

# Agenda Report

December 13, 2021

**TO: Honorable Mayor and City Council**

**THROUGH: Finance Committee**

**FROM: Housing Department**

**SUBJECT: RECOGNIZE AND APPROPRIATE \$150,000 OF HOME INVESTMENT PARTNERSHIP ACT-AMERICAN RESCUE PLAN FUNDS TO THE HOUSING DEPARTMENT'S FISCAL YEAR 2022 OPERATING BUDGET; ADD A LIMITED-TERM 1.0 FTE PROGRAM COORDINATOR I POSITION**

## **RECOMMENDATION:**

It is recommended that the City Council:

- 1) Find that the recommended action is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines per Section 15061(b)(3), the "common sense" provision that CEQA only applies to projects that may have a significant effect on the environment;
- 2) Amend the Department of Housing's Fiscal Year (FY) 2022 Operating Budget by recognizing revenue and appropriations of \$150,000 in HOME Investment Partnership Act Funds from the American Rescue Plan Act to implement the Tenant Based Rental Assistance Eviction Prevention Program; and
- 3) Amend the Department of Housing's Fiscal Year (FY) 2022 Operating Budget by adding a 1.0 Full-Time Equivalent (FTE), limited-term, grant-funded Program Coordinator I position.

## **BACKGROUND:**

As part of the American Rescue Plan Act of 2021 passed by Congress, the City of Pasadena will receive \$3,042,435 in one-time HOME Investment Partnership (HOME-ARP) funds. The programming of the HOME-ARP funds is the subject of a separate item for Council consideration on its meeting agenda of December 13, 2021. Of the total \$3,042,435 in funding, a budget amendment for FY 2022 in the amount of \$150,000 is being recommend under the subject agenda item, and the balance of the

HOME-ARP funds will be budgeted in future fiscal years. These funds are restricted for activities that provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations. These funds must be spent by the end of FY 2030. In anticipation that the City's COVID-19 emergency eviction moratorium may be lifted at some point, the City will utilize the HOME ARP funds to launch a new tenant-based rental assistance (TBRA) program aimed at assisting Pasadena renters who face eviction. These funds will support the hiring of additional staff, which will be necessary to administer the TBRA program.

The proposed Program Coordinator I position will be a grant-funded, full-time, limited-term position (1.0 FTE). This position will serve in the Community Development Division of the Department of Housing. The Program Coordinator I will implement the tenant-based rental assistance eviction prevention (TBRA-EP) program. Key functions will include program outreach, client intake, program monitoring, program evaluation, and data reporting to the U.S. Department of Housing and Urban Development (HUD) Integrated Disbursement and Information System (IDIS). In addition, the Program Coordinator I will assist in the implementation of the Community Development Block Grant (CDBG) program, completion of planning documents, funding application evaluations, execution of sub-recipient contracts, provide housing counseling, perform inspection of rental units, and develop requests for proposals.

The position will be funded by federal HOME-ARP and CDBG dollars. The HOME-ARP award also includes funds for planning, grant management, and other administrative activities of the HOME-APR program.

### **COUNCIL POLICY CONSIDERATION:**

This proposed action supports the City Council Strategic Planning Three-Year Goals, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan in the areas of improving affordable housing, mobility and accessibility throughout the City of Pasadena; and supporting and promoting the quality of life and the local economy.

### **ENVIRONMENTAL ANALYSIS**

The proposed action is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b )(3), the "common sense" provision of CEQA which applies to projects which may have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The action proposed herein fits within that exclusion, as it is a personnel-related action.

**FISCAL IMPACT:**

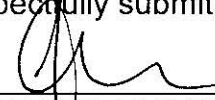
Approval of the recommended action will result in an increase to the Department of Housing's FY2022 Operating Budget by recognizing revenue and appropriating \$150,000 of HOME-APR funding in the HOME Fund (221). The action will also add a 1.0 FTE limited term, grant funded Program Coordinator I, increasing the Department's total FTEs from 87.70 to 88.70.

Of the \$recommended \$150,000 budget amendment in HOME-APR funds, \$61,077 will be used towards HOME-APR administration and \$88,923 for program funding (please refer to the table below for the budget breakdown).

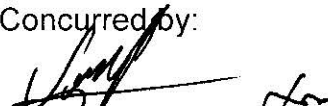
**Table A**

	<b>ORG</b>	<b>OBJ</b>	<b>PROJ</b>	<b>AMT</b>
<b>Revenue</b>	22116040	622900	52074	\$61,077
	22116002	622900	52075	\$88,923
<b>Expense</b>	22116040	800500	52074	\$61,077
	22116002	816700	52075	\$88,923

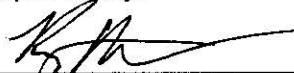
Respectfully submitted,

  
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for WILLIAM K. HUANG  
Housing Director

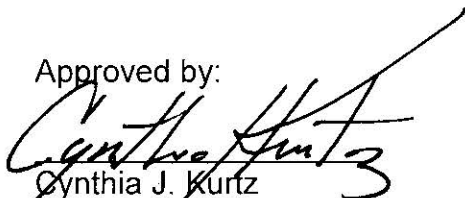
Concurred by:

  
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