

**DRAFT**

# **CITY OF PASADENA**



## **Consolidated Annual Performance and Evaluation Report (CAPER) 2015-2016**

**CITY OF PASADENA**

**DRAFT**

**CONSOLIDATED ANNUAL  
PERFORMANCE AND EVALUATION REPORT (CAPER)**

**2015-2016 Program Year**

**Terry Tornek, Mayor**

**Gene Masuda, Vice Mayor**

**Margaret McAustin  
Tyron Hampton  
Steve Madison**

**John J. Kennedy  
Victor M. Gordo  
Andy Wilson**

**CITY MANAGER**

**Steve Mermell**

**HOUSING & CAREER SERVICES DEPARTMENT**

**William K. Huang, Housing & Career Services Director**

**Randy Mabson, Program Coordinator**

# Table of Contents

Introduction .....	1
Goals and Outcomes.....	2
Racial & Ethnic Composition .....	6
Resources & Investments.....	7
Affordable Housing .....	11
Homeless & Other Special Needs.....	13
Public Housing.....	16
Other Actions.....	17
Monitoring.....	20
CDBG .....	22
HOME .....	23
ESG Subrecipient Information.....	24
ESG Persons Assisted.....	26
ESG Assistance Provides & Outcomes.....	29
ESG Expenditures .....	30

## ATTACHMENTS

<b>Attachment A</b>	Public Notices (to be included in final)
<b>Attachment B</b>	CDBG Annual Performance Reports PY15-16
<b>Attachment C</b>	Anti-Poverty Strategy (to be included in final)
<b>Attachment D</b>	ESG Supplement (to be included in final)
<b>Attachment E</b>	PR-26 (to be included in final)
<b>Attachment F</b>	IDIS Reports (to be included in final)

# **INTRODUCTION**

## **CITY OF PASADENA Consolidated Annual Performance and Evaluation Report (CAPER) July 1, 2016 to June 30, 2016**

The City of Pasadena Five-Year Consolidated Plan provides a framework to identify housing, homeless, community and economic development needs and resources to tailor a Strategic Plan for meeting those needs. The Consolidated Plan consists of a five (5) year Strategic Plan and an Annual Action Plan. The Strategic Plan contains three (3) 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 Action Plan describes the specific projects and activities that Pasadena will undertake in the coming year with its federal funds from the U. S. Department of Housing/Urban Development (HUD) to address those priority needs. The Action Plan also contains certifications indicating that the City will follow certain requirements such as furthering fair housing.

The Consolidated Annual Performance and Evaluation Report (CAPER) is an assessment of the (City) of Pasadena's activity performance funded by the three HUD formula grant programs: Community Development Block Grant (CDBG); Home Investment Partnership Act (HOME); and Emergency Solutions Grant (ESG).

The CAPER describes the City's performance for all HUD formula grant programs with respect to meeting the objectives and goals established in the City's Five-Year Consolidated Plan and in corresponding Annual Action Plan. Fiscal Year (FY) 2015-2016 is the first year in the Five-Year Consolidated Planning Period (Program Years 2015-2019) for the City. Due to delays in the City's fiscal year-end close out, some financial and programmatic data may be missing.

## GOALS AND OUTCOMES (CR-05)

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

During Program Year 2015-2016, the City made progress toward accomplishing the goals of developing a viable community by providing affordable decent housing, a suitable living environment and expanding economic opportunity for low income persons as described in pertinent Consolidated Plan documents.

For Program Year 2015 – 2016, the City of Pasadena received a total of \$2,477,401 in federal funds, which included \$1,787,619 in Community Development Block Grant (CDBG), \$499,748 in HOME Investment Partnership, and \$160,034 in Emergency Solutions Grant (ESG) funds. The City of Pasadena also received \$223,226 in CDBG Program income and \$299,870 in HOME program income for program year 2015-2016.

**2015-2016 Federal Funding Sources**

CDBG	HOME	ESG	TOTAL FEDERAL FUNDING
\$1,787,619	\$499,748	\$160,034	\$2,447,401

**Table 1 – Funding Sources**

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals are described in Table 2 below.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	HOME: \$972,605	Rental units rehabilitated	Household Housing Unit	317	0	0.00%	177	0	0.00%
Business Facade Improvements	Non-Housing Community Development	CDBG: \$0	Facade treatment/business building rehabilitation	Business	5	0	0.00%	0	0	0.00%
Homeless Intervention and Prevention	Homeless	ESG: \$40,129	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	200	24	12%	40	24	60%
Homeless Intervention and Prevention	Homeless	ESG: \$45,953	Homeless Person Overnight Shelter	Persons Assisted	2,950	338	11%	456	338	74%
Homeless Intervention and Prevention	Homeless	ESG: \$25,605	Homelessness Prevention	Persons Assisted	100	12	12%	20	12	60%
Increase Jobs to Low-Income Persons	Non-Housing Community Development	CDBG: \$0	Jobs created/retained	Jobs	10	0	0.00%	0	0	0.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Infrastructure Improvements	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$178,728	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50,000	13,475	26.95%	10,180	13,475	132%
Owner-Occupied Housing	Affordable Housing	CDBG: \$482,477	Homeowner Housing Rehabilitated	Household Housing Unit	100	12	12.00%	20	12	60.00%
Public Facility Improvements	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$732,639	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125,000	25,719	20.57%	27,860	25,719	92.00%
Public Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$268,034	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6,500	1,150	17.69%	1,275	1,150	90.00%

**Table 2 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City's 5-Year Consolidated Plan contains eleven objectives that represent high priority needs in the community. These objectives serve as a basis for implementing and administering entitlement funds. In no particular order, the following categories have been identified as high priority:

- Housing
- Public services
- Economic development
- Homelessness
- Public facility improvements
- Infrastructure improvements

The City's CDBG Program exceeded its goals for Infrastructure Improvements as funds were directed towards sidewalk improvement projects, benefiting over 13,000 residents located in low and moderating income neighborhoods. CDBG funds were also used towards public facility improvements at the Vila Parke Community Center, community youth centers, and homeless facilities that serve over 25,000 low and moderate income residents. CDBG efforts reach over 90% of its annual goals for housing and public service.



## RACIAL & ETHNIC COMPOSITION OF FAMILIES ASSISTED (CR-10)

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG		HOME	ESG
	Persons	Households		
White	980	17	0	212
Black or African American	501	11	0	161
Asian	299	1	0	29
American Indian or American Native	11	0	0	8
Native Hawaiian or Other Pacific Islander	11	0	0	3
<b>Total</b>	<b>1,602</b>	<b>29</b>	<b>0</b>	<b>413</b>
Hispanic	640	9	0	143
Not Hispanic	962	20	0	250

**Table 3 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

CDBG data for this table is split between two data measures: persons and households. Accomplishment data is collected by individual for activities under LMA, LMC, and LMJ National Objectives; and by household for activities under LMH National Objective (Note: Most activities under “households” fall under the category of housing; however there are some non-housing activities that collect data by household). In addition, another 1,001 persons served fell under the multi-racial race category that are not listed in the above table.

## RESOURCES & INVESTMENT (CR-15)

### Identify the resources made available.

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		2,033,682	2,055,745.05
HOME		2,293,917	157,265.33
ESG		724,255	160,000
other	Section 108	6,000,000	0

**Table 4 - Resources Made Available**

### Narrative

IDIS PR-26 Financial Summary Report for the City's FY15-16 will be included as an attachment in the final version.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Pasadena	100%	100%	Jurisdiction

**Table 5 – Identify the geographic distribution and location of investments**

### Narrative

The City does not identify target areas.

### Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The leveraging role of HOME funds was essential in three projects that were in progress during PY2015: 1) In the rehabilitation and preservation of 44 affordable rental housing units at The Groves project, HOME funds leveraged low income housing tax credits and bond financing; 2) In the new development of seven (7) homeownership units at the Decker Court project, HOME funds leveraged private construction financing; and 3) In the new development of 20 permanent supportive rental units for homeless families at the Mar Vista Union project, HOME funds leveraged low income housing tax credits and funding from the County of Los Angeles. There were no local matching funds involved in these projects, as the City currently exceeds the HOME matching requirements. The 70-unit Heritage Square rental project for very low income seniors, under construction during PY2015, is developed on City-owned land.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$11,667,897.93
2. Match contributed during current Federal fiscal year	0
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$11,667,897.93
4. Match liability for current Federal fiscal year	TBD
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	TBD

**Table 6 – Fiscal Year Summary - HOME Match Report**

<b>Match Contribution for the Federal Fiscal Year</b>								
<b>Project No. or Other ID</b>	<b>Date of Contribution</b>	<b>Cash (non- Federal sources)</b>	<b>Foregone Taxes, Fees, Charges</b>	<b>Appraised Land/Real Property</b>	<b>Required Infrastructure</b>	<b>Site Preparation, Construction Materials, Donated labor</b>	<b>Bond Financing</b>	<b>Total Match</b>
None	None	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Table 7 – HOME Match Contribution for the Federal Fiscal Year**

<b>Program Income Report</b>				
<b>Balance on hand at beginning of reporting period</b>	<b>Amount received during reporting period</b>	<b>Total amount expended during reporting period</b>	<b>Amount expended for TBRA</b>	<b>Balance on hand at end of reporting period</b>
0	887,442.84	TBD	0	TBD

**Table 8 – HOME Program Income**

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 9 – Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property</b> – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 10 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 11 – Relocation and Real Property Acquisition**

## AFFORDABLE HOUSING (CR-20)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	167	0
Number of special-needs households to be provided affordable housing units	10	0
<b>Total</b>	<b>177</b>	<b>0</b>

**Table 12 – Number of Households**

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	197	12
Number of households supported through the acquisition of existing units	0	0
<b>Total</b>	<b>177</b>	<b>12</b>

**Table 13 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

### CDBG

Through corrective actions imposed by HUD, the City's housing rehabilitation projects was halted. As a result, a significant disruption was caused in achieving goals for rehabilitation of existing single-family housing units.

### HOME

Of the 177 units, 133 were associated with the proposed Community Arms security upgrades project. Unfortunately, on 8/31/16, the owner declined the City's HOME funding. The other 44 units are associated with the rehabilitation of The Groves project (formerly Northwest Manors II). That project is scheduled to be completed by October 2016.

**Discuss how these outcomes will impact future annual action plans.**

**CDBG**

Until HUD approves the program guidelines for the housing rehabilitation program, the outcomes may be impacted negatively.

**HOME**

The City will aggressively identify a HOME-eligible funding project or projects for future annual action plans.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	1,033	0
Low-income	120	0
Moderate-income	18	0
<b>Total</b>	<b>1,171</b>	<b>0</b>

**Table 14 – Number of Persons Served**

## **HOMELESS & OTHER SPECIAL NEEDS (CR-25)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.**

Street outreach was not funded with Emergency Solutions Grant funding in this PY. However, the Coordinated Entry System process is designed to identify, engage, and assist homeless individuals and families to ensure that those who request or need assistance are connected to proper housing and services. The CES is linked to street outreach throughout the CoC so that people sleeping on the streets and others least likely to access services are prioritized for assistance in the same way as all other homeless persons. The VI-SPDAT is used as a tool that helps determine chronicity and vulnerability. Outreach workers administer VI-SPDAT on the streets, encampments, and other areas to identify best type of support and housing interventions including PSH with a HF approach and RRH. The CoC advertises the CES process in various ways that include: 1) leaving business cards of outreach workers; 2) leaving flyers that describe the process and includes contact information; 3) leaving information at service sites; 4) leaving information at public locations; 5) educating mainstream service providers; 6) at events that attract homeless persons; 7) seasonal shelter programs; 8) 211 help line; and 9) meal programs at centers and parks.

**Addressing the emergency shelter and transitional housing needs of homeless persons.**

- Goal: Provide hypothermia prevention emergency bed services for up to 300 unduplicated homeless persons.
- Action: Implement up to 150 weather-activated emergency shelter beds for use by homeless persons during cold or inclement weather.
- Outcomes: The Bad Weather Shelter provided hypothermia prevention emergency beds for 272 unduplicated persons. 90% were assessed for permanent housing placement during the shelter season.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections**



**programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

- Goal: Provide expanded homeless prevention assistance for extremely low-income individuals and families.
- Action: Implement additional homeless prevention activities to provide homeless prevention to 99 at-risk extremely low-income households.
- Outcome: ESG-funded Rapid Rehousing assisted 66 extremely low income persons in families. Additionally, planning for the utilization of Housing Successor Agency funding for Rapid Rehousing for Individuals began, and will be implemented in PY 2016.
- Goal: Prevent persons exiting institutions and systems of care from exiting into homelessness.
- Action: Continue to work with Huntington Hospital to strengthen in-reach to homeless persons who are in in-patient placements, to assess for housing and services prior to discharge.
- Outcome: Representatives from the Pasadena CES began meeting regularly with Huntington Hospital social workers to discuss discharge plans for homeless persons prior to hospital exit. 10 persons were linked to housing navigation resources prior to discharge, and 7 persons were placed in permanent housing.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Pasadena's Continuum of Care has reduced the length of time persons are homeless through its coordinated entry system (CES) that quickly connects homeless people with PH. The system uses a hybrid approach, with a 24-hr central phone system for families and a decentralized system for individuals that allows assessment by any agency or street outreach worker. CES uses the VI-SPDAT (embedded in HMIS) to assess LOT homeless which, combined with entry & exit dates, allows the CoC to track LOT homeless. Persons are prioritized for housing using an HMIS-generated

prioritization list based on HUD Notice CPD-14-012 (prioritizing longest LOT homeless) and a working group meets regularly to review the list. Families are prioritized for RRH, non-chronic veterans for SSVF, and chronically homeless veterans for HUD-VASH. The CoC continues to increase PSH & RRH through federal, state, county & private sources, CoC reallocation, and ESG prioritization of funds.

Households placed in permanent housing either through Rapid Rehousing or other affordable housing is provided follow-up case management, which includes linkages to job training and preparation if appropriate.

## **PUBLIC HOUSING (CR-30)**

### **Actions taken to address the needs of public housing**

The City of Pasadena does not own or operate any Public Housing units; therefore, there were no actions taken to address the needs of Public Housing.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The City of Pasadena does not own or operate any Public Housing units; therefore, there were no actions taken to encourage public housing residents to become more involved in management and participate in homeownership.

### **Actions taken to provide assistance to troubled PHAs**

The City of Pasadena Housing Department (CoPHD) administers the Housing Choice Voucher program. CoPHD is identified as a Standard performing Housing Authority according to HUD's Section 8 Management Assessment Program (SEMAP); therefore no actions taken to provide assistance to a troubled PHA.

## **OTHER ACTIONS (CR-35)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The current market rents and governmental factors pose barriers to adequate affordable housing in City of Pasadena. Pasadena works within the barriers to impact affordable housing by implementing a Housing Element that is consistence with California law and taking actions to reduce or off set incentives to assist in the production of affordable housing.

The City is supportive of the development of affordable housing and its staff is available to meet and discuss with affordable housing developers their options.

An analysis was initiated in PY2015 of the City's Inclusionary In-Lieu Fee. The analysis will be completed in PY2016 and a recommendation will be developed for City Council action.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

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; and 3) reconfiguring the City's transit system to help residents access job centers and health facilities located outside their immediate neighborhood. The City will continue to examine various sites in Pasadena for the development of parks, analyze ways to use public transit to allow residents of Northwest Pasadena to access other park facilities, and evaluate the fee structure to determine whether it is sufficient to fund the acquisition, development, and maintenance of parks.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City's Public Health Department is aggressively working to prevent lead poisoning and to identify children who may already be affected. The Pasadena Childhood Lead Poisoning Prevention Program (PCLPPP) works with local health care providers to identify children who may be affected by lead poisoning. Public Health nurses provide blood lead screening for children six (6) years of age and under and any diagnosed cases

of childhood lead poisoning are targeted for public health intervention. Support services for intervention provided through PCLPPP include case management by a Public Health Nurse and environmental testing for possible sources of lead in the child's environment by a registered Environmental Health Specialist. The program also provides community outreach, educational seminars and workshops on the dangers of lead-based paint, including preventative measures to avoid lead exposure and how to assess the risk of lead exposure.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The City will work to implement the City/School Community Work Plan, as well as continue to fund programs aimed at increasing employment, enhancing educating, and reducing food insecurity. The City is also partnering with the Housing Rights Center to address issues of fair housing, provide credit counseling services, and 1st time homebuyer seminars.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City has a strong institutional structure to implement the federal entitlement funding programs. During PY2015, the City implemented a new internal fiscal controls system, and initiated an organization-wide risk assessment, which will further strengthen the City's institutional structure.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The Pasadena Partnership to End Homelessness meets quarterly, with working committee meetings are held monthly, including the Housing Committee; Planning & Homeless Research Committee; Faith-Based Committee; and HMIS Committee. The Partnership and the working committees each contain representatives from public and private agencies serving the homeless and at-risk populations. Additionally, the CES holds a bi-weekly housing navigator meeting. This meeting includes staff from the Department of Veteran's Affairs, City of Pasadena, HIV/AIDS providers, and other local non-profits.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Recommendation Action: Utilize ESG funds for Rapid Rehousing to assist formerly

homeless people transition back to permanent housing.

Outcome: 66 homeless persons in families were assisted in permanent housing using ESG-funded Rapid Rehousing.

#### HOME

At the end of PY2015, the Heritage Square and several Inclusionary housing construction projects were approaching completion. Affirmative marketing activities were implemented by the developers under City guidance, which focused marketing and the selection of tenants within the local Pasadena community.

## MONITORING (CR-4o)

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

### CDBG

The City seeks to monitor each of its CDBG sub-recipients annually to determine program compliance and progress. The goal of the monitoring is to help each sub-recipient to succeed in administering and utilizing its CDBG funds. All CDBG projects are reviewed by an In-Progress Monitoring (IPM) approach. On-site field monitoring visits are conducted through detailed review and analysis of a representative sampling of client files; and a review of supporting documentation to ensure compliance with City standards & HUD regulations. Desk-top reviews are conducted, which include analysis of data gathered through the *CDBG Tracking Log* related to the following areas: timely submission of quarterly reports; timely expenditure of funds; and compliance with contract provisions.

### ESG

ESG Programs are monitored annually, either as a desk monitoring using HMIS and financial submittals data, or as an on-site monitoring. Each project is given an on-site monitoring at least once every two years and annually if there is finding s in the prior program year.

ESG Program recipients who do not meet local and/or HUD performance targets and/or do not meet expectations and compliance of program and grant management of their program may be subject to having their projects reduced in whole or in part and may not be funded in future competitions.

### HOME

The City monitors HOME activities as required by HUD in accordance with the agreement between the City and HOME funding recipient (the “Recipient”).

For construction or rehabilitation activities, the City monitors to ensure that Recipients adheres to the scope of work and schedule of performance.

For completed projects, recipients are required to submit annual program reports, financial statements, and certifications. Annual monitoring includes ensuring that the Recipients comply with the terms of their agreements, including compliance with beneficiary income and other eligibility requirements, and rent limits. Staff utilizes both “desk-monitoring” and on-site monitoring to assess project compliance over the duration of the HOME affordability period.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

#### Public Review and Comment Period

This draft version of the 2015-2016 CAPER was made available for public review and comment during a 15-day public notice period, as mandated by HUD. A printed copy of the draft CAPER was made available at the Housing & Career Services Department, located at 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91103. The Draft was also distributed to 9 public libraries, and 4 community centers throughout the City. A digital copy was also made available for viewing and downloading on the Housing & Career Services website: [www.cityofpasadena.net/housing](http://www.cityofpasadena.net/housing). The Final CAPER, in its complete form, will be posted to the website shortly after submission to HUD.



## **CDBG (CR-45)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City has not implemented any formal changes to program objectives.

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

The City does not receive BEDI grants.

## HOME (CR-50)

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations.**

**Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.**

The following projects were scheduled to be inspected during PY 2015 (ending on June 30, 2016): Agape Court, Pasadena Accessible Apartments, Pasadena, Silvercrest, Sierra Rose, and Wynn House. The inspections were not performed due to staff workload constraints and scheduling conflicts. Inspection notices will be sent out to the property owners by 9/30/16 for completion of inspections by 11/30/16.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Not applicable at this time, as no HOME-assisted units have been completed to date during the first program year (PY2015) of the 2015-2019 CAPER.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

During PY2015, HOME program income totaling \$142,968.33 were expended (disbursed) for the Decker Court project, developed by a local nonprofit housing sponsor.

No data on tenant characteristics are available at this time, as no HOME-assisted units were completed during the first program year (PY2015) of the 2015-2019 CAPER.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

The City utilized Section 8 Project-Based assistance to further increase the affordability at the Heritage Square project (seniors) and Mar Vista Union project (permanent supportive housing for homeless families).

## ESG (CR-60)

### Recipient Information

#### Basic Grant Information

<b>Recipient Name</b>	PASADENA
<b>Organizational DUNS Number</b>	028900439
<b>EIN/TIN Number</b>	956000759
<b>Identify the Field Office</b>	LOS ANGELES
<b>Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance</b>	

#### ESG Contact Name

<b>Prefix</b>	Ms
<b>First Name</b>	Anne
<b>Last Name</b>	Lansing
<b>Title</b>	Project Planner

#### ESG Contact Address

<b>Street Address 1</b>	649 N. Fair Oaks Avenue
<b>Street Address 2</b>	Suite 202
<b>City</b>	Pasadena
<b>State</b>	CA
<b>ZIP Code</b>	91109-
<b>Phone Number</b>	6267446701
<b>Email Address</b>	alansing@cityofpasadena.net

#### ESG Secondary Contact

<b>Prefix</b>	Mr
<b>First Name</b>	Randy
<b>Last Name</b>	Mabson
<b>Title</b>	Project Coordinator I
<b>Phone Number</b>	6267448321
<b>Email Address</b>	rmabson@cityofpasadena.net

### Reporting Period

<b>Program Year Start Date</b>	07/01/2015
<b>Program Year End Date</b>	06/30/2016

**Subrecipient Form (TBD) (identify subs that received ESG funds)**

**Subrecipient or Contractor Name**

**City**

**State**

**Zip Code**

**DUNS Number**

**Is subrecipient a victim services provider**

**Subrecipient Organization Type**

**ESG Subgrant or Contract Award Amount**

## ESG PERSONS ASSISTED (CR-65)

Number of Persons in Households	Total
Adults	10
Children	2
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>12</b>

**Table 15 – Household Information for Homeless Prevention Activities**

Number of Persons in Households	Total
Adults	24
Children	39
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>63</b>

**Table 16 – Household Information for Rapid Re-Housing Activities**

Number of Persons in Households	Total
Adults	293
Children	39
Don't Know/Refused/Other	6
Missing Information	0
<b>Total</b>	<b>338</b>

**Table 27 – Shelter Information**

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>0</b>

**Table 18 – Household Information for Street Outreach**

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	327
Children	80
Don't Know/Refused/Other	6
Missing Information	0
<b>Total</b>	<b>413</b>

**Table 19 – Household Information for Persons Served with ESG**

	<b>Total</b>
Male	239
Female	163
Transgender	0
Don't Know/Refused/Other	11
Missing Information	0
<b>Total</b>	<b>413</b>

**Table 20 – Gender Information**

	<b>Total</b>
Under 18	80
18-24	22
25 and over	305
Don't Know/Refused/Other	6
Missing Information	0
<b>Total</b>	<b>413</b>

**Table 31 – Age Information**

## Special Populations Served

### Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	20	2	0	18
Victims of Domestic Violence	83	1	1	81
Elderly	37	1	1	35
HIV/AIDS	7	0	0	7
Chronically Homeless	108	0	0	108
<b>Persons with Disabilities:</b>				
Severely Mentally Ill	115	1	1	113
Chronic Substance Abuse	39	0	1	38
Other Disability	156	1	1	154
Total (unduplicated if possible)	TBD	TBD	TBD	TBD

**Table 22 – Special Population Served**

## NARRATIVE

To be included in final version.

## ESG ASSISTANCE PROVIDED & OUTCOMES (CR-7o)

### Shelter Utilization

Number of New Units – Rehabbed	0
Number of New Units – Conversion	0
Total Number of bed - nights available	13,500
Total Number of bed - nights provided	12,976
Capacity Utilization	96%

**Table 43 – Shelter Capacity**

**Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)**

**TBD**



## ESG EXPENDITURES (CR-75)

To be completed in final version

### ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
<b>Subtotal Homelessness Prevention</b>			

Table 54 – ESG Expenditures for Homelessness Prevention

### ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
<b>Subtotal Rapid Re-Housing</b>			

Table 25 – ESG Expenditures for Rapid Re-Housing

### ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Essential Services			
Operations			
Renovation			
Major Rehab			
Conversion			
<b>Subtotal</b>			

Table 26 – ESG Expenditures for Emergency Shelter

## Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Street Outreach			
HMIS			
Administration			

Table 27 - Other Grant Expenditures

## Total ESG Grant Funds

Total ESG Funds Expended	2013	2014	2015

Table 68 - Total ESG Funds Expended

## Match Source

	2013	2014	2015
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
<b>Total Match Amount</b>			

Table 29 - Other Funds Expended on Eligible ESG Activities

## Total

Total Amount of Funds Expended on ESG Activities	2013	2014	2015

Table 30 - Total Amount of Funds Expended on ESG Activities

# **ATTACHMENT B**

Public Service  
CDBG Performance Report (Annual Report)

**Project Title: Community Youth Art Initiative**

Operating Agency: Armory Center for the Arts

Contract Period: 7/1/15 - 6/30/16

Activity Code: 05D Youth Services

National Objective: 570.208 (a)(2)(i)(B) LMC (51%)

**Project Summary**

This continuing project will provide after school arts instruction at two community partner sites—La Pintoresca Teen Education Center (1415 N. Raymond Ave.) and Villa-Parke Community Center (363 E. Villa Street). CDBG funds will support personnel costs including Teaching Artist and Teaching Assistants, supplies, and less than 10% indirect costs.

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 72 Cumulative: 23 Ratio: 31.94%

Annual Narrative

2015-16 Narrative:

Armory Center teaching artists continued to provide arts programming at La Pintoresca Teen Education Center during the 2015-16 funding cycle. Class offerings included digital photo, digital design, ceramics, and several drawing workshops which were offered during the summer, fall, winter, and spring. Regularly scheduled classes met eight to ten meetings per session based on center schedules. Workshops ran from 3 to 8 meetings as they were special project themed and generally taught during winter and spring camps. Teen assistants continued to work and volunteer with artists at LPTEC in the photo, design and ceramics classes. They worked in the children's mixed media class at La Pintoresca Library and also provided support in one day workshops throughout the community from July of 2015 to June of 2016.. Mixed media classes were offered at Villa-Parke Community Center on Mondays during summer, fall, winter and spring.

An indicator of the growing depth and experience being attained by the students was reflected in the choice of Dalon Poole, a student and youth assistant at the teen center, to receive the National Arts and Humanities Youth Program Award presented by First Lady Michelle Obama and the President's Committee on Arts and Humanities. He traveled to the ceremony in Washington D.C. with the Armory's Executive Director, Scott Ward, to accept the accolade on behalf of the Armory and fellow students. Dalon and another teen assistant, Trishan Vithanage, were chosen by the City of Pasadena's summer youth employment program to work with the city's marketing department documenting events throughout the city. Both regularly attended and assisted in digital photo and design classes which helped to hone the photographic and digital design skills required for the assignment.

The quality of student work improved throughout the year. Displays were put up on a regular basis at the end of every session. Exhibited work included drawings created in the summer mixed media class, screen printed art made as part of the t-shirt printing project and traditional portraiture and design concepts created in the photography and design classes. Design students became so enthusiastic and consistent in attendance that they seamlessly transitioned from technical assignments to concept based projects that were comprehensive in scope, particularly in the spring design class. That class created concepts for board games that explored historical evolution of the genre and developed current themes for contemporary implementation. Particular attention was paid to branding and potential strategies for marketing their ideas.

Gathering documentation continued to be the biggest challenge in spite of adding additional Armory staff time and assistance by site partners to the effort. Armory teaching artists and community program staff distributed forms in class. They contacted parents and

Public Service  
CDBG Performance Report (Annual Report)

students by phone for regular follow-ups and visited the classes to try to collect accurate data and documentation. Staff availed themselves to pick up documents from participant's homes if needed. Most of the phone work took place during the early evening when families were home and direct contact could be made. This year, the Armory's liaison with the PUSD intern recruitment program also began to recruit students for programs and teen employment. Program staff at the teen center actively engaged students in trying to get forms submitted on the days when classes were not in session. Armory staff visited in between classes, contacted parents when they picked up the students and met with center staff for regular updates. During 2015-16, Armory teaching artists worked with 225 students. Those numbers could not be reflected in the gathering of documentation.

**Accomplishment Quantity: 23**

	Non-Hispanic	Hispanic
White	0	13
Black/African American	5	1
Asian	0	0
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	1
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	1	2

**Household**

Female Headed Household	13
-------------------------	----

**Income Level**

Extremely Low	9
Very Low	8
Low-Moderate	6
Above Moderate	0

Public Facility  
CDBG Performance Report (Annual Report)

**Project Title: Pool Filtration Installation**

Operating Agency: Boys & Girls Club of Pasadena

Contract Period: 7/1/15 - 6/30/17

Activity Code: 3 Public Facilities & Improvements

National Objective: 570.208 (a)(1) LMA (Area Benefit)

**Project Summary**

The project--at the Mackenzie-Scott branch, 2020 N. Fair Oaks Avenue, Pasadena, CA 91103- entails replacement of sand filters (which will be affixed to ground), which remove impurities from the pool water and installation of an automated chlorine distribution system that has been mandated by the City of Pasadena Public Health Department per California Building Code 3134B.1-65525.

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 5070 Projected Completed: Yes

**Annual Narrative**

The Boys & Girls Club of Pasadena's swimming pool renovation project at 2020 N. Fair Oaks Ave. (Mackenzie-Scott branch) commenced February 5, 2016 and was completed February 13, 2016. The project took place as follows:

- Pool drainage: Following the City of Pasadena's approval of our plan check paperwork, Leslie's Pools began draining the pool on February 5 and finished on February 8.
- Pool re-plastering: Demo of old plaster started on February 8 and new plaster work was completed by Blue Pacific Pools on February 13. (Cracks in the old pool plaster had allowed staining to occur from rusted filter equipment and rebar underneath.)
- New automated chlorination system: A new 24-hour automated chlorination system was installed per California Building Code 3134B.1-65525 as mandated by the City of Pasadena Public Health Department. Installation of this system began on February 10 and was completed on February 13 by Leslie's Pools.
- New sand filters: Our old sand filter was demolished on February 10 and the new one installed on February 13 by Leslie's Pools. (The old filter, which was installed in 1986 during rebuilding of this branch, was well past its life expectancy and contributed to the rust staining on the pool plaster.)
- Pool Status: The City of Pasadena Public Health Department conducted its final inspection of the pool and issued our permit on Tuesday, March 15.

Funds provided through the city of Pasadena's Community Development Block Grant program covered the installation of the automated chlorination system and sand filter—both of which are permanently affixed. The project resulted in the upgrade of a facility that is used for swimming lessons, water safety classes, recreational swimming during our summer session, and by our swim team, which conducts practice sessions and hosts swim meets at this facility. The pool is also used by outside tenants, such as the Rose Bowl Aquatics Center, for their practices.

The outcomes achieved as a result of this project are:

- Pool surface cracks and rust stains eliminated through replastering of swimming pool surface.
- New sand filter and automated chlorination system installed to ensure cleanliness of pool facility.
- A safe and healthy environment for the children we serve, our staff and volunteers.

Public Facility  
CDBG Performance Report (Annual Report)

- Protection of prior improvements and repairs to our swimming pool facility.
- Continuation and expansion of our Aquatics Program at Mackenzie-Scott

Our Aquatics Program continues to be one of the very few such year-round programs in the city, and by completing this project, we are ensuring that this program remains accessible to those from disadvantaged economic, social and family circumstances. The completed project is benefiting youth, ages 6-18, who are primarily from low- to moderate-income circumstances and who cannot afford the private clubs and private swimming lessons that their wealthier peers can. Our Mackenzie-Scott swimming pool facility and Aquatics Program are open to all members. With our upgraded pool facility, we will be able to serve approximately 858 unduplicated members whose racial breakdown is 52% Hispanic, 37% African-American, 4% Caucasian, 4% Multi-racial, 2% other, and 1% Asian.

This target group is able to access the services provided by this project simply by expressing a desire to learn how to swim or to join a competitive swim team. Using curriculum borrowed in part from the Red Cross, our swim lesson component teaches members basic water skills along with the four basic swim strokes (breaststroke, backstroke, butterfly and free style) so that they are "water safe." Our goal is to see every child in swim instruction be able to join our swim team if they desire.

We are committed to never turning away any child who needs us, and therefore offer "scholarships" to those whose families struggle to pay our membership fee. This extends to our Aquatics Program as well. We charge \$80 for one month of swim lessons (four days per week), but scholarships are available so that all who desire can participate. We also offer a reliable transportation program to transport members safely from Pasadena Schools to the Club during the school year, making this program easily accessible to those in the program.

The Aquatics Program fits into two of our five core program areas: Health & Life Skills and Sports, Fitness, & Recreation. Athletics play an important role in the lives of our Club members. The foremost goal of our Aquatics Program is to illustrate how physical activity can be a fun and fulfilling part of a healthy lifestyle, and to encourage our members to develop healthy habits that will stay with them throughout their lives. Secondly, the program helps participants develop confidence by improving their skills in the water. The objectives of our swim team, meanwhile, are to teach our members fair play, good sportsmanship, and teamwork, and to instill positive discipline through training and pra

Public Facility  
Year 2 CDBG Performance Report (Annual Report)

**Project Title: Solar & Energy Efficiency**

Operating Agency: Door of Hope

Contract Period: 6/9/14 - 6/30/16

Activity Code: 3 Public Facilities & Improvements

National Objective: 570.208 (a)(1) LMA (Area Benefit)

**Project Summary**

Energy Efficiency and solar panel project located at 669 N. Los Robles Ave. Pasadena.

**Accomplishments**

Performance Indicator: Facility

Quantitative Goal: 1 Projected Completed: Yes

**Annual Narrative**

Door of Hope successfully completed this energy efficiency solar panel project at our 669 N. Los Robles Ave. Accomplishments include predevelopment work, going out to bid, selecting the lowest responsible bidder, contractor meeting, contracts, construction - renovation and repair of carport infrastructure, panel installation, new power panels and wiring, inspections, approvals, and turning the switch to start generating power. The completion of the project is a significant energy efficiency for Door of Hope and greatly appreciated.



Public Service  
CDBG Performance Report (Annual Report)

**Project Title: Nutrition Assistance Program**

Operating Agency: Foothill Unity Center, Inc.

Contract Period: 7/1/15 - 6/30/16

Activity Code: 5 Other Public Services

National Objective: 570.208 (a)(2)(i)(B) LMC (51%)

**Project Summary**

The Foothill Unity Center, Inc. (FUCI) addresses the nutritional needs of very low to moderate-income households within the Pasadena service area and help each family and individual client move toward better nutrition, better health and self-sufficiency.

**Accomplishments**

Performance Indicator: Households Assisted

Quantitative Goal: 1050 Cumulative: 830 Ratio: 79.05%

**Annual Narrative**

The Nutrition Assistance Program has been instrumental in leveraging resources to help low to moderately low-income residents of Pasadena increase in knowledge and move towards healthy lifestyles. The program has sustained the quality and level of food provided to the participants, as well, has supported the staffing necessary to reach the depth of those in need. For example, through the Nutrition Assistance Program, qualified staff have been available to advocate, refer, link, and follow-up with clients to meet basic social service needs; health and nutrition education has enhanced the food services by making the connection of the importance of diet and exercise; homebound seniors and disabled adults have been provided services that include home visits in order to improve their quality of life in support of aging in place; resources such as free tax preparation, CES survey completions and assessments on-site, and access to larger events have been made available to Pasadena residents and other low income people accessing services from the Pasadena office location. Overall, the program reached and helped to improve the lives of nearly 1000 families; through the Nutrition Assistance Program, 79 % of the projected total families were directly served with the opportunity to move towards a more self-sufficient lifestyle; as a result, Foothill Unity Center, Inc. upheld its logo to help people and change lives. Together, the impact has been successful.

**Accomplishment Quantity: 830**

	Non-Hispanic	Hispanic
White	98	41
Black/African American	150	0
Asian	138	1
American Indian/Alaskan Native	2	1
Native Hawaiian/Other Pacific Islander	5	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	44	350

**Household**

Female Headed Household 491

**Income Level**

Extremely Low 744  
Very Low 81  
Low-Moderate 4  
Above Moderate 1

Public Service  
CDBG Performance Report (Annual Report)

**Project Title: Employment Services for Persons w/Dev. Disabilities**

Operating Agency: FVO Solutions, Inc.

Contract Period: 7/1/15 - 6/30/16

Activity Code: 05H Employment Training

National Objective: 570.208 (a)(2)(i)(A) LMC (Presumed)

**Project Summary**

This project will provide employment training to residents of Pasadena who have developmental disabilities. Clients will receive employment training services including vocational counseling, skill development, and employment opportunities. CDBG funds will be used towards personnel cost to pay for (2) Program Assistants.

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 35 Cumulative: 32 Ratio: 91.43%

**Annual Narrative**

FVO Solutions Inc. (FVOS) would like to extend our sincere gratitude to the CDBG for choosing to partner with our organization to provide vocational services to individuals with disabilities and barriers to employment within Pasadena. FVOS offers truly unique vocational services to this population and for the past 51 years has built a reputation of quality services and individual understanding, and we are proud to continue this tradition.

Over the course of this past year we successfully provided vocational services to 32 cumulative Pasadena resident clients. FVOS provided services through the following programs:

**Direct Employment:** We provided on the job training to our clients in complex manufacturing positions and provide job and soft skill training at our Pasadena facility. Participants gained real work skills and experience on a wide variety of manufacturing jobs, including assembly, packaging, fulfillment, powder coating, and mail house services fulfilling our hole punch orders for the federal government. With recent regulations such as the Center for Medicaid and Medicare rulings, placing scrutiny on on-site workshop programs, we have taken great steps to increase the community integration of our programs. This includes expanding our community employment programs, transitioning clients into full time positions, and bringing packaging customers onsite to work alongside our clients to create an integrated environment of people with disabilities working alongside non-disabled peers. Due to these regulatory pressures we served fewer individuals in this program than our original target; however, our goal remains to provide on-site job training that will help each and every client who wishes to work in the community successfully make that transition.

**Community Employment:** FVOS has seen much success in our community employment programs over the last year. We placed clients in jobs with local businesses both individually and as part of small work crews. We continued to provide on-going support and training as needed to help individuals keep their jobs in the community. Our quality direct support professionals provided job coaching and support to ensure our clients success at their community work site. Our support ranges from the continuous 100% presence of a direct support professional to "check-ins" at regular intervals, depending on client needs. Additionally, FVOS continued to grow and expand our newest subprograms ProjectSEARCH and Community Careers. Within ProjectSEARCH, a version of an internship process where clients get experience in multiple different positions, we secured a community partner Pasadena City College and have a crew of individuals actively participating in 9 month internships. Within Community Careers, a job placement approach where we essentially carve out job positions with employers for our clients, instead of chasing open positions, we have continued to add clients and provide these in-depth services.

After a tumultuous year in our 2014-2015 fiscal year, we are pleased to report that the worst appears to be behind and we are showing a positive net income year for our 2015-2016 fiscal year ended June 30, 2016. From all of our programs we continue to hear

Public Service  
CDBG Performance Report (Annual Report)

positive feedback from clients, families, employers and the Regional Centers. Our clients continue to be satisfied with our services and we are making great effort to position our direct employment program to comply with new regulations. FVOS would like to thank the CDBG for believing in our organization and we look forward to continue our partnership to provide vital vocational services to individuals with disabilities and barriers within Pasadena.

**Accomplishment Quantity: 32**

	Non-Hispanic	Hispanic
White	10	13
Black/African American	6	0
Asian	2	0
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	1	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	0	0

**Household**

Female Headed Household	7
-------------------------	---

Public Service  
CDBG Performance Report (Annual Report)

**Project Title: Fair Housing Program**

Operating Agency: Housing Rights Center

Contract Period: 7/1/15 - 6/30/16

Activity Code: 05J Fair Housing Activities-SUBJ. to Pub Ser. Cap

National Objective: 570.208 (a)(2)(i)(B) LMC (51%)

**Project Summary**

The Housing Rights Center will provide a comprehensive Fair Housing Program for the City of Pasadena during the 2015/16 Program Year. To this end, HRC will offer services from our five core programs: (1) Discrimination Complaint Investigation; (2) Landlord/Tenant Fair Housing Counseling; (3) Outreach and Education; (4) Advocacy; and (5) Enforcement and Impact Litigation.

**Accomplishments**

Performance Indicator: Households Assisted

Quantitative Goal: 1200 Cumulative: 1593 Ratio: 132.75%

**Annual Narrative**

During PY 2015-16, HRC assisted 1,593 Pasadena residents with housing concerns, representing 132.8% of its contractual obligation to serve 1,200 residents. 71 of these individuals raised discrimination complaints or questions, representing 126.8% of HRC's contractual obligation to process 56 discrimination inquiries. Year-to-date, HRC has opened 22 housing discrimination investigations for Pasadena residents.

Of the 1,593 Pasadena residents served during the program year, 100% were of moderate to extremely low income, with 93.6% not exceeding low income. 6.2% (99) were female heads of households, 25.3% (403) were seniors, and 17.3% (275) were individuals with disabilities.

During PY 2015-16, HRC also conducted extensive outreach activities of interest to and impacting residents throughout HRC's Los Angeles and Ventura County service areas. Selected activities and events have been reported previously to the City, with additional details available upon request. Highlights of particular interest to the City include:

- HRC's 17th Annual Housing Rights Summit
- Four booths conducted at community events throughout the city
- A public service announcement submitted to the City for the purpose of raising awareness of HRC's free mediation services for Pasadena residents
- One workshop conducted for housing industry professionals and other interested community members, publicized through various media efforts
- Four presentations for community members, publicized through various media efforts
- Two tester training sessions
- Publication of HRC's Disability Rights Bulletin
- Management Certification Trainings
- Periodic distributions of literature to agencies serving the Pasadena community

**Accomplishment Quantity: 1593**

	Non-Hispanic	Hispanic
White	269	29
Black/African American	726	2

Public Service  
CDBG Performance Report (Annual Report)

Asian	50	0
American Indian/Alaskan Native	2	75
Native Hawaiian/Other Pacific Islander	8	1
American Indian/Alaskan Native & White	0	4
Asian & White	1	0
Black/African American & White	11	2
American Indian/Alaskan Native & Black/African Am	3	1
Other Race	77	332

**Household**

Female Headed Household	99
-------------------------	----

**Income Level**

Extremely Low	1171
Very Low	230
Low-Moderate	192
Above Moderate	0

Public Service  
CDBG Performance Report (Annual Report)

**Project Title: Emancipated Youth Services**

Operating Agency: Journey House, Inc.

Contract Period: 7/1/15 - 6/30/16

Activity Code: 05D Youth Services

National Objective: 570.208 (a)(2)(i)(C) LMC (Exclusive)

**Project Summary**

Journey House will continue to provide services for former Foster Youth in housing, education, employment, and independent living counseling. Program participants are referred by Department of Children and Family Services, Los Angeles County Probation, Transitional Housing Programs, Colleges and Universities, and other agencies that work with former Foster Youth. All program participants are over 18 years old and were in foster care prior to their 18 birthday. Our primary focus is to encourage each of our program participants to continue their education and establish professions that will contribute to their long term stability and financial success.

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 6 Cumulative: 10 Ratio: 166.67%

**Annual Narrative**

In the 2015-2016 CDBG funding year, Journey House screened 84 youth. Of the 84 youth screened, 28 qualified for CDBG funded programs. 10 of the qualified youth completed the CDBG application process and submitted appropriate documentation.

\* Journey House assisted 7 youth with enrollment into college, university, and certification programs.

\* 7 youth completed a full academic semester.

\* 100% of the youth have active health insurance.

\* Journey House assisted 3 youth in securing housing during their school enrollment.

Journey House provided services for 28 qualifying participants but were unable to collect proper documentation to include them in the total count for the 2015-2016 CDBG contract period.

**Accomplishment Quantity: 10**

	Non-Hispanic	Hispanic
White	0	2
Black/African American	1	0
Asian	0	0
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	0	7

**Household**

Female Headed Household 5

**Income Level**

Extremely Low 8  
Very Low 0  
Low-Moderate 2  
Above Moderate 0

Public Facility  
Year 2 CDBG Performance Report (Annual Report)

**Project Title: Energy Efficiency & Capital Upgrade**

Operating Agency: Lake Avenue Community Foundation

Contract Period: 7/1/14 - 6/30/16

Activity Code: 03E Neighborhood Facilities

National Objective: 570.208 (a)(1) LMA (Area Benefit)

**Project Summary**

Lake Avenue Community Foundation (LACF) is a non-profit, faith-based organization dedicated to serving children, youth and their families living in Northwest Pasadena (benefit area 1). LACF is requesting a non-public grant from the City of Pasadena in the amount of \$54,415 for one year (2014-2015). This Public Facilities and Improvement grant will pay for critical repairs and upgrades to LACF's Villa 500 Community Center, located at 500 East Villa Street. The facility is used to operate LACF's pioneering after-school program for elementary-aged students as well as community outreach events.

The requested grant funding will be used to fund the Villa 500 Energy Efficiency and Capital Upgrade Renovation project. The main purpose of this project is to ensure the facility is ADA-compliant, energy efficient, safe and secure for STARS students, staff, volunteers and other community organizations that use the building. Planned repairs and upgrades include:

- Installation of heating/air-conditioning
- Upgrades to the back porch landing area and steps
- Completion of plumbing repairs
- Installation of insulation

**Accomplishments**

Performance Indicator: Facility

Quantitative Goal: 1 Projected Completed: Yes

**Annual Narrative**

After securing the required bids during the first quarter, the project was awarded to Rose Street Company, Inc, as the lowest qualified bidder on November 10, 2015, and a contract was executed and submitted to the city on 11/25/15. Federal forms were completed and submitted on 12/16/15, and a pre-construction meeting held 1/6/16. Construction began 2/25/16 and completed 5/8/16. File is now in review, and the total cost of the project is \$54,415.

Housing  
CDBG Performance Report (Annual Report)

**Project Title: M.A.S.H.**

Operating Agency: Housing & Career Services Department - City of Pasadena

Contract Period: 7/1/15 - 6/30/16

Activity Code: 14A Rehab; Single-Unit Residence

National Objective: 570.208 (a)(3) LMH (Housing)

**Project Summary**

The Maintenance Assistance Services to Homeowners (M.A.S.H.) Program proposes to provide housing rehabilitation and related services in areas of training mechanism for up to (40) forty low-income and at-risk individuals. They are taught job skills, and are provided training in various City Departments. Northwest Pasadena that have been neglected and are in poor condition. The MASH Program, in addition to mitigating blight, also serves as a job training mechanism for up to (40) forty low-income and at-risk individuals. They are taught job skills, and are provided training in various City Departments.

**Accomplishments**

Performance Indicator: Households Assisted

Quantitative Goal: 20 Cumulative: 12 Ratio: 60.00%

**Annual Narrative**

Major Accomplishments: (additional information may be attached)

The MASH Program is comprised of three components which provide services to low income senior citizens residents to the HUD approved CDBG entitlement area. The first is lead base stabilization exterior painting and trim work. The second is remedying code violations such as: broken windows, screens, and rodent proofing. The third consists of emergency minor and major repairs such as installing, screen doors, wheel chair ramps, and grab bars. This will be provided based upon available funding or on emergency basis only.

The MASH Program is now providing homes with energy saving window screens when necessary. The MASH Program served the following race categories: 20 Grand Total number of individuals: 7 White, 4 Black African American, Hispanic Latino: 5, Mexico-Chicano 2, Other Hispanic Latino: 2. Census Tract served by MASH

Project: 4615.01, 4521, 4620.01, 4619.01, 4619.02, 4622.01, 4622.02, 4636.02, 4614, 4624, 4623.01, 4623.02, and 4632. Houses Painted: 13, Solar screens installed: 55, Wheel chair ramps installed: 2, Hand rail completed: 1

**Accomplishment Quantity: 12**

	Non-Hispanic	Hispanic
White	4	4
Black/African American	3	0
Asian	0	0
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	1	0

**Household**

Female Headed Household	8
Total Units Occupied by Elderly (62 years or older)	11

**Lead Paint Detail**



Housing  
CDBG Performance Report (Annual Report)

# Housing Units built before 1978	12
Exempt: # of Units built 1978 or later	0
Exempt: No paint disturbed	0
Otherwise Exempt	0

**Lead Hazard Remediation Action**

Lead Safe Work Practices (Hard Costs <=\$5000)	0
Standard Practices (Hard Costs \$5000-\$25,000)	10
Abatement (Hard Costs > \$25,000)	2

**Housing Details**

Street Address	Rent/Own	Income Level	Expenditures
721 Ladera St. Pasadena, CA 91104	Own	Extremely Low	\$5,260.00
1693 N Los Robles Ave. Pasadena, CA 91104	Own	Extremely Low	\$18,683.00
2001 N Raymond Ave. Pasadena, CA 91103	Own	Extremely Low	\$24,018.00
541 W Hammond St. Pasadena, CA 91103	Own	Very Low	\$15,069.00
760 Elmira #2 Pasadena, CA 91104	Own	Low-Moderate	\$26,285.54
166 Avenue 64, Pasadena, CA 91105	Own	Extremely Low	\$33,631.48
221 S Oak, Pasadena, CA 91107	Own	Very Low	\$25,434.00
1196 N Catalina Ave. Pasadena, CA 91104	Own	Very Low	\$19,093.88
767 E Claremont Ave. Pasadena CA 91104	Own	Very Low	\$33,091.29
1956 Monte Vista St. Pasadena CA 91107	Own	Extremely Low	\$19,077.06
2013 N Villa St. Pasadena CA 91107	Own	Very Low	\$38,058.41
417 Mercedes Ave. Pasadena CA 91107	Own	Extremely Low	\$24,119.02

Public Service  
CDBG Performance Report (Annual Report)

**Project Title: Family Literacy Program**

Operating Agency: Mothers' Club Family Learning Center

Contract Period: 7/1/15 - 6/30/16

Activity Code: 5 Other Public Services

National Objective: 570.208 (a)(2)(i)(B) LMC (51%)

**Project Summary**

This project will provide family services to low and moderate income residents who live in the City of Pasadena. Families will receive parenting classes, early childhood education, and nutrition workshops. CDBG funds will be used towards personnel cost to pay for a Program Coordinator.

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 50 Cumulative: 49 Ratio: 98.00%

**Annual Narrative**

Overall we had a successful year. The following are the key accomplishments for the Family Literacy Program:

49 Families were assisted through the Family Literacy Program.

Provided 379 hours of ESL instruction. Conducted 38 parent education classes.

Conducted 37 parent advisory leadership meetings. Conducted 18 family book club sessions. Conducted 6 early readers book club. Conducted 5 financial literacy workshops.

Conducted 4 father's support group sessions. Conducted 1 dual language workshop.

Conducted 1 student nurse presentation.

Successfully conducted the following events, some of which were planned and executed by our parents: Beach field trip, LA Zoo field trip, Family home visits, Valentines Day celebration, Halloween celebration, participated in the annual Latino Heritage Parade, Thanksgiving celebration, Holiday celebration, Spring Fling event, Field trip to Descanso Gardens, parent recognition luncheon. Conducted 11 staff development days. Maintained a 87% attendance rate.

**Accomplishment Quantity: 49**

	Non-Hispanic	Hispanic
White	0	47
Black/African American	0	0
Asian	2	0
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	0	0

**Household**

Female Headed Household 5

**Income Level**

Extremely Low 47  
Very Low 2  
Low-Moderate 0  
Above Moderate 0

Public Service  
CDBG Performance Report (Annual Report)

**Project Title: Health Services for NW Pasadena**

Operating Agency: Pasadena Unified School District (PUSD)

Contract Period: 7/1/15 - 6/30/16

Activity Code: 05M Health Services

National Objective: 570.208 (a)(2)(i)(B) LMC (51%)

**Project Summary**

The Pasadena Unified School District is utilizing CDBG funding to support school-based health and social services at schools serving the CDBG area in Northwest Pasadena. Healthy Start Family Centers offer primary health care, crisis intervention, family and individual counseling, parent support groups, on-going assessments, linkages to community resources, assistance with basic needs, translation services, and housing assistance. Young and Healthy, located at John Muir High School, provides health-related services and medical care for low income, uninsured, and under insured children. Funds will support the Healthy Start Family Center coordinators/case managers at Cleveland and Madison Elementary Schools and Rose City Continuation High School, and the Early Childhood Nurse at Young and Healthy.

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 150 Cumulative: 155 Ratio: 103.33%

**Annual Narrative**

The CDBG client objective for the 2015-2016 Healthy Start Health Services project was 150 clients. The three Healthy Start Family Centers enrolled 155 case managed clients in the 2015-2016 school year. The estimated number of units of service for this project was 13,500 units. The project provided 14,826 units of service. Over 10,300 units of service were provided to clients in direct health services, basic needs assistance, referrals to community agencies, and family-strengthening case management. Approximately 30% or 4,483 units of service were given in the form of parent/adult education classes, health and wellness workshops, ESL classes, parent support groups, and other center-led school events. 100% of the children's centers were compliant with their immunization requirements.

**Accomplishment Quantity: 155**

	Non-Hispanic	Hispanic
White	3	23
Black/African American	9	1
Asian	0	0
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	5	114

**Household**

Female Headed Household 16

**Income Level**

Extremely Low	130
Very Low	21
Low-Moderate	4
Above Moderate	0

Public Facility  
CDBG Performance Report (Annual Report)

**Project Title: Replace Sidewalks in BSA**

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 12/1/15 - 6/30/16

Activity Code: 03L Sidewalks

National Objective: 570.208 (a)(1) LMA (Area Benefit)

**Project Summary**

The completion of the project will make for a safer environment for pedestrians and less risk of tripping hazard.

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 13475 Projected Completed: Yes

**Annual Narrative**

During this year staff has completed 268 locations, using 249.5 cubic yards of concrete, for a total of 20,111 square feet. Project was completed on May 12, 2016.

Public Facility  
Year 2 CDBG Performance Report (Annual Report)

**Project Title: Robinson Park Recreation Center (Design)**

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 7/1/11 - 6/30/16

Activity Code: 03F Parks. Recreational Facilities

National Objective: 570.208 (a)(1) LMA (Area Benefit)

**Project Summary**

The existing Robinson Park Recreation Center has served the northwest Pasadena community since 1974. This proposed project is the second implementation phase of the larger Robinson Park Master Plan. CDBG funds will be used for schematic design, design development and construction document fees and the cost of City staff's project management during these design phases. Accomplishments will be reported in the construction documents phase that will begin PY15-16

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 0 Projected Completed: No

**Annual Narrative**

The design part of this project has been completed. The accomplishment will be reported in IDIS Activity #1370. The entire project is expected to be completed by Fall 2018.

Public Facility  
Year 2 CDBG Performance Report (Annual Report)

**Project Title: Villa Parke Lighting Upgrades**

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 7/1/15 - 6/30/16

Activity Code: 03F Parks. Recreational Facilities

National Objective: 570.208 (a)(1) LMA (Area Benefit)

**Project Summary**

This project will improve energy efficiency through the replacement of existing park walkway lighting with efficient LED lighting.

**Accomplishments**

Performance Indicator: Facility

Quantitative Goal: 1 Projected Completed: Yes

**Annual Narrative**

After design was completed, Villa Parke Security Lighting project was awarded to High Light Electric, Inc. for amount of Not To Exceed \$350,000 on August 31, 2015.

Construction started on November 18, 2015 and the contract period per specification was 120 working days. On April 22, 2016, project has been completed, and the Notice of Completion was filed at the LA County Recorder's Office.

Public Facility  
Year 2 CDBG Performance Report (Annual Report)

**Project Title: Villa Parke Assistive Listening Installation**

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 7/1/14 - 6/30/16

Activity Code: 03F Parks. Recreational Facilities

National Objective: 570.208 (a)(1) LMA (Area Benefit)

**Project Summary**

This project will install a loop-type listening systems at Villa Parke Community Center (363 East Villa, Pasadena, CA 91101), specifically in the conference room, auditorium and reception area, for ADA compliance. CDBG funds will cover capital improvement costs.

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 3091 Projected Completed: Yes

**Annual Narrative**

The project was awarded to Studio Spectrum as the lowest qualified bidder and a Purchase Order Contract was created on May 9, 2016. A kick-off meeting was held on May 18, 2016 to develop the project schedule (installation, testing and training). Construction was completed by June 3, 2016. The total project cost was \$14,534.97. The system was tested by people with varied hearing ability who indicated that the system functions well. Studio Spectrum also provided training to staff on how to operate the Assistive Listening System.

Public Service  
CDBG Performance Report (Annual Report)

**Project Title: Source Career Development Program**

Operating Agency: Union Station Homeless Services

Contract Period: 7/1/15 - 6/30/16

Activity Code: 05H Employment Training

National Objective: 570.208 (a)(2)(i)(B) LMC (51%)

**Project Summary**

This project will provide career development, job search and employment retention services for homeless and very low income job seekers. CDBG will cover personnel costs (one Job Developer).

**Accomplishments**

Performance Indicator: Persons Assisted

Quantitative Goal: 75 Cumulative: 51 Ratio: 68.00%

Annual Narrative

1. 48 Job seekers participated in Sources Job Club workshops and/or career development services.
2. The Sources team provided candidates with 3084 hours of individualized counseling and/or unlimited use of the Sources Resource Room.
3. 26 recent program graduates found employment through Sources services.
4. 11 returning alumni found subsequent employment through Sources services.

**Accomplishment Quantity: 51**

	Non-Hispanic	Hispanic
White	9	5
Black/African American	22	0
Asian	0	0
American Indian/Alaskan Native	1	1
Native Hawaiian/Other Pacific Islander	1	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	4	8

**Household**

Female Headed Household 20

**Income Level**

Extremely Low 45  
Very Low 1  
Low-Moderate 0  
Above Moderate 0