

# Agenda Report

**DATE:** SEPTEMBER 27, 1999

**TO:** CITY COUNCIL

**FROM:** CYNTHIA J. KURTZ, CITY MANAGER

**SUBJECT:** PUBLIC COMMENT ON THE CITY OF PASADENA'S CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) JULY 1, 1998-JUNE 30, 1999 FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM, EMERGENCY SHELTER GRANT (ESG) PROGRAM; HUMAN SERVICES ENDOWMENT FUND (HSEF) AND OTHER FEDERAL GRANT PROGRAMS; AND APPROVAL OF THE NEEDS ASSESSMENTS, PROGRAM PRIORITIES AND ALLOCATION SCHEDULE FOR THE PUBLIC/HUMAN SERVICE ACTIVITIES AND NON-PUBLIC SERVICE ACTIVITIES UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; EMERGENCY SHELTER GRANT PROGRAM AND HUMAN SERVICES ENDOWMENT FUND (HSEF) FOR PROGRAM YEAR 2000 - 2001

## **RECOMMENDATIONS:**

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

1. Receive Public Comment on the City of Pasadena 1998 – 99 PY Draft Consolidated Annual Performance and Evaluation Report (CAPER);
2. Accept and approve the Needs Assessments and Program Priorities for public/human services and non-public service activities under the Community Development Block (CDBG) Program; Emergency Shelter Grant (ESG) Program and Human Services Endowment Fund. (The public/human services program priorities were adopted by the Human Services Commission for a two-year funding cycle – Program Years (PY) 2000-2002. Non-public service program priorities are for PY 2000-2001 only); and
3. Approve the 2000-2001 CDBG/ESG/HSEF Allocation Schedule.

## **ADVISORY BODIES:**

Both the Human Services Commission and Northwest Commission approved the above recommendations at their respective meetings on September 13, 1999 and September 15, 1999.

## **BACKGROUND:**

### **Draft CAPER**

The City of Pasadena and other federal grant recipients are required by the U. S. Department of Housing and Urban Development (HUD) to submit a Consolidated Annual Performance and Evaluation Report (CAPER) that describes the progress it has made in carrying out its Consolidated Plan and Annual Action Plan. The CAPER must be submitted to HUD after the

close of each program year. The CAPER covers July 1, 1998 – June 30, 1999. The purpose of the CAPER is to provide a comprehensive format for reporting the use of federal funds for the Community Development Block Grant (CDBG) Program, Home Investment Partnership (HOME) Program, Emergency Shelter Grant (ESG) Program and other federal programs.

Each jurisdiction is required to make the Draft CAPER available for a fifteen (15) day comment period where citizens are able to review and give public comment on the report prior to its submission to HUD. The public comment period is September 16 – 30, 1999. As part of the public access requirement, public notices are published in the local newspaper. On September 16, 1999 copies of the CAPER were made available at community centers, all branches of the public library and at the Housing and Development Department. Any comments received will be included in the final CAPER, which will be submitted to HUD on October 1, 1999. A copy of the CAPER is on file with the City Clerk's Office.

Attached for City Council review and comment are the CDBG/ESG/HSEF Performance Review Reports (Exhibits A - C) which summarizes the Draft CAPER and reflect the status of each funded 1998-99 public/human service and non-public service activity as of June 30, 1999. The exhibits are as follows: Exhibit A – CDBG Non-Public Service Activities; Exhibit B – CDBG/ESG Public/Human Service Activities and Exhibit C – HSEF Public/Human Service Activities.

The Housing and Development Department, Housing Division, performs the administrative oversight and program administration for the CDBG and ESG programs. An annual on-site monitoring assessment is conducted of each funded activity. The monitoring review is performed in accordance with the provisions of the Code of Federal Regulations (24 CFR 570) which require the City, as grantee, to make annual determinations that all sub-recipients are in compliance with the federal statutes and have the continuing capacity to administer and/or implement the program for which federal assistance has been provided. Site visits are conducted at least once during the program year. As part of the on-going program administration each sub-recipient is also required to provide monthly progress reports and to submit monthly invoices (including documentation) in order to receive reimbursement for approved costs for the funded activity.

It is not a federal requirement that the public/human services activities funded under the HSEF Program be included in the CAPER. However, these activities are included in Exhibit C of this report for Council's information and review. The Human Services, Recreation and Neighborhoods Department performs the administrative oversight and program administration for these activities.

**Annual Needs Assessment and Program Priorities (Program Year: 2000-2001)**

Annually, prior to the start of the CDBG/ESG/HSEF allocation process, the Human Services Commission and the Northwest Commission conduct needs assessments to determine the appropriate annual funding priorities for the forthcoming program year. In an effort to assess the City's public/human service and non-public service community development needs for 2000-2001 both Commissions have undertaken community outreach efforts and are recommending the following program priorities to the City Council:

**Public/Human Services**  
Transportation  
Dependent Care  
Job Preparation and Training  
Safety  
Health  
Homelessness  
Education  
Youth Diversion  
Information and Referral

**Non-Public Services**  
Economic Development  
Housing  
Code Enforcement  
Capital Improvements  
Administration/Planning  
Property Acquisition

As mandated by federal requirements the City Council and the community-at-large is being asked to review and approve the proposed CDBG/ESG/HSEF funding priorities before the commencement of the 2000-2001 allocation process. This will ensure that the allocation of the federal and local funds are in accordance with the City Council and City Manager's annual budget priorities and afford the City the opportunity to supplement those areas of service delivery which would otherwise not be addressed due to budgetary constraints.

In an effort to assess the city's public service and non-public service community development needs and determine appropriate program priorities for program year 2000-2001 the following activities were undertaken by the Human Services and Northwest Commissions, respectively.

**Human Services Commission-Public/Human Services Needs Assessment and Program Priorities:**

The Human Services Commission needs identification process included the following:

1. Analysis of available data on City demographics, service inventories, etc.;
2. Resident input through citywide distribution and collection of a Community Needs Survey, in English and Spanish; and
3. Resident input through four (4) scheduled public meetings (focus groups).

At the May 3, 1999 meeting of the Human Services Commission (Commission), staff reported that the suggested agencies and groups were contacted to secure data for use in developing the Human Services Needs Assessment, to identify gaps and set program priorities for the 2000-2002 allocation cycle.

During the months of June and August 1999, four public meetings were held and community needs assessment surveys were distributed and collected citywide. Community meetings were held at Jackie Robinson Center, Villa-Parke Community Center, Robinson Park and Victory Park. Attendance at meetings included members of the community, Human Services Commissioners and City staff. (Exhibit D)

At the August 2, 1999 Commission meeting, the Human Services, Recreation and Neighborhoods Department (HSRND) was requested to provide the results of the public meetings and the survey responses. The findings are consistent with the resources, products, etc., identified for use in the development of the program priorities. A partial list of twenty resources used in this review include the following:

The Quality of Life in Pasadena 1998-Index

City of Pasadena Consolidated Plan Action Plan 1998-1999 (Community Profile, Listing of Priority Needs, goals, Strategies)

City Council Goals for 1999-2000

Nurturing a Family Community (Family Community Council 1997)

City of Pasadena Senior Commission Work Plan for 1999 – 2000

A total of 2,800 surveys were distributed at various sites throughout the City, including community centers and parks, city departments, all branches of the public library, churches, various mailing lists, etc. Exhibit E provides additional information on the distribution and responses received on the survey.

At the Commission's September 13, 1999 meeting, the Commission discussed and reviewed the data and resident input from public meetings, surveys, and other sources. The findings are consistent with the unmet needs identified through staff review of the various written reports, studies and related documentation. Accordingly, the Commission adopted the program priorities and target populations identified in Exhibit F.

**Northwest Commission-Non-Public Services Needs Assessment and Program Priorities:**

In an effort to access the community's non-public service needs and to determine the appropriate program priorities the Northwest Commission performed an extensive review of current socio-economic data and related documentation.

At the August 18, 1999 meeting of the Northwest Commission, the Commission convened a public meeting in order to obtain community input to access the community needs for the CDBG 2000 –2001 allocation cycle. The Commission received public input on the non-public service needs of the residents in the City of Pasadena who principally live in the CDBG Benefit Service Area. Subsequently, on September 15, 1999, the Northwest Commission after review and deliberation of the public input, selected the following program priorities for the 2000-2001 Program Year.

1. Economic Development

The Northwest Commission heard testimony that overwhelmingly stressed the need for jobs and business ownership opportunities. The emphasis in this category was placed on business development, particularly the stabilization and expansion of existing businesses in the Benefit Service Area and the recruitment of new labor intensive businesses. Priority will be given to proposed projects that have a commitment to training, hiring, providing child care services, after-school and youth programs.

2. Housing

The Northwest Commission has determined that maintaining and improving the current housing stock including the preservation of historical homes is of equal importance to economic development. Priority consideration should be given to proposals which target run down and vacant single family dwellings which need rehabilitation, programs which offer loans to the elderly and working poor who are unable to maintain their homes, rehabilitation and improvement of multiple family dwellings that have become blighted throughout the Benefit Service Area and access to capital for low and moderate income homeowners unable to get home improvement loans.

3. Code Enforcement

The Northwest Commission has determined that the current complaint driven code enforcement system cannot meet the code enforcement requirements of the northwest area of the City of Pasadena. Priority should be placed on proposals, which will do blanket pro-active code enforcement within a specific target area.

4. Capital Improvements

The Northwest Commission has determined that limited funding should be made available for improving commercial buildings and government facilities, which currently represent blight in the Benefit Service Area.

## 5. Administrative/Planning

The Northwest Commission has determined that only limited funding should be made available for administrative/planning proposals, which will analyze and develop strategies for future CDBG activities that focus on housing revitalization and economic development. Conversely, funding will not be recommended for planning and administrative proposals which do not have a direct emphasis on housing or economic development activities.

## 6. Property Acquisition

The Northwest Commission has determined that property acquisition should not be considered as a priority area unless the proposed acquisition will generate favorable outcomes in the high priority categories of economic development and housing renovation.

The Northwest Commission determined that all of the aforementioned funding categories, which constitute eligible non-public service activities under the CDBG Program, are important but the community believes the highest priority should be placed in the areas of economic development and housing. While these two areas are felt to have similar levels of importance the comments at the public meeting stressed economic development (specifically, business development, job creation and childcare).

### **Proposed Allocation Schedule for the CDBG/ESG/HSEF 26<sup>th</sup> PY:**

Finally, to facilitate the timely allocation of funds the attached schedule, Proposed Allocation Schedule - Exhibit G has been prepared. Adherence to this schedule is intended to provide sufficient time for the active participation by proposers, the Commissions and staff to perform a comprehensive evaluation of the proposed activities as well as a thorough assessment of the proposers' current capacity and performance. This level of review is intended to ensure an equitable allocation of the limited financial resources consistent with the City's annual priorities.

The Proposed Allocation Schedule includes the following key tasks:

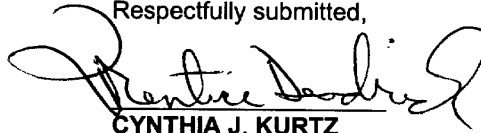
- a. Preparation and publication of the request for proposals (RFP)
- b. Provision of technical assistance to interested proposers
- c. Preparation and submission of complete proposals by program proposers
- d. Monitoring review of current activities
- e. oral presentations by program proposers to the respective Commission
- f. staff evaluation and funding recommendation to the Commission
- g. Commissions' deliberation of the staff funding recommendations
- h. Written notification to proposers of Commissions preliminary funding recommendation and advisement of public meeting
- i. Public meeting convened by respective Commission to hear appeals and public comments
- j. Commission deliberates and formulates its final funding recommendation which is forwarded to City Council for approval
- k. Written notice to proposers; advisement of public hearing and inclusion of all proposed projects in the Consolidated Plan Action Plan – 2000-2001 PY
- l. Public hearing – City Council consideration of the Consolidated Plan Action Plan-2000-2001 PY which includes both Commissions' respective funding recommendations and City set-aside.

### **FISCAL IMPACT:**

Collectively, the Community Development Block Grant Program (\$2,531,431), Emergency Shelter Grant Program (\$198,000) and the Human Services Endowment Fund (\$150,710) represent an annual allocation of federal and local funds of approximately \$3,000,000. Approval of the recommendation will establish the priorities and process for the allocation of these funds for the 2000-2001 Program Year.

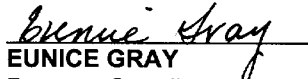
There is no immediate impact on the City General Fund.

Respectfully submitted,

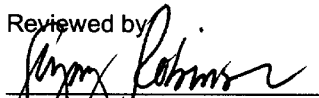


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