

# Agenda Report

**TO:** City Council

**DATE:** April 12, 1999

**FROM:** City Manager

**SUBJECT: PROCESS FOR DESIGNATION OF A COMMUNITY ACTION  
AGENCY FOR THE FOOTHILL AREA OF LOS ANGELES COUNTY**

**RECOMMENDATION:**

It is recommended that City Council take the following three actions:

- (a) approve the release of a "Notice of Intent to Designate a Community Action Agency" for the Foothill area (Pasadena, South Pasadena, Sierra Madre, Arcadia, Monrovia, Duarte and Altadena);
- (b) authorize staff to conduct, in cooperation with the other Foothill Region cities and L.A. County, at least one Public Hearing to receive written and oral input on the designation of a Community Action Agency for the Foothill Region;
- (c) schedule a Public Hearing on May 24, 1999 at 8 p.m. to review the public input, findings, and recommendations, and take action to recommend to the State designation of a new Community Action Agency for the Foothill area.

**EXECUTIVE SUMMARY**

The federal Community Services Block Grant (CSBG) Program targets the reduction of poverty. The CSBG Program allocates formula grants through the states to local community action agencies (CAA's), which are required to assess unmet needs, develop a Plan to address those needs, and then create, coordinate and deliver services that reduce poverty. Pasadena is part of the Foothill CSBG region (which also includes South Pasadena, Sierra Madre, Arcadia, Monrovia, Duarte and Altadena), and this region is allocated approximately \$291,000 per year in CSBG funds. The former State-approved Community Action Agency for this region was Foothill Area Community Services (FACS), a non-profit organization that was dissolved in early 1998. Since that dissolution, the State has contracted with the L.A. County Department of Community and Senior Services to serve as "interim administrator" of the Foothill area CSBG funds. For 1999, the County allocated approximately \$256,000 to eight service providers (delineated in Attachment A) to assure the continuation of CSBG efforts.

The State Department of Community Services and Development has contacted the City of Pasadena to develop and implement a local process to recommend a new Community Action Agency for the Foothill area, to become effective January 1, 2000. The following Report proposes a process to seek public input, identify qualified applicant agencies (public and private non-profits), and recommend to the State designation of a new Community Action Agency serving the Foothill area.

## **BACKGROUND:**

The federal Community Services Block Grant (CSBG) program provides formula grants to states to address goals targeted at fighting poverty. These goals focus on improving employment, education, income management, housing, emergency services, nutrition, linkages and self-sufficiency in local communities, focused on low-income households. The states address these goals by working through a network of "community action agencies", which create, coordinate and deliver a range of programs and services to low-income persons. As a condition of receiving CSBG funding, a Community Action Agency (CAA) is responsible to develop and submit an annual Community Action Plan (CAP). Such a Plan assesses community needs, describes the service delivery system, identifies and addresses gaps, describes coordination of CSBG funds with other resources, and lists outcome measures to monitor accomplishments in meeting goals.

Until its dissolution in early 1998, the Community Action Agency for the Foothill region (which includes Pasadena, South Pasadena, Sierra Madre, Arcadia, Monrovia, Duarte and Altadena) was FACS, the Foothill Area Community Services, a local non-profit organization. Accordingly, FACS received from the State some \$290,000 per year in Community Services Block Grant (CSBG) funds to fight poverty in this region. Following the dissolution of FACS, the State acted to assure the continuation of CSBG-supported services by contracting with the Los Angeles County Department of Community and Senior Services for these services, particularly as this County Department is already the designated Community Action Agency for much of L.A. County. L.A. County agreed to serve as an "interim" administrator of the CSBG funds for the Foothill Region. For 1999, L.A. County allocated the approximately \$291,000 in Foothill area CSBG funds as follows:

- \$256,330 (approximately 88% of the total) among eight agencies to provide a range of job training and placement, emergency services, counseling, legal, crisis intervention and meals services throughout the Foothill region (list of actual agencies, sites, services and amounts included as Attachment A to this Report);
- approximately \$34,000 (12% of the total) for administrative activities.

The State Department of Community Services and Development contacted the City of Pasadena regarding our potential interest in seeking Community Action Agency designation and/or developing and implementing a process for designating a new Community Action Agency for the Foothill Region. Following some discussion and written communication on the matter, the State agreed to provide \$15,000 as well as appropriate training and technical assistance, to assist the City of Pasadena to:

- . . . take the lead, in cooperation with the Los Angeles County Community Action Agency, in developing and implementing a process for designating a new Foothill area Community Action Agency. The newly designated CAA will assume full responsibility for providing CSBG services to the Foothill area communities beginning January 2000; and
- . . . prepare the 2000/2001 Community Action Plan (CAP) for the Foothill area . . .  
[per Letter dated December 22, 1998]

The State has provided copies of relevant regulations and guidelines governing the process for designating a new Community Action Agency. City staff has been in contact with the L.A. County Department of Community and Senior Services, regarding development and implementation of the proposed process for the Foothill area. A brief overview of the CSBG Program, the role of community service agencies with CSBG, and the Community Action Plan is included as Attachment B to this Report. Information on the number of persons receiving public assistance in the Foothill area, by community, is included as Attachment C to this Report. The following outlines the basic requirements and proposed steps for the CAA designation process.

## **COMMUNITY ACTION AGENCY (CAA) DESIGNATION PROCESS**

### **A. Statute Requirements**

In summary, statutes require that the process for CAA designation must include all of the following:

1. Publish and distribute a Notice of Intent to Designate a CAA
2. Conduct a Public hearing; receive public input
3. Pass an act, ordinance, or resolution of designation by the governing officials of the political subdivision
4. Submit to the State an application for recognition
5. Review of application by State
6. Grant recognition of new CAA (by State)

### **B. Proposed Process for Foothill Area**

Pasadena is the largest community in the identified region, with the greatest number of persons of limited income, and the City of Pasadena is an eligible agency for designation as the local CAA. However, the following system and timeline are designed to promote maximum collaboration, input and participation from all the communities in this Foothill region, in the CAA designation process.

#### **Step 1. Target Date: 4/12/99**

##### **Action Item: Pasadena City Council action to:**

- approve release of "Notice of Intent to Designate Community Action Agency for Foothill area"
- authorize staff to conduct, in cooperation with the other Foothill Region cities and L.A. County, at least one community Public Hearing to receive written and oral input on the designation of a Community Action Agency for the Foothill Region;
- schedule a Public Hearing at City Council on May 24, 1999 at 8 p.m. to review the public input, findings, and recommendations, and approve a recommendation to designate a Community Action Agency for the Foothill Region, for submittal the State Department of Community Services and Development.

**Step 2. Target Dates: 4/13/99 - Public Hearing Date (on or before 4/30/99)**

**Action Item: Publicize "Notice of Intent"** and Public Hearing (publication, flyers, posting, etc. throughout the six cities and Altadena), and encourage submission of written and/or oral public input.

**Step 3. Target Date: 4/28/99 - 4/30/99**

**Action Item: Conduct at least one Public Hearing**, targeted for April 28, 1999 at an accessible community; receive written and oral testimony and public input re: designation of Foothill area CAA. The Public Hearing will utilize a process similar to that currently used to identify human service needs, recommend priority service areas, etc. for the Human Service Endowment Fund, Emergency Shelter Grant and CDBG 15% public/human services process. Staff support to conduct the event will be provided by the Human Services, Recreation and Neighborhoods Dept. The Public Hearing will be conducted by a panel which includes: three representatives of the City of Pasadena Human Services Commission, one representative of L.A. County (to be designated by the County Dept. of Community and Senior Services), and one representative each from Sierra Madre, Arcadia, Monrovia, Duarte and South Pasadena (as designated by these cities). The Panel will receive public testimony and then make recommendations for designation of a new Community Action Agency for the Foothill area. These recommendations will be included in an Agenda Report to City Council, for consideration and action at the Public Hearing to be held at the Pasadena City Council meeting on May 24, 1999 at 8 p.m.

**Step 4. Target Date: 5/24/99**

**Action Item: Public Hearing and Pasadena City Council action to recommend an agency/organization for the Foothill area CAA.**

**Step 5. Target Date: 5/28/99**

**Action Item: Submit Application for recognition of new CAA to State, for State review and approval.**

**STATE RECOGNITION OF NEW COMMUNITY ACTION AGENCY AND DEVELOPMENT OF COMMUNITY ACTION PLAN (CAP) FOR 2000/2001**

Immediately upon State approval of a new Community Action Agency for the Foothill area, the State's timeline requires that the new Agency immediately begin preparation of the two-year Community Action Plan (CAP) for 2000/2001. The established deadline for submission of this Plan to the State is June 30, 1999, but the State has indicated a willingness to extend this deadline. This Plan would take effect January 1, 2000, and must include such elements as:

- Agency Vision and Mission Statements
- Community Information Profile (data on poverty, unemployment, delinquency, health, education, homelessness, etc.)
- Community Needs Assessment, Goals, Objectives, and Outcome Measures

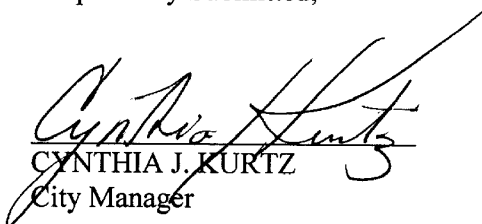
- Program Activities and Delivery Strategies
- Monitoring and Evaluation Plan
- Documentation of the Public Hearing on the Plan

City staff has participated in training provided by the State regarding the development of a Community Action Plan for 2000/2001, and is prepared to assist in this process immediately upon State recognition of a new Foothill area Community Action Agency. Some data required for the Plan is readily available for use in assessing needs and development of the Plan.

### **FISCAL IMPACT**

The State Department of Community Services and Development is providing \$15,000 for the designation process for a Foothill area Community Action Agency and development of a two-year Community Action Plan for 2000/2001, to cover the cost of these activities. Accordingly, there is no fiscal impact on the City for the work delineated in this Report.

Respectfully Submitted,



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City Manager

Prepared By:



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