

CITY OF PASADENA



DRAFT Consolidated Annual Performance and Evaluation Report (CAPER)

2017-2018

CITY OF PASADENA

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

2017-2018 Program Year

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This draft version contains incomplete sections highlighted in **Yellow**. These sections will be added in the finalized version submitted to HUD.

INTRODUCTION

CITY OF PASADENA

Consolidated Annual Performance and Evaluation Report (CAPER)

July 1, 2017 to June 30, 2018

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) 2017-2018 is the fourth year in the Five-Year Consolidated Planning Period (Program Years 2015-2019) for the City.

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 2017-2018, 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 2017 – 2018, the City of Pasadena received a total of \$2,459,515 in federal funds, which included \$1,764,254 in Community Development Block Grant (CDBG), \$533,744 in HOME Investment Partnership, and \$161,517 in Emergency Solutions Grant (ESG) funds. The City of Pasadena also received \$196,250 in CDBG Program income and \$1,250,415.79 in HOME program income for program year 2017-2018.

2017-2018 Federal Annual Allocation

CDBG	HOME	ESG	TOTAL FEDERAL FUNDING
\$1,764,254	\$533,744	\$161,517	\$2,459,515

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: \$367,438	Rental units rehabilitated and/or preserved affordability	Household Housing Unit	317	44	14%	4	0	0%
Affordable Housing	Affordable Housing	HOME: \$1,100,000	Housing Constructed	Household Housing Unit	24	0	0%	9	0	0%
Business Facade Improvements	Non-Housing Community Development	CDBG: \$35,000	Facade treatment/business building rehabilitation	Business	5	2	40%	0	2	200%
Homeless Intervention and Prevention	Homeless	ESG: \$50,000	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	200	112	56%	30	57	190%
Homeless Intervention and Prevention	Homeless	ESG: \$26,060	Homeless Person Overnight Shelter	Persons Assisted	2,950	990	33%	350	276	79%
Homeless Intervention and Prevention	Homeless	ESG: \$48,300	Homelessness Prevention/ Coordinated Entry/Street Outreach	Persons Assisted	100	220	220%	609	172	28%

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: \$200,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50,000	24,315	48.6%	15,000	10,840	72%
Owner-Occupied Housing	Affordable Housing	CDBG: \$525,000 HOME: \$250,000	Homeowner Housing Rehabilitated	Household Housing Unit	100	63	63%	24	13	54%
Public Facility Improvements	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$417,925	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Building Improvements	15	19	126.6%	3	6	200%

Public Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$271,905	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6,500	1,945	29.9%	555	410	73.8%
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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 Public Facility Improvements as funds benefiting over 25,000 residents located in low and moderating income neighborhoods. CDBG funds were also used towards single-family rehabilitation that served 13 low and moderate income households.

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	31	0	0	259
Black or African American	69	0	0	174
Asian	19	0	0	12
American Indian or American Native	1	0	0	7
Native Hawaiian or Other Pacific Islander	1	0	0	12
Total	121		0	505
Hispanic	336		0	145
Not Hispanic	121		0	335

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

Narrative

ESG program intake forms list five race categories from which participants can self-identify. Additionally, participants can identify as “multiple races” or select “client doesn’t know/client refused”. Four hundred eighty ESG program participants fell into the first five race categories, and an additional 25 participants selected either “multiple races” or “client doesn’t know/client refused.”

Program participants must also select either “Hispanic” or “Not Hispanic” as their ethnicity and also have to the option to refuse to state an ethnicity. One hundred forty nine participants identified as “Hispanic,” 349 participants identified as “Not Hispanic,” and 9 participants refused to state an ethnicity.

RESOURCES & INVESTMENT (CR-15)

Identify the resources made available.

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	HUD	2,448,813	\$2,512,901.56
HOME	HUD	1,597,648	80,797.32
ESG	HUD	161,517	\$143,865
other	Section 108	6,000,000	\$4,915,680.84

Table 4 - Resources Made Available

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.

Matching funds were satisfied through the allocation of City General Funds to match the portion of ESG retained by the City for HMIS and administration. ESG funds that were distributed to sub-recipients were matched with sub-recipient agency funding, primarily obtained through fund-raising efforts. In addition, the City was able to leverage United Way funds to use as match for Rapid Rehousing efforts.

During FY 2017, there were no projects with HOME funding commitments that leveraged non-City funding

sources. However, local matching funds will be utilized in two projects identified in the PY 2017 Annual Action Plan: Villa Los Robles rehabilitation and the Decker/Gil Court new construction homeownership projects. The City currently exceeds HOME matching requirements by over \$11.2M.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$11,283,641.42
2. Match contributed during current Federal fiscal year	\$0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$11,283,641.42
4. Match liability for current Federal fiscal year	\$63,007.20
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$11,220,634.22

Table 6 – Fiscal Year Summary - HOME Match Report

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

Table 7 – HOME Match Contribution for the Federal Fiscal Year

Program Income Report				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
0	\$1,250,415.79	\$80,797.32	0	\$1,169,618.47

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

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 10 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – 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	13	0
Number of special-needs households to be provided affordable housing units	10	0
Total	23	0

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	8	0
Number of households supported through the rehab of existing units	27	13
Number of households supported through the acquisition of existing units	0	0
Total	35	13

Table 13 – Number of Households Supported

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

CDBG

The City's housing rehabilitation projects had more work than workers available for work. As a result, the program was only able to complete 13 of the 20 expected housing units.

HOME

A number of projects experienced delays which resulted in non-completion within the reporting period. Single-family owner-occupied rehabilitation projects encountered contractor and design issues. The Decker Court project required restructuring into two separate projects, which caused the predevelopment/entitlement period to be extended.

Discuss how these outcomes will impact future annual action plans.

CDBG

The housing rehabilitation program has hired new staff to increase productivity.

HOME

The City identified three (3) HOME-eligible activities as substantial amendments to the PY2017 Annual Action Plan: Decker Court new construction (9 units), Gil Court new construction (7 units), Villa Los Robles rehabilitation (8 units), and Centennial Place rehabilitation (144 units).

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.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	550	0
Low-income	25	0
Moderate-income	298	0
Total	373	0

Table 14 – Number of Persons Served

Under the HOME program, no projects were completed during the report period. Overall, the City is meeting its objective to serve low-moderate income households. There are no specific objectives to target particular ELI, LI, Mod, or the homeless for CDBG programs. Our efforts to assist homeowners that live in substandard housing, the City performed five (5) lead-based paint abatements. In addition, one (1) wheel-chair ramps were installed during the program year.

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.

Homeless persons are reached through a 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 350 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 276 unduplicated persons. 44 persons 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 homelessness prevention assistance for extremely low-income individuals and families.

Action: Implement additional homelessness prevention activities to provide homeless prevention to 99 at-risk extremely low-income households.

Outcome: ESG-funded homelessness prevention assisted 46 extremely low-income persons. A Housing Successor Agency funded homelessness prevention program assisted additional extremely-low and very-low income households.

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 continued meeting regularly with Huntington Hospital social workers to discuss discharge plans for homeless persons prior to hospital exit. Additionally, a new ESG-funded Street Outreach program which works directly with Huntington Hospital to engage the most vulnerable and ill people on the streets who are frequent healthcare users began on July 1, 2018.

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

Pasadena has an established coordinated entry system (CES) which quickly connects homeless people with PH. The system uses a hybrid approach, with a 24-hr central phone system for families and decentralized systems for individuals and youth that allows assessment by any agency or street outreach worker. CES uses the VI-SPDAT, FVI-SPDAT, and Next Step Tool (all 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-16-11 (prioritizing longest LOT homeless) and working groups from the individual, family, and youth CES meet regularly to review the list. Families are prioritized for RRH, non-chronic veterans for SSVF, and chronically homeless veterans for HUD-VASH. Recent increased efforts to outreach to and prioritize for housing those with the longest histories of homelessness has resulted in an increase in the Pasadena Continuum of Care average length of time homeless. The CoC continues to increase PSH & RRH through federal, state, county & private sources, and ESG prioritization of funds.

Households placed in permanent housing either through Rapid Rehousing or other affordable housing are provided follow-up case management, which includes linkages to mainstream benefits and job training 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 high 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 consistent with California law and taking actions to reduce or offset 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.

In PY 2017, the City amended its existing Accessory Dwelling Units regulations which will make it easier for property owners to construct accessory dwelling units and thereby increase the housing stock.

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.

In addition, the City annual funds a lead-paint stabilization project through CDBG. Risk assessments are performed on the interior and exterior of households.

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

The City will work to implement Collaborate Pasadena, as well as continue to fund programs aimed at increasing employment, enhancing educating, and reducing food insecurity. Collaborate Pasadena is a framework for the Pasadena Unified School District, and the City of Pasadena to work together to build a commitment toward a shared vision to create better outcomes for children, youth, families and all residents. 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. In addition, an internal module system was implemented to automate CDBG reporting.

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)

An impediment identified through the Analysis of Impediments (AI) was “Housing for previously homeless persons”.

HOME

Affirmative marketing activities were implemented by the developers under City guidance, which focused marketing and the selection of tenants within the local Pasadena community.

ESG

An impediment identified through the Analysis of Impediments (AI) was “Housing for previously homeless persons”.

Recommendation Action: Utilize ESG funds for Rapid Rehousing to assist formerly homeless people transition back to permanent housing.

Outcome: 57 homeless persons in families were assisted in permanent housing using ESG-funded Rapid Rehousing.

MONITORING (CR-40)

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 are findings 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 after first year of operation, 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 2017-2018 CAPER was made available for public review and comment during a 15-day public notice period, as mandated by HUD. The public notice was published in the Pasadena Now newspaper. The Pasadena Now paper is circulated amongst the African-American community. 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. The Final CAPER, in its complete form, will be posted to the website shortly after submission to HUD. Translators are provided at all public hearings upon request.

No public comments were received.

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.

Eight (8) projects were scheduled for PY 2017 inspections, all of which were commenced in early PY 2018 and are currently in process: Rosewood Court, Euclid Villa, Villa Parke Homes, Agape/Garfield Court Apartments, Pasadena Silvercrest, Pasadena Accessible Apartments, Sierra Rose group home, and Wynn House group home.

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

The City requires that the appropriate affirmative fair housing marketing policies are followed by recipients of HOME funds. Where HOME-assisted projects are located within a community which is comprised of a significant percentage of minority populations, the City requires developers of such projects to conduct affirmative, targeted marketing within these communities. This requirement is further supported by a City policy which gives preference to household applicants who live in Pasadena. These efforts have resulted in positive outcomes overall. Please refer to IDIS project completion reports, which evidence that a significant proportion of beneficiary households belong to minority and/or underserved populations. In addition, construction projects subsidized with HOME funds are required to comply with Section 3 regulations.

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 PY2017, HOME program income funds were not expended (disbursed) for the projects that were in progress during the reporting period: Decker Court and NHS Single-Family Rehabilitation. These two activities utilized HOME entitlement funds.

Decker Court was in predevelopment phase during PY 2017; the project was designed to provide affordable homeownership housing for eight (8) low income families. The NHS Single Family Rehabilitation projects consist of two (2) homes occupied by low income owners, which were undergoing rehabilitation during PY 2017.

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 committed \$314,200 in HOME CHDO funds for the second rehabilitation phase of Centennial Place, a 144-unit permanent supportive housing project.
- City Council approved to commit \$2,782,982 in HOME funds and \$225,000 in local Inclusionary funds for the Decker Court and Gill Court projects which will provide 17 units of affordable homeownership housing for low income families.
- City Council approved to commit \$399,179 in HOME funds and \$650,821 in local Housing Successor funds for the rehabilitation of Villa Los Robles, an 8-unit affordable rental housing project.

ESG (CR-60)

Recipient Information

Basic Grant Information

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

ESG Contact Name

Prefix	Ms
First Name	Jennifer
Last Name	O'Reilly-Jones
Title	Project Coordinator

ESG Contact Address

Street Address 1	649 N. Fair Oaks Avenue
Street Address 2	Suite 202
City	Pasadena
State	CA
ZIP Code	91109-
Phone Number	
Email Address	

ESG Secondary Contact

Prefix	Mr
First Name	Randy
Last Name	Mabson
Title	Project Coordinator
Phone Number	626-744-8321
Email Address	rmabson@cityofpasadena.net

Reporting Period

Program Year Start Date	07/01/2017
Program Year End Date	06/30/2018

Subrecipient Form

Subrecipient or Contractor Name: Union Station Homeless Services

City: Pasadena

State: CA

Zip Code: 91104

DUNS Number: 793756594

Is subrecipient a victim services provider: No

Subrecipient Organization Type: Non-profit

ESG Subgrant or Contract Award Amount: \$28,300

Subrecipient or Contractor Name: Ecumenical Council of Pasadena Area Churches
(Friends in Deed)

City: Pasadena

State: CA

Zip Code: 91104

DUNS Number: 168957306

Is subrecipient a victim services provider: No

Subrecipient Organization Type: Non-profit

ESG Subgrant or Contract Award Amount: \$26,060, \$20,000 (2 contract awards)

Subrecipient or Contractor Name: Door of Hope

City: Pasadena

State: CA

Zip Code: 91104

DUNS Number: 796189058

Is subrecipient a victim services provider: No

Subrecipient Organization Type: Non-profit

ESG Subgrant or Contract Award Amount: \$50,000

Subrecipient or Contractor Name: Housing Works

City: Pasadena

State: CA

Zip Code: 91107

DUNS Number: 794122882

Is subrecipient a victim services provider: No

Subrecipient Organization Type: Non-profit

Subrecipient or Contractor Name: Foothill Unity Center

City: Pasadena

State: CA

Zip Code: 91107

DUNS Number: 787910546

Is subrecipient a victim services provider: No

Subrecipient Organization Type: Non-profit

ESG Subgrant or Contract Award Amount: \$9,592

ESG PERSONS ASSISTED (CR-65)

Number of Persons in Households	Total
Adults	28
Children	18
Don't Know/Refused/Other	0
Missing Information	0
Total	46

Table 15 – Household Information for Homeless Prevention Activities

Number of Persons in Households	Total
Adults	24
Children	33
Don't Know/Refused/Other	0
Missing Information	0
Total	57

Table 16 – Household Information for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	275
Children	0
Don't Know/Refused/Other	0
Missing Information	1
Total	276

Table 17 – Shelter Information

Number of Persons in Households	Total
Adults	124
Children	0
Don't Know/Refused/Other	0
Missing Information	2
Total	126

Table 18 – Household Information for Street Outreach

Number of Persons in Households	Total
Adults	451
Children	51
Don't Know/Refused/Other	6
Missing Information	3
Total	505

Table 19 – Household Information for Persons Served with ESG

	Total
Male	301
Female	186
Transgender	0
Don't Know/Refused/Other	0
Missing Information	2
Total	489

Table 20 – Gender Information

	Total
Under 18	51
18-24	27
25 and over	408
Don't Know/Refused/Other	1
Missing Information	2
Total	489

Table 21 – 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	13	0	0	13
Victims of Domestic Violence	53	4	7	42
Elderly	38	2	0	36
HIV/AIDS	6	1	0	5
Chronically Homeless	113	0	0	113
Persons with Disabilities:				
Severely Mentally Ill	114	3	4	107
Chronic Substance Abuse	57	0	0	57
Other Disability	257	8	6	243
Total (unduplicated if possible)	428	11	10	407

Table 22 – Special Population Served

NARRATIVE

Pasadena continued outreaching to its most vulnerable populations this program year, resulting in a decrease in the chronically homeless population. However the homeless population increased by 18% overall, particularly among persons aged 50 and older, a demographic that grew by 65% over the previous year.

ESG ASSISTANCE PROVIDED & OUTCOMES (CR-70)

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	2,139
Capacity Utilization	16%

Table 33 – Shelter Capacity

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

The Consolidated Applicant for the Pasadena CoC, the City of Pasadena Housing Department, is also the responsible party for the Con Plan and the ESG/CDBG entitlement jurisdiction administrator. Staff responsible for CoC planning is also responsible for ESG planning and coordinates on an ongoing basis with CDBG staff to ensure that the Con Plan fully represents and addresses the needs of homeless individuals and families. Consolidated Plan goals are discussed and developed at the Pasadena CoC meetings. The City of Pasadena Housing Department, in consultation with homeless services and housing providers, established the Pasadena Partnership to End Homelessness, consisting of community and faith-based organizations, educational institutions, non-profit organizations, private industry, and federal, state, and local government. The Pasadena Partnership seeks to establish a network of service delivery to aid the people experiencing homelessness and those at-risk of homelessness through coordination of services and resources, collaboration, communication, and planning. The Partnership seeks to continually develop and implement performance standards to measure the effectiveness at targeting those who need the assistance most, reducing the number of people living on the streets or emergency shelters; shortening the time people spend homeless, and reducing each participant’s housing barriers or housing stability risks. In addition to measuring performance related to sheltering of the homeless, the Partnership also measures prevention, community integration, outreach, and income and support services.

ESG EXPENDITURES (CR-75)

ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Expenditures for Rental Assistance	\$13,600	\$9,500	13,092
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	\$0	\$0	\$3,000
Expenditures for Housing Relocation & Stabilization Services - Services	\$12,005	\$10,500	\$13,500
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	\$0	\$0	\$0
Subtotal Homelessness Prevention	\$25,605	\$20,000	\$29,592

Table 44 – ESG Expenditures for Homelessness Prevention

ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Expenditures for Rental Assistance	\$9,321	\$26,000	\$26,886
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	\$0	\$0	\$0
Expenditures for Housing Relocation & Stabilization Services - Services	\$30,808	\$24,000	\$23,114
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	\$0	\$0	\$0
Subtotal Rapid Re-Housing	\$40,129	\$50,000	\$50,000

Table 25 – ESG Expenditures for Rapid Re-Housing

ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Essential Services	\$45,953	\$26,060	\$26,060
Operations	\$0	\$0	\$0
Renovation	\$0	\$0	\$0
Major Rehab	\$0	\$0	\$0
Conversion	\$0	\$0	\$0
Subtotal	\$45,953	\$26,060	\$26,060

Table 26 – ESG Expenditures for Emergency Shelter

Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Street Outreach	\$0	\$40,300	\$40,800
HMIS	\$2,401	\$2,400	\$2,400
Administration	\$9,587	\$12,069	\$12,069

Table 27 - Other Grant Expenditures

Total ESG Grant Funds

Total ESG Funds Expended	2015	2016	2017
	\$123,675	\$150,829	\$143,865

Table 58 - Total ESG Funds Expended

Match Source

	2015	2016	2017
Other Non-ESG HUD Funds	\$0	\$2,400	\$0
Other Federal Funds	\$0	\$0	\$0
State Government	\$0	\$0	\$0
Local Government	\$25,308	\$12,069	\$11,234
Private Funds	\$138,870	\$136,360	\$133,117
Other	\$0	\$0	\$0
Fees	\$0	\$0	\$0
Program Income	\$0	\$0	\$0
Total Match Amount	\$164,178	\$150,829	\$144,351

Table 29 - Other Funds Expended on Eligible ESG Activities

Total

Total Amount of Funds Expended on ESG Activities	2015	2016	2017
	\$287,853	\$300,678	\$288,216

Table 30 - Total Amount of Funds Expended on ESG Activities

ATTACHMENT A

**PUBLIC NOTICE BY THE CITY
OF PASADENA OF A SCHEDULED
PUBLIC HEARING BY THE
CITY COUNCIL RELATING TO
THE 2017-2018 CONSOLIDATED
ANNUAL PERFORMANCE AND
EVALUATION REPORT FOR THE
COMMUNITY DEVELOPMENT
BLOCK GRANT; EMERGENCY
SOLUTIONS GRANT; HOME
INVESTMENT PARTNERSHIP
ACT**

The City of Pasadena announces that a draft copy of the Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year (PY) 2017-2018, as required by the Department of Housing and Urban Development (HUD), will be available September 7, 2018, through September 24, 2018, for public review and comment.

The Consolidated Annual Performance and Evaluation Report (CAPER) states the City's progress in carrying out the final year (July 1, 2017 – June 30, 2018) of the Strategic Plan which is described in the 5-Year (2015-2019) Consolidated Plan, regarding federal entitlement funding from Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Home Investment Partnership Act (HOME).

The Pasadena City Council and the Housing and Career Services Department are vitally interested in improving and increasing communication with Pasadena citizens in the area of housing, community development, and economic development. The scheduled opportunity for the public to make comments regarding the PY17-18 CAPER will be provided at the following location and time:

1. City Council Public Hearing
Monday, September 24, 2018, at
7:00 p.m.
Pasadena City Hall –
City Council Chambers
100 N. Garfield Avenue,
Pasadena, CA 91109

A copy of the draft PY17-18 CAPER is available for public review on the City's website and at the following locations throughout the City:

1. HOUSING DEPARTMENT:

Renaissance Plaza -649 N. Fair Oaks Ave., Suite 202,
Pasadena, California (626)744-8321
Monday and Tuesday between 8:00 a.m. and 1:00
p.m., Wednesday and Thursday between 12:00 p.m.
and 5:00 p.m.

2. COMMUNITY FACILITIES:

Jackie Robinson Center -1020 North Fair Oaks Ave,
Pasadena (626)744-7300*
Villa-Parke Neighborhood Center–363 East Villa Street,
Pasadena (626)744-6530*
Pasadena Senior Center–85 East Holly Street, Pasadena
(626)795-4331*
Victory Park Center – 2575 Paloma Street, Pasadena
(626)744-7500*

3. ALL BRANCHES OF THE PUBLIC LIBRARY:

Allendale – 1130 South Marengo Avenue, Pasadena
(626) 744-7260*; Central Library – 285 East Walnut
Street, Pasadena (626) 744-4066*; Hastings – 3325
East Orange Grove Blvd., Pasadena (626) 744-7262*;
Hill Avenue – 55 South Hill Avenue, Pasadena (626)
744-7264*; La Pintoresca – 1355 North Raymond
Avenue, Pasadena (626) 744-7268*; Lamanda Park –
140 South Altadena Drive, Pasadena (626) 744-7266*;
Linda Vista – 1281 Bryant Street, Pasadena (626) 744-
7278*; San Rafael – 1240 Nihsdale Road, Pasadena
(626) 744-7270*; Santa Catalina – 999 East Washington
Blvd., Pasadena (626) 744-7272*
*Check these facilities for hours of availability

4. City of Pasadena website <http://www.cityofpasadena.net/>

The final version of the CAPER will be available for public review following the required HUD submission. Comments in writing, from the public, regarding the draft CAPER will be received by the Housing & Career Services Department, located at Renaissance Plaza, 649 N. Fair Oaks Ave., Suite 202, Pasadena, from September 7, 2018 - September 24, 2018. If you have any questions you may contact Randy Mabson, CDBG Coordinator, at the City of Pasadena Housing & Career Services Department, at (626) 744-8321.

Steve Mermell, City Manager, P.O. Box 7115,
Pasadena, CA 91109

Published: September 6 & 13, 2018
Pasadena Journal

ATTACHMENT B

Public Service
CDBG Performance Report (Annual Report)

Project Title: Teen Expansion Program

Operating Agency: Boys & Girls Club of Pasadena

Contract Period: 7/1/17 - 6/30/18

Activity Code: 03D Youth Centers

National Objective: 570.208 (a)(2)(i)(D) LMC (Nature & Location)

Project Summary

Accomplishments

Performance Indicator:

Quantitative Goal: 0

Annual Narrative

Teen Coordinators reached out to 1,078 teens in our community and 33 new teen clients have joined our Club. Throughout the year, clients have been involved in a number of activities from attending 14 art classes, 5 Lyricism 101 classes, participating in Power Hour, finishing an App Lab course and competing in 15 basketball games, a volleyball game, and a soccer game.

Accomplishment Quantity: 33

	Non-Hispanic	Hispanic
White	0	14
Black/African American	9	0
Asian	3	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 21

Public Facility
CDBG Performance Report (Annual Report)

Project Title: El Centro Rehabilitation

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 7/1/17 - 6/30/19

Activity Code: 03F Parks. Recreational Facilities

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

Project Summary

Renovation of existing facility including, but not limited to: ADA compliance upgrades, cabinetry replacement, electrical, phone and data system, new flooring, window replacement, and painting.

Accomplishments

Performance Indicator: Facility

Quantitative Goal: 1 Projected Completed: Yes

Annual Narrative

Construction services for this project were provided by staff from City of Pasadena's MASH program, DoIT, and BSFMD. The construction commenced on September 12, 2017 and was completed on February 23, 2018. The scope of work consisted of remodeling the offices, kitchenette, and patio, installing security cameras along the perimeter of the building, providing improvements for accessibility per ADA requirements, and various electrical work to accommodate new fixtures.

The total project cost that was eligible for CDBG reimbursement was \$93,402.86.

Public Service
CDBG Performance Report (Annual Report)

Project Title: Employment Services for Persons w/ Dev Disabilities

Operating Agency: FVO Solutions, Inc.

Contract Period: 7/1/17 - 6/30/18

Activity Code: 05H Employment Training

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

Project Summary

The primary purpose of the proposed project remains, to enable low-to-moderate income Pasadena residents with developmental and other disabilities to secure and retain stable, long-term employment. The project will provide a full range of comprehensive vocational services to City residents that are part of a presumed HUD-eligible population, namely individuals with disabilities.

The project will address employment and training through the following avenues: We operate an 18,000 square foot on-site manufacturing and production center in NW Pasadena that provides direct employment and on-the-job training to individuals with disabilities. Participants gain skills and experience on a wide variety of jobs, including assembly, packaging, fulfillment, powder coating, and mail house services. In addition, we manufacture paper punches for the federal government, and will provide clients with experience in technical manufacturing positions. Our goal is to provide on-site job training that will help each and every client who wishes to work in the community successfully make that transition, and gain skills to assist them in the transition.

Within our Community Employer program, we place clients in jobs with local businesses either individually or as part of small work crews. We also provide on-going support and training as needed to help individuals keep their jobs. We employ direct support professionals who provide guidance, supervision, and on-the-job training at no cost to employers. Support ranges from the continuous 100% presence of a direct support professional to "check-ins" at regular intervals, depending on client needs. Many of our clients have held the same job for a decade or more.

Accomplishments

Performance Indicator: Persons Assisted

Quantitative Goal: 25 Cumulative: 41 Ratio: 164.00%

Annual Narrative

FVO Solutions Inc. (FVOS) provided vocational services to 27 cumulative Pasadena residents, and to 41 total individuals with disabilities and other barriers to employment. Services were provided within our Direct Employment Program (onsite program) to 15 individuals and our Community Employment Programs and subprograms to 26 individuals. Our two CDBG program staff provided the following services: case management, vocational assessments, situational assessments, vocational career planning including PATH plans, technical and non-technical training, resume preparation, mock interviews, job placement, continued job coaching support, and several meetings with clients, their families and stakeholders to help individuals reach their vocational goals.

Accomplishment Quantity: 41

	Non-Hispanic	Hispanic
White	5	19
Black/African American	7	0
Asian	7	0
American Indian/Alaskan Native	1	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

Public Service
CDBG Performance Report (Annual Report)

Other Race		1	0
Household			
Female Headed Household	16		

Public Service
CDBG Performance Report (Annual Report)

Project Title: Entrepreneurial Training

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

Contract Period: 7/1/16 - 6/30/18

Activity Code: 18C Microenterprise Assistance

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

Project Summary

This new project will provide entrepreneurial training workshops to LMI Pasadena residents. Training will include workshops, one on one and group counseling sessions. CDBG funds will be used towards personnel and non-personnel costs. Services will be contracted out for workshops and counseling.

Accomplishments

Performance Indicator: Businesses

Quantitative Goal: 25 Cumulative: 26 Ratio: 104.00%

Annual Narrative

The Entrepreneur Training Program is designed to provide individuals with low to moderate income level Pasadena residents who are starting a new business, and to those who have a business the fundamentals of starting a business and innovative ideas to improve an existing business. By June 30, 2018 four (4) rounds of training were completed. Each round of training was delivered over the course of 10 weeks, on consecutive evening at the Foothill Workforce Development Board site in Pasadena. Multiple orientations were held in the community resulting from outreach efforts through media, community based organizations, partner agencies, public libraries, and community calendars. To date a total fifty five (55) individuals participated in the program, twenty two (22) in FY 2017/18. 80% of the attendees has completed their business plan, built their websites, connected to social media, and working with SBDC consultants to finalize their next steps.

Accomplishment Quantity: 26

	Non-Hispanic	Hispanic
White	7	3
Black/African American	12	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	2	0

Household

Female Headed Household 18

Income Level

Extremely Low 16
Very Low 5
Low-Moderate 3
Above Moderate 2

Public Facility
CDBG Performance Report (Annual Report)

Project Title: Fair Housing Services

Operating Agency: Housing Rights Center

Contract Period: 7/1/17 - 6/30/18

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

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

Project Summary

Accomplishments

Performance Indicator:

Quantitative Goal: 0 Projected Completed: Yes

Annual Narrative

During PY 2017-18, HRC assisted 1,241 Pasadena residents with housing concerns, representing 103.4% of its contractual obligation to serve 1,200 residents. Of the 1,241 Pasadena residents served during the program year, 94.6% (1,174) were of low to extremely low income, 5.9% (73) were female heads of households, 31.8% (395) were seniors, and 12.7% (158) were individuals with disabilities. In addition, 30.4% (377) reported their ethnicity as Hispanic/Latino.

Eighty-six of the Pasadena residents served by HRC raised discrimination complaints or questions, representing 153.6% of HRC's contractual obligation to process 56 discrimination inquiries. Year-to-date, HRC has opened 23 housing discrimination investigations for Pasadena residents. The greatest number of these cases involved allegations of discrimination based on physical disability (17 cases), with the balance alleging discrimination based on familial status (2 cases), mental disability (2 cases), and race (2 cases).

During PY 2017-18, 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 annual Housing Rights Summit, attended by 150 individuals who heard presentations on a wide variety of social issues including the evolution of immigration policies on local and national levels and relations between law enforcement and people with disabilities. HRC provided all attendees with various fair housing literature.
- A workshop for tenants and other interested community members, which provided attendees with an introduction to HRC's programs and services, federal and state fair housing laws, common forms of housing discrimination, and other topics. HRC distributed 105 pieces of fair housing literature at this event.
- Two booths conducted at the Pasadena Homeless Connect Day event and the L.A. County Department of Consumer and Business Affairs' Town Hall and Resource Fair. HRC distributed 298 pieces of multilingual fair housing literature throughout the course of these events.
- Two presentations for the staff of Pacific Clinics in Pasadena, where HRC staff provided a general overview of fair housing laws, a discussion of housing discrimination, and an overview of the free services provided by HRC. HRC distributed 290 pieces of fair housing literature to attendees of these events.
- Two tester training sessions conducted in the City of Pasadena, providing attendees with in-depth coverage of HRC's discrimination testing methodology. Eighteen prospective testers attended these trainings.

Public Facility
CDBG Performance Report (Annual Report)

- Three Fair Housing Certification Trainings for property owners, managers, and housing industry professionals. These trainings provided attendees with an overview of federal and state fair housing laws. Each attendee received a variety of fair housing literature and lead hazards information, amongst other items.
- Ongoing distribution of literature to local agencies and community members, to heighten the visibility of HRC's programs and services, and raise awareness of fair housing issues generally.
- General social media updates designed to inform residents within each of HRC's service areas of the agency's activities, live fair housing events (including workshops and walk-in clinics), and developments in fair housing.

Public Facility
Year 2 CDBG Performance Report (Annual Report)

Project Title: JRC Kitchen Improvements

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 12/1/16 - 6/30/18

Activity Code: 03F Parks, Recreational Facilities

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

Project Summary

This project will make improvements to the Jackie Robinson Center kitchen to bring the facility up to current health code and building code standards.

Accomplishments

Performance Indicator: Facility

Quantitative Goal: 1 Projected Completed: Yes

Annual Narrative

JRC Kitchen:

The project was awarded to Corral Construction & Development, Inc. for kitchen renovation and Jack Cardani Construction, Inc. for the furnish and installation of kitchen equipment on October 16, 2017 and January 10, 2018, respectively. Both Corral Construction & Development, Inc. and Jack Cardani, Inc. were lowest qualified bidder. The preconstruction meeting was held with both contractors on January 29, 2018 to review the labor standards, construction coordination, project timelines, and contractors' submittal requirements. All contract documents and insurance requirements were previously signed and provided by the contractors.

The notice to proceed letters were issued to Corral Construction & Development, Inc. and Jack Cardani Construction, Inc. on February 27, 2018 and May 9, 2018, respectively. The construction commenced on March 1, 2018 and was completed on May 18, 2018. The construction activities consisted the replacement of kitchen cabinets, countertop, resilient flooring, drop down ceiling tiles, re-paint all kitchen walls; installation of new kitchen equipment such as sinks, freezer, refrigerator, ice-maker, gas range stove and range hood.

The total project cost is \$125,332 and the eligible CDBG reimbursable amount is \$116,985.

Housing
CDBG Performance Report (Annual Report)

Project Title: Pasadena Single Family Rehab

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

Contract Period: 7/1/17 - 6/30/18

Activity Code: 14A Rehab; Single-Unit Residence

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

Project Summary

This project will provide rehabilitation to single-family owner occupied housing units. Activities include paint stabilization, solar panel installation, and wheelchair ramp installation. Services will be contracted out for solar panel installation. CDBG funds will cover personnel, non-personnel, and indirect administrative costs.

Accomplishments

Performance Indicator: Housing Units

Quantitative Goal: 20 Cumulative: 13 Ratio: 65.00%

Annual Narrative

For Fiscal Year 2017-2018, the Pasadena Single Family Residential Rehabilitation (PSFRR) Program assisted 14 low moderate income homeowners in the City with repairs to improve livability, remove blight, and conserve energy. PSFRR performed paint stabilization on six homes, installed one wheelchair access ramp at one home, and installed solar panel systems on seven homes (in partnership with GRID Alternatives). The program also had approximately 30 client contacts.

This was PSFRR's first full year subsequent to reorganizing program's processes and procedures per HUD guidelines and standards. In this year, the program successfully implemented these new processes and procedures. To accomplish this, PSFRR staff were trained on new procedures and developed workflows to accommodate them.

Accomplishment Quantity: 13

	Non-Hispanic	Hispanic
White	4	4
Black/African American	5	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	0

Household

Female Headed Household	8
Total Units Occupied by Elderly (62 years or older)	9

Lead Paint Detail

# Housing Units built before 1978	13
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)	13
Abatement (Hard Costs > \$25,000)	0

Housing
CDBG Performance Report (Annual Report)

Housing Details

Street Address	Rent/Own	Income Level	Expenditures
610 E Howard St. Pasadena, CA 91104	Own	Very Low	\$22,586.30
1445 N Raymond Ave. Pasadena, CA 91103	Own	Very Low	\$18,813.49
856 Manzanita Ave. Pasadena, CA 91104	Own	Very Low	\$14,348.10
1036 Elm Ln Pasadena CA 91103	Own	Very Low	\$24,712.36
1036 Elm Ln Pasadena, CA 91103	Own	Extremely Low	\$7,767.10
35 S Oak Ave. Pasadena, CA 91107	Own	Very Low	\$8,059.06
221 S Oak Ave. Pasadena, 91107	Own	Very Low	\$8,515.09
811 E Claremont Ave. Pasadena, CA 91104	Own	Extremely Low	\$7,394.50
2009 Santa Rosa Ave. Pasadena 91104	Own	Extremely Low	\$7,707.23
1570 Glen Ave. Pasadena, 91103	Own	Low-Moderate	\$8,012.62
465 Penn St. Pasadena, 91104	Own	Extremely Low	\$24,910.13
26 W Fair Oaks Dr. Pasadena 91103	Own	Extremely Low	\$7,468.67
1157 Forest Ave. Pasadena, 91103	Own	Extremely Low	\$15,157.92

Public Service
CDBG Performance Report (Annual Report)

Project Title: Two-Generation Family Services

Operating Agency: Mothers' Club Family Learning Center

Contract Period: 7/1/17 - 6/30/18

Activity Code: 050 Mental Health Services

National Objective: 570.208 (a)(2)(i)(D) LMC (Nature & Location)

Project Summary

The Two-Generation Mental Health Program will provide 60 families with an average of 45 hours per family of mental health support each year. Families will enroll in our program based on the availability of slots in our Early Childhood Education (ECE) Program. The ECE Program consists of five age-appropriate classrooms for children ages 0-5. Within the ECE classrooms, teachers will monitor four key areas of development: socio-emotional, physical, cognitive, and language. When teachers identify potential delays, early interventions will take place and a care plan will be developed. While children are under the care of our teachers, parents will participate in their own programming, including adult and parent education, leadership training, and mental health support. Families will enroll for a full program year and will come to our center every day. The number of families served will be the performance indicator for the project. A unit of service is considered to be an average of 45 hours of mental health service per family each year. This may include any combination of the following services: case management, individual therapy, family crisis counseling, support groups, home visits, early interventions, and individualized care plans.

Accomplishments

Performance Indicator: Households Assisted

Quantitative Goal: 60 Cumulative: 63 Ratio: 105.00%

Annual Narrative

The following are the total accomplishments for the 2017-2018 Two-generation mental health program. A total of 63 need clients were enrolled in the mental health program. Thirty three "Family Matters" (group therapy) sessions were conducted with an average of 12 parents attending each session. 436 hours were dedicated to clients that involved conducting assessments, goal setting and on-going case management and one-on-one meetings. A total of 60 Parent Education classes were conducted with an average attendance of 16 parents. A total of 9 Healing Arts classes were conducted with an average attendance of 12 parents. A total of 17 families were assigned to work with an MFT intern totaling 121 hours of counseling.

Accomplishment Quantity: 63

	Non-Hispanic	Hispanic
White	1	58
Black/African American	2	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 15

Public Service
CDBG Performance Report (Annual Report)

Project Title: Project LEAP

Operating Agency: Pasadena City College

Contract Period: 7/1/17 - 6/30/18

Activity Code: 5 Other Public Services

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

Project Summary

Project LEAP will provide academic case management for LMI students attending Pasadena City College. Services include one-on-one mentoring, academic and personal advisement, crisis intervention, academic and life skills workshops, and linkages to on and off-campus supportive service resources. CDBG funds will be used to cover personnel (one Program Coordinator) and non-personnel costs (materials and supplies). Sixty (60) clients will be served through CDBG funding for the 2016 program year.

Accomplishments

Performance Indicator: Persons Assisted

Quantitative Goal: 60 Cummulative: 4 Ratio: 0.6%

Annual Narrative

Project LEAP provides academic case management for LMI students attending Pasadena City College. Services include one-on-one mentoring, academic and personal advisement, crisis intervention, academic and life skills workshops, and linkages to on and off-campus supportive service resources. During Program Year, Project LEAP served a total of 4 new clients/participants. More students were served, however eligibility requirements were not met, which restricted the reporting of those clients.

Accomplishment Quantity: 4

	Non-Hispanic	Hispanic
White	0	0
Black/African American	0	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	1	0
Other Race	3	0

Household

Female Headed Household 0

Income Level

Extremely Low 0

Very Low 0

Low-Moderate 4

Above Moderate 0

Public Facility
Year 2 CDBG Performance Report (Annual Report)

Project Title: Healthy Retail

Operating Agency: Public Health Department

Contract Period: 7/1/16 - 6/30/17

Activity Code: 18C Microenterprise Assistance

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

Project Summary

This new project will provide grants up to \$14,500 to micro-enterprise businesses located in the CDBG Benefit Service Area to improve their businesses, such as facade improvements and equipment purchases, to increase access to healthier food options and foster a safer and healthier community.

Accomplishments

Performance Indicator: Businesses

Quantitative Goal: 2 Projected Completed: Yes

Annual Narrative

Year Two of the Healthy Retail program saw the completion of store improvements at two mini-grant recipient locations, The Los Robles Market and The Corner Market. The Healthy Retail program worked with lowest bidding local contractors to make critical improvements at both locations that will help increase access to, and visibility of fresh fruits and vegetables in areas that lack local options. With each physical improvement and equipment upgrade we were able to make the healthy choice an easy choice for all residents in Pasadena. Bids, contracts, materials, and scope of work were approved March of 2018. Equipment was purchased and installed at The Corner Market in May, 2018, and exterior improvements to the location were completed in June, 2018. Equipment was purchased, and interior improvements to The Los Robles Market began May, 2018. Equipment installation, and interior improvements were completed June, 2018. The projects have been completed within the designated time-frame and budget.

Public Service
CDBG Performance Report (Annual Report)

Project Title: Healthy Start

Operating Agency: Pasadena Unified School District (PUSD)

Contract Period: 7/1/17 - 6/30/18

Activity Code: 05D Youth Services

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

Project Summary

Accomplishments

Performance Indicator:

Quantitative Goal: 0

Annual Narrative

The PUSD Healthy Start Community Schools Project enrolled 161 families total towards the program goal of 150 families. The number of units of service provided for the year was 14,998 units. This includes 9,057 participants in classes/events and 5,941 parent/student contacts. 459 classes/events were conducted for the year including 80 student empowerment groups, 19 health insurance outreach events, 71 ESL classes, 78 health & immunization clinics, 37 school-parent meetings, 26 nutrition classes, 53 parent-student outreach events, 66 emergency food events, and 11 clothing distribution events. The program concluded with a 107% completion rate.

Accomplishment Quantity: 161

	Non-Hispanic	Hispanic
White	0	0
Black/African American	23	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	137

Household

Female Headed Household 70

Income Level

Extremely Low 0

Very Low 0

Low-Moderate 161

Above Moderate 0

Public Service
CDBG Performance Report (Annual Report)

Project Title: Get in the Swim

Operating Agency: Rose Bowl Aquatics Center

Contract Period: 7/1/17 - 6/30/18

Activity Code: 05D Youth Services

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

Project Summary

This pilot program is designed to enrich health, recreational and academic opportunities for (M) Middle School Students residing and attending school in Northwest Pasadena. We anticipate the GET IN THE SWIM! will build self-esteem encouraging students to approach intellectual tasks with confidence and it will teach life-protecting water safety skills as well as skills for participating on competitive aquatic teams. There is great need for this program. Drowning is the 2nd leading cause of unintentional injury-related death for children ages 1-19 and 70% of African-American, 60% of Hispanic and 40% of Caucasian children have low or no swimming ability. The American Academy of Pediatrics found that children enrolled in formal swimming lessons had an 88% reduced risk of drowning.

Accomplishments

Performance Indicator: Persons Assisted

Quantitative Goal: 56 Cumulative: 47 Ratio: 83.93%

Annual Narrative

The Rose Bowl Aquatics Center in partnership with Washington STEAM Magnet Academy and Pasadena Unified School District, developed a pilot program designed to enrich health, recreational and academic opportunities for Middle School Students residing and attending school in Northwest Pasadena. Each of the 53 students who participated this year received lessons in swimming, diving, water polo and life-guarding and received swim suits, towels, goggles, free family swim passes, a Saturday swim session and information about the Scholarship Fund.

At the beginning of the program, almost all of the students reported that they were afraid of a particular aspect of the program: afraid of drowning, jumping or diving into the deep end of the pool, or playing water polo. Even though students in this year, the second year of the pilot program, had the advantage of talking with and learning from students who participated in 2017, their fears were not lessened. They needed to learn for themselves that they "could do it" and they did! At the conclusion of the program, all students had moved up at least one swim skill level and all students gained skills to advance to beginning diving and water polo.

In addition to learning life-protecting water safety skills as well as skills for participating on competitive teams and employment opportunities at aquatic centers, the program was designed to help students build self-esteem and approach intellectual and other tasks with confidence. It worked! Forty-nine out of 53 students indicated that they gained confidence by participating in the program and, in the words of one student, "the program made me have a better thought about doing something new."

Public Service
CDBG Performance Report (Annual Report)

This pilot program received a Congressional Recognition of Excellence Award (CREA) presented by Congresswoman Judy Chu in October 2017.

Accomplishment Quantity: 47

	Non-Hispanic	Hispanic
White	2	35
Black/African American	6	0
Asian	1	0
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaskan Native & White	0	0
Asian & White	3	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	0	0

Household

Female Headed Household 22

Income Level

Extremely Low 34
Very Low 5
Low-Moderate 5
Above Moderate 3

Public Facility
Year 2 CDBG Performance Report (Annual Report)

Project Title: Senior Center Roof

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 4/1/17 - 6/30/18

Activity Code: 03E Neighborhood Facilities

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

Project Summary

This project will provide funds to replace a deteriorated flat roof system at the Senior Center located at 85 E. Holly Street. CDBG funds will be used toward personnel, non-personnel and capital improvement costs.

Accomplishments

Performance Indicator: Facility

Quantitative Goal: 1 Projected Completed: Yes

Annual Narrative

The project was awarded to Commercial Roofing Systems, Inc. as the lowest qualified bidder on July 24, 2017. The preconstruction meeting was held on November 1, 2017 to review the labor standards, construction coordination, project timelines, and contractors' submittal requirements. All contract documents and insurance requirements were previously signed and provided by the contractors.

The notice to proceed letter was issued to Commercial Roofing Systems, Inc. on November 1, 2017.

The construction commenced on November 13, 2017 and completed on December 13, 2017. The construction activities consisted the roof replacement including restoration of all parapet copings, installation of new walkway pads, and replacement of damaged deck replacement.

The total project cost is \$114,396 and they were 100% CDBG reimbursable expenses.

Public Facility
CDBG Performance Report (Annual Report)

Project Title: ADA/Sidewalk Improvement in NW Pasadena

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 5/1/16 - 6/30/17

Activity Code: 03L Sidewalks

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

Project Summary

Reconstruction of sidewalks in pedestrian-heavy zones around schools and transit stations, including Americans with Disability Act (ADA) improvements as needed, in the Northwest Pasadena. The project area is the Northwest CDBG (Community Development Block Grant) benefit service area, which is bounded by I-210 right-of-way and Forest Ave on the west, Hammond St on the south, Fair Oaks Ave on the east, and the City boundary with Los Angeles County (Altadena) on the north (generally just north of and parallel to Montana St between Fair Oaks Ave and Casitas Ave, Woodbury Rd between Casitas Ave and Canada Ave.

Accomplishments

Performance Indicator: Persons Assisted

Quantitative Goal: 4720 Projected Completed: Yes

Annual Narrative

Project is completed. The project removed and replaced approximately 53,122 square feet of sidewalk in the northwest area of Pasadena.

Public Facility
CDBG Performance Report (Annual Report)

Project Title: ADA/Sidewalk Improvement on Raymond Ave.

Operating Agency: Public Works Department - City of Pasadena

Contract Period: 7/1/16 - 6/30/17

Activity Code: 03L Sidewalks

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

Project Summary

City crews will repair damaged sidewalks in CDBG benefit service areas along North Raymond Avenue between Maple Street north to the City Limit. City crews will remove damaged portions of sidewalk, prune and/or shave tree roots as necessary, and replace with smooth concrete per City's sidewalk construction Standard S-421.

Accomplishments

Performance Indicator: Persons Assisted

Quantitative Goal: 6120 Projected Completed: Yes

Annual Narrative

Project is completed. The project removed and replaced approximately 28,785 square feet of sidewalk on both sides of Raymond from North City Limit to Orange Grove. The length of the project was 1.6 miles on Raymond.

Public Facility
CDBG Performance Report (Annual Report)

Project Title: HVAC Replacement

Operating Agency: Union Station Homeless Services
Contract Period: 8/1/16 - 6/30/18
Activity Code: 3 Public Facilities & Improvements
National Objective: 570.208 (a)(1) LMA (Area Benefit)

Project Summary

Accomplishments

Performance Indicator:
Quantitative Goal: 0 Projected Completed: No

Annual Narrative

Union Station received the Executed CDBG agreement on 10/6/16. The bidding process was not started until RFP's were approved by the City on 10/19/16. It is then that we received a deadline confirmation of 12/31/16. The procurement packet received was completed by:

Bidders Boiler- Bateman Water Heating, Debinaire Co., Bethel Mechanic
Bidders HVAC- Airco, Elite Mechanical, A to Z airflow

In the process of collecting the new format from bidders Elite Mechanical and AtoZ Airflow dropped out of the project and were replaced by AirTro and ACS. The final bids were submitted in Quarter 3 1/24/17. A deadline extension of March 30, 2017 was granted on 1/26/17, this would allow Airco and Bateman to complete the requested federal forms. On 2/17/17 we hit an additional snag as Airco retracted their bid. In an urgency to move forward we decided to select Airco as a replacement. Going into Quarter 4 we were able to set a project start date with ACS. They were onsite from 4/12/17 - 4/28/17. Bateman was unable to start their project until 6/12/17. There was a delay on the assembly for needed materials. On 6/12 employee interviews and final inspection was completed on 6/19/17.

Public Facility
Year 2 CDBG Performance Report (Annual Report)

Project Title: City Park Public WiFi

Operating Agency: Information Technology Department - City of Pasadena

Contract Period: 7/1/16 - 7/1/17

Activity Code: 03F Parks. Recreational Facilities

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

Project Summary

This new project will provide City Public WiFi service to the following City Park locations: Villa Parke, 363 E. Villa St. and La Pintaresca Park, 45 East Washington Blvd. CDBG funds will be used towards non-personnel costs (materials, contract services).

Accomplishments

Performance Indicator: Facility

Quantitative Goal: 2 Projected Completed: Yes

Annual Narrative

The primary scope of work for this project – provision of Public WiFi service at Villa Parke and La Pintaresca Park – was awarded to NIC Partners, Inc. on June 2, 2017. A contract with NIC Partners was executed on September 14, 2017. Installation began in November, 2017, and was concluded on December 26, 2017. Public WiFi Service is now available in both parks. This project has been completed.

Public Service
CDBG Performance Report (Annual Report)

Project Title: Girls Empowerment

Operating Agency: YWCA Pasadena-Foothill Valley
Contract Period: 7/1/17 - 6/30/18
Activity Code: 05D Youth Services
National Objective: 570.208 (a)(2)(i)(B) LMC (51%)

Project Summary

This project will provide year-round services for LMI girls ages 10 to 17. Services include empowerment programs – TechGyrls, Express Yourself, and Girls Empowerment Summer Camp. CDBG funds will be used towards personnel costs (two program coordinators).

Accomplishments

Performance Indicator: Persons Assisted
Quantitative Goal: 100 Cumulative: 61 Ratio: 61.00%

Annual Narrative

During the 2017-2018 program year, the YWCA's girls empowerment programs: TechGyrls, Express Yourself, and Girls Empowerment Summer Camp, provided girls ages 10-14 with opportunities to participate in interdisciplinary Science, Technology, Engineering, Art & Mathematics activities. We have seen tremendous impact on the lives of the 63 girls served in our empowerment programs.

Accomplishment Quantity: 61

	Non-Hispanic	Hispanic
White	6	26
Black/African American	5	2
Asian	4	0
American Indian/Alaskan Native	0	1
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	1	0
American Indian/Alaskan Native & Black/African Am	0	0
Other Race	6	10

Household

Female Headed Household 32

Income Level

Extremely Low 28
Very Low 14
Low-Moderate 8
Above Moderate 11