistance to all residents interested in developing proposals for the future use of federal entitlement funds. To ensure that residents are aware of this assistance, advertisement of public information meetings related to the development and the review of proposed federally funded activities will include reference to this service.

It is expected that the need for this assistance can be minimized by including in these advertisements an explanation of the types of projects that are eligible for funding. However, if additional help is needed, the staff of the City's Housing Department will be available to provide technical assistance either directly or by making referrals to other City entities.

D. PUBLIC HEARINGS

The City shall hold at least one public hearing annually before its Human Services Commission, Northwest Commission or Community Development Committee. The hearing shall be held prior to the development of the City's Annual Consolidated Plan and/or Consolidated Plan Annual Performance Report Submission. The purpose of this hearing will be to define needs and review proposed activities for the upcoming year. Under normal circumstances this hearing will be held during the winter quarter of the year. The Human Services Commission, the Northwest Commission, and/or the Community Development Committee will use the input received at this public hearing to develop recommendations for the City Council's consideration on the use of federal entitlement funds for the new year. The recommendations of these Commissions and Committee will then be considered by the City Council/Commission as an agenda item at a regularly scheduled City Council/Commission meeting.

Public Hearings will be held primarily at City Hall. This building is geographically located in the center of the City, is convenient to a bus line, and is readily accessible to the handicapped.

All public hearings will be advertised in at least one local newspaper two weeks before the scheduled hearing dates.

E. RESPONSE BY CITY TO COMPLAINTS

The City recognizes that despite making significant efforts at outreach and education there may be complaints and/or grievances filed regarding the operation of the City's federal entitlement programs. These concerns should be addressed to the following:

City of Pasadena, Housing Department
Attention: William K. Huang, Housing Director
Mailing Address: P.O. Box 7115, Pasadena, CA 91109
Office Location: Renaissance Plaza, 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103
Telephone: (626) 744-8320 Fax: (626) 744-8340

When practical, a written response will be made by the City within 15 working days. If it should take longer to develop a response the City shall notify the correspondent in writing within 15 working days of the time period needed to provide an answer.

F. PROVISIONS FOR THE HANDICAPPED

Adequate access and parking shall be provided for all public meetings in order to allow the disabled to attend. Further, when no ramps exist, elevator services will be available.

For the hearing impaired residents seeking information regarding programs, the Planning and Development Department has installed an Inteletype TDD machine.

G. PARTICIPATION BY NON-ENGLISH SPEAKING RESIDENTS

It is the intent of the City to allow for input by all non-English speaking, as well as English speaking residents in the public hearing process. Due to the significant number of Spanish speaking residents in the City, an interpreter fluent in that language will be present upon request at all federal entitlement program-related public hearings.

In the event that a resident speaks other than English or Spanish as a principal language (including ASL) all advertisements for public hearings will note that arrangements for an interpreter can be made by contacting the City's Planning and Development Department.

H. DISPLACEMENT OF RESIDENTS

For the 36th Program Year (July 1, 2010 through June 30, 2011) the City does not intend to displace any residents with CDBG funded activities.

Consistent with that action the City will enforce the condominium conversion ordinance passed in 1980 which will minimize additional conversions of rental units occupied by low or moderate income households into high priced condominiums. Also, the City is not expected to widen streets and/or remove houses in low or moderate income areas unless affordable replacement housing is available during the first incremental year.

If displacement does occur the City will construct one for one replacement housing when units are displaced due to redevelopment activity.

SUMMARY

Several different approaches have been utilized by the City in developing this Citizen Participation Plan that will hopefully encourage citizen involvement in federal entitlement programs.

The broad cross-section of representation on the Human Services Commission, the Northwest Commission, and the Community Development Committee should provide a forum for many different sectors of the community. The meetings of these Commissions and Committee as well as the City's public information meetings and the annual public hearing will regularly keep the federal entitlement programs in the public's view. The availability of federal entitlement program-related records, the City's willingness to provide interpreters for non-English speaking residents, and the quick manner in which the City/Commission responds to complaints or to requests for technical assistance should make it easier for residents to participate in this process. And, the extensive advertising and the public notice procedures that are followed for meetings and hearings should provide adequate notice to interested parties regarding federal entitlement program activities.

The City/Commission expects this Plan to continue to develop over time and is not adverse to taking steps other than those listed within this document to encourage additional citizen participation in federal entitlement programs.

AMENDMENTS TO CITIZEN PARTICIPATION PLAN

Amendment #1

To ensure the City's compliance with the federal regulations Part 24 Code of Federal Regulations (CFR) 91.105 (d)(1) and (e)(1), on October 6, 1997, it was approved by the City Council that the CDBG Citizen Participation Plan be revised to provide for two City Council hearings twice during a CDBG program year. The first public hearing will be to determine the annual program priorities, and the second public hearing will be held in order to review and obtain City Council's approval of the next year's CDBG Program Consolidated Plan/Action Plan (Program Application).

Amendment #2

On January 25, 1999 City Council approved modifications to the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and Human Services Endowment Fund (HSEF) proposal review and funding allocation process. One of the modifications provided for City Council to annually set aside CDBG funds in an appropriate amount to fund eligible City activities. Those activities are included in the "Proposed Projects" section of the Action Plan, 2010-2011. A copy of the January 25, 1999 City Council Agenda Report reflecting the modifications to the allocation process is included in the Action Plan.

The following is a brief summary of the modifications adopted by the City Council:

- a) Human Services and/or Northwest Commissioners will not participate in the review or recommendation process in a category where a Conflict of Interest and/or an Appearance of Impropriety exists;
- b) Each Commission may use the "Rule of Necessity" to reach a quorum when necessary;
- c) The Request for Appeal Process will include a "Public Meeting;"
- d) Written notification shall be provided to all proposers informing of the preliminary and final funding recommendations of the Commissions;
- e) City Council may annually set aside CDBG/ESG/HSEF funds in an appropriate amount to fund eligible City administered activities/projects recommended by the City Manager.

Anti-displacement and Relocation Plan

The Citizen Participation Plan includes an Anti-displacement and Relocation Plan that describes how the City will help persons who must be temporarily relocated or permanently displaced due to the use of CDBG, HOME or ESG funds.

BACKGROUND

The City of Pasadena has adopted a policy that requires that a relocation assessment be completed in any circumstance in which it is anticipated even one person will be displaced as the result of a project using federal funds. This policy exceeds all State and Federal requirements. The purpose of this assessment is to insure the City of Pasadena is advised early in the process of any major relocation problems that could be encountered in a project. The early recognition of problems gives the City the opportunity to review the impact that the project may have on the community.

In addition, the City of Pasadena follows the Citizen Participation process required in Paragraph 6012 of the State of California Relocation Regulations and HUD relocation regulations found in HUD Transmittal 1378 Paragraph 2-2. A summary of that process follows:

"All persons who may be displaced, neighborhood groups, formed relocation committees or similar individuals or organizations shall be given an opportunity and will be encouraged fully and meaningfully to participate in reviewing the relocation plans and/or assessments."

Definitions

Displacement occurs when a person moves as a direct result of federally assisted acquisition, demolition, conversion, or rehabilitation activities, because he or she is:

- Required to move;
- Not offered a decent, safe, sanitary and affordable unit in the project;
- Treated "unreasonably" as part of a permanent or temporary move.

The term *displaced person* means any person that moves from real property or moves his or her personal property from real property permanently as a direct result of one or more of the following activities:

- Acquisition of, or written notice of intent to acquire, or initiation of negotiations to acquire, such real property, in whole or in part, for a project;
- Rehabilitation or demolition of such real property for a project;

- Rehabilitation, demolition, or acquisition (or written notice of intent) of all or a part of other real property on which the person conducts a business or farm operation, for a project.

A person may also be considered displaced if the necessary notices are not given or provided in a timely manner and the person moves for any reason.

RELOCATION OF DISPLACED PERSONS

When a substantial number of persons will be displaced from their dwellings the City of Pasadena will encourage the residents and community organizations in the displacement area to form a relocation committee. The committee will include, when applicable, residential owner occupants, residential tenants, business people, and members of existing organizations within the area. In lieu of initiating a new process of citizen participation, public entities, which have conducted or are conducting a citizen participation process as part of an existing development program, will be utilized and committees they formed may be substituted if the goals of Citizen Participation will be reached.

During the relocation planning process the City of Pasadena will, at a minimum, guarantee the following:

- Timely and full access to all documents relevant to the relocation program;
- The provision of technical assistance necessary to interpret elements of the relocation plan and other pertinent materials;
- The right to submit written or oral comments and objections, including the right to submit written comments on the relocation plan and to have these comments attached to the plan when it is forwarded to the local legislative body or the head of the state agency for approval;
- Prompt, written response to any written objections or criticisms;
- Assurances that families living in the project area will be given the opportunity, if feasible, to return to the project area after completion of project activities.

NOTICE TO THE PUBLIC OF A JOINT PUBLIC HEARING BY THE CITY COUNCIL OF THE CITY OF PASADENA AND THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE FIVE YEAR CONSOLIDATED PLAN (2010-2015) AND THE ANNUAL ACTION PLAN (2010-2011) FOR: (1) THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; (2) THE EMERGENCY SHELTER GRANT PROGRAM; (3) THE HOME INVESTMENT PARTNERSHIP ACT (HOME); AND (4) HUMAN SERVICES ENDOWMENT FUND.

In accordance with 24 Code of Federal Regulations, Part 91 et seq., as published by the U.S. Department of Housing and Urban Development (HUD) on August 5, 1994 in the **Federal Register**, the City of Pasadena and the Pasadena Community Development Commission (Commission) hereby give notice that the Five Year Consolidated Plan 2010-2015, Annual Action Plan (2010-2011) for the Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG) Program, HOME Investment Partnership Act (HOME) Program, (commencing July 1, 2010) in conjunction with certain Human Services Endowment Fund (HSEF) allocations, will be considered for approval at a joint public hearing to be held by the Pasadena City Council and the Commission on Monday, May 10, 2010 at 7:30 p.m., or as soon thereafter as the matter may be heard, in the City Council Chambers at the Pasadena City Hall, 100 N. Garfield Ave., Pasadena, California. The purpose of the public hearing is to obtain the views of citizens, service providers, participants, and interested individuals regarding the development of the Five Year Consolidated Plan (2010-2015), the Annual Action Plan (2010-2011), and proposed Human Services Endowment Fund allocations.

The Five Year Consolidated Plan (2010-2015) is a five year planning document which assesses housing assistance needs, housing stock condition, rental housing subsidy needs of lower income households, housing and service needs of the homeless, and sets goals for housing units to be assisted over a five year period.

The Annual Action Plan serves the following functions: (1) a planning document that identifies local goals and objectives to address homelessness, affordable housing needs, and economic opportunities for low/moderate income residents; (2) an application for federal funds under HUD Community Planning and Development formula grant programs; (3) a strategy to be followed in carrying out HUD programs; and, (4) a basis for assessing performance of activities and projects that are federally funded under the CDBG, ESG, HOME, and any other HUD grant programs potentially available to the City and/or Commission.

Upon approval by the City Council and the Commission, the Five Year Consolidated Plan (2010-2015) and Annual Action Plan (2010-2011) will be submitted to HUD to ensure the City will continue to receive federal funds that benefit low/moderate income individuals and households from the CDBG, ESG, and HOME Programs. Assistance under any and all of these programs will be contingent upon the availability of funding to the City from HUD, as well as from the preparation and submittal to HUD of the Annual Action Plan (2010-2011).

ALL INTERESTED AGENCIES, GROUPS, OR INDIVIDUALS who wish to be heard on this matter are invited to attend this public hearing and speak to the Council and the Commission at the time and place stated. The City Council and the Commission will consider approval of the Five Year Consolidated Plan (2010-2015) and the Annual Action Plan (2010-2011) for CDBG, ESG, and HOME Programs, as well as certain related Human Services Endowment Fund (HSEF) allocations at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Five Year Consolidated Plan (2010-2015) or the Annual Action Plan (2010-2011), and/or the process, contact Valerie Babinski-Manlic, Program Coordinator, at (626) 744-8321, or provide written comments by May 10, 2010, to the Housing Director, Housing Department P.O. Box 7115, Suite 202, Pasadena, California 91109.

Michael J. Beck
P.O. Box 7115
Pasadena, CA 91109

Approved as to Form:

/s/CAROLYN Y. WILLIAMS
Assistant City Attorney

PUBLIC NOTICE

**PUBLIC NOTICE OF THE AVAILABILITY FOR
REVIEW OF THE DRAFT FIVE YEAR CONSOLIDATED
PLAN (2010-2015) AND
ANNUAL ACTION PLAN FOR PROGRAM YEAR 2010-2011
FOR THE CITY OF PASADENA**

The City of Pasadena announces that the **DRAFT FIVE YEAR CONSOLIDATED PLAN (2010-2015) AND ANNUAL ACTION PLAN (2010-2011)** as required by the Department of Housing and Urban Development, will be available on or about April 8, 2010 for public review.

The Five Year Consolidated Plan (2010-2015) is a five year planning document which assesses housing assistance needs, housing stock conditions, rental housing subsidy needs of lower income households, housing and service needs of the homeless, and sets goals for housing units to be assisted over a five year period.

The Annual Action Plan (2010-2011) functions as an annual application for federal funds under HUD formula grant programs, specifically, the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership Act (HOME), and any other HUD grant programs potentially available to the City of Pasadena, such as, the Housing Opportunities for Persons with AIDS (HOWPA) Program. Also included in the Annual Action Plan are certain related Human Services Endowment Fund (HSEF) allocations.

The Draft Annual Action Plan (2010-2011) incorporates that section of the Five Year Consolidated Plan (2010-2015) that describes the strategy to carry out federal programs, indicates the general priorities for allocating funds and describes the basis for assigning the funding to each priority need. The document includes a description of the proposed activities, funded with HUD Community Development formula grant funds that will be undertaken during the next year (July 1, 2010-June 30, 2011) to address priority needs.

The Pasadena City Council and the Housing Department staff are vitally interested in improving and increasing communication with Pasadena citizens in the areas of housing and community development.

The Draft Five Year Consolidated Plan (2010-2015) and Annual Action Plan (2010-2011) document will be available at the following locations throughout the City:

- 1. HOUSING DEPARTMENT:**
649 North Fair Oaks Avenue, Suite 202,
744-8300
Monday through Thursday between 8:00 a.m. and 5:00 p.m.

2. COMMUNITY FACILITIES:

Jackie Robinson Center - 1020 North Fair Oaks, 791-7983*
Villa-Parke Neighborhood Center - 363 East Villa, 795-4371*
Pasadena Senior Citizens Center - 85 East Holly, 795-4331*
Victory Park Center - 2575 Paloma, 798-0865*

3. ALL BRANCHES OF THE PUBLIC LIBRARY:

Central Library - 285 East Walnut, 405-4052*
Altendale - 1130 South Marengo, 799-2519*
Hastings - 3325 East Orange Grove Blvd., 792-0945*
Hill Avenue - 55 South Hill, 796-1276*
Lamanda Park - 140 South Altadena Drive, 793-5672*
La Piotoresca - 1355 North Raymond, 797-1873*
Linda Vista - 1281 Bryant, 793-1808*
San Rafael - 1240 Nithsdale, 795-7974*
Santa Catalina - 999 East Washington, 794-1219*

**Check these facilities for hours of availability.*

The Draft Five Year Consolidated Plan (2010-2015) and Annual Action Plan for Program Year 2010-2011 document will be considered by the Pasadena City Council on Monday, May 10, 2010 and will be submitted to the U.S. Department of Housing and Urban Development on or about May 13, 2010. A final copy will be made available at all branches of the public library and community centers immediately thereafter.

Comments in writing, from the public, on the Draft Five Year Consolidated Plan (2010-2015) and Annual Action Plan (2010-2011) will be received by the City of Pasadena, Housing Department located in Suite 202 at Renaissance Plaza, 649 North Fair Oaks Avenue, Pasadena, California, during the extended public comment period, from April 8 until May 10, 2010. If you have any questions call Valerie Babinski-Manlic at the City of Pasadena, Housing Department, (626) 744-8321.

Michael J. Beck, City Manager
P.O. Box 7115
Pasadena, CA 91109

Publish: April 15, 2010
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PROOF OF PUBLICATION
(2015.5C.C.P.)

La Opinión

The Leading Spanish Language Daily Newspaper
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Tel:(213) 896-2260 • Fax:(213) 896-2238
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STATE OF CALIFORNIA

I am a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of La Opinión a newspaper of general circulation, printed and published daily in the city of Los Angeles, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under the date of July 28, 1969, Case Number: 950176; that the notice, of which the annexed is a printed copy, has been published in each regular and not in any supplement thereof on the following dates, to-wit:

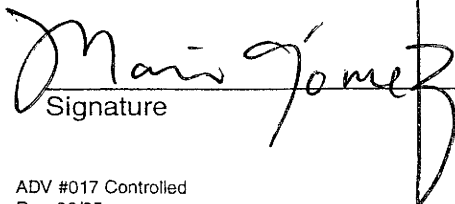
April 8

all in the year 20 10

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Los Angeles, California, this

12 day of April, 20 10


Signature

ANUNCIO PÚBLICO

AUNICIO PÚBLICO DE LA DISPONIBILIDAD PARA REVISAR EL BORRADOR DEL PLAN CONSOLIDADO DE 5 AÑOS (2010-2015) Y EL PLAN DE ACCIÓN ANUAL PARA EL PROGRAMA DEL AÑO 2010-2011 PARA LA CIUDAD DE PASADENA

La Ciudad de Pasadena anuncia que el BORRADOR DEL PLAN CONSOLIDADO DE CINCO AÑOS (2010-2015) Y EL PLAN DE ACCIÓN ANUAL (2010-2011) tal como lo requiere el Departamento de La Vivienda y Desarrollo Urbano, estará disponible el o cerca del 8 de abril de 2010 para la revisión del público.

El Plan Consolidado de cinco años (2010-2015) es un documento de planificación de 5 años el cual evalúa las necesidades de asistencia con la vivienda, las condiciones de la reserva de las de viviendas, necesidades de subsidios de rentas para personas de bajos ingresos, viviendas y servicios que necesitan las personas sin vivienda, y establece metas para las unidades de viviendas que recibirán ayuda en un periodo de 5 años.

El Plan de Acción Anual (2010-2011) funciona como una solicitud anual para los fondos federales bajo la formula del programa de subsidio de HUD. Especialmente, del Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG) siglas en inglés, Subsidios para Refugios de Emergencias (ESG) siglas en inglés, la ley del Programa de Sociedades para la Inversión de la vivienda (HOME) siglas en inglés, y cualquier otro programa de subsidios de HUD que potencialmente estén disponibles para la ciudad de Pasadena, tales como, el Programa de Oportunidad de la Vivienda para Personas con SIDA (HOWPA) por sus siglas en inglés. También incluido en el Plan de Acción Anual hay ciertas distribuciones relacionadas con los Fondos de Donación para Servicios Humanos (HSEF) por sus siglas en inglés.

El borrador del Plan de Acción Anual (2010-2011) incorpora esa sección en el Plan Consolidado de Cinco Años (2010-2015) que describe la estrategia para ejecutar los programas federales, indica la prioridades generales para la distribución de los recursos y describe lo básico para asignar los fondos para cada prioridad de necesidad. El documento incluye una descripción de las actividades propuestas, para encarar las prioridades de necesidades, subsidiadas por la formula de subsidios de HUD para el Desarrollo Comunitario que se llevarán a cabo durante el próximo año (1ero. de julio 2010- al 30 de junio de 2011).

El concejo de la Ciudad de Pasadena y el personal del Departamento de la Vivienda están muy interesados en mejorar y aumentar la comunicación con los residentes de Pasadena en temas relacionados con la vivienda y desarrollo comunitario.

El Borrador del Plan Consolidado de Cinco Años (2010-2015) y el documento del Plan de Acción Anual (2010-2011) estará disponible en los siguientes lugares de la ciudad:

- Departamento de la Vivienda:
649 North Fair Oaks Ave., suite 202
744-8300
de lunes a jueves en el horario de 8:00 a.m. y 5:00 p.m.
- LUGARES COMUNITARIOS
Centro Jackie Robinson- 1020 North Fair Oaks, 791-7983*
Centro comunitario de Villa-Parke- 363 East Villa, 795-4371*
Centro para Personas Mayores de Pasadena- 85 East Holly, 795-4331*
Centro Victory Park- 2575 Paloma, 798-0865*
- TODAS LAS SUCURSALES DE LAS BIBLIOTECAS PÚBLICAS:
Biblioteca Central- 285 East Walnut, 405-5052*
Allende- 1130 South marenco, 799-2519*
Hasting-3325 East Orange Grove Blvd., 792-0945*
Hill Avenue-55 South Hill, 796-1276*
Lamanda Park- 140 South Altadena Drive, 793-5672*
La Pintoresca- 1355 North Raymond , 797-1873*
Linda Vista-1261 Bryant, 793-1808*
San Rafael, 1240 Niñsdale, 795-7974*
Santa Catalina- 999 East Washington, 794-1219*

Comunicarse con estos lugares para ver la disponibilidad de horario.

El Borrador del Plan Consolidado de Cinco Años (2010-2015) y el documento del Plan de Acción Anual (2010-2011) será considerado por el consejo de la ciudad de Pasadena el día lunes 10 de mayo de 2010 y será presentado al Departamento de la Vivienda y Desarrollo Urbano de los EE.UU., el o cerca del 13 de mayo de 2010. La copia final estará disponible en todas las sucursales de las bibliotecas públicas e inmediatamente después en los centros comunitarios.

Los comentarios por escrito del público sobre el Borrador del Plan Consolidado de Cinco Años (2010-2015) y el documento del Plan de Acción Anual (2010-2011), serán recibidos por el Departamento de la Vivienda de la Ciudad de Pasadena, ubicado en Renaissance Plaza, 649 North Fair Oaks Ave., Suite 202, Pasadena, California, durante el periodo otorgado para los comentarios públicos: desde el 8 de abril hasta el 10 de mayo de 2010. Si tiene alguna pregunta llame a Valerie Babinski-Maniic al Departamento de la Vivienda de la Ciudad de Pasadena, al (626) 744-8321.

Michael J. Beck, Gerente Municipal
P.O. Box 7115
Pasadena, CA 91109:

Publicar: 8 de abril de 2010
La Opinión

Public Hearing Notice

NOTICE TO THE PUBLIC OF A JOINT PUBLIC HEARING BY THE CITY COUNCIL OF THE CITY OF PASADENA AND THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE FIVE YEAR CONSOLIDATED PLAN (2010-2015) AND THE ANNUAL ACTION PLAN (2010-2011) FOR: (1) THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; (2) THE EMERGENCY SHELTER GRANT PROGRAM; (3) THE HOME INVESTMENT PARTNERSHIP ACT (HOME); AND (4) HUMAN SERVICES ENDOWMENT FUND.

In accordance with 24 Code of Federal Regulations, Part 91 et seq., as published by the U.S. Department of Housing and Urban Development (HUD) on August 5, 1994 in the Federal Register, the City of Pasadena and the Pasadena Community Development Commission (Commission) hereby give notice that the Five Year Consolidated Plan 2010-2015, Annual Action Plan (2010-2011) for the Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG) Program, HOME Investment Partnership Act (HOME) Program, (commencing July 1, 2010) in conjunction with certain Human Services Endowment Fund (HSEF) allocations, will be considered for approval at a joint public hearing to be held by the Pasadena City Council and the Commission on Monday, May 10, 2010 at 7:30 p.m., or as soon thereafter as the matter may be heard, in the City Council Chambers at the Pasadena City Hall, 100 N. Garfield Ave., Pasadena, California. The purpose of the public hearing is to obtain the views of citizens, service providers, participants, and interested individuals regarding the development of the Five Year Consolidated Plan (2010-2015), the Annual Action Plan (2010-2011), and proposed Human Services Endowment Fund allocations.

The Five Year Consolidated Plan (2010-2015) is a five year planning document which assesses housing assistance needs, housing stock condition, rental housing subsidy needs of lower income households, housing and service needs of the homeless, and sets goals for housing units to be assisted over a five year period.

The Annual Action Plan serves the following functions: (1) a planning document that identifies local goals and objectives to address homelessness, affordable housing needs, and economic opportunities for low/moderate income residents; (2) an application for federal funds under HUD Community Planning and Development formula grant programs; (3) a strategy to be followed in carrying out HUD programs; and, (4) a basis for assessing performance of activities and projects that are federally funded under the CDBG, ESG, HOME, and any other HUD grant programs potentially available to the City and/or Commission.

Upon approval by the City Council and the Commission, the Five Year Consolidated Plan (2010-2011) and Annual Action Plan (2010-2015) will be submitted to HUD to ensure the City will continue to receive federal funds that benefit low/moderate income individuals and households from the CDBG, ESG, and HOME Programs. Assistance under any and all of these programs will be contingent upon the availability of funding to the City from HUD, as well as from the preparation and submittal to HUD of the Annual Action Plan (2010-2011).

ALL INTERESTED AGENCIES, GROUPS, OR INDIVIDUALS who wish to be heard on this matter are invited to attend this public hearing and speak to the Council and the Commission at the time and place stated. The City Council and the Commission will consider approval of the Five Year Consolidated Plan (2010-2015) and the Annual Action Plan (2010-2011) for CDBG, ESG, and HOME Programs, as well as certain related Human Services Endowment Fund (HSEF) allocations at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Five Year Consolidated Plan (2010-2015) or the Annual Action Plan (2010-2011), and/or the process, contact Valerie Babinski-Mamic, Program Coordinator, at (626) 744-8321; or provide written comments by May 10, 2010, to the Housing Director, Housing Department P.O. Box 7115, Suite 202, Pasadena, California 91189.

Michael J. Beck
P.O. Box 7115
Pasadena, CA 91109

Publish: April 22, 2010
Pasadena Journal

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Public Notices 51

NOTICE TO THE PUBLIC OF A JOINT PUBLIC HEARING BY THE CITY COUNCIL OF THE CITY OF PASADENA AND THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE FIVE YEAR CONSOLIDATED PLAN (2010-2015) AND THE ANNUAL ACTION PLAN (2010-2011) FOR: (1) THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; (2) THE EMERGENCY SHELTER GRANT PROGRAM; (3) THE HOME INVESTMENT PARTNERSHIP ACT (HOME); AND (4) HUMAN SERVICES ENDOWMENT FUND.

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ALL INTERESTED AGENCIES, GROUPS, OR INDIVIDUALS who wish to be heard on this matter are invited to attend this public hearing and speak to the Council and the Commission at the time and place stated. The City Council and the Commission will consider approval of the Five Year Consolidated Plan (2010-2015) and the Annual Action Plan (2010-2011) for CDBG, ESG, and HOME Programs, as well as certain related Human Services Endowment Fund (HSEF) allocations at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Five Year Consolidated Plan (2010-2015) or the Annual Action Plan (2010-2011), and/or the process, contact Valerie Babinski-Manlic, Program Coordinator, at (626) 744-8321, or provide written comments by May 10, 2010, to the Housing Director, Housing Department P.O. Box 7115, Suite 202, Pasadena, California 91109.

Michael J. Beck
P.O. Box 7115
Pasadena, CA 91109

Approved as to Form:

/s/CAROLYN Y. WILLIAMS
Assistant City Attorney

AVISO AL PÚBLICO DE LA AUDIENCIA PÚBLICA CONJUNTA DEL CONSEJO DE LA CIUDAD DE PASADENA Y LA COMISIÓN DE DESARROLLO COMUNITARIO PARA CONSIDERAR LA APROBACIÓN DEL PLAN CONSOLIDADO DE CINCO AÑOS (2010-2015) Y EL PLAN DE ACCIÓN ANUAL (2010-2011) PARA: (1) EL PROGRAMA DE SUBSIDIOS GLOBALES DE DESARROLLO COMUNITARIO (2) PROGRAMA DE SUBSIDIOS PARA REFUGIOS DE EMERGENCIA; (3) LA LEY DE SOCIEDADES DE INVERSIÓN DE LA VIVIENDA (HOME) POR SUS SIGLAS EN INGLÉS; Y (4) LOS FONDOS DE DONACIÓN PARA LOS SERVICIOS HUMANOS.

De acuerdo con el Código 24 de la Regulación Federal, parte 91 et seq., tal como lo publicara el 5 de agosto de 1994 en el Registro Federal del Departamento de La Vivienda y Desarrollo Urbano de Los Estados Unidos (HUD) por sus siglas en inglés, la ciudad de Pasadena y la Comisión de Desarrollo Comunitario (Comisión) por medio de la presente notifican que el Plan Consolidado de cinco Años Plan 2010-2015 y el Plan de Acción Anual (2010-2011) para el Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG) siglas en inglés, Subsidios para Refugios de Emergencias (ESG) siglas en inglés, la ley del Programa de Sociedades para la Inversión de la vivienda (HOME) siglas en inglés, (empezando el 1 de julio de 2010) conjuntamente con cierta distribución de los Fondos de Donación para los Servicios Humanos (HSEF) siglas en inglés, serán considerados para su aprobación en la audiencia pública en conjunto a realizarse por el Consejo de la Ciudad de Pasadena y la Comisión, el lunes 10 de mayo de 2010 a las 7:30 p.m., o tan pronto el asunto sea escuchado, en la sala de juntas del Consejo de la Ciudad en la Alcaldía Municipal, 100 N. Garfield Ave., Pasadena, California. El propósito de la audiencia pública es de obtener el punto de vista de los ciudadanos, proveedores de servicios, participantes y personas interesadas en relación con el Plan Consolidado de Cinco Años (2010-2015), el Plan de Acción Anual (2010-2011), y la propuesta de la distribución de los Fondos de Donación para los Servicios Humanos.

El Plan Consolidado de Cinco Años (2010-2015) es un documento de planificación de 5 años el cual evalúa las necesidades de asistencia con la vivienda, las condiciones de la reserva de las viviendas, necesidades de subsidios de renta para personas de bajos ingresos, viviendas y servicios que necesitan las personas sin vivienda, y establece metas para las unidades de viviendas que recibirán ayuda en un periodo de 5 años.

El Plan de Acción sirve las siguientes funciones: (1) un documento de planificación que identifica las metas y objetivos locales para encarar el problema de las personas sin techo, las necesidades de viviendas a precios que se puedan costear y las oportunidades económicas para residentes con ingresos económico bajo/moderados; (2) una solicitud para los Fondos Federales bajo la fórmula de los programas de subsidio de Desarrollo y Planificación Comunitaria de HUD; (3) una estrategia a seguir para realizar los programas HUD; (4) una base para evaluar el rendimiento de las actividades y proyectos que son subsidiados con fondos federales bajo CDBG, ESG, HOME, y cualquier otro subsidio de programas de HUD que potencialmente pudieran estar disponible para la ciudad y/o Comisión.

Una vez el Plan Consolidado de Cinco Años (2010-2015) y el Plan de Acción Anual (2010-2011) sea aprobado por el Consejo de la Ciudad y la Comisión, será presentado al HUD para asegurarse que la Ciudad continúe recibiendo fondos que benefician a personas de ingresos económicos bajo/moderado y familias de los programas CDBG, ESG, y HOME. La ayuda bajo cualquiera de todos estos programas estarán sujeta a la disponibilidad de los fondos para la ciudad de parte del HUD, así como también de la preparación y la presentación del Plan de Acción Anual (2010-2011) al HUD.

TODAS LAS AGENCIAS, GRUPOS O PERSONAS INTERESADAS que les gustaría ser escuchados sobre este asunto se los invita a asistir a esta audiencia pública y hablar ante el Consejo y la Comisión en el lugar y ahora establecida. El Consejo de la Ciudad y la Comisión considerarán la aprobación del Plan Consolidado de Cinco Años (2010-2015) y el Plan de Acción Anual (2010-2011) para los programas CDBG, ESG, y HOME, así como cierta distribuciones relacionadas con los Fondos de Donación para los Servicios Humanos (HSEF) en la audiencia pública después de recibir los testimonios, oral o por escrito.

Si tiene alguna pregunta o requiere información sobre el Plan Consolidado de Cinco Años (2010-2015) o el Plan de Acción Anual (2010-2011) y/o el proceso, comuníquese con Valerie Babinski-Manlic, Coordinadora del Programa, al (626) 744-8321, o proporcione sus comentarios por escrito hasta el 10 de mayo de 2010, al Director de la Vivienda del Departamento de la Vivienda P.O. Box 7115, Suite 202, Pasadena, California 91109

Michael J. Beck, Gerente Municipal
P.O. Box 7115
Pasadena, CA 91109

Publicación: 22 de abril de 2010
La Opinión

Aprobado en cuanto a su formato y contenido por:

CAROLYN Y. WILLIAMS
Abogado Auxiliar de la Ciudad

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the Consolidated Plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position

title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The Consolidated Plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the Strategic Plan.

Section 3 -- It will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed Citizen Participation Plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570.)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s) 2010- 2012 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-Discrimination Laws -- The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance: The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Title

ESG Certifications

The Emergency Shelter Grantee certifies that:

Major rehabilitation/conversion -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for purposes less than tenant-based rental assistance, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services -- It will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

Renovation -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

Matching Funds -- It will obtain matching amounts required under §576.71 of this title.

Confidentiality -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan -- It is following a current HUD-approved Consolidated Plan or CHAS.

Signature/Authorized Official

Date

Title

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code).

Check _____ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

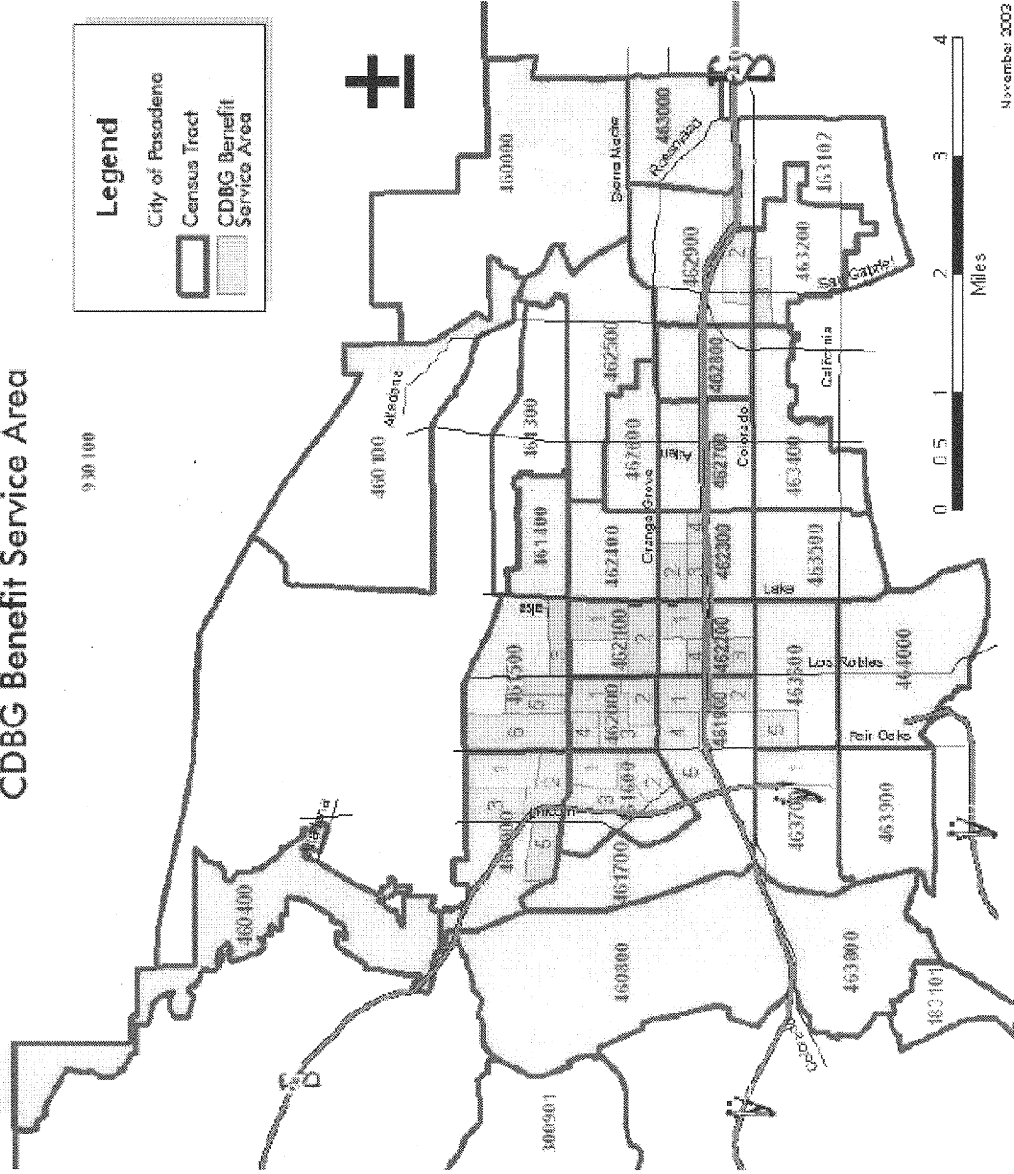
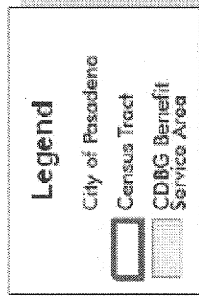
"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

City of Pasadena CDBG Benefit Service Area



November 2002

MINORITY HOMEOWNERSHIP

The City of Pasadena's Homeownership Opportunities Program (HOP) has provided silent second deeds of trust to first-time homebuyers for 10 years to make homes affordable to eligible low and moderate-income households. The HOP Program is funded with both HOME Investment Partnership funds and Low and Moderate-Income Housing Trust Funds. In a culturally diverse community such as Pasadena, the number of minority homeowners has been significantly high. Of the 94 HOP loans awarded over the past five years, 90 percent have been minority households. It is anticipated that the percentage of minority households becoming homeowners during the period covered by the Consolidated Plan will also be 90 percent.

MINORITY/WOMEN'S BUSINESS OUTREACH

The City of Pasadena (City) and the Pasadena Community Development Commission (Commission) are committed to a policy of Equal Opportunity Contracting. To this end, Developers and owners of single-family, multi-family and commercial properties, must agree to comply with Section 4.08.035 of the Competitive Bidding and Purchasing Ordinance of the Pasadena Municipal Code and the California Fair Employment and Housing Act (Government Code Section 12900 et seq.). This Ordinance stipulates that qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposal on projects funded with City or Commission assistance. The Developers and Owners, in all solicitations or advertisements for applicants for employment placed by or on behalf of the Developer or Owner, are to state it is an "Equal Opportunity Employer."

Many of the projects assisted with either City or Commission funding are located in the Northwest and Central quadrants of the City as these areas are populated with a high concentration of lower-income, minority households. Many of these projects are funded with federal and state funding sources which require lower-income households to rent and purchase properties. These developers and owners avail themselves of the services provided within the community, such as real estate firms, construction firms, accountants, insurance underwriters, and legal service firms, many of which are owned and managed by minorities and women.

HOME Tenant-Based Rental Assistance

The Home Tenant-Based Rental Assistance Program (TBRA) is targeted to the special circumstance individuals and families. Special circumstances is recognized as involuntary displacement due to government action, involuntary displacement as a result of health or safety hazard citations by the City, victim of domestic violence, at risk homelessness due to a crisis situation, and temporary homelessness due to loss of job or other event beyond the persons' control. Applicants are referred to the Commission by a sponsor agency or by the City. If funds are available, applications will also be accepted from recognized supportive service agencies. Under the HOME TBRA

Program, assistance is only for twenty-four (24) months with no exception to assist in meeting the unmet need of the special circumstances group.

Further, in cases where a HOME TBRA Program participant comes up on the Section 8 Rental Assistance Waiting List, the TBRA participant will be given the opportunity to select between the two (2) Programs. If the TBRA participant elects to remain on the HOME TBRA and declines the Section 8 Rental Assistance Voucher, his/her application will be withdrawn from the Section 8 Waiting List.

When Section 8 Rental Assistance Vouchers are available, the Commission reserves the option to move the TBRA participant to the Section 8 Rental Assistance Program to ensure continuity of assistance.

FIRST-TIME HOMEBUYERS' GUIDELINES FOR RESALE OR RECAPTURE

The City of Pasadena First-Time Homebuyers and Homeownership Opportunities Program Guidelines for resale or recaptures are consistent with the HOME Program Regulations, Section 92.254. An appropriate HOME Program funding percentage shall be sold to, and owned and occupied by low-income families as defined by Section 92.2 of the HOME Regulations (the "Restricted Units"). Low-income families are defined as those families who meet the criteria of Section 92.254 of the Regulations for Homeownership, or the criteria of Health and Safety Code Section 50079.5 for "lower-income households," whichever criteria is more restrictive.

The housing units purchased shall not exceed 95% of the median purchase price for the single-family dwelling per Section 92.254 (a) (1) (i) and (ii) shall have an estimated appraised value at acquisition, if standard, or after any repairs made to meet property standards in 92.251, that does not exceed the limit described in (a) (1) M. In addition, only low-income families shall be eligible to purchase the restricted units.

The affordability period, resale and recapture provisions adopted by the City of Pasadena (the "Participant") follows Section 92.254 (4) (B) (ii) of the Regulations and is based on the same criteria as the Participant's "Homeownership Opportunities Program."

If the HOME Assisted owner-occupied unit is resold during the affordability covenant period, the Participant will repay its principal loan amount, the loan fee (if any), plus a certain percentage of the appreciation in the sales price. The appreciation is calculated as follows: (a) the resale price, minus (b) the original sales price paid by the borrower, minus (c) the borrower's resale closing costs.

The Participant's share of the appreciation is equal to the ratio of the Participant's First-Time Homebuyers' down payment assisted second trust deed loan amount to the dwelling unit sales price originally paid by the borrower. The Participant's share of appreciation in any resale during the affordability covenant period may be subject to and modified by certain lender regulatory requirements.

In a resale, the borrower/seller may offer the unit at a price not to exceed fair market value, as may be determined by a MAI appraisal. Several factors determine the actual resale price that the seller can command: (a) the amount of funds coming back to the Participant upon resale; (b) the amount of Participant assistance required by the prospective buyer; (c) the financial ability of the prospective buyer to make the minimum down payment; and (d) the amount of the first trust deed loan for which the prospective buyer qualifies.

If the unit is resold with negative appreciation, the Participant staff will review the specific case and make any necessary adjustments to the loan amount such that repayment of the second trust deed loan (the Homebuyer's loan) does not cause hardship to the borrower.

The remaining percentage of units shall be sold to and occupied by "Persons and Families of Low or Moderate Income" (as defined in Section 50093 of the Health and Safety Code, as amended from time to time) (the "Other Units"). Only persons and families of low or moderate income meeting the criteria of the Participant's

Homeownership Opportunities Program shall be eligible to purchase the Other Units. The Other Units shall be sold at "Affordable Housing Cost" (as such term is defined in Section 50052.5 (b) (2) of the Health and Safety Code, as amended from time to time).

GUIDELINES FOR RENTAL REHABILITATION LOANS

I. Introduction

The Pasadena Community Development Commission (Commission) administers the Rental Rehabilitation Program (RRP) which provides rehabilitation loans to owners of rental housing within the Pasadena City limits. The loans shall be made to assist owners of rental housing units where other federal and state resources, private insurance proceeds or private institutional lending resources are not available or do not provide the assistance or coverage needed to rehabilitate or reconstruct such housing.

These guidelines establish policies and procedures for RRP loans to owners of rental housing.

II. Eligibility Criteria

A. Eligible Rental Properties

1. Must be one of the following: a single- or multi-family rental dwelling, apartment, group home for senior citizens or the disabled, buildings of mixed residential and commercial use, building of mixed owner-occupied and rental use of two or more units.
2. The housing must be permanent or transitional housing.
3. Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable rental housing.
4. Conversion of an existing structure to affordable housing is eligible rehabilitation unless the conversion entails adding one or more units beyond the existing walls, in which case, the project is new construction.
5. Relocation and rehabilitation of a manufactured housing unit. The manufactured housing unit must, at the time of project completion, be connected to permanent utility hook-ups and be located on land that is owned by the manufactured housing unit owner or land for which the manufactured housing owner has a lease for a period at least equal to the applicable period of affordability.

- B. Minimum Amount of Assistance. The minimum amount of RRP funds that must be invested in a project involving rental housing funded with HOME Program dollars is \$1,000 per unit. There is no minimum dollar amount requirement when Housing Trust Fund and Community Development Block Grant funds are invested.

C. Property Standards

1. All housing constructed or rehabilitated with Commission funds must meet the accessibility requirements of the Fair Housing Act and Section 504 as well as all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of project completion.
2. Units assisted with Commission funds must meet the City of Pasadena's Uniform Building Code and Section 8 Quality Standards.
3. New construction projects must meet the Model Energy Code.
4. Projects must be inspected throughout the affordability period to ensure that the units are decent, safe and sanitary. Inspections shall be performed annually on all units.

D. Eligible Borrowers

1. Borrowers may be individuals, partnerships, corporations, nonprofit organizations, and other legal entities (but not religious organizations).
2. Borrowers must own or propose to acquire rental property, which has a minimum of one substandard feature.
3. Borrowers must be able to demonstrate the capability or experience to own, manage, and rehabilitate rental housing property in such a manner that assures protection of the interests of the Commission. This requirement may be met by Borrower's demonstration of prior ownership and/or management of comparable rental property.

III. Loan Limits

- A. The maximum per unit loan amount utilizing HOME Program funds is pre-set by HUD regulation. However, RRP loans utilizing HELP funds, HOME funds, Housing Trust Funds and Community Development Block Grant Funds shall have a loan amount of \$25,000 per unit but may be increased if the rehabilitation is warranted.
- B. The total after-rehabilitation indebtedness may not exceed the appraised after-rehabilitation value of the property (100% loan-to-value ratio). For projects, which include acquisition or refinancing costs, a minimum ten-percent (10%) cash investment is required. This investment is based on the total development costs including acquisition or refinancing costs. The Commission, in its sole discretion, may waive these requirements when necessary to ensure compliance with health and safety standards, seismic safety standards, and general property improvements relating to these standards.

- C. Where a project includes Commission funds for acquisition and rehabilitation, the loan amount shall be further limited to the amount, as determined by the Commission, necessary to establish the financial feasibility of the project. Financial feasibility shall mean that the projected project income is sufficient to pay all reasonable and necessary project expenses, including debt service, and including an acceptable annual rate of return on Borrower's actual cash investments, as determined by the Commission. (These criteria would be used to make underwriting decisions and would not result in a long-term limitation on the return on the owner's investment.)
- D. If the project contains both residential and commercial space, Commission funds may only be used for a pro-rata share of the acquisition and rehabilitation costs based on the gross residential floor area.

IV. Loan Rate and Terms

- A. Loans shall bear interest at a rate of four percent (3%) per annum on the principal balance. Repayment of the principal and accrued interest amount may be deferred during the first five (5) years of the loan term. Some loans may amortize monthly and each month thereafter until paid in full depending on the cash flow of the project. The term of the loans shall range from fifteen (15) to twenty (20) years for rehabilitation loans and thirty (30) years for acquisition and rehabilitation loans. Borrowers may repay the loan at any time without a prepayment penalty; however, certain restrictions imposed by the Rehabilitation Loan Agreement will remain in effect for the original term of the loan.
- B. Commission loans may be assumed by a purchaser upon approval of the Commission provided that the purchaser demonstrates to the satisfaction of the Commission that it is capable of operating a rental housing development and agrees to assume all provisions of the Rehabilitation Loan Agreement including the limitations on rents and occupancy.

V. Eligible Uses of Program Funds

Funds may be used for costs associated with acquisition/rehabilitation or rehabilitation of residential units and must be necessary to eliminate code violations or hazardous conditions evidencing unsatisfactory living conditions and/or conditions posing a threat to the health and safety of the residents.

- A. Eligible Construction Costs
 - 1. Rehabilitation work necessary to eliminate code violations or meet Section 8 Housing Quality Standards.
 - 2. Rehabilitation work necessary to perform seismic reinforcement and fire safety improvements which pose a health and safety threat to occupants, which are required to be abated as a condition of receiving a building permit.

3. Rehabilitation work to make essential improvements, including energy-related repairs or improvements necessary to permit use by persons with disabilities and to abate lead-based paint or asbestos.
4. Cosmetic work necessary due to code-required rehabilitation.
5. Repair or replacement of damaged walls and fences detached from the rental dwelling when necessary to prevent soil erosion, if necessary for security reasons, or to prevent structural damage to the rental property.
6. Repair or replacement of driveways or walkways that cause safety hazards.
7. Reconstruction of units if destroyed by natural disasters when deemed necessary by local officials or when the estimated cost of demolition, construction and related activities is less than the estimated cost of rehabilitation.
8. Handicapped accessibility improvements, where such improvements are necessary to provide access for existing occupants.
9. Chimney repair, replacement or demolition. Rebuilding to zero clearance using prefabricated metal rather than masonry is encouraged.
10. Repair, replacement or demolition of attached carports and garages where required to eliminate a hazard. The new construction of carports and/or garages is eligible to meet code requirements.
11. Reimbursement of approved eligible construction costs related to emergency repairs incurred prior to loan approval.
12. Change in the configuration of existing units to enlarge unit(s) to provide additional bedrooms and bathrooms to accommodate large-size households and to eliminate displacement of existing tenants.
13. To demolish existing buildings only if site will be rebuilt with an affordable rental housing structure.

B. Refinancing Costs

The cost to refinance existing debt secured by housing that is being rehabilitated with program funds:

1. For multifamily rehabilitation projects, where refinancing is necessary to permit or continue affordability. Regardless of the

amount of funds invested, the minimum affordability period shall be fifteen (15) years. The Commission's guidelines describing the conditions under which the Commission will refinance existing debt are as follows:

- a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing;
- b. Management practices demonstrate that disinvestment in the property has not occurred, that the long-term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated;
- c. Demonstrate the new investment is being made to maintain current affordable units, create additional affordable units, or both;
- d. Required period of affordability, is fifteen (15) years or longer;

HOME funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.

1. Soft costs. The costs related to the acquisition/rehabilitation or rehabilitation of rental property as specified in Section II (2)(3)(4).
2. Relocation costs. The costs as specified in Section II (5) and Section IX.
3. Project hard costs. The costs related to the rehabilitation and reconstruction of rental units.
4. Acquisition costs. Costs of acquiring improved real property combined with rehabilitation.
5. Related soft costs. Other reasonable and necessary costs incurred by the owner or Commission and associated with the financing, or development (or both) of housing being acquired and rehabilitated with HOME funds. These costs include, but are not limited to:
 - a. Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups.
 - b. Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys fees, private appraisal fees and

fees for an independent cost estimate, builders' or developers' fees.

- c. Costs of a project audit that the Commission may require with respect to the development of the project.
 - d. Costs to provide information services such as affirmative marketing and fair housing information to prospective owners and tenants as required by program regulations.
 - e. For rehabilitation, the cost of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in project income during the period of project rent-up (not to exceed eighteen (18) months) and which may only be used to pay project operating expenses, scheduled payments to a replacement reserve, and debt service. Any funds placed in an operating deficit reserve that remain unexpended after the period of project rent-up may be retained for project reserves if permitted by the Commission.
 - f. Staff and overhead costs directly related to carrying out the project, such as work specifications preparation, loan processing inspections, and other services related to assisting potential owners, tenants, and homebuyers, e.g., housing counseling, may be charged to project costs only if the project is funded and the individual becomes the owner or tenant of the assisted project. For multi-unit projects, such costs must be allocated among assisted units in a reasonable manner and documented.
 - g. For rehabilitation, costs for the payment of impact fees that are charged for all projects within a jurisdiction.
 - h. Costs of environmental review and release of funds, which are directly related to the project.
6. Relocation costs. The cost of relocation payments and other relocation assistance to persons displaced by the project are eligible costs.
- a. Relocation payments include replacement housing payments, payments for moving expenses, and payments for reasonable out-of-pocket costs incurred in the temporary relocation of persons.
 - b. Other relocation assistance means staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship.

C. Ineligible Uses of Program Funds

1. Non-essential items not attached to the main rental dwelling(s); luxury quality materials and construction techniques; personal property or furnishings; dishwashers, trash compactors, refrigerators; and work associated with nonresidential portions of a mixed-use structure.
2. Costs associated with upgrading the units such as the addition of common space unless such space is utilized as a play area for minor children.

VI. Occupancy Requirements and Rent Limitations

A. Occupancy Requirements

1. Tenants who occupy a unit in the dwelling at the time of application for the Commission loan shall be allowed to continue occupancy. Tenants who are displaced as a result of the rehabilitation work, or for overcrowding or economic reasons may be entitled to relocation benefits under State and Federal laws.
2. Section 8 Quality Standards shall be the standard whereby families shall occupy units according to the family's household size.

B. Rent Limitation Requirements

1. Tenants that reside in units assisted with Commission funds must have low or very-low incomes and these rents are strictly controlled by a covenant recorded to assure affordability during the term of the loan.
2. HUD publishes acceptable rents to be charged to low and very-low income households by bedroom size.
3. Tenants occupying Commission assisted units whose annual incomes increase and exceed 80% of median income may remain in their units but they must pay the lesser of 30% of their adjusted monthly incomes for rent and utilities or the market rent.
4. Tenants' incomes and family size must be reviewed annually by RRP staff and inspections of the property made annually.

VII. Underwriting Policies and Issues

A. Reimbursement for Eligible Work Items

RRP funds may be used to reimburse a Borrower for eligible work performed prior to loan approval under the following conditions:

1. The pre-rehabilitation condition necessitating the work is clearly documented including the verification that the work performed was to eliminate potential health and/or safety conditions.
2. The actual cost of the work is documented through receipts or other means.
3. Commission staff inspects the work and certifies that it has been completed and that the cost was reasonable.

Loan packages involving reimbursement must contain the documentation and certification listed above or they cannot be processed as an application for RRP funds.

B. Security Position

Commission loans may be junior in position to existing or new private financing based on the Commission approved execution of a subordination agreement.

C. Balloon Payments

Commission loans that will be junior to financing with balloon payments must have the same maturity term as the balloon payment loan.

D. Refinancing

Refinancing is only considered when necessary to avoid a foreclosure, or to maintain affordable rents and ensure fiscal integrity. The Commission will subordinate to a refinanced loan only to the extent that the new loan amount together with the RRP loan does not exceed 100% loan-to-value ratio. Such request will be reviewed by the Commission's legal counsel and is subject to Commission approval.

E. Borrower Credit History

Commission may disapprove loans due to poor credit history, especially where the Borrower lacks substantial equity in the secured property.

F. Loan-to-Value Ratio

Total indebtedness may not exceed the after-rehabilitation appraised property value (100% loan-to-value ratio). Commission may allow exceptions to this limitation when necessary to ensure compliance with health and safety standards, seismic safety standards, and general property improvements relating to these standards.

G. Cash Flow

The after-rehabilitation project operating income must be sufficient to cover operating expenses, replacement reserves, and debt service; however, depreciation is not included. Commission may waive this

requirement if the negative cash flow will be of limited duration or the Borrower provides adequate assurances of providing sufficient operating income from other sources.

H. Contingency Funds

Generally, the maximum amount of funds allowed for construction contingencies is ten percent (10%) of the construction contract amount. Contingency funds that are used must be documented with construction change orders signed by the Commission, the Borrower, and the contractor. Funds that have not been used must be returned to the Commission and will be applied towards the Borrower's outstanding principal loan balance.

I. Mixed Residential/Commercial Use

If the project contains both residential and commercial space, RRP funds may be used only for the following:

1. A pro-rata share of acquisition cost based on gross residential floor area.
2. Costs directly attributable and exclusively beneficial to the residential space. All work write-ups must clearly show which work items are attributable to the commercial space. Cost estimates must similarly reflect separately the commercial and residential rehabilitation costs.
3. A pro-rata share, based on gross floor area, of costs that cannot be directly attributable to either the commercial or residential space. For example, the RRP will pay for two-thirds of the cost of a roof in a typical three (3) story building with two residential stories.

VIII. Tenant Relocation Benefits

A. Eligible Households

Eligible households must live or have lived in the dwelling to be acquired and rehabilitated or rehabilitated with RRP assistance and either:

1. Have been forced to move from their units in the project because the rehabilitation rendered the unit uninhabitable; or
2. Have been forced to move from their unit in the project due to repairs completed before the start of the RRP financed rehabilitation; or
3. Will be forced to move from their unit in the project due to the RPP financed rehabilitation work.

B. Types of Benefits

1. Re-occupancy rights: eligible households must be allowed to reoccupy their units upon completion of the RRP financed rehabilitation or be provided a suitable unit within the project. The only exception to this requirement is when re-occupancy would necessitate the displacement of another household.
2. Financial assistance: eligible households shall be entitled to for temporary or permanent relocation benefits pursuant and subject to the requirements of the Uniform Relocation Act or State Relocation Law. Relocation benefits include rent differential payments as well as moving expenses.
3. All relocation costs may be included in the RRP loan amount and paid by either the Borrower or the Commission.
4. The Commission shall have the right to determine if the differential payments are paid in one lump sum, monthly, or annual installments.

C. Relocation Administrative Responsibilities

With the assistance of the Borrower, the Commission shall undertake the following responsibilities:

1. Notify potentially eligible households of their re-occupancy rights and of the availability of financial assistance.
2. Provide information on suitable replacement housing and develop a relocation budget.
3. Process claims for financial assistance.
4. Disburse financial assistance funds.

D. Relocation Budget

The relocation budget amount is calculated based on family size and the number of bedrooms required, actual moving expenses and may be included as part of the RRP loan requested.

E. Tenant Notification

The Commission must provide advance written notice to tenants who will be required to move due to the RRP financed rehabilitation. This notice must advise tenants of their right to reoccupy the unit upon completion of reconstruction. It must also state that they may be eligible for financial benefits, inform them where and how to apply, and set a thirty (30) day deadline for filing an application. A good faith effort must be made to locate eligible tenants who have already vacated their units. At a

minimum, the above-referenced notice must be mailed to the tenant's forwarding address and to the tenant's vacated unit.

F. Processing Relocation Claims

All documentation submitted in support of relocation claims must be reviewed by the Commission to ensure authenticity. Prior to making a disbursement, Commission must be contacted to verify information provided by the tenant regarding relocation assistance received from other sources.

G. Disbursements

Tenant relocation payments are to be disbursed in either a lump sum, a monthly basis or annual by the Commission to the tenant. The relocation benefits shall be disbursed consistent with the existing practice of the Commission.

H. Required Records

A copy of all relocation notices supplied to tenants, all documentation of tenant relocation claims, the Tenant Relocation Assistance Form and complete accounting records for all relocation disbursements shall be retained in the Borrower's loan file.

I. Disposition of Surplus Funds

Unused loan proceeds allocated for relocation expenses shall be promptly returned to the Commission. The funds will be applied towards the Borrower's outstanding RRP principal loan balance.

IX. Components of the Loan Package

All loan packages must be submitted to the Community Development Committee and/or the Commission for review and approval. In all cases, loan packages must contain complete and accurate information. Following is a listing of items to be included in all loan packages:

A. Loan Application Form

All Borrowers must complete the RRP Loan Application. The application must be complete with original signature of all Borrowers.

B. Insurance

Copy of the current fire and hazards insurance policy on the subject property.

C. Preliminary Title Report and Title Insurance

1. A preliminary title report and title insurance are required for RRP loans, showing vesting of title in the Borrower's name and title insurance ensuring marketable title. All taxes and assessments must be current and the title should be free of attachments, judgments, or mechanics' liens. All clouds on title must be removed prior to loan closing.
2. Policies of Insurance of Record Titles (PIRTs) are acceptable for loans under \$20,000. California Title Reports (CTRs) are acceptable for loans under \$75,000. These items must, however, include an indication of proper vesting of title, a legal description, and all involuntary or involuntary liens, including tax liens, attachments, judgments, and mechanics' liens.
3. Preliminary title reports and PIRTs that are over three months old at the time the loan application is ready to close must be updated at the Commission's request.
4. Loans over \$75,000 must be covered under an ALTA policy.

D. Mortgage Verifications

1. Mortgage verifications are required for each existing mortgage. Each verification should include the current balance, balloon payments or other adjustable terms information, the monthly payment, whether the loan is interest only or includes principal, taxes and insurance, and an indication as to whether the loan is current. Mortgage verifications should be no more than three (3) months old at the time the loan is submitted to the Commission; however, the Borrower may submit copies of subsequent payment receipts or cancelled checks to the Commission staff to update verifications over three (3) months old.
2. If the Borrower has the year-end statement and payment receipts, which reflect that the loan is current to date and the promissory note, which reflects the loan terms, these documents may be substituted for the mortgage verification form.

E. Federal Income Tax Returns

Exact copies of complete filed tax returns for the three (3) most recent tax years are to be submitted to Commission staff.

F. Financial Information

Partnerships, corporations, non-profit organizations, and self-employed Borrowers must submit Business Income and Expense Statements and Balance Sheets for the three (3) most recent fiscal years. Audited financial statements should be submitted if available.

G. Credit Report

The Borrower's credit report will be reviewed closely for poor payment patterns, bankruptcy, judgment or extensive liabilities that may indicate a prohibitive risk to making the loan. This report must be initiated by the RRP and included in the loan package.

H. Appraisal

Appraisals for loans under \$50,000 may be prepared by a fee appraiser or by a qualified Commission staff person. Appraisals for loans over \$50,000 must be prepared by a SREA, MAI, or comparably certified fee appraiser. Appraisals are required in every case. Appraisal fees for independent appraisers may be included in the RRP loan amount. All appraisals must include:

1. The name, address, qualifications, and signatures of the person(s) preparing the appraisal.
2. The pre-rehabilitation appraised value.
3. The after-rehabilitation value of the property as determined by applicable appraisal techniques (i.e., market, income, and replacement cost appraisal approaches).
4. A description of the property.
5. A description of the general location of the property and the surrounding neighborhood.
6. The methodology and calculations used in arriving at the value indicated by each valuation technique.
7. Any additional supporting material such as maps, photographs.
8. The dates showing when the values were estimated and when the report was prepared.

Appraisals will not be acceptable if they are more than six months old. Unless the appraiser submits a statement verifying that the values of the specific property and surrounding properties have not decreased.

I. Work Write-up and Cost Estimate

The Work Write-up and Cost Estimate should be prepared by the Commission or its designee. It shall clearly indicate items and costs that qualify for an RRP loan and should include the total cost of all work to be performed. Conditional loan approvals may be based on estimates. Final cost estimate must be sent to the Commission as soon as they are available.

J. Construction Contract

A copy of the proposed execution-ready or executed contract, including all contract documents, must be included in the package. Prior to the award of the construction contract, the general contractor shall obtain insurance coverage as set forth in the Rehabilitation Loan Agreement.

K. Contract Bid Tabulation

This item is required only if competitive bidding is used and should list all contractors and their bid amounts.

Should bids not be solicited, and the contract sum differs significantly from the RRP's cost estimate, the Commission must certify the reasonableness of the contract sum.

L. Affirmative Marketing

If a project contains more than one (1) unit, a Management Plan is required which sets forth the plan for operating the project after rehabilitation.

M. Tenant Lease or Rental Agreement Form

A copy of the lease or rental agreement effective at the time of loan application must be included in the loan submittal. Additionally, the proposed lease or rental agreement forms to be used by the Borrower must be included and contain provisions substantially similar to the following:

Landlord shall terminate this lease (or agreement) only in accordance with the law and only for good cause. Good cause for termination shall include:

1. Abandonment of the unit by Tenant.
2. Nonpayment of rent in a timely manner.
3. Material or repeated violation by Tenant of reasonable house rules.
4. Material or repeated violation of the terms of this lease (or agreement) by Tenant.
5. Intentional misrepresentations or intentional failure to state any fact or facts, including facts concerning Tenant's income and assets, upon which Landlord has relied in agreeing to enter into the Lease (or agreement).

X. Loan Package Review and Processing

A. Loan Processing

1. After receiving a loan package, the Commission or its designee will complete the first level of review (quantitative review) to determine if the submitted documents are in compliance with RRP requirements.
2. A detailed level of review (qualitative review) shall be performed to verify the correctness and completeness of the loan application and accompanying documentation. The Commission will inform the Borrower of any remaining deficiencies that must be corrected prior to loan approval.
3. A request for loan approval shall be submitted for loans up to \$75,000 for the Community Development Committee's review and approval and for loans over \$75,000, to both the Community Development Committee and, if approved, to the Pasadena Community Development Commission for its approval.

XI. Loan Closing Responsibilities

A. Loan Closing

1. The following RRP loan documents are to be completed and submitted to legal counsel for review prior to loan closing:
 - a. Rehabilitation Loan Agreement. This is the controlling document during the construction phase of the rehabilitation and during the term of the loan.
 - b. Promissory Note.
 - c. Deed of Trust. This document secures the Promissory Note and is recorded. This document is a lien against the subject property.
 - d. Agreement Containing Covenants. This agreement sets forth the program requirements and assures rental affordability during the loan term. This document is executed between the Commission and the Borrower and is acknowledged and recorded as a lien against the subject property.
 - e. HOME, CDBG, or Housing Trust Fund Requirements Addendum which specifies the program regulations.
 - f. Assignment of Rents. This document is executed to provide authority to the Commission to collect the rental income in the event the property goes into foreclosure.

- g. Assignment of Agreements. This document makes provision for the Commission to become the owner of architectural drawings, plans, and specifications in the event agreements executed by the Borrower are assigned to entity or person(s).
 - h. Request for Notice. This agreement is recorded and provides for notification to the Commission in the event the Borrower defaults on superior loans.
 - i. Environmental Indemnity. This document makes provision to the Commission that the property is free and clear of any environmental material hazards.
 - j. Borrower's Affidavit. This document is executed by the Borrower to the Commission attesting to the Borrower's ownership of property and the right to enter into legal contracts binding subject property to liens and covenants, etc.
 - k. Disclosure Statement.
 - l. Notice to Rescind.
 - m. Policy of Title Insurance.
 - n. Loan Disbursement Agreement.
2. Legal Counsel will provide executable copies of the above-referenced documents along with escrow instructions, all of which will be forwarded to escrow. The Commission will then forward funds separately to the escrow for disbursement.
 3. The Commission shall ensure compliance with RRP hazard insurance requirements insuring against loss by fire or other hazards, with a lenders loss payable endorsement showing the Commission insured in an amount sufficient to cover the total after-rehabilitation replacement value. If a property is located in a flood zone, flood insurance coverage is also required. The RRP shall also ensure that a current liability insurance policy for the property has been issued, with general liability coverage in amount not less than \$1,000,000 per occurrence, with the Commission named as additional insured.
 4. The Commission shall ensure satisfaction of any conditions listed in the loan approval letter and escrow instructions.
 5. If an escrow service is retained, the escrow officer shall arrange for the Borrower to execute the loan documents and responsible for disbursing construction contract payments and monitoring construction in accordance with normal prudent record said documents. Following recordation, the Commission shall forward

to the City Attorney all of the executed original loan documents, the title insurance policy, and proof of insurance for appropriate safekeeping with copies maintained in Borrowers' files.

B. Fund Disbursement and Construction Monitoring

1. The Commission or its designated subcontractors are construction lending practices, including periodic inspections by qualified construction inspectors. Acceptable records of construction contract payments for each loan must be maintained. Records must fully and completely show the date, amount, purpose and payee for all disbursements.
2. Progress payment and final material and labor lien releases must be submitted to the Commission upon a request for fund disbursement.
3. A 10% retention of the contract cost shall be retained to insure satisfactory completion of the project.
4. A Notice of Completion must be prepared and recorded once the project has been satisfactorily completed. Retention payments should typically be released thirty-five (35) days after the filing of the Notice of Completion.

C. Unused Funds

All unused loan proceeds and accrued interest, if any, shall be returned to the Commission within twenty (20) days after the retention payment has been disbursed. These funds will be applied against the Borrower's outstanding principal loan balance.

XII. Monitoring Responsibilities

After rehabilitation work has been completed, the Commission or its designee will monitor all loans. These responsibilities include:

1. Reviewing annual financial reports, including management plan and operation's budget, if applicable, submitted by Borrowers to verify compliance with the Rehabilitation Loan Agreement. These reports consist of: a) documentation of property tax payments; b) a schedule of current rents; and c) the incomes of all tenants under occupancy and rental restrictions.
2. Performing site inspections as necessary to ensure adequate maintenance.
3. Taking corrective action in the event a Borrower fails to comply with the conditions of the Rehabilitation Loan Agreement, Deed of Trust, Agreement Containing Covenants, and the Promissory Note.

4. Processing loan subordination and assumption requests.
5. Monitoring any defaults or foreclosures.
6. Coordinating with the City's Finance Department all processing and monitoring all loan servicing responsibilities.

GLOSSARY OF TERMS AND ABBREVIATIONS

Anti-Crime Program - A category that allows for the promotion of activities that reduce crime, including crime prevention education programs and the payment of security guards and systems. See HUD Activity Categories.

Appeal - Prior to the Human Services/Northwest Commission retiring to deliberate for the purposes of formulating its funding recommendations to the City Council, each applicant will be provided with an opportunity to appeal. City staff will mail written notification to each applicant of the opportunity to appeal any portion of the funding process. The funding process consists of: (1) preparation of the proposal application; (2) the receipt of technical assistance/advice on request; (3) submission of a complete and timely proposal; (4) staff ranking of proposals by funding category; and, (5) applicant oral presentation to the Human Services Commission (for Public/Human Service Proposals) and Northwest Commission (for Capital Improvement, Economic Development, Housing, and Administration Proposals).

These five elements are "appealable" and are subject to alterations where appropriate, prior to the Human Services Commission and Northwest Commission formulating its final recommendations to the City Council. Should the applicant wish to request that the Human Services Commission or the Northwest Commission review any of the five elements, City staff will schedule a five minute appeals presentation before the appropriate Commission.

Area Benefit Activities - Activities that benefit a specific area where at least 51 percent of the residents are low- and moderate-income persons. See CDBG Low- and Moderate-Income Designated Activities.

Area Median Income - The exact middle of an income range, where 50 percent of the families have incomes above and 50 percent of the families have incomes below.

Benefit Service Area - An area of the City determined to be eligible for CDBG funded project activities. Eligibility is based on the median family income of the area at or below 80 percent of the median family income of the county.

Capital Improvements - A capital improvement is a significant change or addition to a physical structure. To be considered a capital improvement, the activity must result in a material, long term benefit that adds value to the improved structure. For example, a new roof, new street lights, or new sidewalks are capital improvements. New paint or water safety instructions are not eligible.

Census Tract - Refers to an area or region of the City. CDBG eligible census tracts (those with at least a 51% low/moderate income population) are: 4609, 4615, 4616, 4619, 4620, 4621, 4622, 4623, 4628, and 4635. Eligible census tracts are based on 1990 U.S. Census Data.

Child Care - The group care of children in a licensed, or licensed-exempt, program by qualified, trained staff.

Children - Individuals between the ages of 0 and 12 years.

Collaboration - (definition adapted from "Communities Working Collaboratively for a Change," by Arthur T. Himmelman, September, 1991).

A collaborative project involves the voluntary, strategic alliance of two or more organizations to enhance each other's capacity to achieve a common purpose by sharing risks, responsibilities, resources and rewards. In a collaborative human service project, two or more distinct organizations share the authority, responsibility, funding and service delivery for a project or program, from planning through evaluation, with each agency/organization making a tangible commitment of resources to achieve a shared goal. (Resources may also include in-kind support such as space, staffing, and use of equipment).

Community-Based Development Organization (CBDO) - CBDOs are generally nonprofit organizations that undertake specific kinds of CDBG-funded activities. CBDOs can be for-profit or nonprofit organizations, but cannot be governmental entities. A CBDO may be a subrecipient.

Community Development Block Grant Program (CDBG) - This program provides states, counties, and cities with Federal funds to help meet their housing and community development needs. The funds must meet one of the following three national objectives: (1) benefit low and moderate income persons; (2) help eliminate slums and blight; or (3) meet urgent needs (such as recovery from a disaster). The program was established by Congress in the Housing and Community Development Act of 1974.

Community Development Financial Institution (CDFI) - An organization that: has as its primary mission the promotion of community development; serves an investment area or targeted population; provides development services and equity investments or loans; maintains accountability to residents within its investment area; and is not a public agency or institution.

Comprehensive Grant Program - The Comprehensive Grant Program provides modernization funding on a formula basis to approximately 908 Housing Authorities with 250 or more units. Eligible Housing Authorities prepare a comprehensive plan assessing their physical and management improvement needs every six years. Housing Authorities are also required to submit an annual plan that details the use of their funds for the current fiscal year. Under this program, up to 20 percent of their annual formula grant may be used by the Housing Authority to:

1. Fund management improvements needed to upgrade the operation of their developments,
2. Sustain physical improvements, and
3. Correct management deficiencies.

Comprehensive Improvement Assistance Program (CIAP) - Under the Comprehensive Improvement Assistance Program (CIAP), Housing Authorities with fewer than 250 units may apply and compete for modernization funds to carry out both physical and management improvements. Approximately 2,500 Housing Authorities compete on an annual basis for CIAP funds by submitting an application to the HUD State/Area Office, which rates and ranks all applications received and makes funding decisions. Of the amount available for public housing, one percent is set aside to carry out goals related to pending civil rights litigation, subject to judicial oversight.

CDBG Area Benefit Activities - Proposed projects or activities that benefit a surrounding area, where at least 51 percent of the residents are low- and moderate-income persons. An area that is not primarily residential in character will not qualify under this criterion.

CDBG Benefit Services Area - Delineated by the following boundaries: to the North - Woodbury Road; to the South - Maple Street (210 Fwy.); to the East - Lake Avenue; to the West - Arroyo Blvd.

CDBG Entitlement Amount - The amount of funds that a metropolitan city and urban county are entitled to receive under the CDBG Metropolitan Community program formula.

CDBG Joint Grant Agreement - An agreement between a CDBG urban county and CDBG metropolitan city, located within that county, for the purpose of receiving CDBG funds. The county and the City use the funds to plan and implement a joint community development and housing program.

CDBG Low- and Moderate-Income Designated Activities - Activities that must benefit at least 51 percent of low- or moderate-income persons. The four types of activities that meet this designation are Area Benefit Activities, Housing Activities, Job Creation or Retention Activities, and Limited Clientele Activities.

CDBG National Objectives - In order for a CDBG activity to be funded, it must either benefit low- and moderate-income persons, or aid in the prevention or elimination of slums and blight. An activity may also be funded if it meets an urgent need.

CDBG Nonentitlement Amount - The funds that are distributed to selected communities that apply for CDBG funding through their State or HUD-administered Small Cities program.

CDBG Program Types - 1) The CDBG Metropolitan Community grant program whose grantees are metropolitan cities and urban counties; and 2) The CDBG State grant program whose grantees are states.

CDBG Slum and Blight Designated Activities - Activities performed in areas that, under state criteria, are considered slum and blighted areas.

CDBG Urgent Need Designated Activities - Activities where a grantee certifies that a particular activity is needed to meet an urgent need and that the only funds available to finance the activity are CDBG funds.

Consolidated Plan - The Consolidated Plan is a document that is submitted annually to HUD that serves as the planning and community development document (Comprehensive Housing Affordability Strategy and Community Development Plan) of the jurisdiction.

Continuum of Care - A system that requires a comprehensive system of housing and necessary services to transition homeless individuals and households into permanent housing. The fundamental components of a continuum of care system in the City of Pasadena (Consolidated Plan 2005-2010) include the following:

- First, there must be outreach, intake, and assessment that connects or reconnects an individual or family to needed support services such as public benefit, rent or utility assistance, employment or family counseling and physical or mental health care.
- The second component is assistance through an emergency shelter facility that provides overnight shelter (for up to 2 months) and fulfills a client's basic needs (i.e., food, clothing, medical care), either on-site or through off-site services. Clients must follow basic rules for health and safety, and there may also be additional requirements to stay (i.e., sobriety, participation in program, employment). Clients usually move into transitional housing after their stay, but, when appropriate, may move into services-enriched or independent-living affordable housing.
- The third component offers transitional housing (for up to 2 years) and necessary social services. Clients will be linked to a high level of interventions, employment services, individual and group counseling and life skills training designed to prepare clients for service-enriched permanent affordable housing or independent-living permanent affordable housing. Such services include substance abuse treatment, short-term mental health services, independent living skills, etc.

Contractors - A contractor is an entity paid with CDBG funds in return for a specific service (e.g., construction). Contractors must be selected through a competitive procurement process.

Corporation - Legal entity, chartered by a state or the federal government, and separate and distinct from the persons who own it. It is regarded by the courts as an artificial person; it may own property, incur debts, sue, or be sued.

Displacement - Refers to that process by which homeowners or renters are forced from their residences by increased rents, property values or a change in use (e.g., a housing structure converted to commercial use) as a result of housing or neighborhood improvement activities. Any CDBG program that contributes to displacement, must also provide for appropriate assistance to any affected individual/family.

Draw down - Refers to the process of requesting and receiving CDBG funds. Grantees draw down funds from a line of credit established by HUD, while subrecipients typically draw down funds from grantees.

Drug Elimination Program - The Public Housing Drug Elimination Program provides grants to fund drug elimination and other crime prevention activities in public and Indian housing. HUD is authorized to make these grants available to selected Public Housing Authorities and Indian Housing Agencies for the purpose of eliminating drug-related crime in their communities. Activities that may be funded through these grants include employment of security personnel and investigators; reimbursement to local law enforcement for additional services; physical improvements for security; support of tenant patrols; and programs to reduce crime and drug-use by residents. This program also provides funding for the Drug Clearinghouse and special purpose grants in order to provide technical assistance to Public Housing Authorities (PHAs) and Indian Housing Authorities (IHAs).

Economic Development Category - A category that allows grantees to use their funds for projects and activities that increase economic opportunity, principally for persons of low and moderate income. A project may also include one or more activities that address a lack of affordable housing accessible to existing or planned jobs. See HUD Activity Categories.

Education - A program or activity which provides information, knowledge or training, and stimulates mental growth, for a specific purpose or outcome.

Entitlement - A city with a population of 50,000, a central city of a metropolitan area, or an urban county with a population of at least 200,000 that receives an annual allocation of CDBG funds directly from HUD under the CDBG Entitlement Program.

Emergency Shelter Grant (ESG) - A formula-based program that allocates funds to states, metropolitan cities, and urban counties to support emergency shelters for homeless individuals and families.

Empowerment Zone/Enterprise Community (EZ/EC) - The designees named in a 1994 Federal initiative to revitalize economically-distressed areas of the country. This initiative rewards communities that form local partnerships that help develop a comprehensive revitalization plan for low-income neighborhoods. The four designees are: Empowerment Zone, Supplemental Empowerment Zone, Enterprise Community, Enhanced Enterprise Community.

Evaluation - The Northwest Commission and/or Human Services Commission will assess and rate each program/project based on the applicant's written proposal, oral presentation, and community needs assessment. Staff will review and value the applicant's written response to the program/project's consistency with federal and local regulations.

Extremely Low-Income - As defined in the Consolidated Plan, a family whose income is between 0 and 30 percent of the Area Median Income. See Income Groups.

Family - All persons living in the same household who are related by birth, marriage or adoption.

Fiscal Year - The Federal Fiscal Year beginning on October 1 and ending on September 30.

Formula-Based Programs - Programs that provide direct allocations (grants) to states, cities, and urban counties based on specific factors, such as total population count, number of persons with incomes below the poverty line, and housing conditions.

Grantee - A state, metropolitan city, or urban county that receives an annual formula-based allocation directly from HUD under its CDBG, ESG and/or HOPWA programs. For the purpose of Community 2020, HOME-participating jurisdictions are also considered grantees.

HOME Community Housing Development Organization (CHDO) - A private, locally-based housing development organization with federal tax-exempt status. A HOME-participating jurisdiction must invest not less than 15 percent of its HOME funds in CHDO housing activities.

HOME Consortium - A group of units of general local government geographically linked and joined as a participating jurisdiction for the purpose of obtaining and sharing an allocation of HOME funds.

HOME Fair Market Rents (FMRs) - Rents established under the Section 8 Existing Housing Program that represent approximately the 45th percentile of standard housing occupied by recent movers. FMRs are published annually in the Federal Register and are established for each area of the country.

HOME Investment Partnership Program - A formula-based program that provides allocations to states and units of general local governments, known as participating jurisdictions. Its purpose is to retain and expand the supply of affordable housing principally for low- and very-low-income families through housing rehabilitation, new construction, first-time home buyer financing, and rental assistance.

HOME Subrecipient - A public agency or nonprofit organization selected by the participating jurisdiction to administer all or part of the participating jurisdiction's HOME program.

Homeless Programs Category - A category that allows for the construction, conversion, renovation, or rehabilitation of shelters for the homeless. Also eligible are activities that provide for transitional housing and single-room occupancy units for the homeless. See HUD Activity Categories.

Hope VI Program - The HOPE VI Program was created for the purpose of revitalizing severely distressed or obsolete public housing developments. The activities in the program include funding of the capital costs of major reconstruction, rehabilitation and other physical improvements, the provision of replacement housing, management improvements, planning and technical assistance, and implementation of community service programs and supportive services or the planning of such activities. Funds are distributed to Public Housing Authorities (PHA) based upon a selection process in which interested PHAs must specify the activities they would undertake upon selection.

Household - All the persons who are the occupants of a housing unit. The Census Bureau defines occupants as a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Housing Assistance Needs - Housing assistance needs are determined in two ways. A household in need of housing assistance is either: (1) living in a deteriorated housing unit; or (2) spending more than 30 percent of its income on housing. Both needs are subject to careful, identical and verifiable criterion. To be counted as having a housing assistance need, household earnings must be less than 80 percent of the median family income of the county, adjusted for household size.

Housing Category - A category that includes activities that retain and expand safe and decent affordable housing for both owner and tenant-occupied units (e.g., housing acquisition and disposition; minor and major housing rehabilitation of single- and multi-unit properties; and new construction). See HUD Activity Categories.

Housing Activities - Activities carried out for the purpose of providing or improving permanent residential structures that, upon completion, low- and moderate-income households will occupy. See CDBG Low- and Moderate-Income Designated Activities.

Housing Opportunities for Persons with AIDS/HIV (HOPWA) - A grant program that addresses the needs of persons living with HIV or AIDS and their families.

HUD - CDBG funds are provided to entitlement communities through the U.S. Department of Housing and Urban Development (HUD). HUD established the regulations and requirements for the program and has oversight responsibilities for the use of CDBG funds.

HUD Activity Categories - Categories of activities that may be assisted with CDBG, HOME, ESG and HOPWA funds. The categories are Anti-Crime Program, Economic Development, Homeless Programs, Housing, Infrastructure, Other, Planning and Administration, Public Facilities, Public Services, Senior Programs, and Youth Programs.

Income - For the purposes of HUD programs, income is either measured for families or households:

- 1) Household income includes the income of the householder and any person in the household 15 years of age and over, whether related to the householder or not.
- 2) Family income refers to the income of persons 15 years of age and older, related by birth, marriage or adoption, who reside together.

Income Groups - The following income groups refer to the households, families, and persons who are eligible CDBG and HOME beneficiaries because their annual incomes are below the Area Median Income. These income groups also include the two additional income levels added to the Consolidated Plan's list of income definitions: Extremely Low-Income, Very Low-Income, Low-Income, Low- and Moderate-Income, Middle Income, and Moderate-Income.

Infrastructure Category - A category that includes water/sewer improvement activities, such as the replacement of water lines and sanitary and storm sewers. This category also allows a grantee to undertake street projects that may include the installation of street lights, street drains, curbs, and gutters. See HUD Activity Categories.

Job Creation or Retention Activities - Activities that are eligible because they will create or retain permanent jobs, where at least 51 percent of the full-time jobs employ low- and moderate-income persons. See CDBG Low- and Moderate-Income Designated Activities.

Joint Venture - Agreement by two or more parties to work on a project together. A joint venture, which is usually limited to one project, differs from a PARTNERSHIP, which forms the basis for cooperation on many projects.

Limited Clientele Activities - Activities that benefit a "limited clientele," such as abused children and spouses, homeless persons, and persons living with AIDS. See CDBG Low- and Moderate-Income Designated Activities.

Local Development Corporation - A local development corporation is an entity organized pursuant to Title VII of the Head Start, Economic Opportunity, and Community Partnership Act of 1974 (42 U.S.C. 2981) or the Community Economic Development Act of 1981 (42 U.S.C. 9801 *et. seq.*); or an entity eligible for assistance under Section 502 or 503 of the Small Business Investment Act of 1958 (15 U.S.C. 696)

Low- and Moderate-Income Area - An area where 51% or more of the residents have incomes that do not exceed 80 percent of the Area Median Income. There are exception communities where less than 51% of the residents have incomes at or below 80 percent of the Area Median Income.

Low and Moderate Income Persons/Households - Persons/households are considered to be low and moderate income if their income is less than 80 percent of the median family income for the county, adjusted for household size.

Low-Income - (1) As defined by the CDBG program, a household or a person whose annual income is 50% or less than the Area Median Income. (2) As defined by the HOME program; a family whose annual income does not exceed 80 percent of the Area Median Income.

Median Household Income - The exact middle of a range of household incomes. The Census Bureau defines household incomes as incomes of persons 15 years of age and over residing together, whether related or not. A household may consist of one person only.

Memorandum of Understanding (MOU) - A legally binding agreement between two (2) or more parties consenting to adhere to the conditions and terms of an event, grant, monetary or in-kind exchange of services.

Metropolitan Cities - Central cities of metropolitan areas, other metropolitan area cities with a population of 50,000 or more, and cities that retain their metropolitan area status because of their previously-qualifying designation.

Microenterprise - A business that has five or fewer employees, one or more of whom owns the enterprise.

Middle Income - As defined in the Consolidated Plan, a family whose income is between 80 percent and 95 percent of the Area Median Income. See Income Groups.

Moderate-Income Household/Family - A household/family having an income equal to or less than the Section 8 Low Income limit established by HUD but greater than the Section 8 Very Low Income limit established by HUD.

Moderate Rehabilitation Program - This component of the Section 8 Program provides both rental subsidies and funds for limited rehabilitation of the units. Landlords are selected for this program competitively, and must make rehabilitated units available for very low-income Section 8 certificates for a minimum of 10 years. See Section 8 and Very Low-Income.

Modernization - HUD provides annual funds to Public Housing Authorities (PHA) for both physical improvements to the units and management improvements. The program requirements differ, depending on the size of the housing authority. Small PHAs, those with fewer than 250 units, receive funds and must operate under the conditions of the Comprehensive Improvement Assistance Program (CIAP). Large PHAs, those with more than 250 units, operate under the Comprehensive Grant Program. See Comprehensive Improvement Assistance Program (CIAP) and Comprehensive Grant Program.

Neighborhood Based - A neighborhood-based organization is an association or corporation, duly organized to promote and undertake community development activities on a not-for-profit basis within a neighborhood. An organization is considered to be neighborhood-based if the majority of either its membership, clientele, or governing body are residents of the neighborhood where activities assisted with CDBG funds are to be carried out.

Other Category - A category that includes unprogrammed funds, which are funds that have not been programmed for use. See HUD Activity Categories.

Outreach - Outreach is a service approach which relies on the provider making the effort to find or go to the client, rather than the client having to find or go to the provider. Outreach involves extending services or activities to clients or potential clients by reaching out and increasing access for clients who otherwise might be unfamiliar with or unable to use such services or activities. For example, an emergency shelter for homeless might offer an outreach activity by dispatching workers to locations where homeless clients or potential clients might be found (e.g., selected parks and streets), and then offer information, linkage, counseling, transportation to a shelter or other service to such a client. Also, the extent or length of reach out; specifically, the extent of an organization's involvement in the community. Any program designed to extend services to those not usually accommodated by or included within an organization.

Overcrowded Housing - Housing in which the number of persons exceeds the number of rooms in a housing unit. When using a ratio of the number of persons living in a housing unit to the number of rooms in that unit, a ratio of 1.0 means that the number of persons and the number of rooms are the same. Any housing where the ratio of rooms to persons exceeds 1.0 is considered overcrowded.

Participating Jurisdiction - A state or unit of general local government that HUD has designated as eligible for HOME funds.

Partnership - Organization of two or more persons who pool some or all of their money, abilities, and skill in a business and divide profit or loss in predetermined proportions.

Planning and Administration Category - A category that allows a grantee to expend funds for various plans, public information, fair housing activities, general management, oversight and coordination of the CDBG Program; it is limited to 20% of the grantee's annual CDBG entitlement.

Prevention - A preventive project takes advance measure against something that is likely to occur; it is designed to stop something before it starts. A preventive human service project targets a population with a strong likelihood of experiencing a human service problem (e.g., "at risk" of violence, homelessness, substance abuse, etc.) and provides an activity or service designed to prevent that problem before it occurs. Prevention is distinguished from "treatment," which focuses on activities to modify or remedy an already existing problem.

Private Non-Profit - An incorporated charity, or any corporation operated under a policy by which no stockholder or trustee shares in the profits or losses, if any, of the enterprise. There are three types of California non-profit corporations: public benefit, religious and mutual benefit.

Program - A broad description covering a logical series of related activities designed to achieve a broad common objective(s) or result.

Program Income - Gross income that the grantee, participating jurisdiction, state grant recipient, or subrecipient receives. This income is directly generated from CDBG, HOME, ESG, or HOPWA funds.

Project Activity - A specific task necessary to achieve an objective; or a series of proposed activities occurring in a logical sequence, supported by reasonable costs, designed to resolve a particular problem or meet a particular need.

Public Facilities - A category that allows grantees to undertake the acquisition, reconstruction, rehabilitation, and installation of public facilities and improvements. Examples of eligible public facilities are neighborhood parks, recreational and parking facilities, and centers for the disabled. Interim assistance may also be given for the repair of streets, sidewalks, or public buildings to arrest their deterioration before any permanent improvements of the facilities are made. See HUD Activity Categories.

Public/Human Service Activity - An activity which is: (1) directed toward improving the community's need for public/human services and facilities, including those concerned with employment, crime prevention, child care, etc.; and (2) supportive of physical development activities being carried out in a concentrated manner. Public/human service activities are to be directed at residents of Neighborhood Strategy Areas and may only be incidentally provided to residents outside of these areas. A cap expenditure of 15% of the entire CDBG entitlement may be used for Public/Human Service Activities.

Recipient - See grantee.

Section 8 - A federal rental assistance program which provides a direct housing subsidy to a qualified tenant so that he or she does not pay more than 30 percent of their income for rent. Section 8 is available for new, improved and existing housing units.

Seniors - Individuals who are 55 years and older; federal guidelines (62 years of age).

Senior Programs - A category that allows grantees to use their funds for activities that provide public services to the elderly, such as Meals on Wheels, and Dial-a-Ride. Funds may also be used for construction and rehabilitation. See HUD Activity Categories.

Single Room Occupancy (SRO) - (1) A portion of the Section 8 program that provides rental subsidy funding for efficiency accommodations that are to be occupied by only one person. The units need not but may contain food preparation facilities, sanitary facilities, or both. See Section 8. (2) Housing that consists of a single-room dwelling unit that is the primary residence of its occupant. The unit must contain food preparation and sanitary facilities, if it is a new construction project, conversion of non-residential space, or reconstruction.

Social Services - Non-financial supportive aid rendered to individuals and families to help them meet their personal, social, psychological, medical, economic, or other problems which interfere or otherwise prevent them from moving towards self-care, self-support, independent living, and strengthened family life.

Sole Proprietorship - Business of financial venture that is carried on by a single person and is not a trust or corporation. A sole owner has unlimited liability.

Small Business Investor Corporation - A private enterprise which would provide investment banking-type services to smaller companies which could not normally qualify for this type of financing.

State - Any state of the United States, the Commonwealth of Puerto Rico, and in some cases, the District of Columbia.

State Grant Recipient - A unit of general local government that receives its CDBG funds from its state's CDBG program.

Subgrantee - A unit of general local government that is not eligible to receive direct funding as a HUD formula-based grantee, but is eligible to compete for funds through its state's formula-based grant program.

Subrecipient - A public agency, private nonprofit organization, or a for-profit organization that is authorized to receive funds from a grantee or another subrecipient to undertake eligible activities.

Urban Counties - Counties that receive an annual allocation of funds under the CDBG program. To be eligible for HUD funding, a county must meet the eligibility criteria for participation, such as extent of poverty, housing conditions, income levels, etc.

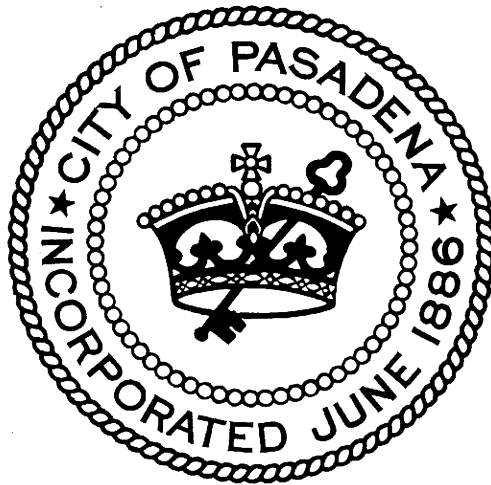
Unit of General Local Government - A city, town, township, county, parish, village, or other general purpose political subdivision of a state; or a consortium of such political subdivisions recognized by HUD.

Very Low-Income - As defined by the HOME program, families whose annual incomes do not exceed 50 percent of the Area Median Income. See Income Groups.

Youth - Individuals between the ages of 13 and 17 years.

Youth Programs - A category that focuses on the needs of children and teenagers. Activities include the funding of youth centers and facilities, as well as playground and recreation facilities that are part of youth centers. See HUD Activity Categories.

DRAFT



CITY OF PASADENA

**ANNUAL ACTION PLAN
(2010 - 2011)**

City of Pasadena

ANNUAL ACTION PLAN (2010 - 2011)

CITY COUNCIL

Bill Bogaard, Mayor

Victor M. Gordo, Vice Mayor

*Steve Haderlein
Chris Holden
Steve Madison*

*Margaret McAustin
Jacque Robinson
Terry Tornek*

CITY MANAGER

Michael J. Beck

HOUSING DEPARTMENT

*William K. Huang, Housing Director
Valerie Babinski-Manlic, Program Coordinator*

CONSULTANT

Priscila Dávila

SECTION I

APPLICATION FOR FEDERAL ASSISTANCE SF 424 AND HUD PROGRAM CERTIFICATIONS

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received:	4. Applicant Identifier: B-10-MC-06-0525	
5a. Federal Entity Identifier: 96-6000759		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Pasadena		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-6000759		*c. Organizational DUNS: 028-900-439
d. Address:		
*Street 1:	P.O. Box 7115	
Street 2:	_____	
*City:	Pasadena	
County:	Los Angeles	
*State:	California	
Province:	_____	
*Country:	USA	
*Zip / Postal Code	91109	
e. Organizational Unit:		
Department Name: Housing Department		Division Name: Housing/Community Development
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	Mr. _____	*First Name: William _____
Middle Name:	K. _____	
*Last Name:	Huang _____	
Suffix:	_____	
Title:	Housing Director	
Organizational Affiliation:		
*Telephone Number: 626-744-8320		Fax Number: 626-744-8340
*Email: whuang@cityof pasadena.net		

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

10 Name of Federal Agency:*U.S. Department of Housing and Urban Development (HUD)****11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grant (CDBG) Program

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):**Pasadena, Los Angeles, California*****15. Descriptive Title of Applicant's Project:**

CDBG funds will be used to provide public services, economic development, code enforcement, fair housing, planning and administrative activities.

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: 29th	*b. Program/Project: 29th	
17. Proposed Project:		
*a. Start Date: 07/01/2010	*b. End Date: 06/30/2011	
18. Estimated Funding (\$):		
*a. Federal	_____	2,471,247
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	200,000
*g. TOTAL	_____	2,671,247
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: Mr.	_____	*First Name: Michael _____
Middle Name: J.	_____	
*Last Name: Beck	_____	
Suffix:	_____	
*Title: City Manager		
*Telephone Number: 626-744-4220		Fax Number: 626-744-3921
* Email: mbeck@cityofpasadena.net		
*Signature of Authorized Representative:		*Date Signed:

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received:		4. Applicant Identifier: M-10-MC-06-0525
5a. Federal Entity Identifier: 96-6000759		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Pasadena		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-6000759		*c. Organizational DUNS: 028-900-439
d. Address:		
*Street 1: <u>P.O. Box 7115</u>		
Street 2: _____		
*City: <u>Pasadena</u>		
County: <u>Los Angeles</u>		
*State: <u>California</u>		
Province: _____		
*Country: <u>USA</u>		
*Zip / Postal Code <u>91109</u>		
e. Organizational Unit:		
Department Name: Housing Department		Division Name: Housing/Community Development
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <u>Mr.</u>		*First Name: <u>William</u>
Middle Name: <u>K.</u>		
*Last Name: <u>Huang</u>		
Suffix: _____		
Title: <u>Housing Director</u>		
Organizational Affiliation:		
*Telephone Number: 626-744-8320		Fax Number: 626-744-8340
*Email: <u>whuang@cityof pasadena.net</u>		

Application for Federal Assistance SF-424	Version 02
*9. Type of Applicant 1: Select Applicant Type: C. City or Township Government Type of Applicant 2: Select Applicant Type: Type of Applicant 3: Select Applicant Type: *Other (Specify)	
*10 Name of Federal Agency: U.S. Department of Housing and Urban Development (HUD)	
11. Catalog of Federal Domestic Assistance Number: 14-239 CFDA Title: HOME Investment Partnership Program	
*12 Funding Opportunity Number: *Title: 	
13. Competition Identification Number: Title: 	
14. Areas Affected by Project (Cities, Counties, States, etc.): Pasadena, Los Angeles, California	
*15. Descriptive Title of Applicant's Project: HOME program funds will be used to create and retain affordable housing for low-income residents in the City of Pasadena	

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: 29th	*b. Program/Project: 29th	
17. Proposed Project:		
*a. Start Date: 07/01/2010	*b. End Date: 06/30/2011	
18. Estimated Funding (\$):		
*a. Federal	1,291,937	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	1,291,937	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: Mr. _____	*First Name: Michael _____	
Middle Name: J. _____		
*Last Name: Beck _____		
Suffix: _____		
*Title: City Manager		
*Telephone Number: 626-744-4220	Fax Number: 626-744-3921	
* Email: mbeck@cityofpasadena.net		
*Signature of Authorized Representative:		*Date Signed:

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-231 _____

CFDA Title:

Emergency Shelter Grant (ESG) Program _____

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Pasadena, Los Angeles, California

***15. Descriptive Title of Applicant's Project:**

ESG program funds will be used to provide essential services, homeless prevention and emergency shelter services.

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: 29th	*b. Program/Project: 29th	
17. Proposed Project:		
*a. Start Date: 07/01/2010	*b. End Date: 06/30/2011	
18. Estimated Funding (\$):		
*a. Federal	98,459	
*b. Applicant		
*c. State		
*d. Local		
*e. Other	98,459	
*f. Program Income		
*g. TOTAL	196,918	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: <u>Mr.</u>	*First Name: <u>Michael</u>	
Middle Name: <u>J.</u>		
*Last Name: <u>Beck</u>		
Suffix: _____		
*Title: City Manager		
*Telephone Number: 626-744-4220	Fax Number: 626-744-3921	
* Email: mbeck@cityofpasadena.net		
*Signature of Authorized Representative:		*Date Signed:

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received:		4. Applicant Identifier: S-10-MC-06-0525
5a. Federal Entity Identifier: 96-6000759		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Pasadena		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-6000759		*c. Organizational DUNS: 028-900-439
d. Address:		
*Street 1: <u>P.O. Box 7115</u>		
Street 2: _____		
*City: <u>Pasadena</u>		
County: <u>Los Angeles</u>		
*State: <u>California</u>		
Province: _____		
*Country: <u>USA</u>		
*Zip / Postal Code <u>91109</u>		
e. Organizational Unit:		
Department Name: Housing Department		Division Name: Housing/Community Development
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <u>Mr.</u>		*First Name: <u>William</u>
Middle Name: <u>K.</u>		
*Last Name: <u>Huang</u>		
Suffix: _____		
Title: <u>Housing Director</u>		
Organizational Affiliation:		
*Telephone Number: 626-744-8320		Fax Number: 626-744-8340
*Email: <u>whuang@cityof pasadena.net</u>		

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the Consolidated Plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing - The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan - It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace - It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of

convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying - To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The Consolidated Plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan - The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the Strategic Plan.

Section 3 -- It will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Michael J. Beck
Name

City Manager
Title

100 N. Garfield Ave., Room S228
Address

Pasadena, CA 91109
City/State/Zip

(626) 744-3921
Telephone Number

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed Citizen Participation Plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570.)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. Overall Benefit. The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s) 2010, 2011, 2012 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or

charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force - It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-Discrimination Laws - The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R of Title 24;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Michael J. Beck
Name

City Manager
Title

100 N. Garfield Ave., Room S228
Address

Pasadena, CA 91109
City/State/Zip

(626) 744-3921
Telephone Number

**Optional Certification
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 507.208 (c)

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

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Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance - If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs - It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance - before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

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ESG Certifications

I, Michael J. Beck, Chief Executive Officer of Jurisdiction, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 CFR 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 CFR 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 CFR 576.55.
3. The requirements of 24 CFR 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 CFR 576.57, other appropriate provisions of 24 CFR Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 CFR 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 CFR 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 CFR 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 CFR 76.56.
10. The requirements of 24 CFR 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.
11. The requirements of 24 CFR 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services

will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.

12. The new requirement of the McKinney-Vento Act (42 USC 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U.S. Department of Housing and Urban Development.

Signature/Authorized Official

Date

Michael J. Beck
Name

City Manager
Title

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HOPWA Certifications

The HOPWA grantee certifies that:

Activities - Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building - Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Michael J. Beck

Name

City Manager

Title

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APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying And Drug-Free Workplace Requirements:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph 3).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (street address, city, county, state, zip code). Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
City of Pasadena, Housing Department	649 N. Fair Oaks Ave., Suite 202	Pasadena	Los Angeles	CA	91103

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees.
- b. All "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing.
2. Citizen Participation Plan.
3. Anti-displacement and Relocation Plan.

Signature/Authorized Official

Date

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SECTION II

INTRODUCTION

City of Pasadena

Five Year Consolidated Plan (2010 – 2015) Annual Action Plan (2010 -2011)

II. Introduction

The City of Pasadena Five-Year Consolidated Plan 2010 – 2015 (Consolidated Plan) provides a framework to identify community needs that include: 1) housing 2) homelessness and 3) community and economic development needs. Additionally, the Consolidated Plan helps to identify available resources and devise a Strategic Plan for meeting these needs.

This Consolidated Plan consists of a Five (5) Year Strategic Plan and an Annual Action Plan. The Strategic Plan contains three major parts: 1) a housing/homeless, community and economic development needs assessment 2) a housing market analysis; and 3) long-term strategies to meet priority needs. The Annual Action Plan describes the specific projects and activities that Pasadena will undertake in the coming year with local, U. S. Department of Housing and Urban Development (HUD), and other federal funds to address the identified priority needs. The Action Plan also contains certifications indicating that the City will follow certain requirements such as furthering fair housing.

The Consolidated Plan also functions as: 1) a planning document for the City, which builds on the City's citizen participation process at the grassroots levels; 2) an application for federal funds under HUD formula grant programs; 3) a strategy to be followed in carrying out HUD programs; and 4) an Action Plan that provides a basis for assessing performance.

Essentially, the Consolidated Plan simplifies the steps needed to receive funding through four (4) HUD formula grant programs. These four (4) federal grants are:

Community Development Block Grant (CDBG): A formula-based program that annually allocates funds to metropolitan cities, urban counties, and states for a wide range of eligible housing and community development activities. Over a one (1) year period, not less than 70 percent of the City's CDBG expenditures must be used for activities that benefit low- and moderate-income persons.

HOME Investment Partnership (HOME): A formula-based program that provides allocations to states and units of general local governments, known as participating jurisdictions (PJ). The purpose of the HOME Program is to retain and expand the supply of affordable housing principally for low- and very low-income families through housing rehabilitation, new construction, first-time homebuyer financing, and rental assistance.

Emergency Shelter Grant (ESG): A formula-based program that allocates funds to states, metropolitan cities, and urban counties to support emergency shelters for homeless individuals and families.

Housing Opportunities for Persons with HIV/AIDS (HOPWA): A grant program that addresses the needs of persons living with HIV or AIDS and their families.

Additionally, the Consolidated Plan provides a basis for programming and allocating other federal funds including its Housing Choice Voucher Program, Continuum of Care Homeless Assistance Programs (Supportive Housing, Shelter Plus Care and Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings, etc.) as well as local housing and development resources.

The overall goal of the federal community planning and development programs covered by the Consolidated Plan is to develop viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector. The statutory program goals are:

DECENT HOUSING - which includes:

- Assisting homeless persons to obtain appropriate housing.
- Assisting persons at risk of becoming homeless.
- Retention of the affordable housing stock.
- Increase the availability of permanent housing in standard condition and affordable cost to low-income and moderate-income families; particularly to members of disadvantaged minorities, without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability.
- Increasing the supply of supportive housing which includes structural features and services needed to enable persons with special needs (including persons with HIV/AIDS) to live with dignity and independence.
- Providing affordable housing to low-income persons that is also accessible to job opportunities.

A SUITABLE LIVING ENVIRONMENT - which includes:

- Improving the safety and livability of neighborhoods.
- Increasing access to quality public and private facilities and services.
- Reducing the isolation of income groups within areas through the spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating or deteriorated neighborhoods.
- Restoring and preserving properties of historic, architectural, or aesthetic value.
- Conservation of energy resources.

EXPANDED ECONOMIC OPPORTUNITIES - which includes:

- Job creation and retention.
- Establishment, stabilization and expansion of small businesses (including micro-businesses).
- The provision of public services concerned with employment.
- The provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the Plan.
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices.
- Access to capital and credit for development activities that promote the long-term economic and social viability of the community.
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

CITY OF PASADENA- Housing Vision

In support of HUD's goals, the City believes that all Pasadena residents have an equal right to live in decent, safe and affordable housing in a suitable living environment for the long-term well-being and stability of themselves, their families, their neighborhoods and their community. The housing vision for Pasadena is to maintain a socially and economically diverse community of homeowners and renters who are afforded this right.

The City of Pasadena shall achieve this vision by using its resources to:

- Support and provide fair and equal housing opportunities for all persons regardless of race, age, income, disability, sexual orientation, marital status, household size, ancestry, national origin, religion, or color.
- Provide an adequate supply and range of housing opportunities throughout the City by assisting in the development of the construction of new housing, preservation of existing affordable housing, and being responsive to the special housing needs of certain resident populations.
- Reduce or mitigate governmental constraints which hinder the production, preservation, maintenance and improvement of housing, particularly affordable housing, for Pasadena residents.
- Ensure that Pasadena residents, especially those with extremely low to moderate incomes and special needs, are assisted in meeting housing needs through the provision of assistance for rental, residential rehabilitation, homeownership, housing counseling, and other housing support services.
- Conserve and improve the condition of the existing affordable housing stock, which may include ways to mitigate the loss of dwelling units throughout the City.
- Preserve assisted housing for lower income households.

SECTION III

EXECUTIVE SUMMARY AND KEY OBJECTIVES

III. EXECUTIVE SUMMARY AND KEY OBJECTIVES

The Executive Summary provides an overview of the City of Pasadena's housing and community development goals and objectives, priorities and strategies as described in the Five Year Consolidated Plan (2010 - 2015) approved by City Council on May 10, 2010. The overriding purpose of the housing and community development activities cited in this Plan is to target resources to meet the needs of low/moderate-income residents and to intensify revitalization efforts in the census tracts that have the greatest concentration of low/moderate-income households.

In accordance with the U. S. Department of Housing and Urban Development Consolidated Submission for Community Planning and Development Programs (24 Code of Federal Regulations (CFR) Part 91, the Annual Action Plan (2010 - 2011) includes the Standard Form 424 which serves as the City's application, a description of Federal and non-federal resources expected to be available to address the priority needs and specific objectives identified in the Plan; description of activities to be undertaken during the fiscal year, a description of the geographic distribution of funds and projects and activities including those that address emergency shelter and transitional housing needs of homeless individuals and families.

The Annual Action Plan also addresses "obstacles to meeting under-served needs, activities to foster and maintain affordable housing, remove barriers to affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty level families, development of institutional structure and enhance coordination between public and private housing and social service agencies/organizations, and foster public housing improvements and resident initiatives."

The Consolidated Plan is designed to enable the City of Pasadena to establish a unified vision for community development actions. It offers the City the opportunity to shape its various housing and community development programs into effective, coordinated, neighborhood and community development strategies. The Consolidated Plan approach is also the means to meet the application requirements for the Community Development Block Grant (CDBG); Emergency Shelter Grant (ESG), Home Investment Partnership Act (HOME) and Housing Opportunities for Persons with AIDS (HOPWA) programs.

The City is a very desirable place in which to work and to live and has a world-class reputation. The high demand in the housing market makes it more difficult for residents with limited income and limited skills to continue to afford to live in Pasadena.

The statutes for the formula grant programs set forth three basic goals against which the Plan and the City of Pasadena's performance under the Plan will be evaluated by the U. S. Department of Housing and Urban Development (HUD). The Plan must state how the City will pursue these goals for all community development programs, as well as all housing programs. These statutory program goals are:

DECENT HOUSING which includes assisting homeless persons with obtaining affordable housing; assisting persons at risk of becoming homeless; retention of the local affordable housing stock; increasing the availability of affordable permanent housing in standard condition to low-income and moderate income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, familial status, or disability; increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons

with HIV/AIDS) to live in dignity and independence; and providing affordable housing that is accessible to employment/jobs.

A SUITABLE LIVING ENVIRONMENT which includes improving the safety and livability of neighborhoods; increasing access to quality public and private facilities and services; reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods; restoring and preserving properties of special historic, architectural, or aesthetic value; and conservation of energy resources.

EXPANDED ECONOMIC OPPORTUNITIES which includes job creation and retention; establishment, stabilization and expansion of small businesses (including micro businesses); the provision of public services concerned with employment, the provision of jobs resulting from carrying out activities under programs covered by the plan; availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices; access to capital and credit for development activities that promote the long-term economic and social viability of the community; and empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

KEY OBJECTIVES

The primary goal of the 5 Year Strategic Plan is to summarize the priorities and specific objectives to be addressed during the five-year period of the City's Five Year Consolidated Plan (2010 – 2015) and to identify the proposed housing and community development activities to be undertaken. The principal objectives are as follows:

Housing Goals

1. To improve and expand affordable housing options.

Objectives:

- **Owner occupied housing:** Improve the quality of existing owner-occupied housing stock to support community and neighborhood stability relative to neighborhood revitalization efforts (i.e., Housing made accessible, brought up to code, made safer or more energy efficient).
- **Housing for buyers:** Increase homeownership opportunities for low/moderate income residents through the construction of affordable homes, rehabilitation efforts or down payment assistance.
- **Rental housing:** Expand the number of affordable rental units and improve the quality of rental units available to low/moderate income individuals throughout the Pasadena community (i.e., renovation for accessibility and code issues).

Homeless and Special Populations Goals

1. To improve services to the homeless and special populations.

Objectives:

- **Homeless:** provide homeless prevention and intervention services including housing and supportive services (i.e., job training, childcare and access to services).

- **Special Populations:** Improve the availability of support services to special populations.

Community Development Goals

1. Expand opportunities for small business activities that generate new employment opportunities and assist with the development of micro-enterprises.

Objectives:

- Create opportunities for business retention, expansion and education activities that limit adverse community impacts and generate new employment opportunities for low/ moderate income residents.
- Support capital improvement activities for economic development programs support financial assistance for small business development.

2. Increase access to resources for low/ moderate income residents and community groups.

Public Facility Objectives:

- Support renovation of neighborhood facilities including schools that provide educational support, cultural enrichment, and community activities.
- Support renovation of parks and recreation facilities that provide academics, sports and recreation, and other community activities.
- Support renovation for health facilities that provide greater access to quality health to very low-, low-, and moderate-income households.

Public Service Objectives:

- Support education programs that provide academic and family enrichment services.
- Support employment and training which includes job placement/ retention services, referral services, and other supportive services.
- Support career development programs that provide job preparation services to homeless and very low income individuals including youth and young adults ages 14-21 for entry or re-entry into the workforce.
- Support food and nutrition programs that promote access to affordable, nutritious food and nutrition education.
- Support healthcare services that provide health assessments, medical, dental and mental health treatment, and education to families.

Anti-Crime Objectives:

- Support community violence and safety initiatives that provide violence and gang prevention/ intervention activities that will result in a safer community.

Youth Program Objectives:

- Support youth programs that provide mentorship programs, recreational activities, educational opportunities, enrichment opportunities, youth participation in government, and other supportive services for low/ moderate income youth and young adults.
- Support child care programs that provide services to low/ moderate income households.

Planning and Administration Objectives:

- Support activities that include fair housing, housing, neighborhood revitalization, and economic development.
- Develop, guide and manage activities including fair housing services, that have both a long and short term impact of the community while meeting the National and local objectives.

MAJOR OUTCOMES AND PAST PERFORMANCE

The key objectives of the Five Year Consolidated Plan as listed above are divided into two (2) categories: Housing Needs (including homeless and special populations) and Non-Housing/Community Development Needs.

Housing – During the past period covered in the City’s prior Five Year Consolidated Plan (2000 – 2005) the City met and in some cases exceeded its goals in both categories. This is the first year (2010-2011) of the City’s current Five Year Consolidated Plan (2010 – 2015).

Non-Housing/Community Development Needs – The City continues to provide quality services to its residents, many of these community services are augmented with federal dollars. Services include the provision of public/human services, assistance to non-profits/for profits for the provision of economic development opportunities for low/moderate income residents; renovation and repair as well as accessibility improvements to public facilities that are available in the community. Additionally, as part of the non-housing community development needs the Housing Department has the fiduciary responsibility to ensure compliance with federal regulations and to meet all reporting guidelines.

It is anticipated that the City will perform well again in meeting its goals and objectives. Past performance demonstrates overall success. In areas where problems and/or difficulties may arise, the City addresses these issues in its CAPER - Consolidated Annual Performance and Evaluation Report.

SECTION IV

ANNUAL ACTION PLAN

CITY OF PASADENA

IV. ANNUAL ACTION PLAN (2010 - 2011)

1. ACTION PLAN: ONE-YEAR USE OF FUNDS

Overview - Purpose and Content of the 2010-2011 Annual Action Plan

The United States Department of Housing and Urban Development (HUD) has established that all Participating Jurisdictions that receive CDBG, HOME and ESG funds must prepare an Annual Action Plan that shows the jurisdiction's needs and resources and established goals and objectives. These goals must address decent housing, suitable living environments, and expansion of economic opportunities for residents, including low and moderate-income people. The Annual Action Plan activities to be undertaken are updated annually and or as needed through the amendment of the Consolidated Plan.

The 2010-2011 Annual Action Plan describes all available resources and lists activities by type. The City will use CDBG, HOME and ESG available resources to provide affordable housing opportunities and to address the City's community development needs.

The lead agency responsible for overseeing the development of the 2010-2011 Annual Action Plan is the City of Pasadena's Housing Department. The Annual Action Plan includes the Standard Forms 424, which are the formal applications to HUD for CDBG, HOME and ESG funds.

2. AVAILABLE RESOURCES

The City of Pasadena has access to federal, state, and local resources to help achieve its housing and community development goals. Funding varies and non-entitlement funds are obtained by competing through an open competitive application process. The amount of funding varies from year to year depending on the success of grant applications and availability of funding sources.

Federal Resources

Community Development Block Grant (CDBG) Funds

It is estimated that the City of Pasadena will receive \$2,471,427 in CDBG funds. The City also anticipates approximately \$200,000 in program income and \$117,239 in carryover from prior year funds. These funds will be used for public services, economic development, code enforcement, housing, public facilities and improvements, Section 108 repayment and administration.

HOME Investment Partnership Funds

For the 2010-2011 program year, the City of Pasadena will receive \$1,291,937 in HOME Program funds. The City will use its HOME funds for the homeownership assistance for first-time home buyers, construction of new rental units, construction of a senior citizens apartment complex, purchase, rehabilitation, and resale of vacant, single-family residences

to first-time homebuyers, tenant-based rental assistance, rental rehabilitation, rehabilitation of special needs housing projects and administration. The City's HOME Program requires a match of 25% from non-federal funding sources.

Emergency Shelter Grant (ESG) Funds

The City of Pasadena will receive an estimated \$98,459 in ESG funds. **Five (5)** activities will be implemented using Emergency Shelter Grant funds. The required local match of \$98,459 for the ESG funds is provided by the City through use of funds from CDBG and a local source (proceeds of the Casa Maria Real Property Transaction).

Section 8 Rental Assistance Funds

The Pasadena's Community Development Commission (PCDC) Section 8 Housing Choice Voucher (HCV) program will receive approximately \$11 million dollars from the U.S. Department of Housing and Urban Development (HUD). PCDC administers federally funded rental assistance programs for residents of assisted housing. The PCDC Section 8 HCV program provides affordable, decent, safe and sanitary housing for eligible low and very low income families who are eligible under HUD regulations and to provide those eligible persons greater housing choices and the opportunity to locate housing outside of areas of poverty concentration.

Program Income

All program income is reallocated back into CDBG, funded programs. For FY 2010-11, the City anticipates receiving \$200,000 in CDBG, and no program income in ESG and HOME.

Non-Federal Resources

Redevelopment Including 20% Set-Aside Funds

In addition to accessing federal program resources, the City of Pasadena Community Development Commission (PCDC), the redevelopment agency of the City, works in partnership with the private sector to access a wide range of government and private resources to augment and support the continuation of affordable housing activities, efforts to eliminate blight, increase employment, and promote redevelopment projects.

Other/Local Resources

Human Service Endowment Fund (HSEF)

The City of Pasadena established the Human Service Endowment Fund (HSEF) in 1992 to support local human service activities. The HSEF is linked to the public/human service component of the Community Development Block Grant (CDBG) Program. The funding rationale for the collective allocation of these resources is based on annually established priorities for documented unmet human service needs. HSEF funds are made available on a two (2) year funding cycle. Through the CDBG request for proposal process, HSEF funds are awarded to community based human service organizations.

Four (4) activities will be implemented with HSEF funds. The total amount of funds for these activities is \$115,000. These activities will focus on services for children, youth, students, and seniors.

Similarly, other non-federal sources of funding that will be available include local Inclusionary Housing Trust Fund and Low/Moderate Income Housing Trust funds, and State HELP and CALHOME funds. Activities proposed to be funded include homeownership assistance for first-time home buyers, construction of rental units for families, construction of a senior citizens apartment complex, tenant-based rental assistance, rental rehabilitation, and rehabilitation of permanent supportive housing.

SECTION V

SUMMARY OF CITIZEN PARTICIPATION PROCESS AND PUBLIC COMMENTS

Participation:

In order to ensure a wide-range of participation from citizens in the development of the Consolidated Plan, the City of Pasadena conducted outreach campaign to those groups specifically targeted by HUD in its Consolidated Plan Guidelines. The campaign consisted of multiple contacts (fliers, mailers, published notices etc...) to the following groups of persons:

- Low- and moderate- income residents where housing and community development funds might be spent;
- Minorities and non-English speaking persons;
- Persons with disabilities;
- Residents of assisted housing developments; recipients of tenant-based assistance; low-income residents within the Pasadena Enterprise Zone.

The City of Pasadena has provided opportunities to residents, public agencies, and other interested parties, to receive information, review, and submit comments on any proposed submission concerning the proposed activities. The aforementioned, is done in accordance with the HUD guidelines, "including the amount of assistance the jurisdiction expects to receive (including grant funds and program income) and the range of activities that may be undertaken including the estimated amount that will benefit persons of low- and moderate-income."

Opportunities to receive information included:

- Flyers mailed to more than 300 representatives of local agencies, businesses, neighborhood organizations, and residents;
- Flyers made available at public counters including libraries, schools, recreation and community centers, and City Hall public service counters;
- Flyers distributed for posting at local community service organizations;
- Information posted on the City website;
- Published notices of meetings and needs in local newspapers.

The City also conducted extensive outreach to inform local agencies regarding the opportunity to apply for CDBG and ESG funds. This outreach included four (4) public workshops on the request for proposals (RFP) process, evaluation criteria, and proposal development for the City's 2010-2011 Program Year. The City also provided technical assistance to persons and groups to help them develop their proposals. Assistance was offered during regular business hours 8:00 a.m. to 5:00 p.m. Monday-Thursday.

Publishing the Plan:

The City of Pasadena published its draft Consolidated Plan in a manner to allow affected citizens sufficient opportunity to review it and provide comments. A summary describing the contents and purpose of the Consolidated Plan including a list of the locations where copies of the entire plan may be examined were published in the following local newspapers:

- The Pasadena Star News which is a daily publication that focuses on local community news;
- The Pasadena Journal which is a weekly publication whose primary market is the African American Community; and
- La Opinion which is a daily publication whose primary market is the Hispanic community.

In addition, the draft Consolidated Plan was made available at the following public places:

- Housing Department;
- Central Library and each of the City's nine (9) local branches;
- Villa-Parke Community Center;
- Jackie Robinson Center;
- Robinson Park Community Center;
- Victory Park Community Center; and
- Pasadena Senior Center.

Public Hearings:

The City of Pasadena provided two (2) public hearings in order to obtain citizen's views and to respond to proposals and questions concerning housing and community development needs, development of proposed activities, and review of program performance. One (1) public hearing was held before the draft Consolidated Plan was published for comment. The first public hearing was held on Monday, September 21, 2009 before the City Council. The second public hearing was held on Monday, May 10, 2010 with the Pasadena City Council.

Each of the public hearings were held at times and locations convenient to potential and actual beneficiaries, and with accommodations for persons with disabilities. The hearings were conducted during the evening hours and each hearing was held at a public facility that had adequate accommodations for persons with disabilities. Available accommodations included listening assistive devices, Braille, etc. The needs of non-English-speaking residents were also met. Language translation services were available upon request.

Notice of Hearings:

Adequate advance notice was provided to community residents for each public hearing by publishing sufficient information in local newspapers 15 days before each public hearing. Sufficient information included the date, time, and location of the hearing and the purpose of the public hearing. Local newspapers included the Pasadena Star News, La Opinion and the Pasadena Journal (English and Spanish).

Comments:

After publication of the draft Consolidated Plan, the City of Pasadena convened a public hearing to obtain views of residents on projects proposed for funding in the ensuing program year. The Consolidated Plan, developed and disseminated by the Housing Department described each proposed project in sufficient detail to enable citizens to determine how they may be affected.

Copies of the draft Consolidated Plan were available to the public for review at Housing Department, public libraries and community centers throughout the City, and on the City's web site. Citizens were notified of library locations and the time and location of the public hearing through advertisement of a public notice in several newspapers and on the City's web site.

Citizens had 30 calendar days the public comment period was from April 8 – May 10 of 2010. On the day of the public hearing, comments could be submitted in writing or made orally at the public hearing. A summary of the public comments (orally and in writing) is included in the final Consolidated Plan submitted to HUD.

Access to Records:

All citizens will be given reasonable access to information and records regarding the Consolidated Plan and the projects it covers. All information and records will be available at the Housing Department Monday through Thursday from 8:00 a.m. to 5:00 p.m. Copies of the Consolidated Plan will be available upon request. These documents may be obtained from the Housing Department. Most reasonable requests will be filled at no cost to the public. The City reserves the right to charge a fee for duplicating documents when such requests are not reasonable. Reasonableness will be determined by a combination of the number of copies requested; the size (pages and/or dimensions) of the document; the length of time needed to compile the data; and the direct costs to the administering agency to duplicate the document.

Copies may be requested in person, by mail, e-mail, or by telephone. Program records maintained on file, or requiring research and compilation, will be provided within a reasonable time period upon receipt of a written request, which specifically states the information desired. All books and records relating to the Consolidated Plan shall be maintained and available for a minimum period of five years. Current copies of all major documents related to the Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) will be posted on the City's web site at <http://www.cityofpasadena.net>.

This sub-section is not intended to supersede the provisions of the Freedom of Information Act of 1966, as amended, which covers all programs and activities in the Consolidated Plan. Citizen comments for all matters related to the Consolidated Plan can be directed to:

City of Pasadena
Housing Department
P.O. Box 7115
Pasadena, CA 91109
Tel. 626.744.8320 Fax. 626.744.8340
Attn: William K. Huang, Housing Director

Comments on the 2010-2011 Annual Action Plan:

Insert comments upon receipt and after the May 10, 2010 Public Hearing.

SECTION VI

RESOURCES

VI. RESOURCES

The City of Pasadena has provided regional leadership in developing community strategies for providing decent affordable housing, a suitable living environment and expanded economic opportunities for all households within our City. The City has developed strong partnerships with other municipalities and the private sector, including for-profit and nonprofit organizations to access and administer a wide range of federal, state, and local programs to increase housing opportunities for low and moderate income households, eliminate slums and blight, and provide necessary public and support services for populations in need of assistance.

The City of Pasadena is a recipient of several federal formula-based programs as well as competitive funding programs primarily in partnership with non-profit and community-based organizations. Federal Program funds awarded to the City are either administered by/through the City, or are provided directly to non-profit organizations providing services in the City. Two methods of allocation of federal funds exist: participating jurisdictions receive entitlement funds calculated by a formula based on population size and need; and/or federal funds are provided to cities, urban counties, private or non-profit organizations on a competitive basis, and on a project-by-project analysis.

For the 2010-2011 Program Year, the City of Pasadena was awarded federal entitlement funds in the amount of \$3,861,643 under the following programs: Community Development Block Grant (CDBG) Program, \$2,471,427; the HOME Partnership Investment Act (HOME) Program, \$1,291,937; and the Emergency Shelter Grant (ESG) Program \$98,459.

In addition to federal entitlement funding, the City has applied for and received funding, often in partnership with local nonprofit community-based agencies, from a variety of competitive federal resources. The following is a summary of the federal funding resources that the City of Pasadena will continue to access for housing and other community development activities:

Federal Entitlement Programs

- **HOME Investment Partnership (HOME) Program:** A formula-based program that provides allocations to local governments in order to retain and expand the supply of affordable housing principally for low-and-moderate-income families. This is a flexible grant program that can be utilized for acquisition, rehabilitation, new construction, tenant-based rental assistance (TBA), first-time home buyer financing and planning and support services.
- **Community Development Block Grant (CDBG) Program:** A formula-based program that annually allocates funds to local governments for a wide range of eligible housing and community development activities. The national objectives of the CDBG Program are to: 1) benefit low and moderate-income persons; 2) eliminate slum and blighted conditions; and 3) meet an urgent community need. Activities funded with CDBG funds must benefit residents from low-moderate income households and/or serve households in low-moderate income target areas. Over 50 nonprofit agencies in Pasadena currently receive CDBG funds to provide vital services to the community in the areas of housing, economic development, provision of improved community facilities, prevention and elimination of slum and blight, and public service activities aiding low and moderate income families. Over a one-year period, not less than 70 percent of the City's CDBG expenditures can be used for

activities that benefit low-and-moderate-income persons.

- **Emergency Shelter Grant (ESG) Program:** A formula-based program that allocates funds to local governments to support emergency shelters for homeless individuals and families. This grant is utilized to improve the quality of existing emergency shelters and to increase the number of developing shelters for the homeless. Funds can be used for renovation, conversion of buildings into emergency shelters, etc. The range of activities funded by the City with ESG grants also includes homeless prevention, shelter operations, essential services, administrative costs, hotel/motel vouchers and rental start-up fees.
- **Housing Choice Voucher Program (formerly Section 8 Rental Assistance Program):** Local public housing authorities apply for funds to administer this program that provides rental assistance payments to private owners who lease their units to assist extremely, low-income families. The Pasadena Community Development Commission (PCDC) is the designated local housing authority/agency serving the jurisdiction within the City boundaries and administers the Section 8 Rental Assistance Program. In 2010 approximately \$11 million in HUD funds will be applied toward the City's Housing Choice Voucher Program.

Federal Competitive Funding Programs

- **Continuum of Care for Homeless Assistance:** This competitive grant program is designed to help communities develop/implement Continuum of Care systems to assist homeless persons. These funds are available under three programs: Supportive Housing Program (SHP); Shelter Plus Care (S+C); and Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings for Homeless Individuals. The City annually partners with members of the Pasadena Housing and Homeless Network to apply for Continuum of Care funding.
- **Family Self Sufficiency (FSS) Program:** The FSS program is intended to promote the development of local strategies to coordinate the use of assistance under the Section 8 Housing Choice Voucher Program and public housing programs with public and private resources to enable participating families to achieve economic independence and self-sufficiency. Under FSS, a family receives a comprehensive matrix of supportive services, an interest bearing escrow savings account that can be utilized as a down payment for a home purchase, transitional resources to economically independent living and/or opportunities to improve educational attainment, skill levels and income generating abilities.
- **Housing Opportunities for Persons with AIDS Program (HOPWA):** Eligible states and qualifying cities receive HOPWA grants for housing assistance and supportive services for low-income persons with AIDS or related diseases and their families. In addition, competitive grants are available based on special projects. Funds can be used for acquisition, rehabilitation, conversion, new construction, project/tenant-based rental assistance, support services, and administrative expenses. Through a contract with the Los Angeles Housing Department, City of Los Angeles, funds are made available to the Commission to assist local Pasadena residents whose lives are impacted by HIV/AIDS.
- **Shelter Plus Care Program:** Units of local government and States are eligible to compete for these funds for rental assistance programs that are offered with support services to homeless households with disabilities. There are four program sub-

components of the Shelter Plus Care Program: (1) Section 8 Moderate Rehabilitation (SRO); (2) Sponsor-Based Rental Assistance (SRA); (3) Tenant Based Rental Assistance (TBA); and (4) Project-Based Rental Assistance.

- **Supportive Housing for the Elderly (Section 202) Program:** Private, non-profit organizations are eligible to apply to finance extremely low income elderly rental housing that also offers supportive services and project-based rental assistance. Funds can be used for acquisition, rehabilitation, new construction, rental assistance, and support services.

In addition to accessing federal program resources, the City of Pasadena Community Development Commission (PCDC), the redevelopment agency of the City, works in partnership with the private sector to access a wide range of government and private resources to augment and support the continuation of affordable housing activities, efforts to eliminate blight, increase employment, and promote redevelopment projects.

Low and Moderate Income Housing Trust Funds

The City of Pasadena Low and Moderate Income Housing Trust Fund is administered by the PCDC and funded by a portion of the tax increment revenues generated from the City's redevelopment projects. Redevelopment set-aside funds are mandated by State law to be used for activities that increase, improve or preserve affordable housing opportunities. The housing trust funds have been used in variety of ways to preserve and expand affordable housing opportunities including housing rehabilitation, land acquisition, housing construction, and assistance to eligible first-time homebuyers.

Inclusionary Housing Trust Fund (In-Lieu Fees)

The Inclusionary Housing Trust Fund (the "Fund") was established by City Council in 2001 by the adoption of the Inclusionary Housing Ordinance, Pasadena Municipal Code (PMC) Chapter 17.72 (the "Ordinance"). The Fund is established for the specific purpose of providing another revenue source for the development of affordable housing for low and moderate-income households. The primary source of funding for the Fund is the collection of In-Lieu Fees, an option available to residential developers of 10 or more units to comply with the Ordinance. Priority for use of In-Lieu Fees shall be to assist developments providing housing that will be affordable to very, low, and low-income households.

State Local Housing Trust Fund

The California Department of Housing and Community Development, Local Housing Trust Fund Program (LHTFP) was created by action of the State Legislature resulting from a voter initiative and the passing of Proposition 46, Housing Emergency Shelter Trust Fund Act of 2002. The LHTFP makes one-time grants for the development of affordable multifamily rental housing. It is intended to support innovative local entities that have identified and committed sources of funds not traditionally utilized in the development and provision of affordable housing. Grants require a dollar for dollar match from a local entity such as the City of Pasadena. The Inclusionary Housing Trust Fund qualified as a matching fund source, resulting in the award of \$2 million to the City in February 14, 2004, the maximum amount that could be awarded to any one entity at that time. The City submitted an application for \$2 million under this program in February 2009.

- **California Housing Finance Agency (CHFA):** CHFA was created by the California Legislature in 1975 to provide below-market interest rate financing for the development of affordable housing. CHFA provides permanent, below-market rate financing to developers of multi-family rental housing and ownership housing projects. Through its Single Family Programs, CHFA offers several loan products to assist qualified first-time homebuyers. These include low down payment loans, VA loans, and adjustable rate mortgages. Loans are originated through participating lenders. The CHFA's Housing Enabled by Local Partnerships (HELP) Program has also been initiated to address the rapidly growing unmet demand for affordable housing. Since 2004, the City has received \$3.5 million in HELP loan funds.
- **CalHome Program:** CalHome is a state program which provides funding to local public agencies and/or non-profit organizations to assist low income first-time homebuyers with home purchases and the rehabilitation of owner-occupied homes. Since FY 2003, the City has received \$.5 million in CalHome funds.
- **BEGIN:** This is a State program which provides funding to local public agencies to assist low and moderate income homebuyers with down payment loan assistance. In FY 2006, the City received \$930,000 in BEGIN funds for the Fair Oaks Court project.

Additional Affordable Housing Resources

Although not administered through the City of Pasadena, the City works with developers and homebuyers to access other government and private funding programs:

- **Mortgage Credit Certificate (MCC) Program:** This program, administered by the County of Los Angeles, provides first-time homebuyers with a federal income tax credit that increases their ability to qualify for a mortgage. The amount of the tax credit is equal to 15% of the homebuyer's annual mortgage interest payment. This amount is taken annually as a dollar-for-dollar credit against the homeowner's federal income tax liability. To be eligible for an MCC, you must be a first-time homebuyer and your annual gross household income cannot exceed \$88,800 for a 1- or 2-person household or \$103,132 for a 3- or more person household.
- **Low Income Housing Tax Credits (LIHTC):** LIHTC is a program administered at the state level that provides federal income tax credits for equity investors in low-income rental housing projects. Low-income rental housing projects that involve new construction, rehabilitation, or acquisition are eligible under the program.
- **City of Industry:** This is a funding program administered by the County of Los Angeles Community Development Commission. Developers apply for low interest rate financing to assist with affordable housing projects. Recent projects assisted in the City include Orange Grove Gardens, Fair Oaks Court and Nehemiah Court.

SECTION VII

LIST OF PROPOSED PROJECTS

HUD TABLE 3's*

*The listing of projects is in draft format and is subject to final funding approval by City Council.

CDBG Non-Public Services

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name Pasadena Neighborhood Housing Services, Inc. (PNHS)

Priority Need
Housing

Project Title
Neighborhood Impact Program

Project Description

Services are targeted to CDBG Benefit Service Area residents/income eligible households.

The service delivery components include:

- 1) Emergency home repairs (grants);
- 2) Major housing rehabilitation activities (loans) and
- 3) Home Modifications (loans)

Location

1190 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID	Funding Sources: CDBG \$207,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$207,000
HUD Matrix Code 14A	CDBG Citation 24 CFR 570.202(b)(9)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator Housing Units	Annual Units 30	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Housing Rights Center (HRC)**

Priority Need
Planning/Administration

Project Title
Fair Housing Program

Project Description

The Housing Rights Center (HRC) provides fair housing services and promotes freedom of choice in residence to persons seeking to live in Pasadena. It is estimated that over 2,000 clients will use this service annually. Activities include education, outreach, information assistance, referral, counseling, litigation and fair housing testing.

Location

1020 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 21D	CDBG Citation 24 CFR 570.206(c)
Type of Recipient Public/Private Non- Profit Organization	CDBG National Objective 24 CFR 570.205
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People (general)	Annual Units 2,000
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$63,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$63,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Pasadena Development Corporation (PDC)**

Priority Need

Economic Development

Project Title

Small Business Assistance Program

Project Description

This project will provide assistance in the form of loans (financial) and technical assistance and other supportive services to small and start-up businesses. Services include educational workshops/seminars, community outreach, management consulting/business development, and advocacy for the local small business owner.

Location

1015 N. Lake Ave., Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 18A	CDBG Citation 24 CFR 570.203(b)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(2)(iii)
Start Date 07/01/2010	Completion Date 06/30/20110
Performance Indicator Jobs	Annual Units 120
Local ID	Units Upon Completion

Funding Sources:

CDBG \$60,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total \$60,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name Door of Hope

Priority Need
Non-Public Service Activity

Project Title
Window Replacement Energy Efficiency Project

Project Description

Door of Hope helps reduce poverty in the community by helping homeless families address the root causes of homelessness in their lives. Realistic financial goals are set, employment by both parents is required, and a structured but caring home environment creates a safe place for families to get their lives back on track. The project will cover the costs of replacing the existing dysfunctional (over 100 years old) windows throughout the facility with new energy efficient windows.

Location
669 N Los Robles Ave., Pasadena, CA 91109

Objective Number	Project ID	Funding Sources: CDBG \$40,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$40,000
HUD Matrix Code	CDBG Citation 24 CFR 570.201(c)	
Type of Recipient Non-Profit Housing Organization	CDBG National Objective 24 CFR 570.208(a)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator Building	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City of Pasadena – Housing Department**

Priority Need
Economic Development

Project Title
Repayment of Section 108 Loan

Project Description

The Fair Oaks/Orange Grove Master Plan was adopted by City Council in 1990. The City obtained a Section 108 Loan in order to acquire land and pay pre-development costs for the construction of a neighborhood shopping center (Renaissance Plaza Shopping Center). As a result, annually, the Section 108 Loan Repayment is made to the U.S. Department of Housing & Urban Development (HUD). The Shopping Center is providing retail/commercial activities and employment opportunities through 12 local business establishments.

Location
649 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID	Funding Sources: CDBG \$347,624 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$347,624
HUD Matrix Code 19F	CDBG Citation 24 CFR 570	
Type of Recipient Municipal Government	CDBG National Objective 24 CFR 570.208(a)(1)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator Jobs	Annual Units 12	
Local ID	Units Upon Completion 12	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City of Pasadena – Planning and Development Department**

Priority Need
Code Enforcement

Project Title
Code Enforcement Task Force/Inspections

Project Description

Project services include the pro-active approach in implementing and ensuring compliance with Housing, Building, Health/Safety and Zoning codes in the City. Emphasis is placed on exterior code violations in addition to overall general property maintenance. Services will include the inspection of over 2,000 properties in the CDBG Benefit Service Area during the program year.

Location

175 N. Garfield Ave., Pasadena, CA 91101

Objective Number	Project ID
HUD Matrix Code 15	CDBG Citation 24 CFR 570.202(c)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(1)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator Housing Units	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG \$248,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total \$248,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name Institute of Popular Education (IDEPSCA)

Priority Need

Economic Development

Project Title

Pasadena Street Vendors Association

Project Description

The Pasadena Street Vendors Association will develop 20-25 micro-enterprise businesses that will provide an income source to families living below the poverty level and within the Benefit Service Area. The project serves to assist in developing families who benefit from street vending in Northwest Pasadena. The project plans to provide an environment where new skills can be obtained and these families may excel and improve their current situation.

Location

2541 East Foothill Blvd., Pasadena, CA 91107

Objective Number	Project ID	Funding Sources: CDBG \$80,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$80,000
HUD Matrix Code 18B	CDBG Citation 24 CFR 570.203(b)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(e)	
Start Date 07/01/2009	Completion Date 06/30/2010	
Performance Indicator Jobs	Annual Units 50	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City of Pasadena – Planning and Development Department**

Priority Need
Housing

Project Title
Maintenance Assistance Services to Homeowners (MASH) Program

Project Description

Housing rehabilitation services are provided to low/moderate income eligible homeowners, seniors, disabled head of households, etc., throughout the CDBG Benefit Service Area. Services include exterior house painting, accessibility modifications, minor home repairs, and window/screen replacement.

Location

175 N. Garfield Ave., Pasadena, CA 91101 / Site Location: 2783 Eaton Canyon Dr., Pasadena, CA 91107

Objective Number	Project ID	Funding Sources: CDBG \$603,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$603,000
HUD Matrix Code 14A	CDBG Citation 24 CFR 570.202(b)(9)	
Type of Recipient Municipal Govt.	CDBG National Objective 24 CFR 570.208(3)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator Housing Units	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **City of Pasadena – Housing Department**

Priority Need
Administration/Planning

Project Title
Community Development Block Grant (CDBG) Program Administration

Project Description

This project provides the overall planning, administration, contracting, ensures federal compliance, evaluation, financial controls, monitoring and reporting for approximately 40 non-profit agencies. The Housing Department serves as the administrative entity for the City of Pasadena in compliance with general provisions under the U.S. Department of Housing & Urban Development (HUD).

Location

Mailing address: City of Pasadena, P.O. Box 7115, Pasadena, CA 91109
Office location: 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 21A	CDBG Citation 24 CFR 570.205(a) (1)
Type of Recipient Municipal Govt.	CDBG National Objective N/A
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator Organizations	Annual Units 0
Local ID	Units Upon Completion 0

Funding Sources:

CDBG \$431,249
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding/Local
Funds
Total \$431,249

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Episcopal Housing Alliance**

Priority Need

Economic Development

Project Title

Mamas Hot Tamales - Pasadena

Project Description

The Episcopal Housing Alliance acquired a restaurant building to be converted into a food service industry business incubator. Each program year, the project will enroll 50 low income fledgling small business entrepreneurs and provide them training enabling them to be successful as food service industry business operators. As part of acquisition financing the City of Pasadena loaned from its General Fund to the Episcopal Housing Alliance \$425,000. The General Fund will be paid back over a 5 year period with CDBG funds.

Location

54 North San Gabriel Blvd., Pasadena, CA 91107

Objective Number	Project ID 0027
HUD Matrix Code 18A	CDBG Citation 24 CFR 570.203(b)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(4)
Start Date 07/01/2009	Completion Date 06/30/2010
Performance Indicator Jobs	Annual Units 50
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$93,070
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$93,070

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name City of Pasadena Human Services and Recreation Department

Priority Need

Capital Improvement

Project Title

La Pintoresca Teen Education Center

Project Description

The project will rehabilitate a vacant City of Pasadena property to be used for delinquency prevention and promotion of teen learning, employment and community activities, including tutoring, work readiness training, after school programs, computer lab, etc. The building is in a deteriorated condition and will require replacement of lights, electrical outlets, plumbing fixtures, doors, windows, flooring and have both its interior and exterior painted. In addition, the facility will be brought into ADA compliance and wired to accommodate multiple computer workstations. All work will be done using "state of the art" materials and equipment designed to save water and energy.

Location

1415 N. Raymond Ave., Pasadena, CA 91103

Objective Number	Project ID	Funding Sources: CDBG \$110,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding \$ Total \$110,000
HUD Matrix Code	CDBG Citation 24 CFR 570.201 (c)	
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208 (a)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator Building	Annual Units 1	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name Rosemary Children's Services

Priority Need
Capital Improvement

Project Title
Non-Public School Building Improvements

Project Description

The project will fund improvements to the Non-Public School including installing a new roof and new asphalt parking lot. The NPS is part of the Pasadena Unified School District and serves adolescent girls who are "wards of the court" living in the agency's group-homes.

Location

1190 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID	Funding Sources: CDBG \$25,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$25,000
HUD Matrix Code	CDBG Citation 24 CFR 570.201(c)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator Building	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

CDBG Public/ Human Services

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Pasadena City College Foundation**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Project LEAP (Links to Educational Achievement and Progress)

Project Description

This project will market its services to low/moderate income first-generation college students who are encountering academic difficulties. Project LEAP helps students improve their academic experience by providing one-on-one mentoring from college faculty or staff. This project will also provide activities where mentors and students can interact in a group setting. Services include assessment, individual counseling, crisis intervention, and support, special events, and life skills training.

Location

1570 E. Colorado Blvd., Pasadena, CA 91106

Objective Number	Project ID
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Local School District	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 55
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$25,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name Journey House, Inc.

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Foster and Emancipated Youth Services Projects

Project Description

This project provides services foster youth and youth recently emancipated from the foster care system. Services include tutoring, psychological counseling, independent living skills, after-school activities, and other support as the youth transition out of high school and into college or vocational education.

Location

1232 N. Los Robles Ave., Pasadena, CA 91104

Objective Number	Project ID
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 75
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$35,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$35,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Pasadena Unified School District**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
PUSD Health Services for NW Pasadena

Project Description

The project serves children and families residing in the Benefit Service Area. These households are typified by day-to-day economic struggles, low educational achievement and have ongoing needs for community resources and assistance. The Family Centers, John Muir High School Nurse, and Young & Healthy Nurse Services programs assists these individuals and families by combining 3 district programs.

- 1) 3 Healthy Start Family Centers (Cleveland, Madison, and Rose City) providing free health care and social services, food and nutrition programs, transportation assistance, parent education, etc.
- 2) The school nurse at John Muir High School provides health care and preventive health education including teen pregnancy and substance abuse.
- 3) Young and Healthy nurse services help ensure the continuity of health care for low income, uninsured and underinsured children.

Location

351 S. Hudson Ave., Pasadena, CA 91101

Objective Number	Project ID
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Local School District	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 700
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$73,270
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$73,270

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name El Centro de Accion Social, Inc.

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Youth Education Program

Project Description

Program provides low/moderate income youth with skills and self-esteem building activities. Project activities include homework assistance/tutoring, mentoring, physical fitness and other activities to support the youth and to reduce juvenile delinquency.

Location

37 E. Del Mar Blvd., Pasadena, CA 91105 (and local school sites)

Objective Number	Project ID
HUD Matrix Code 05A	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 150
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$10,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding/HSEF	\$15,000
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Foothill Unity Center**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Nutrition Assistance Project

Project Description

The Nutrition Assistance Project provides a 10-day supply of groceries on a monthly basis to low/moderate income families and individuals. In addition to supplemental food, clients are given clothing vouchers for the agency's thrift shop, assistance with transportation, and emergency shelter motel vouchers.

Location
191 N. Oak Street, Pasadena, CA 91107

Objective Number	Project ID
HUD Matrix Code 05	CDBG Citation / ESG Citation 24 CFR 570.201(e) /
Type of Recipient Public/Private Non- Profit Organization	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 900
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$53,958
ESG	\$2,152
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$56,110

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name YWCA Pasadena-Foothill Valley

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Just for Girls After School Prevention Program

Project Description

Provides at risk middle and high school girls activities that help develop self esteem, self confidence, improved interpersonal relationships, and set positive goals for their futures. Areas of service include: college preparation, academic enhancement, drug/substance abuse counseling, leadership classes, violence prevention/intervention techniques, etc.

Location
1200 N. Fair Oaks, Pasadena, CA 91103

Objective Number	Project ID	Funding Sources: CDBG \$25,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$25,000
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)(2)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator People	Annual Units 75	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Pasadena Mental Health Association**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Center and Outreach Counseling Program

Project Description

This project will create an infrastructure within the counseling program of highly skilled, licensed, mental health professionals who train, supervise, and monitor mental health interns. The program is designed to enable the agency to attract a larger core group of graduate students in training for careers in mental health and thereby increase the number of clients that can be served. Mental health counseling will be provided to low/moderate income individuals/families.

Location

1495 N. Lake Ave., Pasadena, CA 91104

Objective Number	Project ID
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 350
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$25,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **URDC Human Services Corp.**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Family Access to Health Prevention and Treatment

Project Description

This project provides primary health care services, preventive approaches, health encounters, medical education/screenings, etc., to medically indigent clients and their families who reside in the CDBG Benefit Service Area.

Location
1460 N. Lake Ave., Pasadena, CA 91104

Objective Number	Project ID	Funding Sources: CDBG \$30,000 ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding Total \$30,000
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective 24 CFR 570.208(a)(2)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator People	Annual Units 650	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name El Centro de Accion Social, Inc.

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Senior Citizen Network Program

Project Description

Services include outreach/intake, assessment, information assistance and referrals for low/moderate income seniors. Activities will address physical and mental health care social/physical isolation of "at-risk" elderly persons. Enrichment classes, case management and home visits are also provided.

Location

37 E. Del Mar Blvd., Pasadena, CA 91105

Objective Number	Project ID
HUD Matrix Code 05A	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(2)(A)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 150
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$25,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **AAF Rose Bowl Aquatics Center**

Priority Need

Public Service Activity (Non-Housing Community Development)

Project Title

Olympic Challenge

Project Description

This project teaches aquatics and academic skills to 3rd graders from schools within the Benefit Service Area. The provision of aquatic lessons, water safety, goal setting, reading, writing and other activities for students with special needs are included in the project. The project is conducted in cooperation with the Pasadena Unified School District.

Location

Agency location: 360 N. Arroyo Blvd., Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 05	CDBG Citation 24 CFR Part 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/10	Completion Date 06/30/11
Performance Indicator People	Annual Units 210
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$25,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Mothers' Club Family Learning Center, Inc.**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Mothers' Club Community Center

Project Description

The Mothers' Club Community Center project strengthens families and provides a replicable model for family support and education. Services include early childhood education, age appropriate preschool program, and family supportive services together with parenting education classes.

Location

980 N. Fair Oaks Ave., Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 05	CDBG Citation 24 CFR 570.201(e)
Type of Recipient Sub-Recipient	CDBG National Objective 24 CFR 570.208(a)(2)
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 60
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$25,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Emergency Shelter Grant (ESG)

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Ecumenical Council of Pasadena Area Churches**

Priority Need
Homelessness

Project Title
Bad Weather Shelter (BWS)

Project Description

Provides seasonal shelter for homeless persons during the cold and rainy season: November-March of each year. The shelter provides approximately 135 shelter beds to homeless persons and offers hot meals, snacks, information assistance, referrals, and case management. Financial assistance is provided through a grant from the City of Pasadena's Inclusionary Housing Trust Fund (IHTF) in collaboration with other local non-profits and church groups.

Location

539 N. Lake Ave., Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient Municipal Govt.	CDBG National Objective N/A
Start Date 07/01/2010	Completion Date 06/30/2010
Performance Indicator Homeless Persons	Annual Units 300
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Local Funding \$
Total \$

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Union Station Homeless Services, Inc.**

Priority Need
Homelessness

Project Title
Sources: Job Development Program

Project Description

The Sources Program will provide career/job development preparation services to homeless individuals. Services include job search, career counseling, and other supportive services. The project is designed to facilitate the entry/re-entry of homeless persons into the current labor market. This ESG project is funded for \$_____ - Essential Services (Matrix Code - 05 Public Services). The local match is \$_____ and is provided through the City's Inclusionary Housing Trust Fund. Total project funding is \$_____ as indicated below.

Location

825 E. Orange Grove Blvd., Pasadena, CA 91104

Objective Number	Project ID	Funding Sources: CDBG ESG \$60,000 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Match \$ Total \$
HUD Matrix Code 05 and 21A	ESG Citation 24 CFR Part 576	
Type of Recipient Sub-Recipient	ESG Project Essential Svcs. (\$)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator People	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name Door of Hope

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Case Management for Homeless Families

Project Description

The project provides essential case management and follow-up services to homeless families living in the benefit service area. Services include the provision of intensive one-on-one case management for up to a year at the agency's transitional housing facility and follow-up case management for families as they transition into permanent housing. Families meet with their case manager weekly to assess progress. Supportive services provided includes access to jobs, training, counseling, budgeting and financial education/accountability.

Location

P.O. Box 90455, Pasadena, CA 91109

Objective Number	Project ID	Funding Sources: CDBG \$27,766 ESG \$10,000 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/HSEF Total \$37,766
HUD Matrix Code	ESG Citation 24 CFR Part 576	
Type of Recipient Public/Private Non-Profit Organization	ESG \$5,000 Operations \$5,000 Essential Services	
Start Date 07/01/2010	Completion Date) 06/30/2011	
Performance Indicator People	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name Elizabeth House

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Case Management Services

Project Description

update

Program addresses the immediate crisis needs of homeless families in order to design an individual program consisting of education, goal-setting, and accountability that will assist residents in their transition from homelessness to independent and self-sufficient living. Activities include weekly case management meetings, individual counseling, pre-employment and job skills training classes, health education classes, health care appointments, educational studies, mentoring, life skills training and parent education classes.

Location
P.O. Box 94077, Pasadena, CA 91109

Objective Number	Project ID	Funding Sources: CDBG ESG \$37,000 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Match Total \$
HUD Matrix Code	ESG Citation / CDBG Citation 24 CFR Part 576 /	
Type of Recipient Public/Private Non-Profit Organization	CDBG Natl. Obj. (\$) ESG Essential Svcs. (\$)	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator People (General)	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Ecumenical Council of Pasadena Area Churches**

Priority Need
Homelessness

Project Title
Emergency Shelter Project (ESP)

Project Description

The Emergency Shelter Project provides temporary lodging for up to five (5) nights of shelter for homeless families/individuals through the use of motel vouchers. Other services include outreach/intake, information assistance and referral to other local social service providers and the City's Continuum of Care partners.

ESG Project funding includes \$0 for Essential Services (Matrix Code - 05 Public Services); \$21,981 for Operations Cost (Matrix Code - 03T Operating Costs of Homeless/Aids) and \$500 for Administration (Matrix Code - 21A General Administration). The City's local funding match is met through the use \$2,519 from local City funding. Total project funding is \$25,000 as indicated below.

Location

444 E. Washington Blvd., Pasadena, CA 91103

Objective Number	Project ID	Funding Sources: CDBG ESG \$22,481 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Match \$2,519 Total \$25,000
HUD Matrix Code 05	ESG Citation 24 CFR Part 576	
Type of Recipient Sub-Recipient	ESG (\$21,981) Operations Costs (\$500) Admin	
Start Date 07/01/2010	Completion Date 06/30/2011	
Performance Indicator People	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Union Station Homeless Services, Inc.**

Priority Need
Homelessness

Project Title
Emergency Overnight Shelter Program

Project Description

The Emergency Overnight Shelter Program will provide emergency, overnight shelter to homeless persons going through the intake process at Passageways. Passageways is the point of entry for homeless services provided by the City of Pasadena's Continuum of Care.

ESG funding for this project: \$33,056 -Operations (Matrix Code -03T Operating Costs of Homeless/AIDS). The local funding match is met through the use of \$1,944 of local City dollars. Total project funding is \$35,000 as indicated below.

Location

825 E. Orange Grove Blvd., Pasadena, CA 91103

Objective Number	Project ID	Funding Sources: CDBG ESG \$33,056 HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/Local Match \$1,944 Total \$35,000
HUD Matrix Code 05	ESG Citation 24 CFR Part 576	
Type of Recipient Public/Private Non-Profit Organization	ESG Operations (\$33,056)	
Start Date 07/01/10	Completion Date 06/30/110	
Performance Indicator People	Annual Units	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Human Services Endowment Fund
(HSEF)**

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Armenian Relief Society**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Community Social Services

Project Description

The project provides a variety of social services to low/moderate income persons who have limited English skills. Services include case management, translations services, information assistance and referral to other human services agencies as need, also assistance with the completion of forms for public assistance, enrollment into educational program, etc.

This project is funded through the City's Human Services Endowment Fund (HSEF).

Location

740 E. Washington Blvd., Pasadena, CA 91104

Objective Number	Project ID	Funding Sources: CDBG ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/HSEF \$25,000 Total \$25,000
HUD Matrix Code (non-federal)	CDBG Citation N/A	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective N/A	
Start Date 07/01/2010	Completion Date) 06/30/2011	
Performance Indicator People	Annual Units 300	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name YWCA Pasadena-Foothill Valley

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
TECHGyrls Program

Project Description

The program is designed for young girls ages 9-13 and creates opportunities for under-served girls to explore and gain competency in the latest technologies. The program is offered in an all girl environment where they feel comfortable taking risks and opening up to new learning opportunities. The goal of TECHGyrls is to strengthen girl's interest, confidence and competency in computer literacy and technological understanding for job preparedness.

Location

1200 N. Fair Oaks, Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 05	CDBG Citation N/A
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective N/A
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator People	Annual Units 100
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding/HSEF	\$25,000
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name **Armory Center for the Arts**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Armory Teen Initiative

Project Description

The project provides a variety of arts education for students ages 12-15 at Washington Middle School and after-school workshops to low income students at La Pintoresca Park Teen Center. Program goal is to introduce at-risk students to the visual arts through engaging programs and the ensuing artistic, cognitive, and social-emotional benefits for these students.

Location

145 N. Raymond Ave., Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code non-federal	CDBG Citation N/A
Type of Recipient Public/Private Non- Profit Organization	CDBG National Objective N/A
Start Date 07/01/2010	Completion Date) 06/30/2011
Performance Indicator People	Annual Units 150
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding/HSEF	\$25,000
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **Child Care Information Service (CCIS)**

Priority Need
Public Service Activity (Non-Housing Community Development)

Project Title
Children in Crisis

Project Description

The project provides short-term emergency child care funding to local families in crisis. Helps keep children in familiar, safe and nurturing child care settings despite homelessness, parental job loss, hospitalization or other critical situations. By helping families maintain child care during emergencies, the program benefits children, families, and the small businesses that provide child care in the benefit service area.

Location

2465 E. Walnut St., Pasadena, CA 91107

Objective Number N/A	Project ID	Funding Sources: CDBG ESG HOME HOPWA Total Formula Prior Year Funds Assisted Housing PHA Other Funding/HSEF \$25,000 Total \$25,000
HUD Matrix Code non-federal	CDBG Citation N/A	
Type of Recipient Public/Private Non-Profit Organization	CDBG National Objective N/A	
Start Date 07/01/2010	Completion Date) 06/30/2011	
Performance Indicator People	Annual Units 20-30	
Local ID	Units Upon Completion	

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Home Investment Partnership Act (HOME)

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **City – Housing Department**

Priority Need
Housing

Project Title
American Communities Fund Reserves (Fannie Mae)

Project Description
Development of affordable housing projects financed with the City's Fannie Mae American Communities Loan on which loan servicing payments are required.

Location
649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 22	HOME Citation 24 CFR 92.505 (b)(a)
Type of Recipient Municipal Govt.	HUD National Objective HOME
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator Households (General)	Annual Units 250
Local ID	Units Upon Completion

Funding Sources:	
CDBG
ESG
HOME	\$187,376
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$187,376

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **City – Housing Department**

Priority Need
Housing

Project Title
CHDO Reserve (15% of HOME Entitlement)

Project Description

Pasadena Community Development Commission/PCDC shall ensure compliance to reserve 15% of the Participating Jurisdiction's (PJ) annual HOME allocation for HOME-eligible housing production activities where qualified Community Housing Development Organizations (CHDOs) rehabilitate rental units, own, develop or sponsor the new construction of housing for low-income households.

Location

649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 12	HOME Citation 24 CFR 92.208
Type of Recipient Municipal Govt.	HUD National Objective
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator Housing Units	Annual Units 1
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME	\$193,791
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$193,791

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **City - Housing Department**

Priority Need
Housing

Project Title
Emergency Rental Assistance Deposit

Project Description

The Emergency Rental Assistance Deposit Program (ERAD) provides security deposit assistance to very low- and low-income households in the City of Pasadena. This assistance takes the form of a no-interest loan paid directly to the property owner.

Location

649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 12	HOME Citation 24 CFR 92.206
Type of Recipient Municipal Govt.	HOME
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator Households (General)	Annual Units 25
Local ID	Units Upon Completion

Funding Sources:
CDBG
ESG
HOME	\$85,000
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$85,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name City – Housing Department

Priority Need
Housing

Project Title

Home Investment Partnership Act (HOME) Program Administration

Project Description

This project provides the overall planning, administration and contracting functions, ensuring federal compliance, evaluation, financial controls, monitoring and reporting for the program. The Housing Department serves as the administrative entity for the City of Pasadena in compliance with general provisions under the U.S. Department of Housing & Urban Development (HUD).

Location

Mailing address: City of Pasadena, P.O. Box 7115, Pasadena, CA 91109

Office location: 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 12	HOME Citation 24 CFR 92.257
Type of Recipient Municipal Gov't	HOME National Objective
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator Organizations	Annual Units 0
Local ID	Units Upon Completion 0

Funding Sources:

CDBG
ESG
HOME	\$129,194
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$129,194

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **City - Housing Department**

Priority Need
Housing

Project Title
HOME Tenant-Based Rental Assistance (TBRA)

Project Description

Provides emergency rental assistance payments (up to two years) to property owners who agree to lease their dwelling units to very low-income households.

Location

Project(s) not yet identified.

Objective Number	Project ID
HUD Matrix Code	HOME Citation 24 CFR 92.209
Type of Recipient Municipal Gov't.	HOME National Objective
Start Date 07/01/10	Completion Date 06/30/11
Performance Indicator Households	Annual Units 30
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME	\$540,000
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$540,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3
Consolidated Plan Listing of Projects

Applicant's Name **City - Housing Department**

Priority Need
Housing

Project Title
Homeownership Opportunities Program ("HOP")

Project Description

Provides down payment loan assistance to first-time low/moderate income homebuyers (HOME funded HOP loans are used to assist low income buyers only).

Location

649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103

Objective Number	Project ID
HUD Matrix Code 12	HOME Citation 24 CFR 92.206(c)
Type of Recipient Municipal Gov't	HOME
Start Date 07/01/2010	Completion Date 06/30/2011
Performance Indicator Households	Annual Units 25
Local ID	Units Upon Completion

Funding Sources:

CDBG
ESG
HOME	\$156,576
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$156,576

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Geographic Distribution
& BSA Map**

SECTION VIII

GEOGRAPHIC DISTRIBUTION AND CDBG BENEFIT SERVICE AREA MAP

VIII. GEOGRAPHIC DISTRIBUTION

The City will use 100% of its CDBG, HOME and ESG in eligible target areas and to assist low to moderate income individuals.

The only exception to this policy is to those activities which are limited to CDBG eligible Census Tracts and Block Groups. These activities are considered area benefit activities, which meet the identified needs of low income persons residing in an area where at least 51% of the residents are low income persons. The benefits of the activity are available to everyone in that area regardless of their income. A map of the CDBG eligible Census Tracts and Block Groups is included in the Action Plan. The City uses most of its CDBG resources to operate programs available exclusively to low income people (whereas HUD regulations require a minimum of 70% low/mod benefit for CDBG activities).

The following is a list of the eligible Census Tracts and Block Groups where CDBG resources will be distributed:

CT 4609.00 BGs 1, 2, 3, 5	CT 4615.00 BGs 3, 5, 6
CT 4616.00 BGs 1, 2, 3	CT 4619.00 BGs 1, 2, 4, 5
CT 4620.00 BGs 1, 2, 3, 4	CT 4621.00 BGs 1, 2
CT 4622.00 BGs 1, 3, 4	CT 4623.00 BGs 2, 3, 4
CT 4629.00 BGs 2	CT 4632.00 BGs 3
CT 4636.00 BGs 5	CT 4637.00 BGs 1

The City's housing programs are marketed and available throughout the City. The program is not directed to any one geographical area but rather to extremely low and low income households (0 to 80% of the area median income). The City wants to promote a balanced and integrated community and is committed to providing assistance throughout the City.

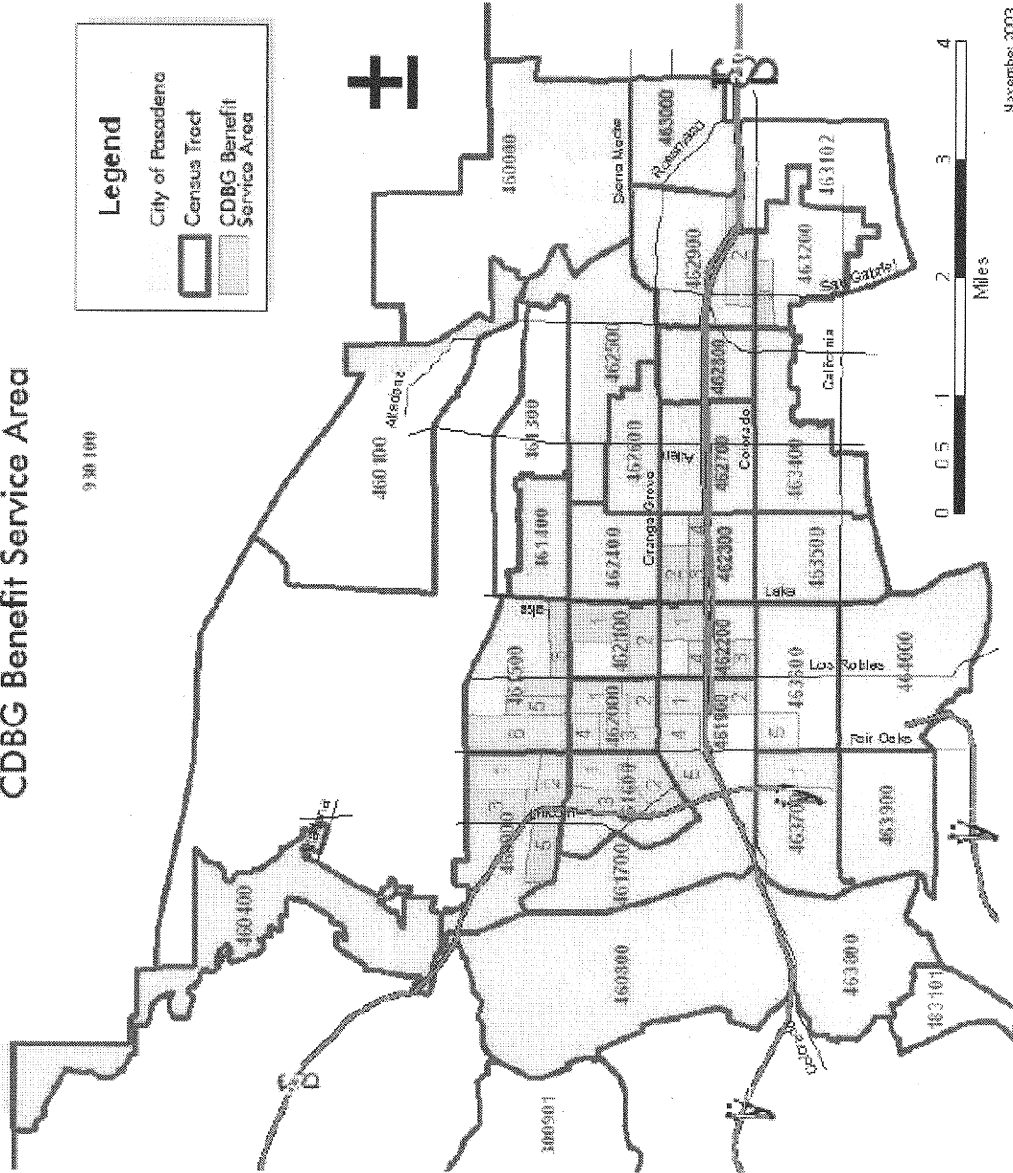
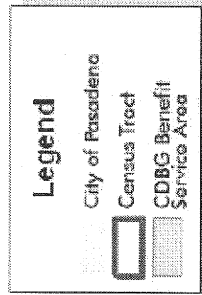
Emergency Shelter facilities and services for the homeless will continue to be provided from currently operating emergency shelters. These shelters are located in various areas of the City - the Northwest, West Central, Southwest regions of the City, including the City's seasonal Bad Weather Shelter (BWS).

Housing Rehabilitation efforts will be targeted to those areas with the highest concentration of substandard units. Within these targeted areas are low and moderate-income households. Specifically, the City of Pasadena's Neighborhood Revitalization Program (NRP) will continue to target rehabilitation activity in the Northwest region of the City. The City will continue to partner with Pasadena Neighborhood Housing Services, Inc., (PNHS), a local non-profit housing organization, to target single family housing units. Other rehabilitation activities will include services provided by the City administered Maintenance Assistance Services to Homeowners (MASH) Program and the Code Enforcement Task Force (inspections) as well as the continued efforts of other local non-profit organizations.

With regard to new construction, it is the City's goal to disperse affordable housing projects throughout the City. Due to existing economic constraints and feasibility considerations the majority of newly constructed units will be developed in those areas where the acquisition and development of available land is least expensive.

City of Pasadena CDBG Benefit Service Area

9/30/1990



November 2003

SECTION IX

HOMELESS

AND

OTHER SPECIAL POPULATIONS

IX. Homeless and Other Special Populations

Homeless Populations

Activities to address emergency shelter and transitional housing needs of homeless individuals and families are included in the list of proposed projects (HUD Table 3). Specifically, programs funded with Emergency Shelter Program (ESG) funds include: the Emergency Shelter Project and the Emergency Homeless Response Project. Services are provided to homeless persons; homeless women and women with children; the provision of emergency vouchers and rental start-up deposit funds, job development and preparation services; counseling services for homeless mentally ill; and a food/clothing assistance and distribution program for homeless individuals and families.

In addition, the City of Pasadena partners with the Pasadena Housing and Homeless Network, a coalition of public and private community-based organizations, to pursue resources from HUD under the Continuum of Care Homeless Assistance Program to implement its continuum of care system and "10-Year Strategy to End Homelessness." As a result, funding through the City's past Continuum of Care applications to HUD has resulted in several projects that address the needs of the homeless population including the chronic homeless. These projects include:

- **Community Housing Options at Independent Supported Sites Program (CHOISS) - Families** is permanent supportive housing for individuals or families infected with HIV/AIDS;
- **Transitional Housing Project** is a 20-bed program that provides multiple case management services for men who are chronically mentally ill, substance abusers, or dually diagnosed;
- **Euclid Villa** is a 14-unit transitional housing program for families that provides case management services that include job preparation and placement, money management training, substance abuse recovery assistance, child care assistance, mental health services, parenting skills, after-school tutoring, and assistance in obtaining permanent housing;
- **Casa Maria** is a 14-unit transitional housing program for single women who are chronic substance abusers. Clients receive case management, job preparation and placement, money management training, substance abuse recovery assistance, mental health services, parenting skills, after-school tutoring, assistance in obtaining permanent housing;
- **Passageways** serves as the City's entry point into the Continuum of Care. Case managers develop individualized case management plans with clients with short- and long-term objectives in order to obtain permanent housing. Case management services include health care, mental health care, street outreach services, and substance abuse services;

- **Navarro House** is a permanent supportive housing program for persons in substance abuse recovery. Case management services are provided on and off site that help residents maintain their housing;
- **Hestia House** provides 8 units of permanent supportive housing for chronically homeless transitional age youth.
- **Homeless Management Information System** is a networked computerized record-keeping system that enables the City of Pasadena and homeless service providers to collectively perform a number of activities that include: 1) decreasing duplicative intakes and assessments; 2) streamlining referrals; 3) coordinating case management; 4) tracking client outcomes; 5) and preparing financial and programmatic reports for public and private funders.
- **Shelter Plus Care** provides 68 units of rental assistance with supportive services for individuals including the chronically homeless and families. The target populations served include the mentally ill, substance abusers and persons with HIV/ AIDS.

Other Special Populations

The City of Pasadena supports projects that address the needs of persons who are not homeless but require supportive services. These projects are not necessarily funding with CDBG, ESG or HOME dollars. Such projects include:

- **The Pasadena Senior Center** is dedicated to help seniors live meaningful lives of dignity, enjoyment and useful purpose. The Center improves and enriches lives of seniors with opportunities to be independent, celebrate life and reach their fullest potential by providing education, social events, sports, recreation and volunteer opportunities; basic support services, including: information, housing, caregivers, employment and counseling; retirement education and advocacy training through its Project Reach Out program;
- **AIDS Service Center** provides services and advocacy for individuals and families impacted by, and at risk for, HIV/AIDS. Services include Individualized healthcare programs; housing assistance; transportation; food; child care; counseling; legal help; and education;
- **Villa Esperanza Services** provides specialists in serving children with special educational needs including autism, Down Syndrome, cerebral palsy, intellectual disabilities, seizure disorders, and other learning handicapping conditions. Services for adults include a variety of vocational programs, an adult day activity program, adult day health care, care management, a residential program and an independent living skills program and services for seniors include a day program which provides medical, therapeutic and social services to adults, 18 and older, and the frail elderly who are living with physical, mental or developmental challenges.

APPENDIX A

PROGRAM NARRATIVES

1. Removal of Barriers to Affordable Housing

HUD requires the City to (jurisdiction) to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. In addition, HUD requires the jurisdiction to identify the strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing. Such public policies and strategies to remove or ameliorate negative effects of public policies include:

A. Land Use Policies

The City permits a wide range of conventional single- and multi-family housing in Pasadena. The City's policies for citing residential uses have been successful in facilitating and encouraging a broad range of special housing, including emergency shelters, transitional housing, residential care facilities, alcohol and drug rehabilitation homes, senior and assisted living housing. Pasadena's proactive policies have helped facilitate the citing of more than 150 such facilities distributed throughout the community. Moreover, in 1997, the City also adopted a series of code amendments to improve housing opportunity in Pasadena. However, a review of the Zoning Code revealed several additional items which need to be refined to improve clarity.

Actions:

The City will:

- Eliminate the occupancy restriction of 10 persons for emergency shelters in commercial and industrial zones as approved by the Planning Commission after adoption of the 2008-2014 Housing Element;
- Review the Zoning Code to ensure that the "Residential Care" use classification includes all types of group homes permitted under State law.

B. Development Standards

Residential development standards in the Zoning Code are flexible enough to encourage and facilitate a range in types and prices of housing for all economic and social segments of Pasadena's population. Moreover, the City provides numerous incentives to facilitate the development of affordable and special needs housing through density bonuses, fee waivers, waivers of development standards, direct financial assistance and loans, and land write downs. Through a combination of regulatory and financial incentives, the City has been particularly successful in facilitating and encouraging a wide-range of housing types and prices in the community.

In the 1980s, the City enacted standards to ensure that high-density apartments and condominiums incorporate landscaped common open space rather than bulky mass designs. These standards have been successful in improving the livability of apartments and contributing to the high quality of life for Pasadena residents today. Although the Zoning Code allows for the waiver or modification of development

standards to facilitate density bonus projects, concern has been expressed that it may be difficult to achieve maximum permitted density under the City of Gardens standards.

C. Rental Assistance

The Housing Choice Voucher Program (formerly Section 8 Program) preferences are afforded to seniors, disabled persons, victims of domestic violence homeless persons, and persons living or working in Pasadena. In 1990, the City had 2,646 eligible senior households and 4,839 eligible renter households, and 13% of both groups hold a Section 8 voucher. However, several groups may be underserved. The Casey program, the first social-service agency in the country exclusively dedicated to offering planned, long-term foster care as part of the continuum of child welfare services, indicates that over 100 youth leave the foster care system each year and many must relocate outside of Pasadena. Foster youth are particularly vulnerable. Research has shown that up to 25% of homeless persons were once foster youth. In addition, female headed families/households with children also do not have a preference.

In recent years, the PCDC reports that lease-up rates (the number of persons whose vouchers have been accepted versus the total number of allocated vouchers) have declined to 94%. Pasadena's lease-up rate is much lower than it was in the early 1990s, but still higher than many other jurisdictions in the San Gabriel Valley. The decline in lease-up rates is due to a number of factors: 1) the voucher does not cover the difference between HUD's allowable rent and the market rent, 2) tenants must compete against non-Section 8 tenants for housing; and 3) landlords do not believe that working with HUD will be a benefit to them.

Actions:

The City will:

- Re-examine the Housing Choice Voucher Program (Section 8) voucher preferences after 2008 ACS Census data is released to determine the greatest areas of need in Pasadena;
- Continue to educate and enlist additional landlords to accept Section 8 vouchers;
- Continue to apply to HUD for increases in the payment standard;
- Continue to educate Rental Assistance program participants on how to effectively compete for housing.

D. Distribution of Community Services

Pasadena's General Plan sets forth various policies to ensure that each neighborhood receives an equitable level of services. This includes: 1) promoting the location of public and private community service facilities, and public and private recreation facilities throughout the community as a function of population distribution and need; and 2) promoting the accessible location of public and private community services facilities. Moreover, the reconfiguration of the City's transit system has also helped residents to access employment centers and health facilities located outside their immediate neighborhood.

In analyzing the distribution of community services and facilities, Northwest and Southeast Pasadena have one-half the park acreage per capita as other parts of Pasadena. This is particularly problematic for Northwest Pasadena, given the high percentage of families with children living in that area. To increase park space, the City may consider the following:

Actions:

The City will:

- Continue to examine various sites in Pasadena for the potential location and development of neighborhood and community parks;
- Continue to analyze ways to use public transit, such as extending routes, to allow residents of Northwest Pasadena to access other park facilities.

E. Transit Accessibility

Overall, the City's transportation system supplements services provided by MTA and addresses overall goals of the General Plan, such as linking residents to community services, human service providers, park and recreational facilities. During the past year, the addition of two routes specifically for Northwest residents has improved access to local employment centers and helped integrate Northwest Pasadena into other segments of the community. Comments received by the public have been generally favorable. Pasadena's proposed transit services will eventually improve mobility for residents when funding is available.

During the public input process, the Needs Assessment results noted that seniors and disabled persons who are transit-dependent have limited opportunities to participate in late evening meetings of the City Council and Planning Commission. Most buses run only once an hour after 9:00 pm and service stops on many routes after 11:00 pm. The Area Rapid Transit System (ARTS) bus and Dial-A-Ride stops service at about 8:00 pm. Even if night meetings do not run later than service is provided, the Dial-A-Ride and Access system are overburdened and may be unavailable. To address these issues, the Committee recommended the following:

Actions:

The City will:

- Continue to seek funding alternatives for expanding the ARTS system;
- Examine transit alternatives after late night meetings;
- Continue to examine ways to increase the capacity of Access and Dial-a-Ride.

F. Housing Conditions

As compared to many larger and older jurisdictions, Pasadena's housing stock is in relatively good condition. The City implements a variety of housing inspection programs to identify code violations and ensure that the housing stock is repaired in a timely manner. The Occupancy Program inspects every single-family home at the time of sale. The Quadrennial Inspection Program (Code Enforcement) inspects every apartment complex once every four years. At the same time, Code Enforcement and building officials respond to complaints. Finally, the City implements a comprehensive neighborhood revitalization program. However, in drafting various housing plans, it was evident that the City has not conducted a

housing conditions survey in many years. Thus, it is not possible to determine, empirically, where housing investment is most needed and how neighborhood and housing conditions change over time. Although not having a housing conditions survey does not impede housing opportunity, a survey would help in targeting limited City resources.

Action:

The City will:

- Implement goals in the 2008-2014 Housing Element

G. Housing Accessibility

Persons with disabilities have particular difficulties finding affordable housing. For instance, to secure an apartment, persons with disabilities must typically have family members search for housing which meets building accessibility standards, are in proximity to transit alternatives, and are safe and affordable. Even professional rental search agencies/services rarely provide information to a prospective renter on whether a unit is accessible or not. As a result, finding an accessible apartment can be a daunting task for a person with disabilities.

An additional problem or challenge to locating accessible housing is the general lack of accessible units in the housing market today. Pasadena is an older and mature community with the majority of its housing stock built well before federal accessibility (ADA) requirements were in place. Thus, a large portion of the multi-family housing stock is less accessible to persons with disabilities.

Actions:

The City will:

- Utilize the Pasadena Housing Search to identify rental units for persons with disabilities and access issues.
- Distribute fliers to apartment owners during the quadrennial inspection explaining disability laws, the benefits of long-term tenancy offered to persons with disabilities, and the relative low cost of accessibility modifications;
- Develop marketing brochures that explain the benefits of including accessibility and universal design features.

2. Coordination Between Public/Private Sectors and Social Agencies

The Housing Department is organized to administer and implement a variety of housing and community development programs that assist the extremely low, low and moderate-income community. Major organizational areas of the Housing Department include the Rental Assistance Program - Housing Choice Voucher Program (formerly known as the Section 8 Rental Assistance Program); Community Development Section - Community Development Block Grant (CDBG) and the Emergency Shelter Grant (ESG) Programs; Affordable Housing Production section - Inclusionary Housing, Housing Production, HOME Program, Residential Rehab, First-Time Homebuyers Program, etc., and the Homeless Assistance and Supportive Housing Section - Continuum of Care, Supportive Housing Program (SHP), Shelter Plus Care, etc. The Housing Department has fiscal and program oversight of these projects/programs and includes the responsibility to monitor for compliance issues for these various projects/programs.

All organizational units of the City are encouraged to participate and to share resources to meet the ultimate goal of creating and maintaining decent, safe, and sanitary housing for all residents.

The Pasadena Community Development Commission ("Commission") is the governing body of the redevelopment agency established by the Pasadena Board of Directors, now the City Council, in April 1981. The Commission oversees and acts on matters pertaining to redevelopment and housing within the seven redevelopment project areas in the City. As part of this action creating the Commission, the Community Development Committee (CDC) was also established. This is a seven (7) member advisory body made up of local citizens. The CDC is responsible for the review of project area activities that implement economic development and housing projects. The CDC oversees the assembly and sale of land to developers, loans, and other financing to support commercial and residential projects, execution of development agreements and design review of projects to assure compliance with guidelines and standards in the respective redevelopment plans.

The City/Commission partners with local businesses, non-profit agencies, etc., from time to time. The Pasadena Board of Realtors sponsors the Community Homebuyers Program and Mortgage Credit Certificate (MCC) financing opportunities for low and moderate-income homebuyers. The coordination and formation of these partnerships are very important to the community because in many cases these homebuyers would not otherwise qualify for a home loan under conventional lending guidelines.

The City/Commission continues to partner with a variety of financial institutions and local lenders as well as a variety of local non-profit organizations to assist in the provision of housing and community development activities and the provision of social services.

A Community of Friends
Affordable Housing Consolidated
Beacon Housing
Salvation Army

AIDS Service Center
Affordable Housing Services
El Centro de Accion, Social, Inc.
Union Station Homeless Services, Inc.

3. Public Housing Residential Initiatives

The City of Pasadena does not own or maintain any public housing inventory; activities to encourage public housing residents to become more involved in management or to participate in homeownership opportunities is not applicable in this particular circumstance.

However, to the greatest extent possible, program participants of the Housing Choice Voucher Program (Section 8 Rental Assistance Program) are encouraged to become independent and self-sufficient. The City currently has an active Family Self-Sufficiency (FSS) Program. FSS helps tenants achieve an independent living standard. Program participants and their families who qualify are encouraged to participate. Additionally, in the future, the City hopes to develop and participate in the Section 8 Home Ownership Program.

The City of Pasadena has an Affordable Housing (Housing Production) unit as part of Housing and Community Development. The City encourages all local residents to inquire and to participate in various affordable housing programs/activities: First-Time Homebuyers Programs/classes, Inclusionary Housing, Housing Choice Voucher Program, HOME Tenant-Based Rental Assistance (TBRA) Program, etc.

4. Housing Initiatives

The Pasadena Community Development Commission (PCDC) believes new housing initiatives are necessary to meet this growing affordable housing need. To alleviate the housing burden, the PCDC has identified initiatives that not only expand the rental housing choice, but also provide the opportunities for homeownership.

These initiatives are:

1. Provision of financial incentives in the form of "hard to house" fees to increase participation of property owners in the rental assistance program.
2. New construction of rental housing developments, especially family and senior housing, for low and very low income households citywide.
3. Provision of below market interest rate subsidy rehabilitation program for owner occupant low income borrowers.
4. Annual rental covenant compliance monitoring to ensure owners of agency assisted units comply with their requirements to provide affordable housing to lower income households that meet specified occupancy, income and rent guidelines.
5. Implementation of Continuum of Care strategy which includes outreach, intake, assessment, coordination, and collaboration with providers of emergency shelters, transitional housing with supportive services, permanent service-enriched housing and permanent housing for addressing homeless and at-risk to homeless populations.
6. Leverage additional financial resources for the provision of affordable lower income housing.
7. Update and implement Impediments to Fair Housing Choice.
8. Implementation of the first source employment agreements with City and agency sponsored housing developments.
9. Provision of homeownership opportunities for HCVP participant through the PCDC Lease to Purchase and Section 8 Homeownership programs which allow for the use of Housing Assistance Payments (HAP) toward the purchase of a home.
10. Encourage the use of universal design standards and/or condition City and agency assisted housing developments to meet accessibility and adaptability requirements.
11. Implementation of the Inclusionary Housing Ordinance that requires 15% of the total units in a new housing development of ten or more units be affordable to low and moderate income households.
12. Implementation provision of density bonus and city fee waivers to encourage the development of affordable low income housing units.
13. The Housing Mediation Program that provides the opportunity for local residents (tenants, owners, managers) to resolve rental issues in an objective and constructive manner. These services are provided by the City, Housing/Community Development, through a contract with the Housing Rights Center (HRC).

14. Implementation of Project-Based Rental Assistance Program has been approved by HUD, and the PCDC began in March 2003.

Incentives and Strategies:

To enhance and increase the local property owners' participation in the Housing Choice Voucher program (Section 8 Program) and to improve the lease-up rate, PCDC has identified the following strategies and incentives:

- 1) **Outreach** - PCDC will continue to outreach to owners, with special attention devoted to those units outside areas of poverty or minority concentration. The City Prosecutor's Office, Pasadena Police Department, and the City's Neighborhood Connections office in conjunction with PCDC shall also continue to conduct annual Landlord Training Workshops for local property owners. PCDC shall maintain direct contact with owners and arrange meetings (one-on-one) with participating/new owners and management companies.
- 2) **Newsletter** - PCDC shall continue to publish House Notes, the rental assistance program newsletter, aimed at advising and educating participating property owners and other owners by keeping them apprised of any new program initiatives or changes/issues. Additionally, positive stories about the Section 8 Program and participating families or owners have been a very effective means of recruiting new owners.
- 3) **Resident Advisory Board (RAB)** - Continued participation by the RAB to allow program participants to be actively involved in the planning, programming and implementation of PCDC rental housing activities. The RAB will ensure that appropriate actions are taken by the PCDC to address the needs of program participants in their efforts to lease properties in the City.
- 4) **Project- Based Assistance (PBA)** - HUD has approved a request to use PBA in the City of Pasadena. PCDC may choose to provide Section 8 project-based assistance using funds provided to the PCDC for its Section 8 Tenant-Based Assistance Program. The purpose of the PBA program is to induce property owners to participate and make rental housing available to low income families (Section 8 Housing Choice Voucher Program participants). Through PBA, the PCDC desires to encourage the creation of newly affordable housing units and maintain the continued affordability of existing units.
- 5) **Housing Rights Center (HRC)** - The HRC is the merged organization of two former non-profit agencies - the Westside Fair Housing Council and the Fair Housing Council of San Gabriel Valley. The Councils merged in April of 2002 to increase their services and programs. Free housing mediation services are available to foster early solutions to problems along with free phone consultations regarding Fair Housing issues. The Center supports and promotes freedom of residence through education. HRC provides assistance with basic questions about landlord and tenant rights and responsibilities. The HRC counselors provide clients with comprehensive information they can use to resolve those problems.

Strategy for Addressing Needs

Housing Vision

It is the position of the City of Pasadena/Pasadena Community Development Commission that all Pasadena residents have an equal right to live in decent, safe and affordable housing in a suitable living environment for the long-term well-being and stability of themselves, their families, their neighborhoods and their community. The housing vision for Pasadena is to maintain a socially and economically diverse community of homeowners and renters who are afforded this right.

The City/PCDC shall achieve this vision by utilizing its resources to:

- Support and provide for fair and equal housing opportunities for all persons regardless of race, age, income, disability, sexual orientation, marital status, household size, ancestry, national origin, religion, or color.
- Provision of an adequate supply and range of housing opportunities throughout the City by assisting in the development of new housing, preservation of existing housing, and being responsible to the special housing needs of certain resident populations.
- Reduction or mitigation of governmental constraints which hinder the production, preservation, maintenance and improvement of housing, particularly affordable housing, for Pasadena residents.
- Ensure that Pasadena residents, especially those with extremely low to moderate incomes and special needs, are assisted in meeting their housing needs through the provision of assistance for rental, residential rehabilitation, homeownership, housing counseling, (and other housing support services).
- Conservation and improvement of the condition of the existing affordable housing stock, which may include ways to mitigate the loss of dwelling units.
- Preservation of the existing assisted housing for lower income households.

5. Meeting Underserved Needs

The City of Pasadena will undertake over 30 projects during the 2010-2011 Program Year (PY) to address priority needs in terms of local objectives that are identified in the Five-Year Consolidated Plan (2010 - 2015). The information is presented in the form of tables prescribed by the U. S. Department of Housing and Urban Development (HUD) and includes a description of each activity, the estimated number and type of families that will benefit from the proposed projects (beneficiaries), the specific local objectives that will be addressed by the projects using formula grant funds, and a target date for completion of the project. The tables also include projects to be undertaken to address homeless and other special needs populations.

Goals and objectives for the five-year period covered by the strategic plan include the following:

Housing Goals

1. To improve and expand affordable housing options.

Objectives:

- **Owner occupied housing:** Improve the quality of existing owner-occupied housing stock to support community and neighborhood stability relative to neighborhood revitalization efforts (i.e. Housing made accessible, brought up to code, made safer or more energy efficient).
- **Housing for buyers:** Increase homeownership opportunities for low/ moderate income residents through the construction of affordable homes, rehabilitation efforts or down payment assistance.
- **Rental housing:** Expand the number of affordable rental units and improve the quality of rental units available to low/ moderate income individuals throughout the Pasadena community (i.e. renovation for accessibility and code issues).

Homeless and Special Populations Goals

1. To improve services to the homeless and special populations:

Objectives:

- **Homeless:** provide homeless prevention and intervention services including housing and supportive services (i.e. job training, childcare and access to services).
- **Special Populations:** Improve the availability of support services to special populations.

Community Development Goals

1. Expand opportunities for small business activities that generate new employment opportunities and assist with the development of micro-enterprises.

Objectives:

- Create opportunities for business retention, expansion and education activities that limit adverse community impacts and generate new employment opportunities for low/ moderate income residents.
- Support capital improvement activities for economic development programs support financial assistance for small business development

2. Increase access to resources for low/ moderate income residents and community groups.

Public Facility Objectives:

- Support renovation of neighborhood facilities including schools that provide educational support, cultural enrichment, and community activities.
- Support renovation of parks and recreation facilities that provide academics, sports and recreation, and other community activities.
- Support renovation for health facilities that provide greater access to quality health to very low-, low-, and moderate-income households.

Public Service Objectives:

- Support education programs that provide academic and family enrichment services.
- Support employment and training which includes job placement/ retention services, referral services, and other supportive services.
- Support career development programs that provide job preparation services to homeless and very low income individuals including youth and young adults ages 14-21 for entry or re-entry into the workforce.
- Support food and nutrition programs that promote access to affordable, nutritious food and nutrition education.
- Support healthcare services that provide health assessments, medical, dental and mental health treatment, and education to families.

Anti-Crime Objectives:

- Support community violence and safety initiatives that provide violence and gang prevention/ intervention activities that will result in a safer community.

Youth Program Objectives:

- Support youth programs that provide mentorship programs, recreational activities, educational opportunities, enrichment opportunities, youth participation in government, and other supportive services for low/ moderate income youth and young adults.

- Support child care programs that provide services to low/ moderate income households.

Planning and Administration Objectives:

- Support activities that include fair housing, housing, neighborhood revitalization, and economic development.
- Develop, guide and manage activities, including fair housing services, that have both a long and short term impact on the community while meeting National and local objectives.

6. Surplus Funds from Urban Renewal

The City of Pasadena does not have any surplus funding from urban renewal.

7. Grant Funds Returned to the Line of Credit

The City of Pasadena does not have any grant funds to be returned to the Line of Credit (LOC).

8. Float-Funded Activities

The City of Pasadena has not undertaken any Float-Funded activities using the Community Development Block Grant (CDBG) Program funds.

9. Monitoring Standards

The City of Pasadena's Housing Department will ensure that all activities carried out will comply with the requirements of the CDBG, HOME, ESG and other funding sources as required to achieve their performance objectives, on schedule, and within the allotted budget.

Once an agency is allocated funding from the City of Pasadena, the projects are formalized through a sub-recipient agreement. This sub-recipient agreement outlines all of the requirements, regulations, procedures and accomplishments. The sub-recipient will submit monthly invoicing and programmatic reports to demonstrate progress toward their outcomes. Reports will be reviewed for compliance with the sub-recipient agreement. Expenditure of funds will be reviewed on an ongoing basis to ensure compliance with all program regulations.

Individual meetings will occur with the agency as needed to respond to questions and assess project progress. Depending on the complexity of the project and the funding requirements, the City may provide an orientation training and technical assistance to help assure timely and successful completion of the project.

City staff performs monthly desk reviews along with one onsite programmatic monitoring visit and one onsite financial monitoring for each sub-recipient.

Financial Standards and Procedures:

The Housing Department Staff and the City's Grants Accounting Division of the City's Finance Department work closely to ensure that funds drawn through IDIS are used for authorized activities on approved projects. Activity agreements, expense documentation and approvals must be in place before funds may be reimbursed. The Grants Accounting Division conducts onsite financial audits of each sub-recipient to ensure compliance with HUD requirements.

Programmatic Standards and Procedures:

The Housing Department Staff continuously monitors program results through the monitoring process. Progress towards the sub-recipients defined goals are reviewed on a quarterly basis after receiving reports from the sub-recipients. All sub-recipients are monitored onsite on an annual basis. The onsite visit includes a review of income and expense documentation, beneficiary information, programming, purchasing and all other special requirements as described in the sub-recipient agreement. Sub-recipients are trained annually, during an orientation meeting, on reporting requirements and documentation needs. City staff provides technical assistance to sub-recipients on an ongoing basis.

Environmental Standards and Procedures:

All projects and individual activities requiring environmental reviews per HUD regulations are completed before the execution of the sub-recipient agreements. Housing Department staff, with the assistance of other departments and outside agencies, completed the Environmental Review Record.

Labor Standards and Procedures:

Labor standards are monitored by the City's Housing and Public Works staff and outside consultants. Labor requirements are included in all of the bid documents and reviewed again during the pro-construction meeting.

Problems with Sub-Recipient Performance

There are three increasingly serious stages that will be utilized as the basis for addressing sub-recipient problem areas.

Stage 1 - Early Intervention:

- A strategy will be developed with the sub-recipient that includes additional training or technical assistance;
- Sub-recipient will be required to provide more frequent and/or more thorough reporting;
- City will conduct more frequent monitoring reviews of the sub-recipient.

Stage 2 - Penalties for More Serious or Persistent Problems:

- City will restrict the sub-recipient's payment request;
- City will disallow sub-recipient expenses (or require repayment);
- City will impose probationary status.

Stage 3 - Sanctions:

- Temporarily suspend the sub-recipient;
- Do not renew the sub-recipient the next program year;
- Terminate the sub-recipient's activity for the current program year;
- Initiate legal action.

10. Emergency Shelter Grant (ESG) Program

Required Match information:

The City of Pasadena is in receipt of \$98,459 in Emergency Shelter Grant Program funds for the 2010-2011 Program Year.

The City provides an equal match (cash match) in funding using local City dollars in the amount of \$50,000 and CDBG dollars in the amount of \$48,459.

Therefore, the City has \$196,918 available for homeless activities during this program year. Five (5) projects/activities are funded using these funds. Please refer to Table 3's of the Annual Action Plan for these projects and brief descriptions and funded amounts.

The match requirement is satisfied according to 24 CFR 576.71.

These activities will provide homeless prevention, essential services, operations, maintenance and administrative support to serve the homeless population in the City.

11. Local Market Conditions

Due to the local market conditions of the current housing market, the City provides Tenant Based Rental Assistance (TBRA) using its Home Investment Partnership Program - HOME funds.

The use of HOME funds for Tenant-Based Rental Assistance is an essential element used by the City as a participating jurisdiction (PJ) for expanding and increasing the supply, affordability, and availability of decent, safe, sanitary and affordable housing.

The City of Pasadena allocated HOME funds to tenant-based rental assistance because Pasadena is a built-out city with relatively high development costs. Tenant-based rental assistance is a good option for preserving rental units as affordable in this situation, as it allows our jurisdiction to house 30 tenants for the same approximate cost as developing 2 affordable units.

12. Evaluate and Reduce Lead-Based Paint Hazards

Since 1992 the City of Pasadena Public Health Department has worked to identify local children with elevated blood lead levels. The Health Department implements a lead-based paint (LBP) hazard program for the City's assisted housing units. The program has four (4) components: 1) community education and awareness; 2) blood screening for young children under the age of six years; 3) housing and environmental inspections; and 4) referrals for services. Since the inception of the LBP hazard program, the 5-year average for cases of lead-poisoning has steadily declined by about 80%.

The Health Department is furthering their lead-based paint prevention efforts. California legislation (SB460) now requires all human blood lead tests to be reported to the state health department and results are forwarded to the local Childhood Lead Poisoning Prevention Programs (CLPPPs). The Environmental Health Division of the Pasadena Public Health Department takes responsibility for enforcement of the City's Childhood Lead Hazard Reduction Ordinance; Pasadena Municipal Code (PMC) Chapter 8.79.010-070; 1995, which makes it unlawful to maintain a lead hazard in the presence of a vulnerable child and permits enforcement activities to eliminate the lead hazards.

Also, Senate Bill 469 which took effect January 1, 2003 has declared lead hazards in any residential building a violation of State Housing Law. The CLPPP is working with Housing/Community Development and the appropriate division/sections of the Planning and Development Department to develop a comprehensive program of enhanced identification and enforcement. Code compliance officers and inspectors will continue to receive training in hazard identification. Enforcement will continue to be done by registered Environmental Health Specialists certified as Lead Inspectors. The City's MASH Program has staff who are lead certified and who work on lead abatement/stabilization of housing units in the CDBG Benefit Service Area.

13. Develop Institutional Structure

The City of Pasadena, Housing Department is the lead agency for implementing the City's Five Year Consolidated Plan/Annual Action Plan. The Housing Department will continue to meet with public and private entities noted in the Plan that includes committees, coalitions, non-profit agencies, neighborhood associations, and business associations/groups. The Housing Department co-chairs the Pasadena Housing and Homeless Network and serves on each of the Network's sub-committees, provides information, technical assistance and presents agenda reports to the Human Services and Northwest Commissions as appropriate on an ongoing basis.

The Housing Department functions as the lead agency in assessing the strengths and gaps in the City's housing and homeless programs. Staff is responsible for the implementation of the Community Development Block Grant (CDBG), the HOME Investment Partnership Act (HOME), Emergency Shelter Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA), Housing Choice Voucher Program (HCVP) and other community development activities/programs. The Housing Department will implement the City of Pasadena 10-Year Strategy to End Homelessness and over the past several years has received outstanding recognition and awards for carrying out the federally recognized Continuum of Care (C o C), the systematic delivery of related services to the homeless community.

Each of the above programs includes goals/objectives, performance measures, and expected outcomes that are monitored for City/Federal compliance. The Housing Department provides periodic scheduled project performance assessments to the sub-recipients, advisory bodies (Commissions/Committees) City Council, etc. Annually as a federal requirement, the Consolidated Annual Performance and Evaluation Report (CAPER) is submitted to HUD. The CAPER provides an opportunity for the City as grantee to report on goals and objectives as well as an opportunity for the City to evaluate itself in terms of performance issues.

14. Foster and Maintain Affordable Housing

HOUSING VISION

All Pasadena residents have an equal right to live in decent, safe and affordable housing in a suitable living environment for the long-term well being and stability of themselves, their families, their neighborhoods and their community. The housing vision for Pasadena is to maintain a socially and economically diverse community of homeowners and renters who are afforded this right.

The City of Pasadena will foster and maintain affordable housing by utilizing its resources to:

- Support and provide for fair and equal housing opportunities for all persons regardless of race, age, income, disability, sexual orientation, marital status, household size, ancestry, national origin, religion, or color.
- Provision of an adequate supply and range of housing opportunities throughout the City by assisting in the development of new housing, preservation of existing housing, and being responsive to the special needs of certain resident populations.
- Reduction or mitigation of governmental constraints which hinder the production, preservation, maintenance and improvement of housing, particularly affordable housing, for Pasadena residents.
- Ensure that Pasadena residents, especially those with extremely low to moderate incomes and special needs, are assisted in meeting their housing needs through the provision of assistance for rental, residential rehabilitation, homeownership, housing counseling, (and other housing related supportive services).
- Conversion and improvement of the condition of the existing affordable housing stock, which may include ways to mitigate the loss of dwelling units.
- Preservation of the existing assisted housing stock for lower income households.

15. Antipoverty Strategy

The City's goal is to reduce the number of households with incomes below the poverty level. In order to achieve this goal, the City will implement several innovative programs and services to assist families impacted by the constraints of poverty. These efforts include the coordination with other public/private entities to provide a comprehensive approach to reduce the number of families living in poverty. The key components to this anti-poverty strategy consist of: personal/individual development, employment training/placement, counseling and other supportive services including rental housing assistance.

The City of Pasadena will seek to work in partnership with the County of Los Angeles Department of Public Social Services (DPSS) and Employment Development Department (EDD), Foothill Workforce Investment Board, Pasadena City College and other service providers to effectively implement its anti-poverty strategy. The following programs provide the most readily available array of services to facilitate the transition of individuals and families out of poverty. It is the City's intent that the provision of these programs and services will achieve the greatest positive impact possible upon households presently living in poverty.

1. Foothill Workforce Investment Board (FWIB)

Foothill Workforce Investment Board offers the Foothill Employment and Training Connection which provides the following three levels of service: core services, intensive services and training services.

Core Services offers a variety of tools for those who are conducting their own self-directed job search. Central to these tools is a multimedia Information Kiosk, available at our One-Stop Career Service Center, Monrovia Adult School, Pasadena City Hall, Pasadena Chamber of Commerce Pasadena Main Library, as well as several other convenient locations. The Information Kiosk features:

- Sources to help you find jobs and community resources;
- Links to the hottest Web sites for career development and employment information, including CalJobs, an internet-based job opening browsing system;
- A business directory of local employers;
- A comprehensive vocational training directory for finding opportunities to enhance your skills;
- Information about area public transportation, including bus schedules and routes;
- Access to important information provided by the State, such as Social Services;

- Local labor market information to let you know what jobs are in demand as well as job openings for the State of California;
- Core Service users also get the benefit of many other Career Service Center resources such as telephones, photocopiers and fax machines. You may also utilize the computer lab where you can create resumes and conduct job searches. With our Internet capability, you'll have total access to the world of interactive online job searching.

Intensive services are designed for those individuals who may require one-on-one assistance in order to find employment. A comprehensive or specialized assessment define goals that help individuals move along towards the next stage of your career. In addition, short-term, pre-vocational training programs teach the guiding principles and skills necessary for finding and keeping employment. To ensure that individuals are successful in a job search, a Foothill representative maintains contact with individuals to assist them along the way.

Training services are tailored especially for those who face specific challenges to gaining employment. If someone has limited or outdated skills and has not been able to obtain work after using the first two levels of service, training and development of new skills is offered. Eligible individuals may receive a voucher for occupational skills training with approved vocational and professional schools. These opportunities include paralegal training, truck driving, medical services and computer training. Other options include on-the-job training and entrepreneurial training. In some cases, limited financial assistance is provided to those who have a need for basic necessities, such as childcare, transportation, clothing, tools and uniforms.

3. County of Los Angeles Department of Public Social Services

The mission of the Los Angeles County Department of Public Social Services (DPSS) is "to provide effective services to individuals and families in need, which both alleviate hardship and promote personal responsibility and economic independence." DPSS administers the Temporary Assistance to Needy Families (TANF) program (known as CalWORKS in California) for Los Angeles County as well as the L.A. GAIN program, which is the welfare-to-work program for families receiving TANF.

The primary objective of L.A. GAIN is to help CalWORKS participants reach financial self-sufficiency through employment. L.A. GAIN uses a network of over 300 outside service providers, including community college and school districts, job search providers, vocational assessors, child care resource and referral agencies, and adolescent family life agencies. GAIN participants are referred to services such as motivational training, job search and development and other training and education programs. Supportive services such as payment for child care, transportation, and work-related expenses (books, clothing and supplies) are provided.

4. Union Station Homeless Services, Inc. - Sources: Job Training Program

Union Station Homeless Services, Inc. provides a unique and innovative job training program - Sources. The Sources program serves the target population of homeless and very low-income individuals who are experiencing difficulty in finding employment. Services include job search, career counseling, interview techniques, workshops/seminars, etc. In addition, mentors and other supportive services are provided for clients as needed. Tracking and follow-up services are ongoing. Clients are able to use the resource room, which includes access to the fax machine, telephone, computer, voice mail messaging center, the internet, e-mail, etc.

5. IDEPSCA - Pasadena Street Vendor Association

Push Cart Vendors Program is a grass-roots economic development program, which promotes private enterprise and job creation/retention. The project provides 20 micro-enterprises with technical assistance necessary to sustain successful businesses. Services include business development workshops/seminars, business counseling, crime prevention training, use of a centralized health department approved commissary, payment of City required business operating fees/permits, etc. This is considered a form of non-traditional employment and is particularly attractive to single mothers because it offers a solution to the dilemma of childcare. Mothers can work around their child/children's school schedule and provide much needed support for their families.

6. Pasadena Development Corporation (PDC)

The Pasadena Development Corporation (PDC) is a local non-profit organization, which provides financial assistance to small and minority owned businesses. In addition to financial assistance, available services also include business/loan counseling and packaging, educational outreach, seminars/workshops, technical assistance, etc. The City uses a portion of its CDBG to fund this program and assisted businesses are required to hire low/moderate-income persons in the jobs that are created/retained.

16. Affirmative Marketing

Each development will have their own Affirmative Marketing Plan; Tenant Selection Plan and Local Preference and Priority System Guidelines as a part of the Owner Participation and Loan Agreement ("OPLA"). The owner of a development shall submit a marketing plan to the City's Housing Director for approval that complies with the requirements of the Local Preference Guidelines adopted by the Pasadena Community Development Commission on January 30, 2006.

17. Minority Outreach

The following language is included in the OPLA between the City and Developer: "The City of Pasadena is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposals. Owner expressly agrees to comply with the City's ordinances and regulations regarding Equal Opportunity Employment as well as regulations that may be mandated by the sources of the funds supporting this Agreement. To the extent permitted by law, Owner expressly agrees to establish compliance with the Equal Employment Opportunity Practices Provisions of Chapter 4.08 of the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance."

APPENDIX B

FIRST-TIME HOMEBUYERS GUIDELINES (RESALE/RECAPTURE)

FIRST-TIME HOMEBUYERS' GUIDELINES FOR RESALE OR RECAPTURE

The City of Pasadena First-Time Homebuyers and Homeownership Opportunities Program Guidelines for resale or recaptures are consistent with the HOME Program Regulations, Section 92.254. An appropriate HOME Program funding percentage shall be sold to, and owned and occupied by low-income families as defined by Section 92.2 of the HOME Regulations (the "Restricted Units"). Low-income families are defined as those families who meet the criteria of Section 92.254 of the Regulations for Homeownership, or the criteria of Health and Safety Code Section 50079.5 for "lower-income households," whichever criteria is more restrictive.

The housing units purchased shall not exceed 95% of the median purchase price for the single-family dwelling per Section 92.254 (a) (1) (i) and (ii) shall have an estimated appraised value at acquisition, if standard, or after any repairs made to meet property standards in 92.251, that does not exceed the limit described in (a) (1) M. In addition, only low-income families shall be eligible to purchase the restricted units.

The affordability period, resale and recapture provisions adopted by the City of Pasadena (the "Participant") follows Section 92.254 (4) (B) (ii) of the Regulations and is based on the same criteria as the Participant's "Homeownership Opportunities Program."

If the HOME assisted owner-occupied unit is resold during the affordability covenant period, the Participant is repaid its principal loan amount, the loan fee (if any), plus a certain percentage of the appreciation in the sales price. The appreciation is calculated as follows: (a) the resale price, minus (b) the original sales price paid by the borrower, minus (c) the borrower's resale closing costs.

The Participant's share of the appreciation is equal to the ratio of the Participant's First-Time Homebuyers' down payment assisted second trust deed loan amount to the dwelling unit sales price originally paid by the borrower. The Participant's share of appreciation in any resale during the affordability covenant period may be subject to and modified by certain lender regulatory requirements.

In a resale, the borrower/seller may offer the unit at a price not to exceed fair market value, as may be determined by a MAI appraisal. Several factors determine the actual resale price that the seller can command: (a) the amount of funds coming back to the Participant upon resale; (b) the amount of Participant assistance required by the prospective buyer; (c) the financial ability of the prospective buyer to make the minimum down payment; and (d) the amount of the first trust deed loan for which the prospective buyer qualifies.

If the unit is resold with negative appreciation, the Participant staff will review the specific case and make any necessary adjustments to the loan amount such that repayment of the second trust deed loan (the Homebuyer's loan) does not cause hardship to the borrower.

The remaining percentage of units shall be sold to and occupied by "Persons and Families of Low or Moderate Income" (as defined in Section 50093 of the Health and Safety Code, as amended from time-to-time - the "Other Units"). Only persons and families of low or moderate income meeting the criteria of the Participant's Homeownership Opportunities Program shall be eligible to purchase the Other Units. The Other Units shall be sold at "Affordable Housing Cost" (as such term is defined in Section 50052.5 (b) (2) of the Health and Safety Code, as amended from time-to-time).

GUIDELINES FOR RENTAL REHABILITATION LOANS

I. Introduction

The Pasadena Community Development Commission (Commission) administers the Rental Rehabilitation Program (RRP) which provides rehabilitation loans to owners of rental housing within the Pasadena City limits. The loans shall be made to assist owners of rental housing units where other federal and state resources, private insurance proceeds or private institutional lending resources are not available or do not provide the assistance or coverage needed to rehabilitate or reconstruct such housing.

These guidelines establish policies and procedures for RRP loans to owners of rental housing.

II. Eligibility Criteria

A. Eligible Rental Properties

1. Must be one of the following: a single- or multi-family rental dwelling, apartment, group home for senior citizens or the disabled, buildings of mixed residential and commercial use, building of mixed owner-occupied and rental use of two or more units.
2. The housing must be permanent or transitional housing.
3. Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable rental housing.
4. Conversion of an existing structure to affordable housing is eligible rehabilitation unless the conversion entails adding one or more units beyond the existing walls, in which case, the project is new construction.
5. Relocation and rehabilitation of a manufactured housing unit. The manufactured housing unit must, at the time of project completion, be connected to permanent utility hook-ups and be located on land that is owned by the manufactured housing unit owner or land for which the manufactured housing owner has a lease for a period at least equal to the applicable period of affordability.

B. Minimum Amount of Assistance. The minimum amount of RRP funds that must be invested in a project involving rental housing funded with HOME Program dollars is \$1,000 per unit. There is no minimum dollar amount requirement when Housing Trust Fund and Community Development Block Grant funds are invested.

C. Property Standards

1. All housing constructed or rehabilitated with Commission funds must meet the accessibility requirements of the Fair Housing Act and Section 504 as well as all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of project completion.

2. Units assisted with Commission funds must meet the City of Pasadena's Uniform Building Code and Section 8 Quality Standards.
3. New construction projects must meet the Model Energy Code.
4. Projects must be inspected throughout the affordability period to ensure that the units are decent, safe and sanitary. Inspections shall be performed annually on all units.

D. Eligible Borrowers

1. Borrowers may be individuals, partnerships, corporations, nonprofit organizations, and other legal entities (but not religious organizations).
2. Borrowers must own or propose to acquire rental property, which has a minimum of one substandard feature.
3. Borrowers must be able to demonstrate the capability or experience to own, manage, and rehabilitate rental housing property in such a manner that assures protection of the interests of the Commission. This requirement may be met by Borrower's demonstration of prior ownership and/or management of comparable rental property.

III. Loan Limits

- A. The maximum per unit loan amount utilizing HOME Program funds is pre-set by HUD regulation. However, RRP loans utilizing HELP funds, HOME funds, Housing Trust Funds and Community Development Block Grant Funds shall have a loan amount of \$25,000 per unit but may be increased if the rehabilitation is warranted.
- B. The total after-rehabilitation indebtedness may not exceed the appraised after-rehabilitation value of the property (100% loan-to-value ratio). For projects, which include acquisition or refinancing costs, a minimum ten-percent (10%) cash investment is required. This investment is based on the total development costs including acquisition or refinancing costs. The Commission, in its sole discretion, may waive these requirements when necessary to ensure compliance with health and safety standards, seismic safety standards, and general property improvements relating to these standards.
- C. Where a project includes Commission funds for acquisition and rehabilitation, the loan amount shall be further limited to the amount, as determined by the Commission, necessary to establish the financial feasibility of the project. Financial feasibility shall mean that the projected project income is sufficient to pay all reasonable and necessary project expenses, including debt service, and including an acceptable annual rate of return on Borrower's actual cash investments, as determined by the Commission. (These criteria would be used to make underwriting decisions and would not result in a long-term limitation on the return on the owner's investment.)

- D. If the project contains both residential and commercial space, Commission funds may only be used for a pro-rata share of the acquisition and rehabilitation costs based on the gross residential floor area.

IV. Loan Rate and Terms

- A. Loans shall bear interest at a rate of four percent (4%) per annum on the principal balance. Repayment of the principal and accrued interest amount may be deferred during the first five (5) years of the loan term. Some loans may amortize monthly and each month thereafter until paid in full depending on the cash flow of the project. The term of the loans shall range from fifteen (15) to twenty (20) years for rehabilitation loans and thirty (30) years for acquisition and rehabilitation loans. Borrowers may repay the loan at any time without a prepayment penalty; however, certain restrictions imposed by the Rehabilitation Loan Agreement will remain in effect for the original term of the loan.
- B. Commission loans may be assumed by a purchaser upon approval of the Commission provided that the purchaser demonstrates to the satisfaction of the Commission that it is capable of operating a rental housing development and agrees to assume all provisions of the Rehabilitation Loan Agreement including the limitations on rents and occupancy.

V. Eligible Uses of Program Funds

Funds may be used for costs associated with acquisition/rehabilitation or rehabilitation of residential units and must be necessary to eliminate code violations or hazardous conditions evidencing unsatisfactory living conditions and/or conditions posing a threat to the health and safety of the residents.

A. Eligible Construction Costs

1. Rehabilitation work necessary to eliminate code violations or meet Section 8 Housing Quality Standards.
2. Rehabilitation work necessary to perform seismic reinforcement and fire safety improvements which pose a health and safety threat to occupants, which are required to be abated as a condition of receiving a building permit.
3. Rehabilitation work to make essential improvements, including energy-related repairs or improvements necessary to permit use by persons with disabilities and to abate lead-based paint or asbestos.
4. Cosmetic work necessary due to code-required rehabilitation.
5. Repair or replacement of damaged walls and fences detached from the rental dwelling when necessary to prevent soil erosion, if necessary for security reasons, or to prevent structural damage to the rental property.
6. Repair or replacement of driveways or walkways that cause safety hazards.

7. Reconstruction of units if destroyed by natural disasters when deemed necessary by local officials or when the estimated cost of demolition, construction and related activities is less than the estimated cost of rehabilitation.
8. Handicapped accessibility improvements, where such improvements are necessary to provide access for existing occupants.
9. Chimney repair, replacement or demolition. Rebuilding to zero clearance using prefabricated metal rather than masonry is encouraged.
10. Repair, replacement or demolition of attached carports and garages where required to eliminate a hazard. The new construction of carports and/or garages is eligible to meet code requirements.
11. Reimbursement of approved eligible construction costs related to emergency repairs incurred prior to loan approval.
12. Change in the configuration of existing units to enlarge unit(s) to provide additional bedrooms and bathrooms to accommodate large-size households and to eliminate displacement of existing tenants.
13. To demolish existing buildings only if site will be rebuilt with an affordable rental housing structure.

B. Refinancing Costs

The cost to refinance existing debt secured by housing that is being rehabilitated with program funds:

1. For multifamily rehabilitation projects, where refinancing is necessary to permit or continue affordability. Regardless of the amount of funds invested, the minimum affordability period shall be fifteen (15) years. The Commission's guidelines describing the conditions under which the Commission will refinance existing debt are as follows:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing;
 - b. Management practices demonstrate that disinvestment in the property has not occurred, that the long-term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated;
 - c. Demonstrate the new investment is being made to maintain current affordable units, create additional affordable units, or both;
 - d. Required period of affordability is fifteen (15) years or longer;

HOME funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.

1. Soft costs. The costs related to the acquisition/rehabilitation or rehabilitation of rental property as specified in Section II (2)(3)(4).
2. Relocation costs. The costs as specified in Section II (5) and Section IX.
3. Project hard costs. The costs related to the rehabilitation and reconstruction of rental units.
4. Acquisition costs. Costs of acquiring improved real property combined with rehabilitation.
5. Related soft costs. Other reasonable and necessary costs incurred by the owner or Commission and associated with the financing, or development (or both) of housing being acquired and rehabilitated with HOME funds. These costs include, but are not limited to:
 - a. Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups.
 - b. Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys fees, private appraisal fees and fees for an independent cost estimate, builders' or developers' fees.
 - c. Costs of a project audit that the Commission may require with respect to the development of the project.
 - d. Costs to provide information services such as affirmative marketing and fair housing information to prospective owners and tenants as required by program regulations.
 - e. For rehabilitation, the cost of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in project income during the period of project rent-up (not to exceed eighteen (18) months) and which may only be used to pay project operating expenses, scheduled payments to a replacement reserve, and debt service. Any funds placed in an operating deficit reserve that remain unexpended after the period of project rent-up may be retained for project reserves if permitted by the Commission.
 - f. Staff and overhead costs directly related to carrying out the project, such as work specifications preparation, loan processing inspections, and other services related to assisting potential owners, tenants, and homebuyers, e.g., housing counseling, may be charged to project costs only if the project is funded and the individual becomes the owner or tenant of the assisted project. For multi-unit projects, such costs must be allocated among assisted units in a reasonable manner and documented.

3. Tenants occupying Commission assisted units whose annual incomes increase and exceed 80% of median income may remain in their units but they must pay the lessor of 30% of their adjusted monthly incomes for rent and utilities or the market rent.
4. Tenants' incomes and family size must be reviewed annually by RRP staff and inspections of the property made annually.

VII. Underwriting Policies and Issues

A. Reimbursement for Eligible Work Items

RRP funds may be used to reimburse a Borrower for eligible work performed prior to loan approval under the following conditions:

1. The pre-rehabilitation condition necessitating the work is clearly documented including the verification that the work performed was to eliminate potential health and/or safety conditions.
2. The actual cost of the work is documented through receipts or other means.
3. Commission staff inspects the work and certifies that it has been completed and that the cost was reasonable.

Loan packages involving reimbursement must contain the documentation and certification listed above or they cannot be processed as an application for RRP funds.

B. Security Position

Commission loans may be junior in position to existing or new private financing based on the Commission approved execution of a subordination agreement.

C. Balloon Payments

Commission loans that will be junior to financing with balloon payments must have the same maturity term as the balloon payment loan.

D. Refinancing

Refinancing is only considered when necessary to avoid a foreclosure, or to maintain affordable rents and ensure fiscal integrity. The Commission will subordinate to a refinanced loan only to the extent that the new loan amount together with the RRP loan does not exceed 100% loan-to-value ratio. Such request will be reviewed by the Commission's legal counsel and is subject to Commission approval.

E. Borrower Credit History

Commission may disapprove loans due to poor credit history, especially where the Borrower lacks substantial equity in the secured property.

F. Loan-to-Value Ratio

Total indebtedness may not exceed the after-rehabilitation appraised property value (100% loan-to-value ratio). Commission may allow exceptions to this limitation when necessary to ensure compliance with health and safety standards, seismic safety standards, and general property improvements relating to these standards.

G. Cash Flow

The after-rehabilitation project operating income must be sufficient to cover operating expenses, replacement reserves, and debt service; however, depreciation is not included. Commission may waive this requirement if the negative cash flow will be of limited duration or the Borrower provides adequate assurances of providing sufficient operating income from other sources.

H. Contingency Funds

Generally, the maximum amount of funds allowed for construction contingencies is ten percent (10%) of the construction contract amount. Contingency funds that are used must be documented with construction change orders signed by the Commission, the Borrower, and the contractor. Funds that have not been used must be returned to the Commission and will be applied towards the Borrower's outstanding principal loan balance.

I. Mixed Residential/Commercial Use

If the project contains both residential and commercial space, RRP funds may be used only for the following:

1. A pro-rata share of acquisition cost based on gross residential floor area.
2. Costs directly attributable and exclusively beneficial to the residential space. All work write-ups must clearly show which work items are attributable to the commercial space. Cost estimates must similarly reflect separately the commercial and residential rehabilitation costs.
3. A pro-rata share, based on gross floor area, of costs that cannot be directly attributable to either the commercial or residential space. For example, the RRP will pay for two-thirds of the cost of a roof in a typical three (3) story building with two residential stories.

VIII. Tenant Relocation Benefits

A. Eligible Households

Eligible households must live or have lived in the dwelling to be acquired and rehabilitated or rehabilitated with RRP assistance and either:

1. Have been forced to move from their unit in the project because the rehabilitation rendered the unit uninhabitable; or

2. Have been forced to move from their unit in the project due to repairs completed before the start of the RRP financed rehabilitation; or
3. Will be forced to move from their unit in the project due to the RRP financed rehabilitation work.

B. Types of Benefits

1. Re-occupancy rights: eligible households must be allowed to reoccupy their units upon completion of the RRP financed rehabilitation or be provided a suitable unit within the project. The only exception to this requirement is when re-occupancy would necessitate the displacement of another household.
2. Financial assistance: eligible households shall be entitled to for temporary or permanent relocation benefits pursuant and subject to the requirements of the Uniform Relocation Act or State Relocation Law. Relocation benefits include rent differential payments as well as moving expenses.
3. All relocation costs may be included in the RRP loan amount and paid by either the Borrower or the Commission.
4. The Commission shall have the right to determine if the differential payments are paid in one lump sum, monthly, or annual installments.

C. Relocation Administrative Responsibilities

With the assistance of the Borrower, the Commission shall undertake the following responsibilities:

1. Notify potentially eligible households of their re-occupancy rights and of the availability of financial assistance.
2. Provide information on suitable replacement housing and develop a relocation budget.
3. Process claims for financial assistance.
4. Disburse financial assistance funds.

D. Relocation Budget

The relocation budget amount is calculated based on family size and the number of bedrooms required, actual moving expenses and may be included as part of the RRP loan requested.

E. Tenant Notification

The Commission must provide advance written notice to tenants who will be required to move due to the RRP financed rehabilitation. This notice must advise

tenants of their right to reoccupy the unit upon completion of reconstruction. It must also state that they may be eligible for financial benefits, inform them where and how to apply, and set a thirty (30) day deadline for filing an application. A good faith effort must be made to locate eligible tenants who have already vacated their units. At a minimum, the above-referenced notice must be mailed to the tenant's forwarding address and to the tenant's vacated unit.

F. Processing Relocation Claims

All documentation submitted in support of relocation claims must be reviewed by the Commission to ensure authenticity. Prior to making a disbursement, Commission must be contacted to verify information provided by the tenant regarding relocation assistance received from other sources.

G. Disbursements

Tenant relocation payments are to be disbursed in either a lump sum, a monthly basis or annual by the Commission to the tenant. The relocation benefits shall be disbursed consistent with the existing practice of the Commission.

H. Required Records

A copy of all relocation notices supplied to tenants, all documentation of tenant relocation claims, the Tenant Relocation Assistance Form and complete accounting records for all relocation disbursements shall be retained in the Borrower's loan file.

I. Disposition of Surplus Funds

Unused loan proceeds allocated for relocation expenses shall be promptly returned to the Commission. The funds will be applied towards the Borrower's outstanding RRP principal loan balance.

IX. Components of the Loan Package

All loan packages must be submitted to the Community Development Committee and/or the Commission for review and approval. In all cases, loan packages must contain complete and accurate information. Following is a listing of items to be included in all loan packages:

A. Loan Application Form

All Borrowers must complete the RRP Loan Application. The application must be complete with original signature of all Borrowers.

B. Insurance

A Copy of the current fire and hazards insurance policy on the subject property is required.

C. Preliminary Title Report and Title Insurance

1. A preliminary title report and title insurance are required for RRP loans, showing vesting of title in the Borrower's name and title insurance ensuring marketable title. All taxes and assessments must be current and the title should be free of attachments, judgments, or mechanics' liens. All clouds on title must be removed prior to loan closing.
2. Policies of Insurance of Record Titles (PIRTs) are acceptable for loans under \$20,000. California Title Reports (CTRs) are acceptable for loans under \$75,000. These items must, however, include an indication of proper vesting of title, a legal description, and all involuntary or involuntary liens, including tax liens, attachments, judgments, and mechanics' liens.
3. Preliminary title reports and PIRTs that are over three months old at the time the loan application is ready to close must be updated at the Commission's request.
4. Loans over \$75,000 must be covered under an ALTA policy.

D. Mortgage Verifications

1. Mortgage verifications are required for each existing mortgage. Each verification should include the current balance, balloon payments or other adjustable terms information, the monthly payment, whether the loan is interest only or includes principal, taxes and insurance, and an indication as to whether the loan is current. Mortgage verifications should be no more than three (3) months old at the time the loan is submitted to the Commission; however, the Borrower may submit copies of subsequent payment receipts or cancelled checks to the Commission staff to update verifications over three (3) months old.
2. If the Borrower has the year-end statement and payment receipts, which reflect that the loan is current to date and the promissory note, which reflects the loan terms, these documents may be substituted for the mortgage verification form.

E. Federal Income Tax Returns

Exact copies of complete filed tax returns for the three (3) most recent tax years are to be submitted to Commission staff.

F. Financial Information

Partnerships, corporations, non-profit organizations, and self-employed Borrowers must submit Business Income and Expense Statements and Balance Sheets for the three (3) most recent fiscal years. Audited financial statements should be submitted if available.

G. Credit Report

The Borrower's credit report will be reviewed closely for poor payment patterns, bankruptcy, judgment or extensive liabilities that may indicate a prohibitive risk to making the loan. This report must be initiated by the RRP and included in the loan package.

H. Appraisal

Appraisals for loans under \$50,000 may be prepared by a fee appraiser or by a qualified Commission staff person. Appraisals for loans over \$50,000 must be prepared by a SREA, MAI, or comparably certified fee appraiser. Appraisals are required in every case. Appraisal fees for independent appraisers may be included in the RRP loan amount. All appraisals must include:

1. The name, address, qualifications, and signatures of the person(s) preparing the appraisal.
2. The pre-rehabilitation appraised value.
3. The after-rehabilitation value of the property as determined by applicable appraisal techniques (i.e., market, income, and replacement cost appraisal approaches).
4. A description of the property.
5. A description of the general location of the property and the surrounding neighborhood.
6. The methodology and calculations used in arriving at the value indicated by each valuation technique.
7. Any additional supporting material such as maps, photographs.
8. The dates showing when the values were estimated and when the report was prepared.

Appraisals will not be acceptable if they are more than six months old, however, the appraiser submits a statement verifying that the values of the specific property and surrounding properties have not decreased.

I. Work Write-up and Cost Estimate

The Work Write-up and Cost Estimate should be prepared by the Commission or its designee. It shall clearly indicate items and costs that qualify for an RRP loan and should include the total cost of all work to be performed. Conditional loan approvals may be based on estimates. Final cost estimate must be sent to the Commission as soon as they are available.

J. Construction Contract

A copy of the proposed execution-ready or executed contract, including all contract documents, must be included in the package. Prior to the award of the construction contract, the general contractor shall obtain insurance coverage as set forth in the Rehabilitation Loan Agreement.

K. Contract Bid Tabulation

This item is required only if competitive bidding is used and should list all contractors and their bid amounts.

Should bids not be solicited, and the contract sum differs significantly from the RRP's cost estimate, the Commission must certify the reasonableness of the contract sum.

L. Affirmative Marketing

If a project contains more than one (1) unit, a Management Plan is required which sets forth the plan for operating the project after rehabilitation.

M. Tenant Lease or Rental Agreement Form

A copy of the lease or rental agreement effective at the time of loan application must be included in the loan submittal. Additionally, the proposed lease or rental agreement forms to be used by the Borrower must be included and contain provisions substantially similar to the following:

Landlord shall terminate this lease (or agreement) only in accordance with the law and only for good cause. Good cause for termination shall include:

1. Abandonment of the unit by Tenant.
2. Nonpayment of rent in a timely manner.
3. Material or repeated violation by Tenant of reasonable house rules.
4. Material or repeated violation of the terms of this lease (or agreement) by Tenant.
5. Intentional misrepresentations or intentional failure to state any fact or facts, including facts concerning Tenant's income and assets, upon which Landlord has relied in agreeing to enter into the Lease (or agreement).

X. Loan Package Review and Processing

A. Loan Processing

1. After receiving a loan package, the Commission or its designee will complete the first level of review (quantitative review) to determine if the submitted documents are in compliance with RRP requirements.

2. A detailed level of review (qualitative review) shall be performed to verify the correctness and completeness of the loan application and accompanying documentation. The Commission will inform the Borrower of any remaining deficiencies that must be corrected prior to loan approval.
3. A request for loan approval shall be submitted for loans up to \$75,000 for the Community Development Committee's review and approval and for loans over \$75,000, to both the Community Development Committee and, if approved, to the Pasadena Community Development Commission for its approval.

XI. Loan Closing Responsibilities

A. Loan Closing

1. The following RRP loan documents are to be completed and submitted to legal counsel for review prior to loan closing:
 - a. Rehabilitation Loan Agreement. This is the controlling document during the construction phase of the rehabilitation and during the term of the loan.
 - b. Promissory Note.
 - c. Deed of Trust. This document secures the Promissory Note and is recorded. This document is a lien against the subject property.
 - d. Agreement Containing Covenants. This agreement sets forth the program requirements and assures rental affordability during the loan term. This document is executed between the Commission and the Borrower and is acknowledged and recorded as a lien against the subject property.
 - e. HOME, CDBG, or Housing Trust Fund Requirements Addendum which specifies the program regulations.
 - f. Assignment of Rents. This document is executed to provide authority to the Commission to collect the rental income in the event the property goes into foreclosure.
 - g. Assignment of Agreements. This document makes provision for the Commission to become the owner of architectural drawings, plans, and specifications in the event agreements executed by the Borrower are assigned to entity or person(s).
 - h. Request for Notice. This agreement is recorded and provides for notification to the Commission in the event the Borrower defaults on superior loans.

- i. Environmental Indemnity. This document makes provision to the Commission that the property is free and clear of any environmental material hazards.
 - j. Borrower's Affidavit. This document is executed by the Borrower to the Commission attesting to the Borrower's ownership of property and the right to enter into legal contracts binding subject property to liens and covenants, etc.
 - k. Disclosure Statement.
 - l. Notice to Rescind.
 - m. Policy of Title Insurance.
 - n. Loan Disbursement Agreement.
- 2. Legal Counsel will provide executable copies of the above-referenced documents along with escrow instructions, all of which will be forwarded to escrow. The Commission will then forward funds separately to the escrow for disbursement.
 - 3. The Commission shall ensure compliance with RRP hazard insurance requirements insuring against loss by fire or other hazards, with a lenders loss payable endorsement showing the Commission insured in an amount sufficient to cover the total after-rehabilitation replacement value. If a property is located in a flood zone, flood insurance coverage is also required. The RRP shall also ensure that a current liability insurance policy for the property has been issued, with general liability coverage in amount not less than \$1,000,000 per occurrence, with the Commission named as additional insured.
 - 4. The Commission shall ensure satisfaction of any conditions listed in the loan approval letter and escrow instructions.
 - 5. If an escrow service is retained, the escrow officer shall arrange for the Borrower to execute the loan documents and responsible for disbursing construction contract payments and monitoring construction in accordance with normal prudent record said documents. Following recordation, the Commission shall forward to the City Attorney all of the executed original loan documents, the title insurance policy, and proof of insurance for appropriate safekeeping with copies maintained in Borrowers' files.

B. Fund Disbursement and Construction Monitoring

- 1. The Commission or its designated subcontractors are construction lending practices, including periodic inspections by qualified construction inspectors. Acceptable records of construction contract payments for each loan must be maintained. Records must fully and completely show the date, amount, purpose and payee for all disbursements.

2. Progress payment and final material and labor lien releases must be submitted to the Commission upon a request for fund disbursement.
3. A 10% retention of the contract cost shall be retained to insure satisfactory completion of the project.
4. A Notice of Completion must be prepared and recorded once the project has been satisfactorily completed. Retention payments should typically be released thirty-five (35) days after the filing of the Notice of Completion.

C. Unused Funds

All unused loan proceeds and accrued interest, if any, shall be returned to the Commission within twenty (20) days after the retention payment has been disbursed. These funds will be applied against the Borrower's outstanding principal loan balance.

XII. Monitoring Responsibilities

After rehabilitation work has been completed, the Commission or its designee will monitor all loans. These responsibilities include:

1. Reviewing annual financial reports, including management plan and operation's budget, if applicable, submitted by Borrowers to verify compliance with the Rehabilitation Loan Agreement. These reports consist of: a) documentation of property tax payments; b) a schedule of current rents; and c) the incomes of all tenants under occupancy and rental restrictions.
2. Performing site inspections as necessary to ensure adequate maintenance.
3. Taking corrective action in the event a Borrower fails to comply with the conditions of the Rehabilitation Loan Agreement, Deed of Trust, Agreement Containing Covenants, and the Promissory Note.
4. Processing loan subordination and assumption requests.
5. Monitoring any defaults or foreclosures.
6. Coordinating with the City's Finance Department all processing and monitoring all loan servicing responsibilities.

APPENDIX C

HUD INCOME LIMITS

FISCAL YEAR 2009 INCOME LIMITS
U.S. Department of Housing and Urban Development (HUD)
Effective April 2009

	FY '09 Median Family Income	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Los Angeles-Long Beach PMSA	30% of Median Income	\$16,650	\$19,050	\$21,400	\$23,800	\$25,700	\$27,600	\$29,500	\$31,400
(Los Angeles County)	Very Low Income	27,750	31,700	35,700	39,650	42,800	46,000	49,150	52,350
	Low-Income	44,400	50,750	57,100	63,450	68,550	73,600	78,700	83,750

APPENDIX D

PUBLIC NOTICES COMMUNITY MEETINGS



CITY OF PASADENA

Human Services and Recreation Department
&
Planning and Development Department

Needs Assessment Public Meeting



The Human Services and Northwest Commissions invite you to participate in a public meeting to identify community needs. Please plan on attending the following meetings:

Thursday, May 28, 2009
6:00 pm
Jackie Robinson Center
1020 N. Fair Oaks Ave.
Pasadena, CA 91103

Tuesday, June 16, 2009
6:00 pm
Victory Park Center
2575 Paloma St.
Pasadena, Ca 91107

YOUR PARTICIPATION IS IMPORTANT

The Human Services Commission and Northwest Commission will recommend funding priorities for the 2010-2012 contract period based upon the following: Presentation given at the two up-coming public meetings and the Community Needs Assessment Evaluation. All information received will be used to help in the process of allocating funds for the Community Development Block Grant, Emergency Shelter Grant and Human Services Endowment Fund.

For additional information please contact Ron Hillary at 626-744-6942
rhillary@cityofpasadena.net



CIUDAD DE PASADENA

Departamento de Servicios Humanos y Recreación

Y

Departamento de Planificación y Desarrollo

Junta Pública

Asesoramiento de las Necesidades de la Comunidad



La Comisión de Servicios Humanos y La Comisión de Northwest le invita a dar testimonio sobre las necesidades del público de Pasadena.

Jueves, 28 de mayo 2009
6:00 PM
Jackie Robinson Center
1020 N. Fair Oaks Ave.
Pasadena, CA 91103

Martes, 16 de junio, 2009
6:00 PM
Victory Park Center
2575 Paloma St.
Pasadena, CA 91107

SU PARTICIPACION ES IMPORTANTE! La Comisión de Servicios Humanos y La Comisión de Northwest va a recomendar prioridades referentes a fondos para el contrato del periodo 2010-2012 basado en el testimonio de la junta pública, asesoramiento de las necesidades de la comunidad, y evaluación de los datos.

Estas recomendaciones servirán como guía de asignación de las siguientes Fuentes de fondos: Becas del Bloque desarrollo de La Comunidad, Becas para Refugio de Emergencia, y Fondos de la Fundación de Servicios Humanos.

Para mayor información, favor de comunicarse con Ron Hillary al 626-744-6942 o rhillary@cityofpasadena.net

DRAFT
May 19, 2009

Contact:
Ron Hillary
(626) 744-6942

MEETINGS TO HELP ASSESS COMMUNITY NEEDS

Food security, health care, public safety and job training are among the many possible priorities for the City of Pasadena's 2010-2012 funding cycle.

First, however, the City would like to hear what its residents would select as priorities for services to low and moderate income individuals and families.

Two public meetings will be held to help assess community needs and funding priorities for human services in Pasadena. The first is scheduled for Thursday, May 28th at the Jackie Robinson Center, 1020 N. Fair Oaks Ave. 6:00 p.m.; and the second for Tuesday, June 16th, at the Victory Park Center, 2575 Paloma St. 6:00 p.m.

The Human Services and Northwest Commissions will hear testimony from the general public and non-profit organizations to help allocate the city's Human Services Endowment Fund and federal funds, including the Community Development Block Grant and Emergency Shelter Grant.

Based on public testimony, a community needs assessment evaluation and proposals from community organizations, the commissions will make recommendations to city council on which organizations should receive funding and at what level.

Spanish translation will be provided at both up-coming community meetings and survey questionnaires will be available in English, Spanish and Armenian. You may call Ron Hillary at (626) 744-6942 or Vincent Gonzalez at (626) 744-6750 for additional information. After June 1, 2009 surveys will be available on line at

www.cityofpasadena.net/humanservices or

www.cityofpasadena.net/planninganddevelopment/northwest/nw.asp click on

Community Needs Assessment Survey. Written responses should be sent to City of Pasadena, Human Services and Recreation Department Citywide Recreation and Human Services Division, 1020 N. Fair Oaks Ave. Pasadena, Ca 91103, Att. Ron Hillary.

Responses will be accepted through August 7, 2009.

###

(Space below for use of County Clerk only)

PASADENA STAR-NEWS

affiliated with
SGV Newspaper Group
911 E. Colorado Blvd.
Pasadena, CA 91109

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

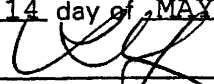
**STATE OF CALIFORNIA
County of Los Angeles**

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of PASADENA STAR-NEWS, a newspaper of general circulation which has been adjudicated as a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, on the date of June 22, 1927, Case Number 225647. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

5/14/09

I declare under penalty of perjury that the foregoing is true and correct.

Executed at West Covina, LA Co. California
this 14 day of MAY, 20 09


signature

Proof of Publication of

NOTICE BY THE CITY OF PASADENA TO THE PUBLIC OF TWO PUBLIC MEETINGS RELATED TO THE BI-ANNUAL COMMUNITY NEEDS ASSESSMENT CONDUCTED BY THE HUMAN SERVICES AND RECREATION DEPARTMENT AND THE PLANNING AND DEVELOPMENT DEPARTMENT.

The City of Pasadena provides funding to community based organizations from funds allocated to the City by the U.S. Department of Housing and Urban Development through the Community Development Block Grant Program, Emergency Shelter Grant Program and the City's Human Services Endowment Fund Program. Every other year a request for proposals is released and non-profit organizations provide proposals to the City's Human Services Commission in the hopes of receiving some of these funds for the delivery of human service programs. The Northwest Commission releases a request for proposals annually for non-service activities (e.g., housing renovation, property acquisition, economic development). Both Commissions make recommendations to the City Council on which organizations should receive funding and the level of funding for each of the organizations. The results of this and subsequent needs assessments will determine funding priorities for the Community Development Block Grant Program, Emergency Shelter Grant Program and the Human Services Endowment Program for program years 2010-2012.

The Human Services Commission and the Northwest Commission are interested in receiving input from the community to assist them with the establishment of funding priorities for programs which address critical need in the City of Pasadena.

Your input and comments regarding community needs are of vital importance to us. The Human Services and Recreation Department and the Planning and Development Department will be holding two public meetings as follows:

Thursday, May 28, 2009	Tuesday, June 16, 2009
6:00 pm	6:00 pm
Jackie Robinson Center	Victory Park Center
1020 N. Fair Oaks Ave.	2575 Paloma St.
Pasadena, CA 91103	Pasadena CA 91107

A survey questionnaire will be available in English, Spanish and Armenian for the purpose of obtaining information from the public. To obtain a copy of the survey or for additional information, please contact Ron Hillary at 626-744-6942 or Vincent Gonzalez at 626-744-6750. Surveys and other written responses will be accepted through August 7, 2009. Surveys and other correspondence related to the needs assessment can be sent to:

Human Services and Recreation Department
1020 N. Fair Oaks Avenue
Pasadena, CA 91103
ATTN: Ron Hillary

Publish: May 14, 2009

Pasadena Star-News

Ad #1824

**NOTICE BY THE CITY OF
PASADENA TO THE PUBLIC
OF TWO PUBLIC MEETINGS
RELATED TO THE BI-
ANNUAL COMMUNITY NEEDS
ASSESSMENT CONDUCTED BY
THE HUMAN SERVICES AND
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AND THE PLANNING AND
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Human Services and Recreation Department
1020 N. Fair Oaks Avenue
Pasadena, CA 91103
ATTN: Ron Hillary

Publish: May 14, 2009
Pasadena Journal

PUBLIC NOTICE

**PUBLIC NOTICE OF THE AVAILABILITY FOR
REVIEW OF THE DRAFT FIVE YEAR CONSOLIDATED
PLAN (2010-2015) AND
ANNUAL ACTION PLAN FOR PROGRAM YEAR 2010-2011
FOR THE CITY OF PASADENA**

The City of Pasadena announces that the **DRAFT FIVE YEAR CONSOLIDATED PLAN (2010-2015) AND ANNUAL ACTION PLAN (2010-2011)** as required by the Department of Housing and Urban Development, will be available on or about April 8, 2010 for public review.

The Five Year Consolidated Plan (2010-2015) is a five year planning document which assesses housing assistance needs, housing stock conditions, rental housing subsidy needs of lower income households, housing and service needs of the homeless, and sets goals for housing units to be assisted over a five year period.

The Annual Action Plan (2010-2011) functions as an annual application for federal funds under HUD formula grant programs, specifically, the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership Act (HOME), and any other HUD grant programs potentially available to the City of Pasadena, such as, the Housing Opportunities for Persons with AIDS (HOWPA) Program. Also included in the Annual Action Plan are certain related Human Services Endowment Fund (HSEF) allocations.

The Draft Annual Action Plan (2010-2011) incorporates that section of the Five Year Consolidated Plan (2010-2015) that describes the strategy to carry out federal programs, indicates the general priorities for allocating funds and describes the basis for assigning the funding to each priority need. The document includes a description of the proposed activities, funded with HUD Community Development formula grant funds that will be undertaken during the next year (July 1, 2010-June 30, 2011) to address priority needs.

The Pasadena City Council and the Housing Department staff are vitally interested in improving and increasing communication with Pasadena citizens in the areas of housing and community development.

The Draft Five Year Consolidated Plan (2010-2015) and Annual Action Plan (2010-2011) document will be available at the following locations throughout the City:

- 1. HOUSING DEPARTMENT:**
649 North Fair Oaks Avenue, Suite 202,
744-8300
Monday through Thursday between 8:00 a.m. and 5:00 p.m.

2. COMMUNITY FACILITIES:

- Jackie Robinson Center - 1020 North Fair Oaks, 791-7983*
- Villa-Parke Neighborhood Center - 363 East Villa, 795-4371*
- Pasadena Senior Citizens Center - 85 East Holly, 795-4331*
- Victory Park Center - 2575 Paloma, 798-0865*

3. ALL BRANCHES OF THE PUBLIC LIBRARY:

- Central Library - 285 East Walnut, 405-4052*
- Allendale - 1130 South Marengo, 799-2519*
- Hastings - 3325 East Orange Grove Blvd., 792 0945*
- Hill Avenue - 55 South Hill, 796-1276*
- Lananda Park - 140 South Altadena Drive, 793-5672*
- La Pictoresca - 1355 North Raymond, 797-1873*
- Linda Vista - 1281 Bryant, 793-1808*
- San Rafael - 1240 Nithsdale, 795-7974*
- Santa Catalina - 999 East Washington, 794-1219*

**Check these facilities for hours of availability.*

The Draft Five Year Consolidated Plan (2010-2015) and Annual Action Plan for Program Year 2010-2011 document will be considered by the Pasadena City Council on Monday, May 10, 2010 and will be submitted to the U.S. Department of Housing and Urban Development on or about May 13, 2010. A final copy will be made available at all branches of the public library and community centers immediately thereafter.

Comments in writing, from the public, on the Draft Five Year Consolidated Plan (2010-2015) and Annual Action Plan (2010-2011) will be received by the City of Pasadena, Housing Department located in Suite 202 at Renaissance Plaza, 649 North Fair Oaks Avenue, Pasadena, California, during the extended public comment period, from April 8 until May 10, 2010. If you have any questions call Valerie Babinski-Manlic at the City of Pasadena, Housing Department, (626) 744-8321.

Michael J. Beck, City Manager
P.O. Box 7115
Pasadena, CA 91109

Publish: April 15, 2010
Pasadena Journal

PROOF OF PUBLICATION
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STATE OF CALIFORNIA

I am a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of La Opinión a newspaper of general circulation, printed and published daily in the city of Los Angeles, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under the date of July 28, 1969, Case Number: 950176; that the notice, of which the annexed is a printed copy, has been published in each regular and not in any supplement thereof on the following dates, to-wit:

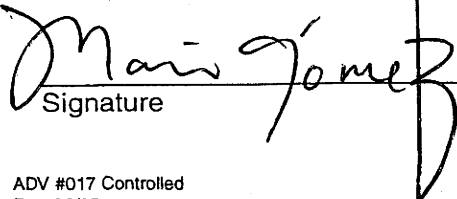
April 8

all in the year 2010

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Los Angeles, California, this

12 day of April, 2010


Signature

ANUNCIO PÚBLICO

AUNCIÓN PÚBLICA DE LA DISPONIBILIDAD PARA REVISAR EL BORRADOR DEL PLAN CONSOLIDADO DE 5 AÑOS (2010-2015) Y EL PLAN DE ACCIÓN ANUAL PARA EL PROGRAMA DEL AÑO 2010-2011 PARA LA CIUDAD DE PASADENA

La Ciudad de Pasadena anuncia que el BORRADOR DEL PLAN CONSOLIDADO DE CINCO AÑOS (2010-2015) y EL PLAN DE ACCIÓN ANUAL (2010-2011) tal como lo requiere el Departamento de La Vivienda y Desarrollo Urbano, estará disponible el o cerca del 8 de abril de 2010 para la revisión del público.

El Plan Consolidado de cinco años (2010-2015) es un documento de planificación de 5 años el cual evalúa las necesidades de asistencia con la vivienda, las condiciones de la reserva de las viviendas, necesidades de subsidios de rentas para personas de bajos ingresos, viviendas y servicios que necesitan las personas sin vivienda, y establece metas para las unidades de viviendas que recibirán ayuda en un periodo de 5 años.

El Plan de Acción Anual (2010-2011) funciona como una solicitud anual para los fondos federales bajo la fórmula del programa de subsidio de HUD. Especialmente, del Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG) siglas en inglés, Subsidios para Refugios de Emergencias (ESG) siglas en inglés, la ley del Programa de Sociedades para la Inversión de la vivienda (HOME) siglas en inglés, y cualquier otro programa de subsidios de HUD que potencialmente estén disponibles para la ciudad de Pasadena, tales como, el Programa de Oportunidad de la Vivienda para Personas con SIDA (HOWPA) por sus siglas en inglés. También incluido en el Plan de Acción Anual hay ciertas distribuciones relacionadas con los Fondos de Donación para Servicios Humanos (HSEF) por sus siglas en inglés.

El borrador del Plan de Acción Anual (2010-2011) incorpora esa sección en el Plan Consolidado de Cinco Años (2010-2015) que describe la estrategia para ejecutar los programas federales, indica la prioridades generales para la distribución de los recursos y describe lo básico para asignar los fondos para cada prioridad de necesidad. El documento incluye una descripción de las actividades propuestas, para encarar las prioridades de necesidades, subsidiadas por la fórmula de subsidios de HUD para el Desarrollo Comunitario que se llevarán a cabo durante el próximo año (1ero. de julio 2010- al 30 de junio de 2011).

El concejo de la Ciudad de Pasadena y el personal del Departamento de la Vivienda están muy interesados en mejorar y aumentar la comunicación con los residentes de Pasadena en temas relacionados con la vivienda y desarrollo comunitario.

El Borrador del Plan Consolidado de Cinco Años (2010-2015) y el documento del Plan de Acción Anual (2010-2011) estará disponible en los siguientes lugares de la ciudad:

- Departamento de la Vivienda:
649 North Fair Oaks Ave., suite 202
744-8300
de lunes a jueves en el horario de 8:00 a.m. y 5:00 p.m.
- LUGARES COMUNITARIOS
Centro Jackie Robinson- 1020 North Fair Oaks, 791-7983*
Centro comunitario de Villa-Parke- 363 East Villa, 795-4371*
Centro para Personas Mayores de Pasadena- 85 East Holly, 795-4331*
Centro Victory Park- 2575 Paloma, 798-0865*
- TODAS LAS SUCURSALES DE LAS BIBLIOTECAS PÚBLICAS:
Biblioteca Central- 285 East Walnut, 405-5052*
Allende- 1130 South Marengo, 799-2519*
Hasting-3325 East Orange Grove Blvd., 792-0945*
Hill Avenue-55 South Hill, 796-1276*
Lamanda Park- 140 South Altadena Drive, 793-5672*
La Pintoresca- 1355 North Raymond, 797-1873*
Linda Vista-1281 Bryant, 793-1808*
San Rafael, 1240 Nithsdale, 795-7974*
Santa Catalina- 999 East Washington, 794-1219*

Comunicarse con estos lugares para ver la disponibilidad de horario.

El Borrador del Plan Consolidado de Cinco Años (2010-2015) y el documento del Plan de Acción Anual (2010-2011) será considerado por el consejo de la ciudad de Pasadena el día lunes 10 de mayo de 2010 y será presentado al Departamento de la Vivienda y Desarrollo Urbano de los EE.UU., el o cerca del 13 de mayo de 2010. La copia final estará disponible en todas las sucursales de las bibliotecas públicas e inmediatamente después en los centros comunitarios.

Los comentarios por escrito del público sobre el Borrador del Plan Consolidado de Cinco Años (2010-2015) y el documento del Plan de Acción Anual (2010-2011), serán recibidos por el Departamento de la Vivienda de la Ciudad de Pasadena, ubicado en Renaissance Plaza, 649 North Fair Oaks Ave., Suite 202, Pasadena, California, durante el periodo otorgado para los comentarios públicos: desde el 8 de abril hasta el 10 de mayo de 2010. Si tiene alguna pregunta llame a Valerie Babinski-Manlic al Departamento de la Vivienda de la Ciudad de Pasadena, al (626) 744-8321.

Michael J. Beck, Gerente Municipal
P.O. Box 7115
Pasadena, CA 91109:

Publicar: 8 de abril de 2010
La Opinión

NOTICE TO THE PUBLIC OF A JOINT PUBLIC HEARING BY THE CITY COUNCIL OF THE CITY OF PASADENA AND THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE FIVE YEAR CONSOLIDATED PLAN (2010-2015) AND THE ANNUAL ACTION PLAN (2010-2011) FOR: (1) THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; (2) THE EMERGENCY SHELTER GRANT PROGRAM; (3) THE HOME INVESTMENT PARTNERSHIP ACT (HOME); AND (4) HUMAN SERVICES ENDOWMENT FUND.

In accordance with 24 Code of Federal Regulations, Part 91 et seq., as published by the U.S. Department of Housing and Urban Development (HUD) on August 5, 1994 in the Federal Register, the City of Pasadena and the Pasadena Community Development Commission (Commission) hereby give notice that the Five Year Consolidated Plan 2010-2015, Annual Action Plan (2010-2011) for the Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG) Program, HOME Investment Partnership Act (HOME) Program, (commencing July 1, 2010) in conjunction with certain Human Services Endowment Fund (HSEF) allocations, will be considered for approval at a joint public hearing to be held by the Pasadena City Council and the Commission on Monday, May 10, 2010 at 7:30 p.m., or as soon thereafter as the matter may be heard, in the City Council Chambers at the Pasadena City Hall, 100 N. Garfield Ave., Pasadena, California. The purpose of the public hearing is to obtain the views of citizens, service providers, participants, and interested individuals regarding the development of the Five Year Consolidated Plan (2010-2015), the Annual Action Plan (2010-2011), and proposed Human Services Endowment Fund allocations.

The Five Year Consolidated Plan (2010-2015) is a five year planning document which assesses housing assistance needs, housing stock condition, rental housing subsidy needs of lower income households, housing and service needs of the homeless, and sets goals for housing units to be assisted over a five year period.

The Annual Action Plan serves the following functions: (1) a planning document that identifies local goals and objectives to address homelessness, affordable housing needs, and economic opportunities for low/moderate income residents; (2) an application for federal funds under HUD Community Planning and Development formula grant programs; (3) a strategy to be followed in carrying out HUD programs; and, (4) a basis for assessing performance of activities and projects that are federally funded under the CDBG, ESG, HOME, and any other HUD grant programs potentially available to the City and/or Commission.

Upon approval by the City Council and the Commission, the Five Year Consolidated Plan (2010-2015) and Annual Action Plan (2010-2011) will be submitted to HUD to ensure the City will continue to receive federal funds that benefit low/moderate income individuals and households from the CDBG, ESG, and HOME Programs. Assistance under any and all of these programs will be contingent upon the availability of funding to the City from HUD, as well as from the preparation and submittal to HUD of the Annual Action Plan (2010-2011).

ALL INTERESTED AGENCIES, GROUPS, OR INDIVIDUALS who wish to be heard on this matter are invited to attend this public hearing and speak to the Council and the Commission at the time and place stated. The City Council and the Commission will consider approval of the Five Year Consolidated Plan (2010-2015) and the Annual Action Plan (2010-2011) for CDBG, ESG, and HOME Programs, as well as certain related Human Services Endowment Fund (HSEF) allocations at the public hearing after receiving testimony, oral or written.

If you have any questions or require information regarding the Five Year Consolidated Plan (2010-2015) or the Annual Action Plan (2010-2011), and/or the process, contact Valerie Babinski-Manlic, Program Coordinator, at (626) 744-8321, or provide written comments by May 10, 2010, to the Housing Director, Housing Department P.O. Box 7115, Suite 202, Pasadena, California 91109.

Michael J. Beck
P.O. Box 7115
Pasadena, CA 91109

Approved as to Form:

/s/CAROLYN Y. WILLIAMS
Assistant City Attorney

Public Hearing Notice

NOTICE TO THE PUBLIC OF A JOINT PUBLIC HEARING BY THE CITY COUNCIL OF THE CITY OF PASADENA AND THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE FIVE YEAR CONSOLIDATED PLAN (2010-2015) AND THE ANNUAL ACTION PLAN (2010-2011) FOR: (1) THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; (2) THE EMERGENCY SHELTER GRANT PROGRAM; (3) THE HOME INVESTMENT PARTNERSHIP ACT (HOME); AND (4) HUMAN SERVICES ENDOWMENT FUND.

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If you have any questions or require information regarding the Five Year Consolidated Plan (2010-2015) or the Annual Action Plan (2010-2011), and/or the process, contact Valerie Babinski-Martin, Program Coordinator, at (626) 744-8321; or provide written comments by May 10, 2010, to the Housing Director, Housing Department P.O. Box 7115, Suite 202, Pasadena, California 91109.

Michael J. Beck
P.O. Box 7115
Pasadena, CA 91109

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NOTICE TO THE PUBLIC OF A JOINT PUBLIC HEARING BY THE CITY COUNCIL OF THE CITY OF PASADENA AND THE PASADENA COMMUNITY DEVELOPMENT COMMISSION TO CONSIDER THE APPROVAL OF THE FIVE YEAR CONSOLIDATED PLAN (2010-2015) AND THE ANNUAL ACTION PLAN (2010-2011) FOR: (1) THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; (2) THE EMERGENCY SHELTER GRANT PROGRAM; (3) THE HOME INVESTMENT PARTNERSHIP ACT (HOME); AND (4) HUMAN SERVICES ENDOWMENT FUND.

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Michael J. Beck
P.O. Box 7115
Pasadena, CA 91109

Approved as to Form:

/s/CAROLYN Y. WILLIAMS
Assistant City Attorney

AVISO AL PÚBLICO DE LA AUDIENCIA PÚBLICA CONJUNTA DEL CONSEJO DE LA CIUDAD DE PASADENA Y LA COMISIÓN DE DESARROLLO COMUNITARIO PARA CONSIDERAR LA APROBACIÓN DEL PLAN CONSOLIDADO DE CINCO AÑOS (2010-2015) Y EL PLAN DE ACCIÓN ANUAL (2010-2011) PARA: (1) EL PROGRAMA DE SUBSIDIOS GLOBALES DE DESARROLLO COMUNITARIO (2) PROGRAMA DE SUBSIDIOS PARA REFUGIOS DE EMERGENCIA; (3) LA LEY DE SOCIEDADES DE INVERSIÓN DE LA VIVIENDA (HOME) POR SUS SIGLAS EN INGLÉS; Y (4) LOS FONDOS DE DONACIÓN PARA LOS SERVICIOS HUMANOS.

De acuerdo con el Código 24 de la Regulación Federal, parte 91 et seq., tal como lo publicara el 5 de agosto de 1994 en el Registro Federal del Departamento de La Vivienda y Desarrollo Urbano de Los Estados Unidos (HUD) por sus siglas en inglés, la ciudad de Pasadena y la Comisión de Desarrollo Comunitario (Comisión) por medio de la presente notifican que el Plan Consolidado de cinco Años Plan 2010-2015 y el Plan de Acción Anual (2010-2011) para el Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG) siglas en inglés, Subsidios para Refugios de Emergencias (ESG) siglas en inglés, la ley del Programa de Sociedades para la Inversión de la vivienda (HOME) siglas en inglés, (empezando el 1 de julio de 2010) conjuntamente con cierta distribución de los Fondos de Donación para los Servicios Humanos (HSEF) siglas en inglés, serán considerados para su aprobación en la audiencia pública en conjunto a realizarse por el Consejo de la Ciudad de Pasadena y la Comisión, el lunes 10 de mayo de 2010 a las 7:30 p.m., o tan pronto el asunto sea escuchado, en la sala de juntas del Consejo de la Ciudad en la Alcaldía Municipal, 100 N. Garfield Ave., Pasadena, California. El propósito de la audiencia pública es de obtener el punto de vista de los ciudadanos, proveedores de servicios, participantes y personas interesadas en relación con el Plan Consolidado de Cinco Años (2010-2015), el Plan de Acción Anual (2010-2011), y la propuesta de la distribución de los Fondos de Donación para los Servicios Humanos.

El Plan Consolidado de Cinco Años (2010-2015) es un documento de planificación de 5 años el cual evalúa las necesidades de asistencia con la vivienda, las condiciones de la reserva de las viviendas, necesidades de subsidios de renta para personas de bajos ingresos, viviendas y servicios que necesitan las personas sin vivienda, y establece metas para las unidades de viviendas que recibirán ayuda en un periodo de 5 años.

El Plan de Acción sirve las siguientes funciones: (1) un documento de planificación que identifica las metas y objetivos locales para encarar el problema de las personas sin techo, las necesidades de viviendas a precios que se puedan costear y las oportunidades económicas para residentes con ingresos económico bajo/moderados; (2) una solicitud para los Fondos Federales bajo la fórmula de los programas de subsidio de Desarrollo y Planificación Comunitaria de HUD; (3) una estrategia a seguir para realizar los programas HUD; (4) una base para evaluar el rendimiento de las actividades y proyectos que son subsidiados con fondos federales bajo CDBG, ESG, HOME, y cualquier otro subsidio de programas de HUD que potencialmente pudieran estar disponible para la ciudad y/o Comisión.

Una vez el Plan Consolidado de Cinco Años (2010-2015) y el Plan de Acción Anual (2010-2011) sea aprobado por el Consejo de la Ciudad y la Comisión, será presentado al HUD para asegurarse que la Ciudad continúe recibiendo fondos que benefician a personas de ingresos económicos bajo/moderado y familias de los programas CDBG, ESG, y HOME. La ayuda bajo cualquiera de todos estos programas estarán sujeta a la disponibilidad de los fondos para la ciudad de parte del HUD, así como también de la preparación y la presentación del Plan de Acción Anual (2010-2011) al HUD.

TODAS LAS AGENCIAS, GRUPOS O PERSONAS INTERESADAS que les gustaría ser escuchados sobre este asunto se los invita a asistir a esta audiencia pública y hablar ante el Consejo y la Comisión en el lugar y ahora establecida. El Consejo de la Ciudad y la Comisión considerarán la aprobación del Plan Consolidado de Cinco Años (2010-2015) y el Plan de Acción Anual (2010-2011) para los programas CDBG, ESG, y HOME, así como cierta distribuciones relacionadas con los Fondos de Donación para los Servicios Humanos (HSEF) en la audiencia pública después de recibir los testimonios, oral o por escrito.

Si tiene alguna pregunta o requiere información sobre el Plan Consolidado de Cinco Años (2010-2015) o el Plan de Acción Anual (2010-2011) y/o el proceso, comuníquese con Valerie Babinski-Manlic, Coordinadora del Programa, al (626) 744-8321, o proporcione sus comentarios por escrito hasta el 10 de mayo de 2010, al Director de la Vivienda del Departamento de la Vivienda P.O. Box 7115, Suite 202, Pasadena, California 91109

Michael J. Beck, Gerente Municipal
P.O. Box 7115
Pasadena, CA 91109

Publicación: 22 de abril de 2010
La Opinión

Aprobado en cuanto a su formato y contenido por:

CAROLYN Y. WILLIAMS
Abogado Auxiliar de la Ciudad

APPENDIX E

CITIZEN PARTICIPATION PLAN

CITY OF PASADENA

CITIZEN

PARTICIPATION

PLAN

FOR

FEDERAL

GRANT PROGRAMS

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EXHIBIT A - CITY COUNCIL AGENDA REPORT – JANUARY 25, 1999
“Modifications to the CDBG/ESG/HSEF Allocation Process”

FORWARD

The Housing and Community Development Act of 1987 was passed by Congress in December, 1987, and signed by the President on February 5, 1988, and, as amended on January 5, 1994. The Act contains a number of provisions that affect the Federal Grant Programs, including Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnerships (HOME) Programs. A central issue is citizen participation.

In order to receive federal grant funds, a grantee will have to certify that it is complying with a Citizen Participation Plan which provides for six (6) elements detailed in the regulations. Specifically, the Act states the following:

SECTION 508. CITIZEN PARTICIPATION PLAN

Section 104(a) of the Housing and Community Development Act of 1974 is amended by adding at the end thereof the following:

“(3) A grant under Section 106 may be made only if the grantee certifies that it is following a detailed citizen participation plan which:

(A) provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas of which Section 106 funds are proposed to be used, and in the case of a grantee described in Section 106(a), provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;

(B) provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by regulations of the secretary, and relating to the actual use of funds under this title;

(C) provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

(D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;

(E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

(F) identifies how the needs of non-English speaking residents will be met in the case of public hearing where a significant number of non-English speaking residents can be reasonably expected to participate.

The paragraph may not be construed to restrict the responsibility of authority of the grantee for the development and execution of its community development program.

Provided within is a new Citizen Participation Plan for the City of Pasadena, which has been developed to supersede and use in place of the City's earlier plan.

In developing this Plan, the City has divided it into six sections, each of which addresses one of the six elements referenced in the legislation. In addition, a summary has been included that details the manner in which the six sections interrelate.

Questions regarding the Plan can be addressed to:

City of Pasadena, Housing Department
Attention: William K. Huang, Housing Director
Mailing Address: P.O. Box 7115, Pasadena, CA 91109
Office location: 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103
Telephone: (626) 744-8320, Fax: (626) 744-8340

A. CITIZEN PARTICIPATION PROCESS

It is the intent of the City to provide for and encourage citizen participation throughout the process of implementing the federal entitlement programs (specifically CDBG, ESG, and HOME). Towards this end, the City has established advisory bodies to assist the City Administration in allocating and monitoring the use of federal entitlement funds. These advisory bodies are called the Human Services Commission, which consists of fifteen participating members, and the Northwest Commission, which consists of eleven participating members; and all participating members represent various segments of the community. An additional advisory body is the Community Development Committee, which consists of nine participating members. All of these members are at-large members appointed by the City Council. (Please refer to Ordinance No. 6507 amending Title 2 to add Chapter 2.86 to the Pasadena Municipal Code, establishing the Human Services Commission and to repeal Chapters 2.60 and 2.120 related to the Commission on Children and Youth and the Senior Citizens Commission; and to Ordinance No. 6404, approved October 30, 1990 and amended July, 1991, which amends Title 2 of the Pasadena Municipal Code to add Chapter 2.95 to establish the Northwest Commission; and to Ordinance No. 5510, dated April 21, 1981, as amended by Ordinance No. 6229, December 22, 1987, and Ordinance No. 6319, April 4, 1989 to establish the Community Development Committee.)

The members of the Human Services Commission, the Northwest Commission, and the Community Development Committee shall include representation from among the following segments of the community:

1. Low/Moderate income residents
2. Minority Groups
3. Residents from areas where block grant activities are ongoing or proposed
4. Elderly
5. Handicapped
6. Business community

The Human Services Commission will continue to meet on the second Wednesday of each month, the Northwest Commission will continue to meet on the second and fourth Thursday of each month, and the Community Development Committee will continue to meet the second, and fourth Thursday of each month, to review the City's progress in implementing the federal entitlement Programs. All of the Commission and Committee meetings are advertised, open to the general public and held in a facility accessible to the handicapped. The Commissions and Committee also have the authority to make formal recommendations to the City Council/Commission regarding program selection, the specific level of production and the individual dollar amount needed to support those activities for the federal entitlement Programs.

The Housing and Community Development Act of 1987 requires that recipients of federal funds emphasize the participation of persons of low and moderate income and residents of low and moderate income neighborhoods in the program planning process. In response to this requirement, Commission and Committee meetings are held monthly. The frequency of the meetings allows the Commissions and Committee the opportunity to focus on the various segments of the community with more specificity. Also this provides the citizens with regularly scheduled opportunities to voice their opinions and views in regard to particular subjects of interest. These meetings will be held at City Hall or other community center locations, which are accessible to the handicapped and geographically centrally located for the residents of Pasadena.

Additionally, City staff with concurrence of the Commissions and Committee, will continue to provide public information and/or conduct annual public information meetings (i.e., December and January) to review the funding and process and to apprise the attendees (i.e., citizens, non-profits, CBO's, etc.) of any and all revisions to the CDBG, ESG and/or HOME Program rules and regulations. These meetings will be carried out from a facility which is accessible to the handicapped and centrally located or situated in a low or moderate income neighborhood. Advertisements for these public information meetings will emphasize the new requirement that at least 70% of all federal entitlement funds must be spent on projects that benefit low and moderate income persons. These actions should ensure that the views of this target population will be represented in the planning and implementation of the federal entitlement programs.

B. ACCESS TO INFORMATION

It is the intent of the City to make all records and information related to the federal entitlement programs readily available to residents of the community. Towards this end the City will take the following actions:

1. Advertise all public hearings in at least one local newspaper a minimum of two weeks before the scheduled hearing dates. These advertisements shall be written in both English and Spanish.
2. Post a copy of the agendas of all public hearings and other meetings of the Human Services Commission, the Northwest Commission, the Community Development Committee, or pertinent City Council meetings on bulletin boards readily accessible to the general public at City Hall, the Central Library, and all branch libraries. These agendas shall be posted a minimum of 72 hours before any scheduled hearing or meeting.

3. Make available for public inspection copies of the approved minutes of all Human Services Commission, Northwest Commission, or Community Development Committee hearings or meetings at City Hall. These minutes shall be made available within 72 hours or approval. Copies of documents will be reproduced upon request at the normal cost of printing.
4. Make available for public inspections copies of the Consolidated Plan, Grantee Performance Reports, Consolidated Plan Annual Performance Report, and pertinent agendas and approved minutes for a five year period. These documents shall be available at the Housing Department Office, Renaissance Plaza, 649 N. Fair Oaks, Room 202, Pasadena, CA 91103. Copies of documents will be reproduced upon request at the normal cost of printing.

C. TECHNICAL ASSISTANCE

It is the intent of the City to provide technical assistance to all residents interested in developing proposals for the future use of federal entitlement funds. To ensure that residents are aware of this assistance, advertisement of public information meetings related to the development and the review of proposed federally funded activities will include reference to this service.

It is expected that the need for this assistance can be minimized by including in these advertisements an explanation of the types of projects that are eligible for funding. However, if additional help is needed, the staff of the City's Housing Department will be available to provide technical assistance either directly or by making referrals to other City entities.

D. PUBLIC HEARINGS

The City shall hold at least one public hearing annually before its Human Services Commission, Northwest Commission or Community Development Committee. The hearing shall be held prior to the development of the City's Annual Consolidated Plan and/or Consolidated Plan Annual Performance Report Submission. The purpose of this hearing will be to define needs and review proposed activities for the upcoming year. Under normal circumstances this hearing will be held during the winter quarter of the year. The Human Services Commission, the Northwest Commission, and/or the Community Development Committee will use the input received at this public hearing to develop recommendations for the City Council's consideration on the use of federal entitlement funds for the new year. The recommendations of these Commissions and Committee will then be considered by the City Council/Commission as an agenda item at a regularly scheduled City Council/Commission meeting.

Public Hearings will be held primarily at City Hall. This building is geographically located in the center of the City, is convenient to a bus line, and is readily accessible to the handicapped.

All public hearings will be advertised in at least one local newspaper two weeks before the scheduled hearing dates.

E. RESPONSE BY CITY TO COMPLAINTS

The City recognizes that despite making significant efforts at outreach and education there may be complaints and/or grievances filed regarding the operation of the City's federal entitlement programs. These concerns should be addressed to the following:

City of Pasadena, Housing Department
Attention: William K. Huang, Housing Director
Mailing Address: P.O. Box 7115, Pasadena, CA 91109
Office Location: Renaissance Plaza, 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103
Telephone: (626) 744-8320 Fax: (626) 744-8340

When practical, a written response will be made by the City within 15 working days. If it should take longer to develop a response the City shall notify the correspondent in writing within 15 working days of the time period needed to provide an answer.

F. PROVISIONS FOR THE HANDICAPPED

Adequate access and parking shall be provided for all public meetings in order to allow the disabled to attend. Further, when no ramps exist, elevator services will be available.

For the hearing impaired residents seeking information regarding programs, the Planning and Development Department has installed an Inteletype TDD machine.

G. PARTICIPATION BY NON-ENGLISH SPEAKING RESIDENTS

It is the intent of the City to allow for input by all non-English speaking, as well as English speaking residents in the public hearing process. Due to the significant number of Spanish speaking residents in the City, an interpreter fluent in that language will be present upon request at all federal entitlement program-related public hearings.

In the event that a resident speaks other than English or Spanish as a principal language (including ASL) all advertisements for public hearings will note that arrangements for an interpreter can be made by contacting the City's Planning and Development Department.

H. DISPLACEMENT OF RESIDENTS

For the 36th Program Year (July 1, 2010 through June 30, 2011) the City does not intend to displace any residents with CDBG funded activities.

Consistent with that action the City will enforce the condominium conversion ordinance passed in 1980 which will minimize additional conversions of rental units occupied by low or moderate income households into high priced condominiums. Also, the City is not expected to widen streets and/or remove houses in low or moderate income areas unless affordable replacement housing is available during the first incremental year.

If displacement does occur the City will construct one for one replacement housing when units are displaced due to redevelopment activity.

SUMMARY

Several different approaches have been utilized by the City in developing this Citizen Participation Plan that will hopefully encourage citizen involvement in federal entitlement programs.

The broad cross-section of representation on the Human Services Commission, the Northwest Commission, and the Community Development Committee should provide a forum for many different sectors of the community. The meetings of these Commissions and Committee as well as the City's public information meetings and the annual public hearing will regularly keep the federal entitlement programs in the public's view. The availability of federal entitlement program-related records, the City's willingness to provide interpreters for non-English speaking residents, and the quick manner in which the City/Commission responds to complaints or to requests for technical assistance should make it easier for residents to participate in this process. And, the extensive advertising and the public notice procedures that are followed for meetings and hearings should provide adequate notice to interested parties regarding federal entitlement program activities.

The City/Commission expects this Plan to continue to develop over time and is not adverse to taking steps other than those listed within this document to encourage additional citizen participation in federal entitlement programs.

AMENDMENTS TO CITIZEN PARTICIPATION PLAN

Amendment #1

To ensure the City's compliance with the federal regulations Part 24 Code of Federal Regulations (CFR) 91.105 (d)(1) and (e)(1), on October 6, 1997, it was approved by the City Council that the CDBG Citizen Participation Plan be revised to provide for two City Council hearings twice during a CDBG program year. The first public hearing will be to determine the annual program priorities, and the second public hearing will be held in order to review and obtain City Council's approval of the next year's CDBG Program Consolidated Plan/Action Plan (Program Application).

Amendment #2

On January 25, 1999 City Council approved modifications to the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and Human Services Endowment Fund (HSEF) proposal review and funding allocation process. One of the modifications provided for City Council to annually set aside CDBG funds in an appropriate amount to fund eligible City activities. Those activities are included in the "Proposed Projects" section of the Action Plan, 2010-2011. A copy of the January 25, 1999 City Council Agenda Report reflecting the modifications to the allocation process is included in the Action Plan.

The following is a brief summary of the modifications adopted by the City Council:

- a) Human Services and/or Northwest Commissioners will not participate in the review or recommendation process in a category where a Conflict of Interest and/or an Appearance of Impropriety exists;
- b) Each Commission may use the "Rule of Necessity" to reach a quorum when necessary;
- c) The Request for Appeal Process will include a "Public Meeting;"
- d) Written notification shall be provided to all proposers informing of the preliminary and final funding recommendations of the Commissions;
- e) City Council may annually set aside CDBG/ESG/HSEF funds in an appropriate amount to fund eligible City administered activities/projects recommended by the City Manager.

APPENDIX F

GLOSSARY OF TERMS AND ABBREVIATIONS

GLOSSARY OF TERMS AND ABBREVIATIONS

Anti-Crime Program - A category that allows for the promotion of activities that reduce crime, including crime prevention education programs and the payment of security guards and systems. See HUD Activity Categories.

Appeal - Prior to the Human Services/Northwest Commission retiring to deliberate for the purposes of formulating its funding recommendations to the City Council, each applicant will be provided with an opportunity to appeal. City staff will mail written notification to each applicant of the opportunity to appeal any portion of the funding process. The funding process consists of: (1) preparation of the proposal application; (2) the receipt of technical assistance/advice on request; (3) submission of a complete and timely proposal; (4) staff ranking of proposals by funding category; and, (5) applicant oral presentation to the Human Services Commission (for Public/Human Service Proposals) and Northwest Commission (for Capital Improvement, Economic Development, Housing, and Administration Proposals).

These five elements are "appealable" and are subject to alterations where appropriate, prior to the Human Services Commission and Northwest Commission formulating its final recommendations to the City Council. Should the applicant wish to request that the Human Services Commission or the Northwest Commission review any of the five elements, City staff will schedule a five minute appeals presentation before the appropriate Commission.

Area Benefit Activities - Activities that benefit a specific area where at least 51 percent of the residents are low- and moderate-income persons. See CDBG Low- and Moderate-Income Designated Activities.

Area Median Income - The exact middle of an income range, where 50 percent of the families have incomes above and 50 percent of the families have incomes below.

Benefit Service Area - An area of the City determined to be eligible for CDBG funded project activities. Eligibility is based on the median family income of the area at or below 80 percent of the median family income of the county.

Capital Improvements - A capital improvement is a significant change or addition to a physical structure. To be considered a capital improvement, the activity must result in a material, long term benefit that adds value to the improved structure. For example, a new roof, new street lights, or new sidewalks are capital improvements. New paint or water safety instructions are not eligible.

Census Tract - Refers to an area or region of the City. CDBG eligible census tracts (those with at least a 51% low/moderate income population) are: 4609, 4615, 4616, 4619, 4620, 4621, 4622, 4623, 4628, and 4635. Eligible census tracts are based on 1990 U.S. Census Data.

Child Care - The group care of children in a licensed, or licensed-exempt, program by qualified, trained staff.

Children - Individuals between the ages of 0 and 12 years.

Collaboration - (definition adapted from "Communities Working Collaboratively for a Change," by Arthur T. Himmelman, September, 1991).

A collaborative project involves the voluntary, strategic alliance of two or more organizations to enhance each other's capacity to achieve a common purpose by sharing risks, responsibilities, resources and rewards. In a collaborative human service project, two or more distinct organizations share the authority, responsibility, funding and service delivery for a project or program, from planning through evaluation, with each agency/organization making a tangible commitment of resources to achieve a shared goal. (Resources may also include in-kind support such as space, staffing, and use of equipment).

Community-Based Development Organization (CBDO) - CBDOs are generally nonprofit organizations that undertake specific kinds of CDBG-funded activities. CBDOs can be for-profit or nonprofit organizations, but cannot be governmental entities. A CBDO may be a subrecipient.

Community Development Block Grant Program (CDBG) - This program provides states, counties, and cities with Federal funds to help meet their housing and community development needs: The funds must meet one of the following three national objectives: (1) benefit low and moderate income persons; (2) help eliminate slums and blight; or (3) meet urgent needs (such as recovery from a disaster). The program was established by Congress in the Housing and Community Development Act of 1974.

Community Development Financial Institution (CDFI) - An organization that: has as its primary mission the promotion of community development; serves an investment area or targeted population; provides development services and equity investments or loans; maintains accountability to residents within its investment area; and is not a public agency or institution.

Comprehensive Grant Program - The Comprehensive Grant Program provides modernization funding on a formula basis to approximately 908 Housing Authorities with 250 or more units. Eligible Housing Authorities prepare a comprehensive plan assessing their physical and management improvement needs every six years. Housing Authorities are also required to submit an annual plan that details the use of their funds for the current fiscal year. Under this program, up to 20 percent of their annual formula grant may be used by the Housing Authority to:

1. Fund management improvements needed to upgrade the operation of their developments,
2. Sustain physical improvements, and
3. Correct management deficiencies.

Comprehensive Improvement Assistance Program (CIAP) - Under the Comprehensive Improvement Assistance Program (CIAP), Housing Authorities with fewer than 250 units may apply and compete for modernization funds to carry out both physical and management improvements. Approximately 2,500 Housing Authorities compete on an annual basis for CIAP funds by submitting an application to the HUD State/Area Office, which rates and ranks all applications received and makes funding decisions. Of the amount available for public housing, one percent is set aside to carry out goals related to pending civil rights litigation, subject to judicial oversight.

CDBG Area Benefit Activities - Proposed projects or activities that benefit a surrounding area, where at least 51 percent of the residents are low- and moderate-income persons. An area that is not primarily residential in character will not qualify under this criterion.

CDBG Benefit Services Area - Delineated by the following boundaries: to the North - Woodbury Road; to the South - Maple Street (210 Fwy.); to the East - Lake Avenue; to the West - Arroyo Blvd.

CDBG Entitlement Amount - The amount of funds that a metropolitan city and urban county are entitled to receive under the CDBG Metropolitan Community program formula.

CDBG Joint Grant Agreement - An agreement between a CDBG urban county and CDBG metropolitan city, located within that county, for the purpose of receiving CDBG funds. The county and the City use the funds to plan and implement a joint community development and housing program.

CDBG Low- and Moderate-Income Designated Activities - Activities that must benefit at least 51 percent of low- or moderate-income persons. The four types of activities that meet this designation are Area Benefit Activities, Housing Activities, Job Creation or Retention Activities, and Limited Clientele Activities.

CDBG National Objectives - In order for a CDBG activity to be funded, it must either benefit low- and moderate-income persons, or aid in the prevention or elimination of slums and blight. An activity may also be funded if it meets an urgent need.

CDBG Nonentitlement Amount - The funds that are distributed to selected communities that apply for CDBG funding through their State or HUD-administered Small Cities program.

CDBG Program Types - 1) The CDBG Metropolitan Community grant program whose grantees are metropolitan cities and urban counties; and 2) The CDBG State grant program whose grantees are states.

CDBG Slum and Blight Designated Activities - Activities performed in areas that, under state criteria, are considered slum and blighted areas.

CDBG Urgent Need Designated Activities - Activities where a grantee certifies that a particular activity is needed to meet an urgent need and that the only funds available to finance the activity are CDBG funds.

Consolidated Plan - The Consolidated Plan is a document that is submitted annually to HUD that serves as the planning and community development document (Comprehensive Housing Affordability Strategy and Community Development Plan) of the jurisdiction.

Continuum of Care - A system that requires a comprehensive system of housing and necessary services to transition homeless individuals and households into permanent housing. The fundamental components of a continuum of care system in the City of Pasadena (Consolidated Plan 2005-2010) include the following:

- First, there must be outreach, intake, and assessment that connects or reconnects an individual or family to needed support services such as public benefit, rent or utility assistance, employment or family counseling and physical or mental health care.
- The second component is assistance through an emergency shelter facility that provides overnight shelter (for up to 2 months) and fulfills a client's basic needs (i.e., food, clothing, medical care), either on-site or through off-site services. Clients must follow basic rules for health and safety, and there may also be additional requirements to stay (i.e., sobriety, participation in program, employment). Clients usually move into transitional housing after their stay, but, when appropriate, may move into services-enriched or independent-living affordable housing.
- The third component offers transitional housing (for up to 2 years) and necessary social services. Clients will be linked to a high level of interventions, employment services, individual and group counseling and life skills training designed to prepare clients for service-enriched permanent affordable housing or independent-living permanent affordable housing. Such services include substance abuse treatment, short-term mental health services, independent living skills, etc.

Contractors - A contractor is an entity paid with CDBG funds in return for a specific service (e.g., construction). Contractors must be selected through a competitive procurement process.

Corporation - Legal entity, chartered by a state or the federal government, and separate and distinct from the persons who own it. It is regarded by the courts as an artificial person; it may own property, incur debts, sue, or be sued.

Displacement - Refers to that process by which homeowners or renters are forced from their residences by increased rents, property values or a change in use (e.g., a housing structure converted to commercial use) as a result of housing or neighborhood improvement activities. Any CDBG program that contributes to displacement, must also provide for appropriate assistance to any affected individual/family.

Draw down - Refers to the process of requesting and receiving CDBG funds. Grantees draw down funds from a line of credit established by HUD, while subrecipients typically draw down funds from grantees.

Drug Elimination Program - The Public Housing Drug Elimination Program provides grants to fund drug elimination and other crime prevention activities in public and Indian housing. HUD is authorized to make these grants available to selected Public Housing Authorities and Indian Housing Agencies for the purpose of eliminating drug-related crime in their communities. Activities that may be funded through these grants include employment of security personnel and investigators; reimbursement to local law enforcement for additional services; physical improvements for security; support of tenant patrols; and programs to reduce crime and drug-use by residents. This program also provides funding for the Drug Clearinghouse and special purpose grants in order to provide technical assistance to Public Housing Authorities (PHAs) and Indian Housing Authorities (IHAs).

Economic Development Category - A category that allows grantees to use their funds for projects and activities that increase economic opportunity, principally for persons of low and moderate income. A project may also include one or more activities that address a lack of affordable housing accessible to existing or planned jobs. See HUD Activity Categories.

Education - A program or activity which provides information, knowledge or training, and stimulates mental growth, for a specific purpose or outcome.

Entitlement - A city with a population of 50,000, a central city of a metropolitan area, or an urban county with a population of at least 200,000 that receives an annual allocation of CDBG funds directly from HUD under the CDBG Entitlement Program.

Emergency Shelter Grant (ESG) - A formula-based program that allocates funds to states, metropolitan cities, and urban counties to support emergency shelters for homeless individuals and families.

Empowerment Zone/Enterprise Community (EZ/EC) - The designees named in a 1994 Federal initiative to revitalize economically-distressed areas of the country. This initiative rewards communities that form local partnerships that help develop a comprehensive revitalization plan for low-income neighborhoods. The four designees are: Empowerment Zone, Supplemental Empowerment Zone, Enterprise Community, Enhanced Enterprise Community.

Evaluation - The Northwest Commission and/or Human Services Commission will assess and rate each program/project based on the applicant's written proposal, oral presentation, and community needs assessment. Staff will review and value the applicant's written response to the program/project's consistency with federal and local regulations.

Extremely Low-Income - As defined in the Consolidated Plan, a family whose income is between 0 and 30 percent of the Area Median Income. See Income Groups.

Family - All persons living in the same household who are related by birth, marriage or adoption.

Fiscal Year - The Federal Fiscal Year beginning on October 1 and ending on September 30.

Formula-Based Programs - Programs that provide direct allocations (grants) to states, cities, and urban counties based on specific factors, such as total population count, number of persons with incomes below the poverty line, and housing conditions.

Grantee - A state, metropolitan city, or urban county that receives an annual formula-based allocation directly from HUD under its CDBG, ESG and/or HOPWA programs. For the purpose of Community 2020, HOME-participating jurisdictions are also considered grantees.

HOME Community Housing Development Organization (CHDO) - A private, locally-based housing development organization with federal tax-exempt status. A HOME-participating jurisdiction must invest not less than 15 percent of its HOME funds in CHDO housing activities.

HOME Consortium - A group of units of general local government geographically linked and joined as a participating jurisdiction for the purpose of obtaining and sharing an allocation of HOME funds.

HOME Fair Market Rents (FMRs) - Rents established under the Section 8 Existing Housing Program that represent approximately the 45th percentile of standard housing occupied by recent movers. FMRs are published annually in the Federal Register and are established for each area of the country.

HOME Investment Partnership Program - A formula-based program that provides allocations to states and units of general local governments, known as participating jurisdictions. Its purpose is to retain and expand the supply of affordable housing principally for low- and very-low-income families through housing rehabilitation, new construction, first-time home buyer financing, and rental assistance.

HOME Subrecipient - A public agency or nonprofit organization selected by the participating jurisdiction to administer all or part of the participating jurisdiction's HOME program.

Homeless Programs Category - A category that allows for the construction, conversion, renovation, or rehabilitation of shelters for the homeless. Also eligible are activities that provide for transitional housing and single-room occupancy units for the homeless. See HUD Activity Categories.

Hope VI Program - The HOPE VI Program was created for the purpose of revitalizing severely distressed or obsolete public housing developments. The activities in the program include funding of the capital costs of major reconstruction, rehabilitation and other physical improvements, the provision of replacement housing, management improvements, planning and technical assistance, and implementation of community service programs and supportive services or the planning of such activities. Funds are distributed to Public Housing Authorities (PHA) based upon a selection process in which interested PHAs must specify the activities they would undertake upon selection.

Household - All the persons who are the occupants of a housing unit. The Census Bureau defines occupants as a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Housing Assistance Needs - Housing assistance needs are determined in two ways. A household in need of housing assistance is either: (1) living in a deteriorated housing unit; or (2) spending more than 30 percent of its income on housing. Both needs are subject to careful, identical and verifiable criterion. To be counted as having a housing assistance need, household earnings must be less than 80 percent of the median family income of the county, adjusted for household size.

Housing Category - A category that includes activities that retain and expand safe and decent affordable housing for both owner and tenant-occupied units (e.g., housing acquisition and disposition; minor and major housing rehabilitation of single- and multi-unit properties; and new construction). See HUD Activity Categories.

Housing Activities - Activities carried out for the purpose of providing or improving permanent residential structures that, upon completion, low- and moderate-income households will occupy. See CDBG Low- and Moderate-Income Designated Activities.

Housing Opportunities for Persons with AIDS/HIV (HOPWA) - A grant program that addresses the needs of persons living with HIV or AIDS and their families.

HUD - CDBG funds are provided to entitlement communities through the U.S. Department of Housing and Urban Development (HUD). HUD established the regulations and requirements for the program and has oversight responsibilities for the use of CDBG funds.

HUD Activity Categories - Categories of activities that may be assisted with CDBG, HOME, ESG and HOPWA funds. The categories are Anti-Crime Program, Economic Development, Homeless Programs, Housing, Infrastructure, Other, Planning and Administration, Public Facilities, Public Services, Senior Programs, and Youth Programs.

Income - For the purposes of HUD programs, income is either measured for families or households:

- 1) Household income includes the income of the householder and any person in the household 15 years of age and over, whether related to the householder or not.
- 2) Family income refers to the income of persons 15 years of age and older, related by birth, marriage or adoption, who reside together.

Income Groups - The following income groups refer to the households, families, and persons who are eligible CDBG and HOME beneficiaries because their annual incomes are below the Area Median Income. These income groups also include the two additional income levels added to the Consolidated Plan's list of income definitions: Extremely Low-Income, Very Low-Income, Low-Income, Low- and Moderate-Income, Middle Income, and Moderate-Income.

Infrastructure Category - A category that includes water/sewer improvement activities, such as the replacement of water lines and sanitary and storm sewers. This category also allows a grantee to undertake street projects that may include the installation of street lights, street drains, curbs, and gutters. See HUD Activity Categories.

Job Creation or Retention Activities - Activities that are eligible because they will create or retain permanent jobs, where at least 51 percent of the full-time jobs employ low- and moderate-income persons. See CDBG Low- and Moderate-Income Designated Activities.

Joint Venture - Agreement by two or more parties to work on a project together. A joint venture, which is usually limited to one project, differs from a PARTNERSHIP, which forms the basis for cooperation on many projects.

Limited Clientele Activities - Activities that benefit a "limited clientele," such as abused children and spouses, homeless persons, and persons living with AIDS. See CDBG Low- and Moderate-Income Designated Activities.

Local Development Corporation - A local development corporation is an entity organized pursuant to Title VII of the Head Start, Economic Opportunity, and Community Partnership Act of 1974 (42 U.S.C. 2981) or the Community Economic Development Act of 1981 (42 U.S.C. 9801 *et. seq.*); or an entity eligible for assistance under Section 502 or 503 of the Small Business Investment Act of 1958 (15 U.S.C. 696)

Low- and Moderate-Income Area - An area where 51% or more of the residents have incomes that do not exceed 80 percent of the Area Median Income. There are exception communities where less than 51% of the residents have incomes at or below 80 percent of the Area Median Income.

Low and Moderate Income Persons/Households - Persons/households are considered to be low and moderate income if their income is less than 80 percent of the median family income for the county, adjusted for household size.

Low-Income - (1) As defined by the CDBG program, a household or a person whose annual income is 50% or less than the Area Median Income. (2) As defined by the HOME program, a family whose annual income does not exceed 80 percent of the Area Median Income.

Median Household Income - The exact middle of a range of household incomes. The Census Bureau defines household incomes as incomes of persons 15 years of age and over residing together, whether related or not. A household may consist of one person only.

Memorandum of Understanding (MOU) - A legally binding agreement between two (2) or more parties consenting to adhere to the conditions and terms of an event, grant, monetary or in-kind exchange of services.

Metropolitan Cities - Central cities of metropolitan areas, other metropolitan area cities with a population of 50,000 or more, and cities that retain their metropolitan area status because of their previously-qualifying designation.

Microenterprise - A business that has five or fewer employees, one or more of whom owns the enterprise.

Middle Income - As defined in the Consolidated Plan, a family whose income is between 80 percent and 95 percent of the Area Median Income. See Income Groups.

Moderate-Income Household/Family - A household/family having an income equal to or less than the Section 8 Low Income limit established by HUD but greater than the Section 8 Very Low Income limit established by HUD.

Moderate Rehabilitation Program - This component of the Section 8 Program provides both rental subsidies and funds for limited rehabilitation of the units. Landlords are selected for this program competitively, and must make rehabilitated units available for very low-income Section 8 certificates for a minimum of 10 years. See Section 8 and Very Low-Income.

Modernization - HUD provides annual funds to Public Housing Authorities (PHA) for both physical improvements to the units and management improvements. The program requirements differ, depending on the size of the housing authority. Small PHAs, those with fewer than 250 units, receive funds and must operate under the conditions of the Comprehensive Improvement Assistance Program (CIAP). Large PHAs, those with more than 250 units, operate under the Comprehensive Grant Program. See Comprehensive Improvement Assistance Program (CIAP) and Comprehensive Grant Program.

Neighborhood Based - A neighborhood-based organization is an association or corporation, duly organized to promote and undertake community development activities on a not-for-profit basis within a neighborhood. An organization is considered to be neighborhood-based if the majority of either its membership, clientele, or governing body are residents of the neighborhood where activities assisted with CDBG funds are to be carried out.

Other Category - A category that includes unprogrammed funds, which are funds that have not been programmed for use. See HUD Activity Categories.

Outreach - Outreach is a service approach which relies on the provider making the effort to find or go to the client, rather than the client having to find or go to the provider. Outreach involves extending services or activities to clients or potential clients by reaching out and increasing access for clients who otherwise might be unfamiliar with or unable to use such services or activities. For example, an emergency shelter for homeless might offer an outreach activity by dispatching workers to locations where homeless clients or potential clients might be found (e.g., selected parks and streets), and then offer information, linkage, counseling, transportation to a shelter or other service to such a client. Also, the extent or length of reach out; specifically, the extent of an organization's involvement in the community. Any program designed to extend services to those not usually accommodated by or included within an organization.

Overcrowded Housing - Housing in which the number of persons exceeds the number of rooms in a housing unit. When using a ratio of the number of persons living in a housing unit to the number of rooms in that unit, a ratio of 1.0 means that the number of persons and the number of rooms are the same. Any housing where the ratio of rooms to persons exceeds 1.0 is considered overcrowded.

Participating Jurisdiction - A state or unit of general local government that HUD has designated as eligible for HOME funds.

Partnership - Organization of two or more persons who pool some or all of their money, abilities, and skill in a business and divide profit or loss in predetermined proportions.

Planning and Administration Category - A category that allows a grantee to expend funds for various plans, public information, fair housing activities, general management, oversight and coordination of the CDBG Program; it is limited to 20% of the grantee's annual CDBG entitlement.

Prevention - A preventive project takes advance measure against something that is likely to occur; it is designed to stop something before it starts. A preventive human service project targets a population with a strong likelihood of experiencing a human service problem (e.g., "at risk" of violence, homelessness, substance abuse, etc.) and provides an activity or service designed to prevent that problem before it occurs. Prevention is distinguished from "treatment," which focuses on activities to modify or remedy an already existing problem.

Private Non-Profit - An incorporated charity, or any corporation operated under a policy by which no stockholder or trustee shares in the profits or losses, if any, of the enterprise. There are three types of California non-profit corporations: public benefit, religious and mutual benefit.

Program - A broad description covering a logical series of related activities designed to achieve a broad common objective(s) or result.

Program Income - Gross income that the grantee, participating jurisdiction, state grant recipient, or subrecipient receives. This income is directly generated from CDBG, HOME, ESG, or HOPWA funds.

Project Activity - A specific task necessary to achieve an objective; or a series of proposed activities occurring in a logical sequence, supported by reasonable costs, designed to resolve a particular problem or meet a particular need.

Public Facilities - A category that allows grantees to undertake the acquisition, reconstruction, rehabilitation, and installation of public facilities and improvements. Examples of eligible public facilities are neighborhood parks, recreational and parking facilities, and centers for the disabled. Interim assistance may also be given for the repair of streets, sidewalks, or public buildings to arrest their deterioration before any permanent improvements of the facilities are made. See HUD Activity Categories.

Public/Human Service Activity - An activity which is: (1) directed toward improving the community's need for public/human services and facilities, including those concerned with employment, crime prevention, child care, etc.; and (2) supportive of physical development activities being carried out in a concentrated manner. Public/human service activities are to be directed at residents of Neighborhood Strategy Areas and may only be incidentally provided to residents outside of these areas. A cap expenditure of 15% of the entire CDBG entitlement may be used for Public/Human Service Activities.

Recipient - See grantee.

Section 8 - A federal rental assistance program which provides a direct housing subsidy to a qualified tenant so that he or she does not pay more than 30 percent of their income for rent. Section 8 is available for new, improved and existing housing units.

Seniors - Individuals who are 55 years and older; federal guidelines (62 years of age).

Senior Programs - A category that allows grantees to use their funds for activities that provide public services to the elderly, such as Meals on Wheels, and Dial-a-Ride. Funds may also be used for construction and rehabilitation. See HUD Activity Categories.

Single Room Occupancy (SRO) - (1) A portion of the Section 8 program that provides rental subsidy funding for efficiency accommodations that are to be occupied by only one person. The units need not but may contain food preparation facilities, sanitary facilities, or both. See Section 8. (2) Housing that consists of a single-room dwelling unit that is the primary residence of its occupant. The unit must contain food preparation and sanitary facilities, if it is a new construction project, conversion of non-residential space, or reconstruction.

Social Services - Non-financial supportive aid rendered to individuals and families to help them meet their personal, social, psychological, medical, economic, or other problems which interfere or otherwise prevent them from moving towards self-care, self-support, independent living, and strengthened family life.

Sole Proprietorship - Business of financial venture that is carried on by a single person and is not a trust or corporation. A sole owner has unlimited liability.

Small Business Investor Corporation - A private enterprise which would provide investment banking-type services to smaller companies which could not normally qualify for this type of financing.

State - Any state of the United States, the Commonwealth of Puerto Rico, and in some cases, the District of Columbia.

State Grant Recipient - A unit of general local government that receives its CDBG funds from its state's CDBG program.

Subgrantee - A unit of general local government that is not eligible to receive direct funding as a HUD formula-based grantee, but is eligible to compete for funds through its state's formula-based grant program.

Subrecipient - A public agency, private nonprofit organization, or a for-profit organization that is authorized to receive funds from a grantee or another subrecipient to undertake eligible activities.

Urban Counties - Counties that receive an annual allocation of funds under the CDBG program. To be eligible for HUD funding, a county must meet the eligibility criteria for participation, such as extent of poverty, housing conditions, income levels, etc.

Unit of General Local Government - A city, town, township, county, parish, village, or other general purpose political subdivision of a state; or a consortium of such political subdivisions recognized by HUD.

Very Low-Income - As defined by the HOME program, families whose annual incomes do not exceed 50 percent of the Area Median Income. See Income Groups.

Youth - Individuals between the ages of 13 and 17 years.

Youth Programs - A category that focuses on the needs of children and teenagers. Activities include the funding of youth centers and facilities, as well as playground and recreation facilities that are part of youth centers. See HUD Activity Categories.

APPENDIX G

CERTIFICATES OF CONSISTENCY

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Pasadena Community Development Commission

Project Name: see attached list

Location of the Project: City of Pasadena

Name of the Federal Program to which the applicant is applying: Continuum of Care Homeless Assistance

Name of Certifying Jurisdiction: City of Pasadena

Certifying Official of the Jurisdiction Name: Michael J. Beck

Title: City Manager

Signature: 

Date: 11.17.09

2009 CONTINUUM OF CARE APPLICATION -- PROJECT DESCRIPTION

AGENCY	PROPOSED PROJECT	PROJECT DESCRIPTION
Pasadena Community Development Commission	Shelter Plus Care Certificates (New Project)	Rental subsidies and supportive services for chronically homeless persons with targeted disabilities.
Serra Project	CHOISS Program II (Renewal)	Permanent scattered site housing for formerly homeless individuals & families with HIV/AIDS
Affordable Housing Services	Navarro House (Renewal)	Permanent Supportive Housing for persons with special needs.
Serra Project	CHOISS Program I (Renewal)	Permanent scattered site housing for formerly homeless families with HIV/AIDS
Hestia House	Pacific Clinics (Renewal)	Permanent Supportive Housing for chronically homeless transitional-age youth
Union Station Foundation	Transitional Housing Program (Renewal)	Transitional housing-single men.
Union Station Foundation	Euclid Villa (Renewal)	Transitional housing-Families.
URDC Human Services Corporation	Casa Maria (Renewal)	Transitional housing-single women & women with children. (chronic substance abuse)
Pasadena Community Development Commission	HMIS (Homeless Management Information System) (Renewal)	Homeless services client tracking system.
Pacific Clinics	Passageways (Renewal)	Outreach/intake/assessment.
Pasadena Community Development Commission	Shelter Plus Care Certificate (Renewal/non-competitive)	Rental subsidies and supportive services for homeless persons with targeted disabilities.

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

CA - 600

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: See Attached List

Project Name: See Attached List

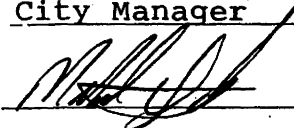
Location of the Project: See Attached List

Name of the Federal
Program to which the
applicant is applying: Supportive Housing Program

Name of
Certifying Jurisdiction: City of Pasadena

Certifying Official
of the Jurisdiction
Name: Michael J. Beck

Title: City Manager

Signature: 

Date: 10-14-09

Grantee	Project Sponsor	Project Name	Project Number	Street Address	City	Zip
PASADENA Los Angeles Homeless Services Authority	Homes for Life Foundation	Denker House Consolidated Application	CA0364B9D000801	54 N. Wilson Ave	Pasadena	91106
Los Angeles Homeless Services Authority	Homes for Life Foundation	Denker House Consolidated Application	CA0364B9D000801	489 Madison Ave	Pasadena	91101

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

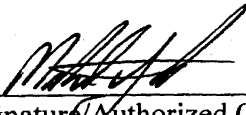
Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Signature/Authorized Official

5-6-09

Date

City Manager

Title

