

CITY OF PASADENA

ANNUAL ACTION  
PLAN (2021 - 2022)

**DRAFT**

**Expires June 8, 2021**

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# Executive Summary

## Introduction

The City of Pasadena (City) is an entitlement jurisdiction that receives federal funds from the U.S. Department of Housing and Urban Development (HUD) to invest in local communities. The funds are provided under the Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), and Emergency Solutions Grants Program (ESG) entitlement programs. All funds must assist low- to moderate-income (LMI) individuals and families.

Every five years, HUD requires a single coordinated process for consolidating the planning, application, reporting, and citizen participation process for the above mentioned entitlement programs. This planning process is referred to as the Consolidated Plan, which assists the City in determining community needs and provides a community-wide dialogue regarding affordable housing and community development priorities.

The Consolidated Plan is carried out through the Annual Action Plan, which provide a concise summary of the actions, activities, and the specific deferral and non-federal resources that will be used each year to address the priority needs and specific goals identified in the Consolidated Plan. The goals of the HUD federally-funded entitlements programs are to provide decent housing, a suitable living environment, and expanded economic opportunities for its Low/Moderate Income (LMI) residents. These goals are further explained as follows:

### **PROVIDE DECENT HOUSING** through:

- assisting homeless persons to obtain appropriate housing;
- assisting persons at-risk of becoming homeless;
- retention of the affordable housing stock;
- increasing the availability of permanent housing in standard condition and affordable cost to low-income and moderate-income families; particularly to members of disadvantaged minorities, without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services needed to enable persons with special needs (including persons with HIV/AIDS) to live with dignity and independence; and
- providing housing affordable to low-income persons accessible to job opportunities.

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## **PROVIDE A SUITABLE LIVING ENVIRONMENT** through:

- improving the safety and livability of neighborhoods;
- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through the spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating or deteriorated neighborhoods;
- restoring and preserving properties of special historic, architectural, or aesthetic value; and
- conservation of energy resources.

## **EXPANDED ECONOMIC OPPORTUNITIES** through:

- job creation and retention;
- establishment, stabilization and expansion of small businesses (including micro-businesses);
- the provision of public services concerned with employment;
- the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

## **Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

The goals of the federally-funded entitlement programs were incorporated into the objectives of this Action Plan, and are as follows:

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## Goal Objectives:

- ❖ Improve the quality of existing housing stock to support community and neighborhood stability.
- ❖ Expand the number of affordable rental units available to low- and moderate-income households.
- ❖ Increase homeownership opportunities for low- and moderate-income households.
- ❖ Expand homeless prevention and intervention services.
- ❖ Increase availability of supportive services to special populations (i.e. seniors, disabled persons, at-risk youth, person living with HIV/AIDS, veterans).
- ❖ Support programs that provide services to low- and moderate-income households.
- ❖ Support capital improvement and financial assistance activities for small business development.
- ❖ Increase employment opportunities through business creation, expansion and technical assistance.
- ❖ Improve accessibility of programs that provide services to low- and moderate-income households.
- ❖ Support renovation and rehabilitation of facilities that provide access to community services for low- and moderate-income households.
- ❖ Improve the infrastructure in low- and moderate-income neighborhoods.

It is the City's intent that every activity funded with entitlements will work towards one of the above listed objectives, and will achieve one of the three outcomes listed below:

## Plan Outcomes

- **Availability/Accessibility** This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to LMI people, including persons with disabilities. In this

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category, accessibility does not refer to only physical barriers, but also to making the basics of daily living available and accessible to LMI people where they live.

- **Affordability** This outcome category applies to activities that provide affordability in a variety of ways to LMI people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit LMI households.
- **Sustainability** This outcome category applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of LMI or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

## Evaluation of past performance

During the City's 2015-2019 Consolidated Plan period, the City entitlement allocations increased consistently but are still lower than the all-time highs of the 2000 decade. All goals for the plan period were met by an 87% average.

## Summary of citizen participation process and consultation process

In accordance with Federal regulations 24 CFR 91.105 and 91.200, the City of Pasadena implements a process which encourages citizen participation. Towards this end, the City of Pasadena has established advisory bodies to assist in the allocation and monitoring of federal entitlement funds. The two (2) advisory boards are the Human Services Commission, which consists of fifteen participating members, and the Northwest Commission, which consists of eleven participating members. All participating members represent various segments of the community including: 1) low/moderate income residents; 2) minority groups; 3) residents from area where community development activities are ongoing or proposed; 4) elderly; 5) handicapped; and 6) businesses.

In preparation for this Consolidated Plan, consultation with community-based organizations, commissions, city departments, and other local stakeholders were conducted, which contributed to the assessment of community development needs regarding human services, housing, economic development, facility and infrastructure improvements.

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## **Summary of public comments**

No public comments received.

## **Summary of comments or views not accepted and the reasons for not accepting them**

Public comments will be added to final version.

## **Summary**

Public comments will be added to final version.

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## PR-05 LEAD AND RESPONSIBLE AGENCIES

**Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

**Table 1 – Responsible Agencies**

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency, CDBG Administrator	City of Pasadena	Housing Department
HOME Administrator	City of Pasadena	Housing Department
ESG Administrator	City of Pasadena	Housing Department

The City of Pasadena (City) is the Lead Agency for the CDBG, HOME, and ESG entitlement programs. The City's Housing Department is responsible for the administration and preparation of the Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER). The mission of the Housing Department is to:

*Provide affordable housing and community development opportunities for low and moderate income persons and employment resources to enhance and strengthen our community.*

### **Consolidation Plan Public Contact Information**

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## AP-10 CONSULTATION

### Introduction

This Consolidation Plan utilized multiple community partners in the development of its goals, objectives, and strategies. In an effort to identify areas in need of improved coordination, the Housing Department consulted with other City departments, commissions, the Pasadena Continuum of Care (CoC), program staff, community-based organizations, interested citizens, and other community stakeholders.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

City staff engaged in collaborative efforts to consult with commissions, city departments, and beneficiaries of entitlement programs in order to develop strategic priorities and strategies contained within this 5-year plan. City staff facilitated a comprehensive outreach to enhance coordination and discuss new approaches and efficiencies with assisted housing, governmental health, mental health, service agencies, and other stakeholders that utilize funding for eligible activities, projects and programs.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The City is both the local entitlement jurisdiction to receive CDBG, ESG, and HOME funds, as well as the Continuum of Care (CoC) Applicant, so collaboration happens on a daily basis. The City collaborated with the Pasadena CoC, also known as the Pasadena Partnership to End Homelessness to respond to the needs of homeless persons locally through coordinated planning for and allocation of funding. The Pasadena Partnership has approximately 102 members that represent a broad spectrum of the community, including service providers, government agencies, academic institutions, and the private sector. The City is represented on the CoC by staff of the City's Public Health Department, and is staffed and Co-chaired by Housing & Career Services staff. The Pasadena CoC appoints committees, subcommittees, or working groups as needs arise. The purpose of these ad hoc committees and task forces are to develop recommended efforts and solutions to address the needs of homeless persons. These committees are comprised of members of the CoC and outside individuals with expertise in the subject matter. Committees meet four times a year or more frequently depending on the tasks to be accomplished.

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## Housing Committee

The Housing Committee implements strategies that remove barriers and increase rehab and production of affordable housing (including permanent supportive housing) for homeless and at-risk households. In addition, this committee analyzes and addresses gaps in housing services and puts into practice strategies that promote housing first, homeless prevention, and rapid rehousing. Finally, the housing committee ensures homeless program compliance with fair housing including the needs of the LGBT population and tracks local, state, and a national policy that influence and promote the activities noted above and makes recommendations to the CoC to support such policies.

## Homeless Planning & Research Committee

The Homeless Planning & Research Committee (formerly Continuum of Care Committee) improves CoC-wide participation in mainstream resources and programs, develops the CoC's centralized/coordinated assessment system, and implements strategies that provide a wide-range of social services. This committee is responsible for gathering data and providing analysis of research projects including homeless service and housing inventories, counts, and surveys. This committee also assists the City with the implementation of discharge planning, and the integration of CoC plans with other guiding elements such as the Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and the Housing Element of the General Plan.

## Faith Community Committee

The Faith Community Committee aims to facilitate faith-based agencies in their efforts to address homelessness in Pasadena. To this end, the Faith Community Committee researches and supports evidence-based and best practices to prevent and end homelessness in Pasadena and recruits representatives from other faith-based organization to participate in these efforts.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS.**

## **Allocating Funds**

The Pasadena CoC is contained within the geographical boundaries of the City of Pasadena. Both CoC funds and ESG funds come to the City of Pasadena, which acts as the lead agency in the coordination of homeless services for the jurisdiction. The Pasadena Partnership to End Homelessness serves as the principal planning entity for ESG funds, and provides guidance to the Department of Housing in allocating ESG dollars for Council approval. Consultation includes: feedback on local need and funding

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priorities; review and comment on proposed funding allocations prior to funding award; direct input in performance and evaluation measures; direct input in the establishment of a universal intake and assessment tool; and guidance on best practices nationwide for utilizing ESG funds to prevent and end homelessness. Funds are awarded through an RFP process, and proposals are reviewed by non-ESG funded CoC members and representatives administering ESG funds from outside the CoC.

## Operating and Administrating Homeless Management Information System (HMIS)

The City of Pasadena, in collaboration with the Los Angeles HMIS Collaborative recently transitioned to a new HMIS provider. The new HMIS is in compliance with the 2014 HUD HMIS Data Standards. The City has successfully executed an implementation plan that includes required HMIS participation from CoC and ESG recipients and sub-recipients, and increased participation from non HUD-funded homeless service providers. The City has ensured and maintained records of all participating agencies that have attended basic user training, including training on privacy policies, HUD required data elements, system navigation, and signed required agreements from each participating agency and end users, such as but not limited to HMIS Agency Agreements, HMIS User Agreements, and HMIS Policies and Procedures. To maintain participation and high data quality, the City has designated an HMIS administrator to generate monthly reports to ensure all HUD-required data is complete, accurate, and entered into system in a timely manner. Additionally, the City was recently awarded additional CoC funds which will expand the City’s capacity for HMIS data evaluation. The City has also met reporting requirements and submitted reliable data for the Longitudinal Systems Analysis (LSA), Annual Performance Report (APR), Housing Inventory Chart (HIC), and other HUD-mandated reports. The City of Pasadena continues to improve HMIS and update policies and procedures from input and recommendations from HMIS Users, in collaboration with the Los Angeles HMIS Collaborative.

## Describe agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

**Table 2 – Agencies, groups, organizations who participated**

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How the Agency/ Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
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Southern California Association of Governments	Regional organization	Housing Need Assessment	Communication was made through electronic transmittal of reports. The reports provided up-to-date housing production needs.
City of Pasadena Planning & Community Development Department	Other government - Local	Housing Need Assessment Economic Development	Communication was made in writing. Outcome was better alignment of City goals and goals expressed in Consolidated Plan.
Urban Initiatives	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Union Station Homeless Services	Local organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Alliance for Housing & Healing	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Affordable Housing Services	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
United Way	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
<b>Agency/Group/ Organization</b>	<b>Agency/Group/ Organization Type</b>	<b>What section of the Plan was addressed by Consultation?</b>	<b>How the Agency/ Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>
Pacific Clinics	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.

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Housing Works	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Friends in Deed	Local Organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Door of Hope	Local Organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Salvation Army	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Community Health Alliance of Pasadena	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Foothill Unity Center	Regional organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Pasadena Department of Public Health	Other government - Local	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Art House Pasadena	Regional Organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
Hathaway Sycamores Child and Family Services	Regional Organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.

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Elizabeth House	Local Organization	Homeless Needs Homeless Strategy Anti-Poverty Strategy	Communication was made through meetings, and electronic transmittal of reports. The reports provided up-to-date homeless data.
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**Identify any Agency Types not consulted and provide rationale for not consulting**

Not applicable.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

**Table 3 – Other local / regional / federal planning efforts**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Pasadena Partnership to End Homelessness	Some overlap in the area of homelessness prevention and housing goals.
Regional Housing Needs Assessment	Southern California Association of Governments	Some overlap in the area of affordable housing production goals.
Housing Element 2014-2021	City of Pasadena Planning & Community Development Department	Some overlap in the areas of affordable housing production goals.

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan.**

The City relies on the state and county indirectly in the implementation of the Consolidated Plan. For example, some state and county funds are used to subsidize a number of the affordable housing projects that are identified in the Consolidated

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Plan. Also, approvals from the state's Office of Historic Preservation are required for certain projects.

Consultation with community-based organizations, commissions, city departments, and other local stakeholders were conducted, which contributed to the assessment of community development needs regarding human services, housing, economic development, facility and infrastructure improvements.

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## AP-12 CITIZEN PARTICIPATION

**Summary of citizen participation process/efforts made to broaden citizen participation. Summarize citizen participation process and how it impacted goal-setting.**

The City follows HUD's guidelines for citizen and community involvement concerning the Consolidation Plan. As the Lead agency for the Consolidation Plan, it is the intent of the City to provide for and encourage citizen participation throughout the process of implementing the federal entitlement programs (specifically CDBG, HOME, and ESG). Hearings are conducted to allow the public to provide input and comments.

Towards this end, the City has established advisory bodies to assist the City in allocating and monitoring the use of federal entitlement funds. The two advisory bodies utilized for implementing federal entitlement funds are known as the Northwest Commission and Human Services Commission. Please refer to City Ordinance No. 6507 establishing the Human Services Commission and City Ordinance No. 6404 establishing the Northwest Commission. These advisory bodies represent various segments of the community including:

- ❖ Low/Moderate income residents;
- ❖ Minority groups;
- ❖ Elderly;
- ❖ Handicapped; and
- ❖ the Business community

### Northwest Commission

This advisory commission consists of 11 members who are appointed by City Council. The northwest part of the City has the highest concentration of low/moderate income residents. The purpose of the commission is to advise and make recommendations to City Council regarding economic development in Northwest Pasadena. This advisory board monitors the allocation of CDBG funds used for non-public service activities.

### Human Services Commission

This advisory commission consists of 13 members, 8 of which are appointed by City Council, one by the Pasadena Community College Board of Trustees, one by the Pasadena Unified School District, and 3 members who are recommended by agencies that provide human services to Pasadena. This commission was established to respond to significant unmet human service needs and gaps in the city. The purpose of the board is to advise and make recommendations to City Council regarding human service needs of people of



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all ages in the community. This advisory body monitors the allocation of funds used for public service activities.

## Community Needs Survey

As representatives of the community, the Northwest and Humans Services Commissions took a *Community Needs Survey* (a copy of the survey can be found in Appendix B) in paper form. Respondents were asked to rank every item listed in order of need, from 1 to 5, with 1 indicating the lowest need and 5 indicating the highest need.

Throughout the year the commissions receive input from citizens, service agencies, businesses and city departments on the needs of the community. In addition, the commissions were presented with information gathered from the Needs Assessment and Housing Market Analysis discussed in this Consolidated Plan. The results of the survey are utilized within the Notice of Funding Availability (NOFA) process in the allocation of entitlement funds.

## Survey Results

### Overall Community Priority

The first section of the survey asks respondents to rate the level of priority in four overall areas. Creation of more jobs and affordable housing ranked amongst the highest priorities.

Table 4 – Overall Community Priority

Overall Community Priorities	Ranking
Create More Affordable Housing Available to Low Income Residents	1
Improve City Infrastructure	2
Improve Facilities Providing Public and Community Services	3
Create More Jobs Available to Low Income Residents	4

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## Community Needs

The second section consisted of a variety of housing and community development needs for 52 specific improvement types organized into the following categories: Public Services, Housing, Public Facility Improvements, Infrastructure Improvements, and Economic Development. Although creation of more jobs to low income residents was ranked the highest overall priority, the top ten community needs were mostly dominated by public service projects.

### Ten Highest Needs in All Categories

Five public services ranked amongst the highest top ten community needs including services for employment, youth, mental health, health, and child care.

**Table 5 – Ten Highest Needs in All Categories**

<b>Rank</b>	<b>Specific Need</b>	<b>Average Rating</b>	<b>Need Category</b>
1	Services for Abused & Neglected Children	3.38	Public Services
2	Mental Health Services	3.38	Public Services
3	Abused & Neglected Children Facilities	3.28	Public Services
4	Slum/Blighted Neighborhood Cleanup	3.26	Housing
5	Homeless Facilities	3.25	Public Facilities
6	Permanent Housing For Homeless	3.23	Public Services
7	Services for Victims of Domestic Violence	3.20	Housing
8	Increase Affordable Rental Housing	3.18	Public Services
9	Street Improvements	3.16	Public Facilities
10	Youth Services	3.14	Public Facilities

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## Top Five Needs Identified for Each Category

<b>Public Services</b>	
Services for Abused & Neglected Children	3.38
Mental Health Services	3.38
Services for Victims of Domestic Violence	3.20
Youth Services	3.14
Health Services	3.10

<b>Public Facility Improvements</b>	
Abused & Neglected Children Facilities	3.28
Homeless Facilities	3.25
Youth Centers	3.10
Neighborhood Facilities	3.05
Child Care Centers	3.04

<b>Economic Development</b>	
Micro-Enterprise Assistance	2.51
Publicly-Owned or Privately Owned Commercial/Industrial Rehabilitation	2.44
Commercial/Industrial Improvements	2.43
Store Front Improvements	2.36
Technical Assistance	2.30

<b>Housing</b>	
Slum/Blighted Neighborhood Cleanup	3.26
Permanent Housing for Homeless	3.23
Increase Affordability Rental Housing	3.18
Energy Efficiency Improvements	2.89
Housing Accessibility (ADA) Improvements	2.80

<b>Infrastructure Improvements</b>	
Street Improvements	3.16
Water/Sewer Improvements	3.14
Sidewalk Improvements	2.98
ADA Accessibility	2.83
Flood Drainage	2.81

## Citizen Plan Outreach

The Annual Action Plan (draft) was released April 18, 2019 for a 30-day public review and comment period. The plan was available electronically at [www.cityofpasadena.net/housing/CDBG](http://www.cityofpasadena.net/housing/CDBG). Hardcopies were distributed throughout the City of Pasadena including libraries, senior and community centers.

## Public Hearings

# The Process

The City will hold one public hearing regarding this Annual Action Plan at its regularly scheduled City Council meeting at City of Pasadena City Hall located at 100 N. Garfield Ave. Pasadena, CA 91109 on June 7, 2021 at 4:30 p.m.

# Annual Action Plan

## AP-15 EXPECTED RESOURCES

### Introduction

The following table outlines the resources which include CDBG, HOME, and ESG that the City anticipates having available during the 2021-2022 period covered by this Annual Action Plan. It is followed by narratives about other resources these funds will leverage.

**Table 6 – 2021 CDBG Budget Priorities**

<b>CDBG Program Year 2021 Annual Budgetary Priorities</b>		
<b>PY2021-22 Award</b>	<b>\$2,114,633</b>	
Administration	20%	\$401,507
Public Services	15%	\$301,130
Non-Public Service	55%	\$1,34,901

**Table 7 – 2021 ESG Budget Priorities**

<b>ESG Program Year 2021 Annual Budgetary Priorities</b>		
<b>PY2021-22 Award</b>	<b>\$178,688</b>	
Administration	10%	\$17,869
Emergency Shelter	20%	\$35,738
Rapid Rehousing	60%	\$107,213
Homelessness Prevention	10%	\$17,869

**Table 8 – 2021 HOME Budget Priorities**

<b>HOME Program Year 2021 Annual Budgetary Priorities</b>		
<b>PY2021-22 Award</b>	<b>\$839,445</b>	
Administration	10%	\$83,944
CHDO Reserves	15%	\$125,916
Construction/Rehabilitation/Preservation	75%	\$629,585

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

# Annual Action Plan

The federal funding listed above is funding which is received annually to support activities outlined in this Plan. Although there are no guarantees of this funding, particularly in the current budget environment, the City has historically received these funds and expect to continue to receive CDBG, HOME, and ESG funds for the period covered by this Plan.

All sources and types of matching funds are more limited now due to the current economic climate, along with the demise of California redevelopment, loss of Low-Moderate Income Housing set-aside funds, and less than average historic level of Inclusionary Housing Trust Fund growth. However, as in the past, the jurisdiction will be as creative as possible to find other sources of funding from state, federal, private developer, state tax-credit, or local funding, such as the Housing Successor funds, in order to develop and deliver efficient and cost effective projects.

## HOME Match

The primary sources of matching funds to meet the HOME matching requirement will be: a) Inclusionary Housing Trust Funds which are generated from the City's Inclusionary Housing Ordinance; and b) Housing Successor Funds (formerly Low and Moderate Income Housing set-aside redevelopment funds). To the extent feasible, these funds will be used to further subsidize projects/programs which are HOME-assisted. It should be noted that the City currently exceeds the match requirement substantially.

## ESG Match

ESG Match is provided by the non-profit sub-recipient agencies. The source of these funds is generally unrestricted agency funds received, although much of this match may be provided with LA County Measure H funds in the FY 2020. Funds utilized by the City of Pasadena are matched with City general fund.

## Pasadena Assistance Fund (PAF)

The PAF is an endowment fund managed by the Pasadena Community Foundation. Profits from the fund are used to award grants to Pasadena community-based organizations to provide public services. The funds are used as a supplement to CDBG funding.

## **If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.**

The City, as Housing Successor, owns a development site, referred to as "Heritage Square South", located at 19 E. Orange Grove Blvd. through 750 N. Fair Oaks Ave. The property has been designated by the State as a Housing Asset and, as such, is to be developed primarily with affordable housing. In PY 2018-2019 the City approved moving forward with the site as a mixed-use development including a permanent supportive housing component for senior homeless persons.

# Annual Action Plan

**Table 9 - Anticipated Funding Availability**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of Con Plan \$	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	public - federal	Admin and Planning Economic Development Housing Public Improvements Public Services	\$2,114,633	\$556,505	\$494,519	\$3,165,657	\$6,914,381	A formula-based program that annually allocates funds to metropolitan cities, urban counties, and states for a wide range of eligible housing and community development activities.
HOME	public - federal	Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	\$839,445	\$1,540,845	\$0	\$2,380,290	\$2,582,995	A formula-based program that provides allocations to states and units of general local governments, known as participating jurisdictions. Its purpose is to retain and expand the supply of affordable housing principally for low- and extremely low-income families through housing rehabilitation, new construction, first-time home buyer financing, and rental assistance.
ESG	public - federal	Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Emergency Shelter	\$178,688	\$0	\$0	\$178,688	\$581,579	A formula -based program that allocates funds to states, metropolitan cities, and urban counties to support emergency shelters for homeless individuals and families.

# Annual Action Plan

## AP-20 ANNUAL GOALS AND OBJECTIVES

### Goals Summary Information

Table 10 – 2021 Goals Summary

Sort Order	Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Owner-Occupied Housing	Affordable Housing	City of Pasadena	Housing	CDBG: \$350,000	Homeowner Housing Rehabilitated: 14 Housing Units
2	Renter-Occupied Housing	Affordable Housing	City of Pasadena	Housing	HOME and HOME/CHDO: \$2,170,430	Rental Housing Rehabilitated, Preserved, or Constructed: 112 Housing Units
3	Public Services	Non-Homeless Special Needs Non-Housing Community Development	City of Pasadena	Public Services Non-Homeless Special Needs	CDBG: \$317,334	Public Service Activities: 575 Persons Assisted



# Annual Action Plan

Sort Order	Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Homeless Intervention and Prevention	Homeless	City of Pasadena	Homelessness	ESG: \$233,714	Tenant-based rental assistance (rapid rehousing): 12 Households Assisted  Homeless Shelter: 399 Persons Assisted  Homelessness Prevention: 20 Persons Assisted  Street outreach 10 persons assisted
5	Public Facility Improvements	Non-Homeless Special Needs Non-Housing Community Development	City of Pasadena	Public Facility Improvements	CDBG: \$1,107,923	Public Facility Activities: 2 Building Improved
6	Infrastructure Improvements	Non-Homeless Special Needs Non-Housing Community Development	City of Pasadena	Infrastructure improvements	CDBG: \$500,000	Infrastructure Activity: 7,000 persons Assisted

# Annual Action Plan

## Goal Descriptions

Table 11 – Goal Descriptions

Goal Name	Goal Description
Affordable Housing	Expansion and/or preservation of affordable housing to low- and moderate-income households.
Owner-Occupied Housing	Rehabilitation to single-family owner occupied housing.
Public Services	Activities that provide services to low income individuals and families or non-homeless special needs groups.
Homeless Intervention and Prevention	Activities that provide services exclusively to persons who are homeless or at risk of homelessness.
Public Facility Improvements	Activities that improve access to facilities, energy efficiency, as well as rehabilitation of a structure of facility that houses a public use
Infrastructure Improvements	Public improvements that support existing or future community development which benefit an entire area or site.
Economic Development	Activities designed to support, increase, or stabilize business development, as well as to create or retain jobs, or expand the provision of goods and services.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

Extremely low-income: TBD

Low-income: TBD

Moderate-income: TBD

# Annual Action Plan

## AP-35 PROJECTS

### Introduction

The following a preliminary list of project to be funded in program year 2021-2022:

### Projects

Table 12 - Project Information

#	Project Name
1	Housing– CDBG Administration
2	Southern California Housing Rights Center – Fair Housing Services
3	Section 108 Repayment for Robinson Park Construction
4	Pasadena Unified School District – Student & Family Affairs
5	Foothill Family Service – BASES
6	Foothill Unity Center – Health Program
7	Spirit Awakening Foundation – Mentoring Leaders Program
8	Flintridge Center – Youth of Promise
9	Housing Department – Pasadena Single Family Residential Rehabilitation
10	Department of Information Technology – Villa Parke Security Enhancements
11	Public Works – NW Sidewalk Improvement (Phase III)
12	Public Works – Robinson Recreation Center Pool Renovation
13	ESG Administration
14	HOME Administration
15	HOME Multi-Family Rental Housing

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

#### CDBG

The CDBG Program offers local government, along with citizen participation, the opportunity to fund certain projects, programs and/or public services provided that they meet one of the following required national objectives:

- Benefit low/moderate-income (LMI) persons, OR
- Prevent or eliminate slums and blight, OR
- Meet an urgent need.

CDBG funds were allocated using a competitive Request for Proposal (RFP) process to ensure that national objectives are met. The RFP process incorporates an evaluation based on a scoring matrix which ranks proposal on: 1) project description & activity scope; 2) service benefit; 3) outcomes; 4) administrative capacity; and 5) budget & cost narrative.

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## HOME

Seventy-five percent (75%) or \$629,585 of the HOME Program Year 2021-2022 entitlement amount is allocated for the construction, rehabilitation, or preservation of affordable housing (in addition to 15% for CHDO Reserves and 10% for program administration). The construction, rehabilitation, and preservation of affordable housing are key affordable housing objectives identified in the City's Housing Element. Also, given the decline in local matching funds (due principally to the loss of redevelopment and lower-than-average Inclusionary Housing fund revenue), the use of HOME funds to rehabilitate and add affordable housing deed-restrictions onto existing units, or preserve/extend the term of currently deed-restricted affordable housing units, is more financially viable than the new construction of affordable units which requires greater levels of subsidy.

The proposed allocation priorities are intended to address the underserved housing needs of very low- and low-income households, a substantial percentage of which overpay for housing and/or live in substandard housing conditions. Key obstacles to addressing these underserved needs include insufficient funding and capacity of current property owners to operate newly deed-restricted affordable units.

## ESG

The Pasadena CoC has identified Rapid Re-housing for families as a best practice and a prioritized need in its Housing Inventory Chart. Homelessness Prevention is also a prioritized need as an effective method to keep households in housing. The Bad Weather Shelter program is funded as a hypothermia prevention program and a location to engage and assess and prioritize for housing a hard-to-reach chronically homeless population.

Obstacles to addressing underserved needs include the availability of affordable private market housing for persons exiting rapid re-housing assistance; and the unwillingness of landlords to accept households participating in short-term rental assistance programs, including homelessness prevention and rapid re-housing. The City has been awarded funding from the State of California, a portion of which will be used to offer financial incentives to landlords willing to participate in limited-term rental assistance programs.

# Annual Action Plan

## PROJECT SUMMARY

### Project Summary Information

<b>1</b>	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	N/A
	<b>Needs Addressed</b>	N/A
	<b>Funding</b>	\$400,000 (CDBG), \$35,000 (CDBG Program Income)
	<b>Description</b>	This project will cover administrative costs associated with the implementation of the City of Pasadena CDBG program. CDBG fund will go towards personnel and non-personnel costs.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	City of Pasadena Housing Department 649 N. Fair Oaks Ave. Suite 202 Pasadena, CA 91103

<b>2</b>	<b>Project Name</b>	Southern California Housing Rights Center – Fair Housing Services
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	N/A
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	\$50,400 (CDBG)
	<b>Description</b>	This project will provide fair housing services to the resident of Pasadena. Services include tenant counseling, fair housing workshops, and investigations of housing discrimination.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	Housing Rights Center 3255 Wilshire Blvd. Suite 1150 Los Angeles, CA 90010

# Annual Action Plan

<b>3</b>	<b>Project Name</b>	Section 108 Repayment for Robinson Park Construction
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	N/A
	<b>Needs Addressed</b>	N/A
	<b>Funding</b>	\$440,000 (CDBG)
	<b>Description</b>	The project will make repayments of principal and interest of a \$6 million Section 108 loan.
	<b>Target Date</b>	6/30/38
	<b>N/A</b>	N/A
	<b>Location Description</b>	N/A
<b>Planned Activities</b>	Repay loan.	

<b>4</b>	<b>Project Name</b>	Pasadena Unified School District – Student & Family Affairs
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$100,000 (CDBG)
	<b>Description</b>	The project will provide case management services to PUSD students and their families. Areas of referrals through the program include: nutrition, physical health, mental health, training, intervention services, transportation, homelessness, and as needed social services.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	175 Households Assisted
	<b>Location Description</b>	City-wide
<b>Planned Activities</b>	CDBG funds will go towards personnel (case managers, coordinators), non-personnel (supplies and printing), and indirect administrative costs.	

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5	<b>Project Name</b>	Foothill Family Service – BASES
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$50,000 (CDBG)
	<b>Description</b>	This project will provide mental health counseling sessions
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60 Persons Assisted
	<b>Location Description</b>	2500 E. Foothill Blvd. #350,, Pasadena, CA 91107
<b>Planned Activities</b>	CDBG funds will go towards personnel.	

6	<b>Project Name</b>	Foothill Unity Center– Health Program
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$25,000 (CDBG)
	<b>Description</b>	This project will provide health servies to low income persons.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,700 Persons Assisted
	<b>Location Description</b>	191 N Oak Ave. Pasadena, CA 91107
<b>Planned Activities</b>	CDBG funds will go towards personnel and supplies.	

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7	<b>Project Name</b>	Spirit Awakening Foundation –Mentoring Leaders Program
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$50,000 (CDBG)
	<b>Description</b>	This project will provide mentoring programs to teenage girls that attend John Muir High school.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 Persons Assisted
	<b>Location Description</b>	
<b>Planned Activities</b>	CDBG funds will go towards personnel costs and non-personnel costs.	

8	<b>Project Name</b>	Flintridge Center – Youth Promise Program
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$92,334 (CDBG)
	<b>Description</b>	This project will provide case management in after school programming for life skills, mentoring, tutoring, academic support, enrichment activities, and college planning to middle and high school youth.
	<b>Target Date</b>	6/30/20
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60 Persons Assisted
	<b>Location Description</b>	236 W. Mountain Street #106 Pasadena, CA 91103
<b>Planned Activities</b>	CDBG funds will go towards personnel costs and non-personnel costs.	



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9	<b>Project Name</b>	Housing Department – PSFRR
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	\$350,000 (CDBG)
	<b>Description</b>	This project will provide lead- paint stabilization, exterior painting, and wheelchair ramp installation. Professional services will be contracted out for installation of solar panels.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	14 Housing Units
	<b>Location Description</b>	City of Pasadena
	<b>Planned Activities</b>	Lead-paint stabilization, and wheel chair ramp installtion

10	<b>Project Name</b>	Department of Information Technology – Villa Parke Security Enhancements
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Public Facility Improvement
	<b>Needs Addressed</b>	Public Facility Improvement
	<b>Funding</b>	\$107,923 (CDBG)
	<b>Description</b>	This project will install security enhancements at Villa Parke.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 public Facilities
	<b>Location Description</b>	363 E. Villa Street
	<b>Planned Activities</b>	CDBG funds will go towards security camera installation.

# Annual Action Plan

11	<b>Project Name</b>	Public Works Department – NW Sidewalk Improvements (Phase III)
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Infrastructure Improvement
	<b>Needs Addressed</b>	Infrastructure Improvement
	<b>Funding</b>	\$500,000 (CDBG)
	<b>Description</b>	This project will continue sidewalk replacement in NW Pasadena.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7,000 Persons Assisted
	<b>Location Description</b>	NW Pasadena
	<b>Planned Activities</b>	CDBG fund will go towards capital outlay & personnel costs.

12	<b>Project Name</b>	Public Works Department – Robinson Recreation Center Pool Renovation
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Infrastructure Improvement
	<b>Needs Addressed</b>	Infrastructure Improvement
	<b>Funding</b>	\$1,000,000 (CDBG)
	<b>Description</b>	This project will provide funding for renovation of pool building and pool.
	<b>Target Date</b>	6/30/23
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 Facility
	<b>Location Description</b>	1081 N Fair Oaks Ave.
	<b>Planned Activities</b>	CDBG fund will go towards capital outlay & personnel costs.

# Annual Action Plan

13	<b>Project Name</b>	ESG 2021
	<b>Description</b>	The project will cover activities related homelessness.
	<b>Goals Supported</b>	Homeless Intervention and Prevention
	<b>Needs Addressed</b>	Outcome: Availability/Accessibility
	<b>Funding</b>	\$178,688 ESG
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Homeless Prevention Bad Weather Shelter Mobile Integrated Service Team

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14	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	N/A
	<b>Funding</b>	\$83,945 (HOME)
	<b>Description</b>	This project will provide administration of the HOME Program.
	<b>Target Date</b>	6/30/22
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not Applicable
	<b>Location Description</b>	649 N. Fair Oaks Ave. Suite 202 Pasadena, CA 91103
	<b>Planned Activities</b>	HOME funds will be used for personnel, non-personnel, and indirect administrative costs.

15	<b>Project Name</b>	Multifamily Rental Housing
	<b>Target Area</b>	City of Pasadena
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	\$2,340,000 (HOME)
	<b>Description</b>	Provide loan assistance to support the rehabilitation, preservation, acquisition, and/or new construction of affordable rental housing.
	<b>Target Date</b>	6/30/23
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	112 Housing Units
	<b>Location Description</b>	City of Pasadena
	<b>Planned Activities</b>	To be determined when project(s) has been identified.

# Annual Action Plan

## AP-50 GEOGRAPHIC DISTRIBUTION

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

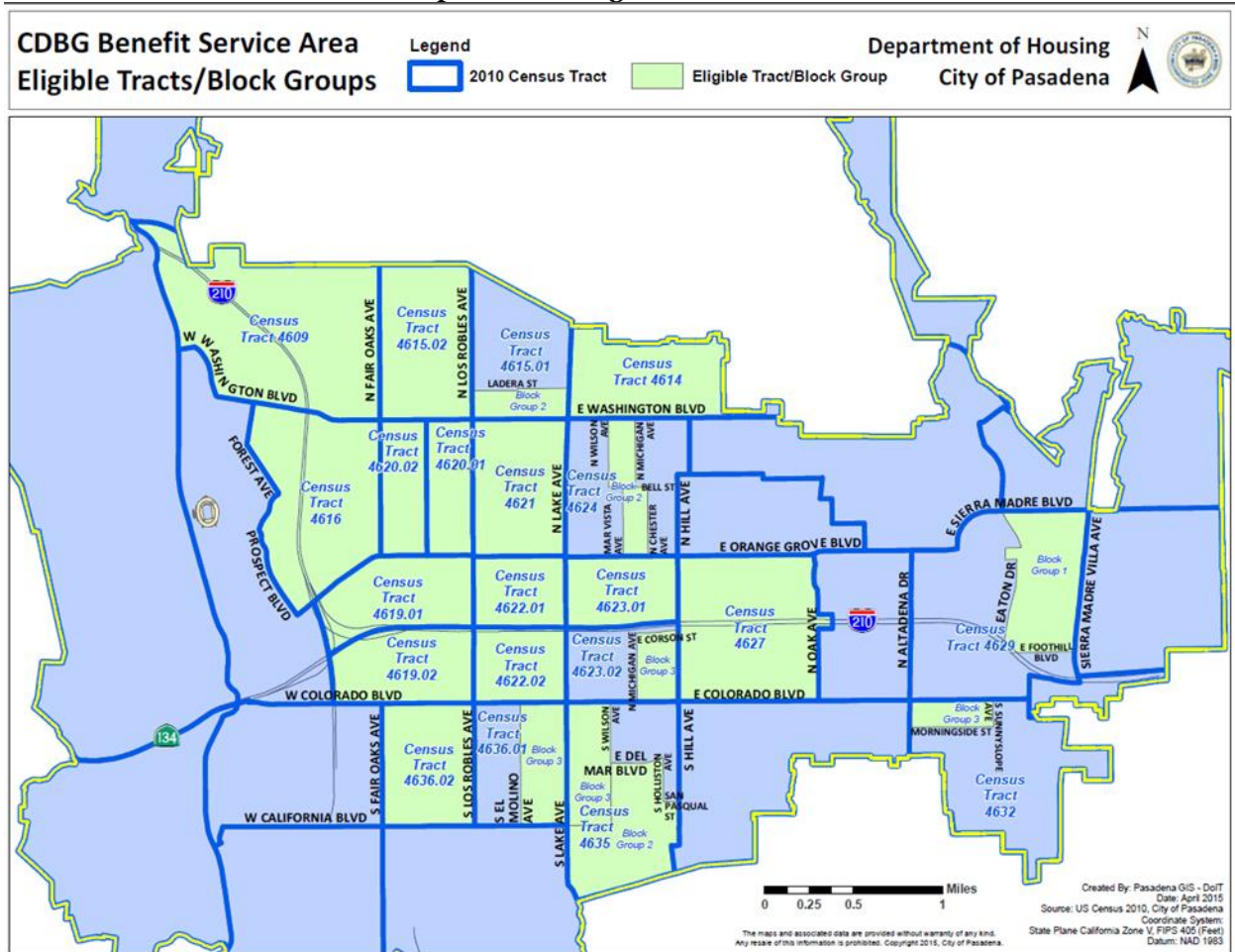
The City seeks to disburse federal entitlement dollars strategically within low-and moderate-income (LMI) census tracts; however, no specific neighborhoods are targeted for expenditure of funds. Investments in public facilities and services serving special needs populations and primarily low- and moderate-income persons will be made throughout the City. The City will evaluate each eligible project and program based on urgency of needs, availability of other funding sources and financial feasibility. Residential rehabilitation assistance will be available to income-qualified households citywide. The CDBG Eligible Census Tracts map below shows the CDBG-eligible census tracts where 51% of households or more are low/moderate income.

### **Rationale for the priorities for allocating investments geographically.**

See Discussion above.

# Annual Action Plan

Map 1 – CDBG eligible Census Tracts



# Annual Action Plan

## AP-55 AFFORDABLE HOUSING

### Introduction

The tables below pertain specifically to HOME-funded affordable housing activities consisting of: a) the rehabilitation of owner-occupied single-family homes (4 units); and b) the rehabilitation or construction of multifamily housing (4 units).

**Table 12 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	3
Special-Needs	0
Total	3

**Table 13 - One Year Goals for Affordable Housing by Support Type**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	3

# Annual Action Plan

## AP-60 PUBLIC HOUSING

### Introduction

The City of Pasadena Housing Department is dedicated to providing affordable housing and community development opportunities for low and moderate income persons and employment resources to enhance and strengthen our community. All Pasadena residents have an equal right to live in decent, safe and affordable housing in a suitable living environment for the long-term well-being and stability of themselves, their families, their neighborhoods and their community. The housing vision for Pasadena is to maintain a socially and economically diverse community of homeowners and renters who are afforded this right.

### Actions planned during the next year to address the needs to public housing

- Provide rental assistance for extremely low and low-income households through the operation of the Housing Choice Voucher Program, including Non-Elderly Disabled (NED) and VASH vouchers; Continuum of Care Rental Assistance; and Housing Opportunity for People with AIDS (HOPWA) rental assistance, provided through a contract with the City of Los Angeles.
- Promote a 95% Section 8 lease-up rate by utilizing an appropriate payment standard that enables families to rent units throughout the city.
- Promote and maintain continued participation by property owners in rental assistance programs through attendance at landlord and industry events.
- Market the Section 8 Housing Choice Voucher program to owners outside of areas of poverty or minority concentration. We are currently working with developers who are building new apartment buildings in Pasadena to encourage them to lease a portion of the Inclusionary Housing units to households with rental vouchers.
- Provide free listing of affordable properties in the City of Pasadena, which will be available in the Housing Department offices and on their website: [www.cityofpasadena.net/housing/rentalassistance](http://www.cityofpasadena.net/housing/rentalassistance) .
- Continue to provide training for tenants and owners by using the City's Housing Department new videos and written materials (Tool Kits).
- Continue marketing the Section 8 Housing Choice Voucher Program to the general public at local community and governmental activities.



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- Continue to administer housing programs in a manner that reflects our commitment to building better lives and better neighborhoods while maintaining program integrity and compliance with all applicable Federal, State and local housing regulations.
- Support the Housing Mediation Program, which provides the opportunity for local residents (tenants, owners, and managers) to resolve rental issues in an objective and constructive manner. These services are provided by the City through a contract with the Housing Rights Center (HRC). Free mediation services are available to foster early solutions to problems along with free phone consultations regarding Fair Housing issues.
- Continue participation by the Resident Advisory Board (RAB) to allow program participants to be actively involved in the planning, programming and implementation of Pasadena rental housing activities. The RAB ensures that appropriate actions are taken by the CoPHD to address the needs of program participants in their efforts to lease properties in the City.
- Utilize the Project Based Voucher (PBV) program to support the development of more deeply affordable rental housing. Through PBV, Pasadena shall encourage the creation of new affordable housing units and maintain the continued affordability of existing units.

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

The City of Pasadena Housing Department has developed a Resident Advisory Board (RAB), which consists of all the Housing Choice Voucher (HCV) recipients. At least once a year, RAB meetings are conducted to allow program participants the opportunity to be actively involved in the planning, programming, and implementation of Pasadena's rental assistance program activities. These meetings also include a presentation about other items of interest to the community. For example, at the February 2019 meeting, Mental Health Advocacy Services spoke about how SSI recipients are now eligible for food stamps in California and provided information about how to apply.

## **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The PHA is designated as a high performer by HUD, receiving a perfect score on the 2018 SEMAP submittal.

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## AP-65 HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

### Introduction

The Pasadena Partnership to End Homelessness (Pasadena CoC) has approximately 102 members that represent a broad spectrum of the community including service providers, government agencies, academic institutions, and the private sector. The City is represented on the CoC by staff of the City's Housing and Public Health Departments.

The Pasadena CoC appoints committees, subcommittees, or working groups as needs arise. The purpose of these ad hoc committees and task forces are to develop recommended efforts and solutions to address the needs of homeless persons. These committees are comprised of members of the CoC and outside individuals with expertise in the subject matter. Committees meet four times a year or more frequently depending on the tasks to be accomplished.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

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

During recent years the City has significantly expanded its Street Outreach resources through the creation of an ESG-funded outreach team, a Los Angeles County Measure H-funded multidisciplinary outreach team, and a Substance Abuse Mental Health Services Administration (SAMHSA) grant-funded outreach team which includes a members of the Pasadena Fire Department and the Pasadena Public Health Department. These outreach teams primarily focus on chronically homeless individuals with mental illnesses, substance use disorders, and chronic health conditions. While each team has its own focus and specialized staff, all outreach teams conduct assessments to enter individuals into the Coordinated Entry System, as well as connect them to emergency shelter and permanent housing resources.

Goal: Provide robust street outreach services to unsheltered individuals.

Action: Coordinate efforts of multiple street outreach teams that operate within the City in order to engage and assess unsheltered persons experiencing homelessness, particularly those with complex physical and mental health conditions.

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

While the City continues to be primarily focused on permanent housing solutions, the City is increasing its emergency shelter resources by expanding the use of scattered-site beds, i.e. motel vouchers. The City has allocated Los Angeles County Measure H tax revenue as well as State of California Homeless Emergency Aid Program (HEAP) funding for emergency shelter. Additionally, the City will utilize previously unspent ESG funds to increase emergency shelter resources for transitional age youth.

Goal: Increase emergency shelter resources.

Action: Expand the inventory of scattered-site emergency shelter beds, i.e. motel vouchers, with LA County Measure H and State HEAP dollars, in addition to previously unspent ESG funds.

## **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**

During the program year, the City will expand rapid rehousing for transitional age youth as well as individuals and families with ESG and Los Angeles County Measure H funds. In order to quickly move people into housing and shorten the length of time homeless, the City will utilize California Emergency Solutions and Housing (CESH) funds to expand its existing landlord incentive resources to include incentives to be utilized by rapid rehousing programs. Additionally, the City will fund with HEAP dollars several dedicated housing locators to identify available and affordable units for PSH and RRH program participants.

Goal: Shorten the average length of time homeless.

Action: Expand rapid rehousing, increase availability of landlord incentives, and create dedicated housing locator positions.

## **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such**

# Annual Action Plan

**as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City will continue to provide homelessness prevention assistance to households at risk of homelessness. ESG funds allocated to homelessness prevention will be augmented by Los Angeles County Measure H funding.

Goal: Provide expanded homelessness prevention assistance for extremely low-income individuals and families.

Action: Implement additional homelessness prevention activities to provide homelessness prevention to 20 at-risk extremely 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 inpatient placements, to assess for housing and services prior to discharge. Promote improved collaboration between homelessness prevention providers and the Flintridge Center, which serves the criminal justice reentry population.

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## AP-75 BARRIERS TO AFFORDABLE HOUSING

### Introduction

The City of Pasadena has played a significant role in addressing its housing needs through programs implemented by planning and community, housing, community services, and community organizations. Pasadena's history has been marked by forward-thinking housing policy. The City's record of accomplishment of providing quality affordable housing through new construction, rehabilitation, and homeowner and renter assistance is well known. The Analysis of Impediments did not identify any specific public policies that served as barriers to affordable housing. However, below are planned actions towards barriers that were identified.

### **Actions it planned 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:**

#### **1. Racial Concentration and Linguistic Isolation**

Recommended Action: Continue to require affirmative marketing of available affordable housing, especially for inclusionary housing units and affordable housing projects that received City funding or incentives. The City should continue to expand its housing stock to accommodate a range of housing options and income levels.

Currently, the City has multi-lingual capabilities to serve English-, Spanish-, Mandarin-, and Armenia-speaking residents. The City should continue bi-lingual efforts and strive for expanding the number of languages offered. Information on housing services and programs should be made available in multiple languages to the extent feasible.

#### **2. Fair Housing Outreach**

Recommended Action: Publicize fair housing events and program information more prominently on City website and at public locations. Publicize outcomes of fair housing lawsuits and compliant to promote the positive outcomes and resolutions. Given the busy schedules of residents, the numbers of various public meetings/events going on in the City, a single-topic meeting on fair housing may not be the most effective outreach methods. The City should incorporate fair housing outreach and education materials in other public meetings on housing –related matters and community events.

# Annual Action Plan

## 3. Outreach to Homeowner Associations

- Public outreach efforts for this AI included consultations with a number of housing professionals that serve the Pasadena/Glendale area. During these meetings, a number of real estate professionals noted that many of the older homes in the area have CC&Rs that include potentially discriminatory clauses but that, as realtors, they have no authority to monitor and modify these documents. Homeowner Associations may have not been aware that condominium/townhome developments are also subject to fair housing laws, and rules and regulations must be applied equally to all tenants and homeowners with respect to all protected classes.

Recommended Action: Outreach and education on fair housing rights and responsibilities should extend to homeowners associations.

## 4. Access to Financing

- Compared to other racial/ethnic groups, Hispanic households had lower approval rates for home mortgage financing.
- Residents have expressed frustration at the difficulties of navigating the home loan modification process. Many have cited complicated and confusing processes and lack of access to bank personnel as common issues that need to be addressed.

Recommended Action: Periodically monitor mortgage lending data to identify potential issues with fair lending. The City should provide credit counselling services to existing homeowners and potential homebuyers. The City should work with local financial institutions to make assistance to homeowners more readily available and accessible. Provide fair lending analysis to lenders working with the City of City programs to ensure these lenders undertake efforts to promote fair lending.

## 5. Persons with Disabilities

- Many residents are unclear on where to look for assistance with fair housing issues. Other residents feel that reporting their fair housing issues may result in retaliation and often do not result in satisfactory resolutions.
- Participation in fair housing activities and programs has been mostly limited despite extensive outreach efforts.

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Recommended Action: Through the Zoning Code, accommodate and incentivize the development of transitional and supportive housing, senior housing, and other housing options for persons with disabilities.

The City should work with fair housing service providers to educate landlords and tenants on the reasonable accommodations process in order to reduce the confusion surrounding this issue.

## **6. Housing for the Previously Homeless**

- Housing advocates indicate that previously homeless persons, regardless of their current ability to pay, have difficulty getting into permanent housing.

Recommended Action: Utilize using ESG funds for Rapid Re-Housing to assist formerly homeless person to transition back into permanent housing.

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## AP-85 OTHER ACTIONS

### **Actions planned to address obstacles to meeting underserved needs:**

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 planned to foster and maintain affordable housing:**

- Identify and secure state and county funding sources to assist affordable housing projects in Pasadena.
- Support the financial restructuring of older HUD rental projects with expiring affordability covenants.
- Complete in-lieu fee analysis of the City's inclusionary housing program and make recommendations for adoption as appropriate.
- Work with state and federal lobbyists on legislative matters which relate to or impact affordable housing.
- Conduct public forums and workshops on affordable housing issues.
- 2<sup>nd</sup> Unity ADU Program Launch

The Pasadena Second Unit ADU Program is a new affordable housing initiative that incentivizes homeowners to create an affordable rental unit on their property. The program offers homeowners "Comprehensive Assistance" for financing, designing, permitting, and constructing a new Accessory Dwelling Unit (ADU) in the City of Pasadena. Specifically the program provides financial assistance to build an ADU through new construction or garage conversion. In exchange the homeowner must rent the ADU to a rental assistance program participant for seven (7) continuous years.

### **Actions planned to develop institutional structure:**

The mission of the Los Angeles County Department of Public Social Services (DPSS) is "to provide effective services to individuals and families in need, which both alleviate



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hardship and promote personal responsibility and economic independence." DPSS administers the Temporary Assistance to Needy Families (TANF) program (known as CalWORKS in California) for Los Angeles County as well as the L.A. GAIN program, which is the welfare-to-work program for families receiving TANF.

The primary objective of L.A. GAIN is to help CalWORKS participants reach financial self-sufficiency through employment. L.A. GAIN uses a network of over 300 outside service providers, including community college and school districts, job search providers, vocational assessors, child care resource and referral agencies, and adolescent family life agencies. GAIN participants are referred to services such as motivational training, job search and development and other training and education programs. Supportive services such as payment for child care, transportation, and work-related expenses (books, clothing and supplies) are provided.

## **Actions planned to reduce lead-based paint hazards:**

The City will continue to address housing conditions through its Occupancy Inspection and Quadrennial Inspection Program, and through its housing rehabilitation programs. In addition, to the implementation of the single family residential rehabilitation program, which provides lead paint stabilization.

## **Actions planned to reduce the number of poverty-level families**

The City will work to implement the City/School Community Work Plan, as well as continue to fund programs aimed at increasing employment, enhancing educating, and reducing food insecurity.

### **2<sup>nd</sup> Unity ADU Program Launch**

The Pasadena Second Unit ADU Program is a new affordable housing initiative that incentivizes homeowners to create an affordable rental unit on their property. The program provides financial assistance to low and moderate income families to bring an unpermitted ADU up to code.

## **Actions planned to enhance coordination between public and private housing and social service agencies**

The Pasadena Partnership to End Homelessness meets quarterly, with working committee meetings held monthly, including the Housing Committee; Planning & Homeless Research Committee; and Faith-Based Committee. The Partnership and the working committees each include representatives from public and private agencies serving the homeless and at-risk populations. Additionally, the CES holds a bi-weekly housing navigator meeting. Housing Navigators include staff from the Veteran's Administration, City of Pasadena, and local non-profit agencies.

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## AP-90 PROGRAM SPECIFIC REQUIREMENTS

### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$225,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities	\$0
<b>Total Program Income</b>	<b>\$225,000</b>

### Other CDBG Requirements

1. The amount of urgent need activities	\$0
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### HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(l)(2)

**1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The City's use of HOME funds will be limited to those uses and forms of investment described in Section 92.205.

**2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is**

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as follows:

## **GUIDELINES FOR RECAPTURE OF HOME-FUNDED HOMEBUYER LOANS**

per 24 CFR 92.254  
(Revised 6/22/16)

These recapture provisions are intended to protect the City's HOME investment and are used to enforce the requirement that the property assisted is the primary residence of the participant (homeowner/borrower) for the duration of the HOME affordability period. The City will recapture the entire amount of the HOME subsidy provided to the homebuyer, plus a share of the appreciation in property value. These guidelines are to be applied when the City of Pasadena uses HOME monies to fund homebuyer assistance loans originated under the City's Homeownership Opportunities Program ("HOP"). The affordability period is based on the HOME subsidy amount:

Amount of HOME Subsidy Per Unit

Minimum Affordability Period

Under \$15,000      5 years

\$15,000 to \$40,000      10 years

Over \$40,000      15 years

(a) HOP loans are evidenced by a promissory note and secured with a deed of trust recorded against the property. Also, the loan/subsidy amount and term of the loan is stated in a loan agreement between the borrower and City.

(b) To secure compliance with HOME requirements applicable to the homeowner, a regulatory agreement in favor of the City incorporating HOME recapture provisions (the "Regulatory Agreement") shall be recorded against the property.

(c) The City will recapture the full amount of the HOME subsidy from available net proceeds from homeowners who either: 1) no longer use the HOME-assisted property as their primary residence; or 2) sell their property before the expiration of the applicable period of affordability set forth in the Regulatory Agreement. In the event of insufficient Net Sale Proceeds, the City shall receive the full amount of the Net Sale Proceeds. Net Sale Proceeds is defined as the sales price minus the sum of: a) the repayment of other loans (non-HOME) secured by the property, b) closing costs, c) homeowner's original down payment, and d) City-approved capital improvements made by homeowner to the property.

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(d) A “Request for Notice of Default and Resale” shall be recorded against the property to ensure that all parties to a resale transaction are aware that the City’s participation is required.

(e) The HOP loan repayment structure is typically one of two methods: 1) fully deferred for the term of the loan during which no regular payments are required; or 2) deferred for the first five (5) years with amortized monthly payments required for the balance of the loan term. In either case, the promissory note evidencing the loan will set forth one of these two repayment structures. (f) If during the period of affordability: 1) the property is no longer the homeowner’s primary residence; or 2) the property is re-sold before the HOP loan term expires, the City will recapture the total outstanding amount of the HOME subsidy from available Net Sale Proceeds (as defined in “c”, above). The amount recaptured by the City will be limited to Net Sale Proceeds.

g) In connection with the recapture of the HOME subsidy, should there be any appreciation in the value of the property, the City shall receive a pro-rata share of the appreciation (beyond the recaptured amount of the HOME subsidy). The pro-rata share is a percentage which is calculated by dividing the City’s HOME subsidy amount by the purchase price of the property paid by the homeowner. Any remaining amount of appreciation is retained by the homeowner.

### **3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

#### **GUIDELINES FOR RECAPTURE OF HOME-FUNDED HOMEBUYER LOANS per 24 CFR 92.254 HUD model: “PJ-developed or modified provisions (Revised 6/22/16)**

These recapture provisions are intended to protect the City’s HOME investment and are used to enforce the requirement that the property assisted is the primary residence of the participant (homeowner/borrower) for the duration of the HOME affordability period. The City will recapture the entire amount of the HOME subsidy provided to the homebuyer, plus a share of the appreciation in property value. These guidelines are to be applied when the City of Pasadena uses HOME monies to fund homebuyer assistance loans originated under the City’s Homeownership Opportunities Program (“HOP”). The affordability period is based on the HOME subsidy amount:

Amount of HOME Subsidy Per Unit

Minimum Affordability Period

Under \$15,000                      5 years

\$15,000 to \$40,000 10 years

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Over \$40,000      15 years

(a) HOP loans are evidenced by a promissory note and secured with a deed of trust recorded against the property. Also, the loan/subsidy amount and term of the loan is stated in a loan agreement between the borrower and City.

(b) To secure compliance with HOME requirements applicable to the homeowner, a regulatory agreement in favor of the City incorporating HOME recapture provisions (the “Regulatory Agreement”) shall be recorded against the property.

(c) The City will recapture the full amount of the HOME subsidy from available net proceeds from homeowners who either: 1) no longer use the HOME-assisted property as their primary residence; or 2) sell their property before the expiration of the applicable period of affordability set forth in the Regulatory Agreement. In the event of insufficient Net Sale Proceeds, the City shall receive the full amount of the Net Sale Proceeds. Net Sale Proceeds is defined as the sales price minus the sum of: a) the repayment of other loans (non-HOME) secured by the property, b) closing costs, c) homeowner’s original down payment, and d) City-approved capital improvements made by homeowner to the property.

(d) A “Request for Notice of Default and Resale” shall be recorded against the property to ensure that all parties to a resale transaction are aware that the City’s participation is required.

(e) The HOP loan repayment structure is typically one of two methods: 1) fully deferred for the term of the loan during which no regular payments are required; or 2) deferred for the first five (5) years with amortized monthly payments required for the balance of the loan term. In either case, the promissory note evidencing the loan will set forth one of these two repayment structures. (f) If during the period of affordability: 1) the property is no longer the homeowner’s primary residence; or 2) the property is re-sold before the HOP loan term expires, the City will recapture the total outstanding amount of the HOME subsidy from available Net Sale Proceeds (as defined in “c”, above). The amount recaptured by the City will be limited to Net Sale Proceeds.

g) In connection with the recapture of the HOME subsidy, should there be any appreciation in the value of the property, the City shall receive a pro-rata share of the appreciation (beyond the recaptured amount of the HOME subsidy). The pro-rata share is a percentage which is calculated by dividing the City’s HOME subsidy amount by the purchase price of the property paid by the homeowner. Any remaining amount of appreciation is retained by the homeowner.

## EXAMPLE

Homeowner purchased a home in 2014 at the original sale price of \$300,000. City provided a HOME-funded HOP loan in the amount of \$90,000 (the HOME subsidy). Therefore, the HOP loan represents 30% of the original sale price (City’s “pro-

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rata share”). The homeowner’s down payment was \$9,000. Two years later, in 2018, the homeowner puts his property up for sale on the market at the price of \$350,000. The conventional mortgage has an outstanding balance of \$200,000. The 15-year HOME affordability period is still in effect. Homeowner made \$4,000 in capital improvements to the property.

Calculations:

\$350,000	Resale price
(200,000)	less: Repayment of conventional mortgage
(23,000)	less: Closing costs
(9,000)	less: Homeowner’s original down payment
<u>(4,000)</u>	less: Capital improvements (approved by City)
\$114,000	equals: NET SALE PROCEEDS
<u>(90,000)</u>	less: City recapture of HOME subsidy (HOP loan repayment)
\$24,000	equals: APPRECIATION
<u>(\$7,200)</u>	less: City’s 30% pro-rata share of Appreciation
\$16,800	equals: Amount of Appreciation retained by Homeowner

**4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

The City has no plans to use HOME funds to refinance existing debt on multifamily housing projects that have been rehabilitated with HOME funds.

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## Emergency Solutions Grant (ESG) Reference 91.220(l)(4)

### 1. Include written standards for providing ESG assistance (may include as attachment)

#### Allocating Funds

Funds are allocated through a Request for Proposals process. Applicants submit proposals to the City for projects that will serve homeless persons or those at risk. Proposals are reviewed by City staff and members of the Continuum of Care Board. This process allows the City to design and coordinate programs that distribute funds in an efficient manner and in accordance with HUD and local guidelines.

#### Setting Performance Outcomes

The Pasadena CoC will consult the HUD CoC Program Grant guidelines, Emergency Solutions Grant guidelines, as well as grant recipients to establish performance targets appropriate for population and program type. The CoC will maintain and review HMIS, Annual Performance Reports, and other documentation as necessary to measure the Continuum of Care's progress in meeting HUD CoC Program Grant goals and objectives.

The Continuum of Care Board of Directors may establish additional performance measurement requirements as necessary to report progress on local goals and objectives. Collaborative Applicant staff will communicate with CoC Program Recipient Agencies throughout each program year to ensure that they are aware of expected performance measures required by HUD and the Continuum of Care Board of Directors.

In accordance with Title 24 of the Code of Federal Regulations (24 CFR) 91, as amended by the Emergency Solutions Grants (ESG) program interim rule (576), the City of Pasadena (City) has developed the following written standards which apply to all projects that receive Emergency Solutions Grants (ESG) funding. These standards are intended as basic minimum standards to which ESG grantees can add additions and more stringent standards applicable to their own projects. In addition, all projects must comply with the applicable Notice of Funding Availability (NOFA) under which the project was originally awarded.

The goal of these standards is to synthesize key elements of the HUD regulations with the processes and priorities of the Pasadena CoC and ensure that the ESG program is administered fairly and methodically. The City will continue to build upon and refine this document.

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## *576.400(e)(3) Minimum Standards*

### **Standard policies and procedures Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG)**

All subrecipients receiving ESG funds will ensure that all program participants meet the applicable eligibility requirements for the project. At a minimum, this includes:

- An initial evaluation to determine eligibility of each individual or family for ESG assistance; AND
- A determination that the household meets the requirements of an applicable AND eligible category under the definition of “At Risk of Homeless” OR “Homeless” as established by HUD at 24 CFR 576.2; AND

For homeless prevention assistance:

- The household income must be below 30% area median income (AMI)
- The household has not identified any subsequent housing options
- The household lacks the financial resources and support networks necessary to retain immediate housing or remain in their existing housing without ESG assistance

For rapid re-housing assistance:

- The households has not identified any subsequent housing options
- The household lacks the financial resources and support networks needed to obtain immediate housing.

Housing status and annual income must be verified through recordkeeping and documentation procedures outlined by HUD in 24 CFR part 576. The interim rule established the following order of priority for obtaining evidence for Homeless Prevention and Rapid Re-Housing assistance:

1. Third-party documentation, including written and source documentation, and HMIS records;
2. Intake worker observations;
3. Certification from persons seeking assistance.

Emergency shelters may document homeless status by requiring households to complete a sign-in sheet, with a statement at the top informing the individual or head of household that by signing, they certify that they are homeless.

### **Standards for targeting and providing essential services related to street outreach**

Given the limited ESG resources and HUD’s emphasis on rapid re-housing, collaboration, and results/performance measurement, the City of Pasadena and the Pasadena CoC are



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seeking to leverage street outreach services from non-ESG resources. The City does not intend to use any ESG Funds for street outreach activities.

**Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;**

The City and the Pasadena Continuum of Care (CoC) are continuing to collaborate on the refinement of policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG.

All households that meet the definition of “homeless” as defined by HUD at 24 CFR 576.2 are admitted to the shelter. This includes households that lack a fixed, regular, and adequate nighttime residence; cannot be served by other programs or resources and have no other options for overnight shelter.

The City’s ESG emergency shelter is currently weather-activated nightly turnout shelter (40 degrees or below or 40% chance of rain from the day after Thanksgiving - Dec. 31<sup>st</sup>). As a result, households who present at the shelter have typically exhausting all available options for diversion.

Each household is assessed using Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) and entered into the CoC’s the Coordinated Entry System (CES). Families with children who stay at the shelter are given referrals to the Rapid Re-Housing program. Similarly, victims of domestic violence are given referrals to local domestic violence programs.

Consistent with ESG recordkeeping and reporting requirements found at 24 CFR 576.500(x), ESG sub-recipients must develop and apply written policies to ensure the safety of program participants through the following actions:

- All sub-recipients will take appropriate measures to provide for participant confidentiality. All records containing personally identifying information (as defined in HUD’s standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for assistance will be kept secure and confidential.
- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
- The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the sub-recipient and

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consistent with state and local laws regarding privacy and obligations of confidentiality.

## **Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;**

Due to limited length of stay in emergency shelter, each household is assessed using the VI-SPDAT upon their initial stay. The VI-SPDAT is the main tool used for assessing, prioritizing, and reassessing participant's needs for essential services. Households are also given referrals to homeless service providers as appropriate.

## **Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see § 576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable)**

ESG grantees assist each program participants, as needed, in connecting with other Pasadena CoC homeless assistance programs as well as in obtaining other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability, including:

- Medicaid
- Supplemental Nutrition Assistance Program
- Women, Infants and Children (WIC)
- Federal-State Unemployment Insurance Program
- Social Security Disability Insurance
- Supplemental Security Income (SSI)
- Child and Adult Care Food Program
- Public housing programs
- Housing programs receiving tenant-based or project-based assistance
- Supportive Housing for Persons with Disabilities
- HOME Investment Partnerships

## **Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance**

ESG-funded homeless prevention and rapid re-housing targets and prioritizes homeless households that are most in need of this temporary assistance and are most likely to achieve and maintain stable housing, whether subsidized or unsubsidized, after the program concludes.

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Currently, the homeless prevention program targets households that have had a one-time financial incident in which one-time gap payment will end their housing crisis. The rapid re-housing program targets homeless families who need more ongoing support. Depending on level of need and barriers to securing and retaining permanent housing, families are connected to either short-term or medium-term rental assistance.

## **Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;**

It is expected that the level of assistance will be based on the goal of providing only what is necessary for each household to achieve housing stability in the long-term. As such, Case Managers will determine the amount of rental assistance, which should not exceed the following guidelines:

- Grantees may provide up to 100% of the cost of rent to program participants
- The maximum share of rent a program participant may pay is 100%

## **Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and**

Rapid re-housing grantees can provide a maximum of 24 months rental assistance to families in a three-year period. Families receive tapered or “stepped-down” rental assistance so that they are confident that they can assume full responsibility of the monthly contracted rent, monthly utility costs, and other essential household costs at the end of the rental assistance period. The maximum subsidy for this graduated rate will be as follows:

- Months 1-3: 100% of the contracted rent
- Months 4-9: 75% of the contracted rent
- Months 10-24: 50% of the contracted rent

Program participants receiving homeless prevention rental assistance are typically given a one-time stop gap payment to end their housing crisis. Should additional funding become available, however, these programs will be subject to the same tapered or “stepped down” structure as Rapid Re-Housing programs.

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**Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.**

The type of housing stabilization and/or relocation services a household receives will be determined by the Family Vulnerability Index - Service Prioritization Decision Assistance Tool (F-VI-SPDAT) assessment and resulting score. Program participants must meet with a case manager not less than once per month to assist them in ensuring long-term housing stability. Case managers will assist each program participant, as needed, to obtain appropriate supportive services, including assistance in obtaining permanent housing, medical and mental health treatment, counseling, and other services essential for achieving independent living.

Grant funds may be used to pay for eligible housing relocation and stabilization services that address the specific needs of program participants as outlined in 24 CFR 576.106. ESG-RRH participants may not receive supportive services for more than 24 months during any 3-year period.

## Setting Performance Outcomes

The Pasadena CoC will consult the HUD CoC Program Grant guidelines, ESG guidelines, as well as grant recipients to establish performance targets appropriate for population and program type. The CoC will maintain and review HMIS, Annual Performance Reports, and other documentation as necessary to measure the Continuum of Care's progress in meeting HUD CoC Program Grant goals and objectives.

The City of Pasadena has established the primary goal of reducing the number of unsheltered homeless individuals and families in the geographic area. The successful achievement of this goal will be measured by a 5% increase in placements into permanent housing for homeless individuals and families.

Performance standards for the various ESG activities are as follows:

- At least 75% of emergency shelter participants are assessed using the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT)
- At least 80% of homeless prevention participants did not become homeless within 6 months of program exit
- At least 80% of rapid re-housing participants did not become homeless within 6 months of program exit

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## **2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**

### **Coordinated Entry System**

Program participants are assessed and entered into Pasadena's coordinated assessment system during their initial stay in an ESG-funded emergency shelter. In addition, all ESG sub-recipients are required to accept referrals through the Coordinated Entry System (CES) for individuals and the Homeless Family Solutions System (HFSS) for families.

Consistent with ESG recordkeeping and reporting requirements found at 24 CFR 576.500(x), the CES and HFSS take appropriate measures to ensure participant confidentiality. When an individual actively fleeing domestic violence presents at a non-victim service organization, the organization will make every effort to connect the individual with a victim's services provider. Agencies notify survivors of domestic violence about the use of their data within the HMIS system prior to entry into CES. Victims of domestic violence, dating violence, sexual assault, and stalking are given the option to opt-out of participating in CES.

The Pasadena Partnership to End Homelessness' (Pasadena CoC) Coordinated Entry system (CES) ensures that individuals experiencing homelessness have equitable, centralized, and timely access to housing resources in a person-centered approach that preserves choice and dignity. CES is a process through which the most vulnerable homeless residents within the Pasadena CoC are prioritized to be matched with the available and appropriate resources in a systematic and efficient manner.

Pasadena CoC's CES consists of three core components: universal assessment, housing navigation, and housing match.

### ***Universal Assessment***

CES utilizes the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) to assess the needs of homeless individuals for housing and services. Using a single universal assessment increases efficiency and effectiveness by eliminating duplicative data collection and streamlining eligibility determinations, as well as providing an objective and comparable measure of vulnerability and service need.

As of April 2015 all VI-SPDAT assessments are recorded into the LA/OC HMIS. If the VI-SPDAT is conducted on paper, Union Station Homeless Services can offer assistance to agencies that need help inputting the information into the LA/OC HMIS.

### ***Housing Navigation***

Once individuals have been assessed, those with the greatest needs (scores of 10+) are assigned a Housing Navigator to assist them in locating housing. Properly documenting

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one's homeless status is a necessary step for any individual who seeks to access permanent supportive housing (PSH). Housing Navigators support the collection of this documentation for individuals so that they can be matched with PSH as quickly as possible.

## ***Housing Match***

When housing becomes available, a designated Community Matcher prioritizes the most vulnerable individual to be matched to available housing resources through a single prioritized waiting list. This list ranks individuals according to need, vulnerability and history of homelessness. Having a single prioritized waiting list helps reduce the time it takes to move individuals from homelessness to housing, and ensures the most efficient use of housing resources.

## ***Homeless Family Solutions System***

In a similar method to CES, the Homeless Family Solutions System (HFSS) helps families who are literally homeless or imminently at-risk of homelessness connect with the most appropriate resource for which they are eligible. The HFSS is a network of family homeless service providers in Los Angeles County,

Families' first point of entry to the HFSS is a regionally based Family Solutions Center (FSC). The FSC conducts the initial assessment to determine the most appropriate housing intervention for a family. System partners work cooperatively to help families' complete housing and service plans. Families are connected to services and housing options that help them stay in their local community.

### **3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).**

The City awards ESG funds to sub-recipients through a Request for Proposals process. This process is publicized through Public Notice, announcements at the CoC's Pasadena Partnership to End Homelessness meetings, and email list mailings. Proposals are reviewed by a committee made up of non-ESG funded CoC members, and awards are approved by Pasadena's City Council.

### **4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.**

The City meets the homeless participation requirement as outlined in 24 CFR 576.405a.

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The co-chair of the Pasadena Partnership and CoC Board member were both formerly homeless.

## **5. Describe performance standards for evaluating ESG.**

ESG projects are evaluated through monitoring and with data pulled from HMIS. Programs performance standards are set in consultation with the CoC based on PIT homelessness data and overall goals for ending homelessness. Individual programmatic goals are developed through the RFP process. Programs that do not meet established goals are subject to reduction or non-renewal of funding.