



City of Pasadena, Texas

2013-2014 Action Plan



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2013-2014 Action Plan represents year one (1) of the 2013 Consolidated Plan approved by the U.S. Department of Housing and Urban Development (HUD). The Plan is the City of Pasadena's Community Development Office official application for HUD entitlement grants and proposes programs and services to be funded during the City's Fiscal Year 2013 (October 1, 2013 – September 30, 2014). There are three (3) sources of federal program funds in this application: Community Development Block Grant (CDBG); HOME Investment Partnership Program (HOME); and Emergency Solutions Grant (ESG).

Increasing the availability of safe, sanitary, and affordable housing remains the City of Pasadena's key goal. To meet this goal the Community Development Department is pursuing strategies to rehabilitate and reconstruct owner-occupied units, and assist residents eligible for homebuyer's assistance.

The Community Development collaborates with a variety of agencies including the Pasadena Section 8 Housing Office, Houston-Galveston Area Council and various non-profit organizations on community improvement projects to benefit extremely low, and low to moderate income households.

The Community Development Office's mission is to facilitate community development by providing economic opportunity, revitalization, and improvement of the City's low to moderate income neighborhoods. Activities which enable the Community Development Office to achieve these goals are:

- Developing and maintaining an adequate supply of safe, decent housing that is affordable and accessible to residents with a range of income levels and household needs;
- Expanding sustainable homeownership opportunities for low, moderate and middle income families;
- Ensuring that city residents with long-term support needs have access to appropriate services and accessible community housing options;
- Ensuring full and fair access to housing for all residents; and
- Enhancing the economic well-being of the City while ensuring that economic growth is compatible with the community.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Plan identifies programs and activities which will be used toward meeting the Department's objectives. As required by HUD, each activity is linked to one of three federal program goals: **decent housing, suitable living environment, and economic development**. The resulting objective(s) and outcome(s) for 2013-2014 Action Plan, described below, fall into one of three categories: **availability/accessibility, affordability, and sustainability**.

Decent Housing

2013-2014 Annual Action Plan activities, which facilitate making decent housing more available, affordable, accessible, and sustainable include:

- Housing Rehabilitation and Reconstruction Program: Including Minor Housing Repair. Deferred Payment Loan, CHDO activities and substantial rehabilitation repair to preserve existing housing stock
- Single family development

Suitable Living Environment

2013-2014 Annual Action Plan activities, which help make suitable living environments more available, affordable, accessible, and sustainable for low to moderate income residents, will include:

- Code Enforcement including demolishing vacant/abandoned properties, lot clearance and board-up
- Lead-based paint testing and abatement activities
- Juvenile and youth programs
- Homeless services to provide operational, essential and subsidy payment to homeless individuals and families through several area shelters
- Support services for persons with special needs population (elderly, disabled)
- Health care education and services
- Spay & Neuter Program will provide no cost spay or neuter services to elderly, disabled, and low to mod income residents so they can keep their pet and not be concerned with overpopulations.

Community Snapshot

According to the City of Pasadena's 2011 estimate, the population of the city is 149,043, a 2 percent increase from 2000. There are 74,143 males and 74,900 are females.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In the past year the Community Development Office has accomplished most of their goals. We have restructured the Community Development Department with new staff with clearly defined duties and responsibilities. The Department has one completed new residential construction and 5 under construction for low income individuals. We have Provided 200 elderly and disabled person taxi tickets to use for doctors appt., grocery store, pharmacy, etc. We will continue to improve updating IDIS and we have completed monitoring our subrecipients..

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen Participation is encouraged throughout the year. The City of Pasadena has an active Community Development Board that meets regularly to prioritize needs, allocate funds, review progress of recipients and hear from the public on housing and community development issues. The Board is comprised of residents throughout the city, with an emphasis on those living in CDBG Target Areas. The Community Development Office hosted two public hearings (July 19, 2013 (Application workshop); July 20, 2013) focusing on the Action Plan. This process gave attendees an opportunity to be educated on available services as well as for the agencies to determine possibilities for collaboration. The public hearings and the notice of availability for review and comment were advertised in the legal section of the *Pasadena Citizen*, the general-circulation newspaper. Public service agencies were also notified via email of the public hearings and public comment period.

Public hearings and meetings are held at City Hall in the Main Conference Room. The location is well-known and accessible to all residents. Adequate space is provided to accommodate large resident groups. The meeting places are accessible to the disabled and every effort is made to ensure that there are no barriers to attendance. The public notices alert residents that they may request special accommodations, such as interpreters for the deaf or non-English speakers.

These measures helped to ensure that the citizens of Pasadena, especially the residents of the affected areas, had an opportunity to articulate their community development needs and preferences about the CDBG/HOME/ESG Programs; participate in the development of priorities and objectives; and have their questions addressed.

The City of Pasadena will continue to encourage citizen participation, with particular emphasis on participation by persons of very low, low-, and moderate-income and residents or business owners of blighted areas and areas in which funds are proposed to be used, including low-moderate income neighborhoods. The City will continue to maintain the Community Development Board, which consists of representatives appointed by the mayor. CD Board members each represent an area of Pasadena in which they live.

As mentioned above, the City of Pasadena has provided information about the plan during its public hearings as well as at its Planning and Community Development Department offices located at 1114 Davis Street. Every attempt has been made to make the information upon which priorities are set easily accessible to and understandable for the residents of Pasadena. This plan includes all of the back-up data and information used in determining priorities and the information is presented in as clear a manner as possible.

Community Development staff are always available to answer questions and hear resident comments regarding the Action Plan and future funding decisions.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments regarding needs, priorities and the plan are solicited in two primary ways. First, at every public hearing and meeting, attendees are encouraged to speak about their needs, priorities and concerns. Second, the public hearings and City Council meetings provide a time for resident comments and questions. No public comments were received regarding the 2013-2014 Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City accepts all comments.

7. Summary

The Community Development Office's mission is to facilitate community development by providing economic opportunity, revitalization, and improvement of the City's low to moderate income neighborhoods. Activities which enable the Community Development Office to achieve these goals are:

- Developing and maintaining an adequate supply of safe, decent housing that is affordable and accessible to residents with a range of income levels and household needs;
- Expanding sustainable homeownership opportunities for low, moderate and middle income families;

- Ensuring that city residents with long-term support needs have access to appropriate services and accessible community housing options;
- Ensuring full and fair access to housing for all residents; and
- Enhancing the economic well-being of the City while ensuring that economic growth is compatible with the community.

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PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

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

Agency Role	Name	Department/Agency
Lead Agency	PASADENA	
CDBG Administrator		
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The Planning and Community Development Department manages the CDBG, HOME and ESG funds, and reports to the Mayor and City Council in Pasadena. The department works with other City departments, State and federal agencies, local for-profit businesses and nonprofits to coordinate and implement needed programs. The Community Development Office provides funding, expertise, technical assistance and documentation of need to the general-fund departments of the City, such as the Public Works and Parks Departments. The Community Development Department is also the liaison between neighborhoods/residents and the other City departments. The mayor appoints a Community Development Board to oversee advice and assist City staff in its planning and decision-making processes.

Very little can be accomplished through City structure alone. Therefore, the Community Development Department works closely with the Texas Department of Housing and Community Affairs, other State agencies and HUD. The Community Development Office assists local agencies in application to TDHCA for Emergency Solutions Grant Program funds and Low-Income Housing Tax Credit and Housing Bond funds, as well as to various other State agencies for welfare avoidance, economic development, health care enhancement and social service enhancement. The Community Development Department participates in Coalition for the Homeless of Houston/Harris County and is committed to increasing its involvement in the annual application to HUD under the Homeless Assistance Consolidated Application process (Continuum of Care).

Additionally, the Department works with other nonprofits in their competitive applications to HUD and to the City of Houston (for HOPWA funds). One of the high priorities for this year is to provide additional technical assistance to nonprofits to identify, encourage application to, and secure funding from a variety of local, regional, national foundation, corporate and public funding programs.

The Community Development Office will continue to provide technical assistance to housing and service providers in the implementation of their programs and the coordination of services. Due to the limits of CDBG funding, the City must rely on other agencies to fund and carry out the majority of the supportive services in Pasadena, to develop transitional and permanent housing for the low-income, homeless and special populations and to link services with housing. However, the Community Development Office will continue to be an integral element of these programs by providing technical assistance, facilitating the platting and permitting processes and identifying/securing properties for housing or supportive services.

Consolidated Plan Public Contact Information

The City is committed to providing the public with information about the Consolidated/Action Plan, its amendments and performance reports. Every effort is taken to address citizen's questions, comments and complaints.

The City makes every effort to provide citizens with the opportunity to access information and submit comments on the performance reports generated by the Planning and Community Development Department. The performance report is made available to the public to review and provide comments for not less than fifteen (15) days prior to the submission to HUD. Notices are advertised to the public in the legal section of the *Pasadena Citizen*.

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Despite the efforts of the Pasadena Housing Agency, there is still a great need of additional sound subsidized housing. Many private apartments accepting Section 8 need to be brought into code compliance before they can be occupied by Section 8 recipients. By conducting outreach to potential voucher landlords who manage sound housing units, the PHA is addressing the need for quality housing for the pool for which Section 8 recipients can choose. Membership in the Houston Apartment Association and Houston Association of Realtors helps to identify quality units and market Section 8 to the landlords/owners. The PHA is committed to applying to HUD for additional rental vouchers for those on the Section 8 waiting list.

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 (91.215(I))

The CoC and the City of Pasadena continue to work with homeless services providers to develop new permanent housing for chronically homeless by providing ongoing education and advocacy for new permanent supportive housing projects; facilitating completion of the permanent housing units for chronically homeless persons for those projects awarded through CoC; and identifying and recruiting development companies to build new permanent housing units in the CoC area.

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

The City is receiving \$115,803 in Emergency Solutions Grant funds for 2013-2014 to address homeless needs and to prevent homelessness .

- Emergency Shelter: Project Joy and Hope, and Sarah's House, The Bridge

The City of Pasadena is an active member of the Coalition for the Homeless for Houston/Harris County. The Coalition's Continuum of Care area is comprised of the City of Houston, City of Pasadena, City of Baytown as well as the remainder of Harris County.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects

and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

N/A

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

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1	Agency/Group/Organization	THE BRIDGE OVER TROUBLED WATERS
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Bridge serves victims of domestic violence and sexual assault. They will serve 140 unduplicated clients a year in the City.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

N/A

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

N/A

AP-12 Participation – 91.105, 91.200(c)

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

Citizen Participation is encouraged throughout the year. The City of Pasadena has an active Community Development Board that meets regularly to prioritize needs, allocate funds, review progress of recipients and hear from the public on housing and community development issues. The Board is comprised of residents throughout the city, with an emphasis on those living in CDBG Target Areas. The Community Development Office hosted two public hearings (July 19, 2013 (Application workshop); July 20, 2013) focusing on the Action Plan. This process gave attendees an opportunity to be educated on available services as well as for the agencies to determine possibilities for collaboration. The public hearings and the notice of availability for review and comment were advertised in the legal section of the *Pasadena Citizen*, the general-circulation newspaper. Public service agencies were also notified via email of the public hearings and public comment period.

Public hearings and meetings are held at City Hall in the Main Conference Room. The location is well-known and accessible to all residents. Adequate space is provided to accommodate large resident groups. The meeting places are accessible to the disabled and every effort is made to ensure that there are no barriers to attendance. The public notices alert residents that they may request special accommodations, such as interpreters for the deaf or non-English speakers.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-English Speaking - Specify other language: Spanish	Citizens wanted affordable housing for the homeless, job training and employment opportunities for low income individuals.	Citizens wanted affordable housing for the homeless, job training and employment opportunities for low income individuals.	All comments were accepted.	

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

There are three (3) sources of federal program funds in this application: Community Development Block Grant (CDBG); HOME Investment Partnership Program (HOME); and Emergency Solutions Grant (ESG).

Increasing the availability of safe, sanitary, and affordable housing remains the City of Pasadena’s key goal. To meet this goal the Community Development Department is pursuing strategies to rehabilitate and reconstruct owner-occupied units, and assist residents eligible for homebuyer’s assistance.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,634,463	65,000	228,108	1,927,571	0	2013 CDBG Program for Public Facilities and Infrastructure Improvements, Public Services, Planning, Code Enforcement Program, Housing Rehabilitation/Reconstruction Program, and Program Administration.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	434,571	75,000	184,968	694,539	0	Low-Mod Income areas of the City with aged housing needing affordable housing rehabilitation or reconstruction and Citywide first time homebuyers assistance and new construction.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	115,803	0	0	115,803	0	2013 ESG Program for services to homeless persons and payment of shelter operation expenses.

Table 5 - Expected Resources – Priority Table

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

The CDBG funds will leverage City General Fund and Bond Fund dollars for all infrastructure, revitalization, park and facility projects.

HOME Program subrecipients are required to atch \$0.25 for every \$1.00 of funding received. This is usually achieved by volunteer hours worked,

funding donations provided and the donations of supplies and equipment.

Emergency Solutions Grant (ESG) subrecipients are required to match 100 percent of funding received. This is also achieved by shelter donations of supplies, funding and volunteer hour services. Also, some subrecipient agencies will meet matching requirements by contributing a portion of operational costs in addition to ESG funds, therefore splitting the expense.

Program income is accumulated through the HOME and CDBG Programs only. HOME program income is acquired by the amortized loans mainly from the Housing Rehabilitation/Reconstruction Program. CDBG program income is collected through loan payoffs which accumulated administrative fees, interest and service costs.

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 of Pasadena has an 8 acre tract of land that will be used to provide approximately 21 affordable homes for low-to moderate-income families. The project should start no later than 2014 and be completed no later than 2017.

Also, another tract of land was purchased for the development of 20 affordable, single-family housing units of which two have been completed.

Discussion

N/A

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Infrastructure Improvement	2013	2014	Non-Housing Community Development	Old Town Pasadena	Public Facilities and Improvements	CDBG: \$650,000	
2	Housing Rehabilitation	2013	2014	Affordable Housing	Old Town Pasadena	Affordable housing	CDBG: \$50,000 HOME: \$171,061	Homeowner Housing Rehabilitated: 2 Household Housing Unit
3	Energy Efficiency	2013	2017	Affordable Housing	Old Town Pasadena	Affordable housing	CDBG: \$175,000	Homeowner Housing Rehabilitated: 5 Household Housing Unit
4	Homeownership	2013	2017	Affordable Housing	Old Town Pasadena	Affordable housing	HOME: \$220,000	Homeowner Housing Added: 5 Household Housing Unit
5	Code Enforcement	2013	2017	Non-Housing Community Development	Old Town Pasadena	Code Enforcement	CDBG: \$260,000	
6	Homelessness	2013	2017	Homeless	Old Town Pasadena	Homelessness	CDBG: \$76,400 ESG: \$107,118	Homeless Person Overnight Shelter: 125 Persons Assisted Homelessness Prevention: 225 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Adult Basic Education	2013	2017	Non-Housing Community Development	Old Town Pasadena	Public Services	CDBG: \$25,600	
8	Economic Development	2013	2017	Non-Housing Community Development	Old Town Pasadena	Public Facilities and Improvements	CDBG: \$68,700	Businesses assisted: 9 Businesses Assisted
9	Health Services	2013	2017	Non-Housing Community Development	Old Town Pasadena	Public Services	CDBG: \$40,000	Public service activities other than Low/Moderate Income Housing Benefit: 700 Persons Assisted
10	Special Needs Services	2013	2017	Non-Housing Community Development	Old Town Pasadena	Public Services	CDBG: \$81,000	Public service activities other than Low/Moderate Income Housing Benefit: 900 Persons Assisted

Table 6 – Goals Summary<TYPE=[text] REPORT_GUID=[9B4786E64DDAC839A8E119B13CB7DB46]>

Goal Descriptions

1	Goal Name	Infrastructure Improvement
	Goal Description	Infrastructure improvements include the following: street, water and sewer improvements, enhancement and renovation of sidewalk and pathway paving, flood and drainage improvements, detention pond construction within the designated target areas. The City evaluates the need for improved storm drainage to prevent flooding, sidewalk renovations to include ADA compliance, and wastewater and waterline improvements throughout the CDBG target areas.

2	Goal Name	Housing Rehabilitation
	Goal Description	Provide minor to moderate rehabilitation to homes owned and occupied by low to moderate income residents of Pasadena. If rehabilitation is too excessive provide demolition and reconstruction of single-family homes owned and occupied by low to moderate income residents of Pasadena. Also, the lead based paint assessment and abatement is a requirement for all housing rehabilitation activities.
3	Goal Name	Energy Efficiency
	Goal Description	Alleviate the strain of energy costs on low- to moderate-income homeowners through adoption of the Energy Star Building standards, rehabilitation and weatherization programs.
4	Goal Name	Homeownership
	Goal Description	
5	Goal Name	Code Enforcement
	Goal Description	Reduction of slum and blight areas within the target zones of Northern Pasadena within categories such as junked vehicles, secure of dangerous buildings and vacant properties, lot clearance and cleanup of high weeds, grass, trash and debris, and housing demolition. Also, assessment of properties for code violations, citing violators, filing court documents against owners who do not rectify the violation, court appearances and assisting owners where appropriate in finding affordable methods in bringing properties back into code compliance. These services maintain neighborhoods and property values and keep the areas free from health and safety concerns. These funds will also provide salaries for Code Enforcement Officers and administration on staff for the Community Development Department.
6	Goal Name	Homelessness
	Goal Description	This goal will support the broad range of homeless prevention and street outreach activities, critically homeless, rapid re-housing, domestic violence victims and assistance in child care and employment searches and training. CDBG and ESG funding sources support essential needs and operational costs of the local shelters and transitional housing of Pasadena. Also, HMIS database management and administration will be supported with ESG.
7	Goal Name	Adult Basic Education
	Goal Description	The City anticipates a continuation of funding for literacy and education in ESL classes, GED preparation and testing, job readiness assistance, and career development activities. The City will also review and consider for funding any other non profit or public agencies that submit application for funding of similar service.

8	Goal Name	Economic Development
	Goal Description	The City of Pasadena Planning Department is currently working on a Comprehensive Community Revitalization Plan for the North Pasadena Historic District. The first phase of the plan is to address the declining Commercial District in the area. The Department is developing a Microenterprise Development Program that will provide Training and Technical Assistance to small businesses located in the CDBG Target Areas. The Microenterprise Development Program is expected to serve 35 unduplicated small businesses.
9	Goal Name	Health Services
	Goal Description	Health services are a necessity for the Pasadena community. Health services cover a broad range from support of health facilities that offer low to no cost services for low income individuals and families, substance abuse assistance, HIV/AIDS support, mental health services. Additionally, health services include animal control, spay and neuter services to low income residents. This program prevents the overpopulation of animals and the spread of diseases within the communities of Pasadena.
10	Goal Name	Special Needs Services
	Goal Description	A major public service provided within the City and highly requested and supported by citizens of the community for transportation of the elderly and disabled. Although other services are also needed, the City currently does not directly fund services specifically for mental health, HIV/AIDS and substance abuse, but supports the submission of application for funding from agencies with experience of providing these special 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):

The CHAS data indicates that there are 2,283 rental households with at least one non-elderly physically disabled adult in Pasadena and 1,689 of these have incomes of 80 percent or less of the MSA median. Of the 1,689 low- to moderate-income disabled households, 1,175 are living in housing units with problems and most are paying more than 30 percent of their income for rent. HOME funds could be used to provide tenant-based rental assistance to these disabled renters and/or develop supportive housing.

HOME funded tenant-based rental assistance could provide subsidies to the 2,329 low-to moderate-income elderly or disabled. However, one of the major limitations to tenant-based rental assistance in Pasadena is the capacity of CHDO's offering tenant-based rental assistance. The City of

Pasadena is committed to providing technical assistance to non-profits in becoming certified CHDO's and to existing CHDO's in increasing their capacity and willingness to focus on tenant-based rental assistance in addition to new housing developments. HOME funded TBRA housing is not marketed as well to Pasadena residents and CHDOs as it could be.

The City of Pasadena encourages the application of CHDO's for HOME funds to develop new rental and home ownership housing for the elderly, disabled and veterans. In addition, Pasadena encourages Low Income Housing Tax Credit Properties to provide rental housing for low-income elderly and disabled.

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AP-35 Projects – 91.220(d)

Introduction

With the 15 percent limit on CDBG spending for public services, the City will work with the nonprofit agencies to identify and secure other federal, state and private funding to expand and enhance social service programs in Pasadena.

While housing is a primary focus of CDBG and HOME programs, housing stock cannot be maintained and residents cannot afford improved housing if other community development programs are not employed. The priority objectives for Pasadena in providing non-housing include:

- Promoting economic development through job training, job creation and retention
- Assisting in the provision of and improvements to public infrastructure and public facilities
- Upgrading the desirability and accessibility of neighborhoods through code enforcement
- Addressing the transportation issues in Pasadena, particularly for the disabled and elderly
- Provision of public services
- Promoting equity and accessibility in Pasadena through the planning and administration of the Community Development, HOME and ESG programs

#	Project Name
1	Street and Drainage Improvement
2	Street Pavement Replacement and New Drainage
3	Transportation Services for Elderly and Disabled
4	Sarah's House Shelter Operations and Shelter Services
5	Pasadena Community Ministries Operations and Services
6	Adult Basic Education
7	City of Pasadena - Animal Control Health Services
8	Health Department Nuisance Abatement
9	Transportation for Domestic Violence Victims and Children
10	City of Pasadena Library - Career Center Educational Resources & Services
11	City of Pasadena - Planning Microenterprise Business Management Development & Assistance
12	Energy Efficiency
13	Temporary Relocation
14	Code Enforcement
15	Lot Cleanup and Clearance of Vacant Property
16	Demolition Program
17	Secure of Dangerous Structures
18	CDBG Program Administration

#	Project Name
19	Housing Rehabilitation Administration
20	Habitat for Humanity - Affordable Housing
21	Houston Area Urban Community Development Corporation
22	Housing Rehabilitation
23	HOME Program Administration
24	ES13 Pasadena

Table 7 – Project Information

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

The City and nonprofit agencies of Pasadena employ Community Development Block grant, HOME Investment Partnership, Emergency Solutions Grant and HUD Continuum of Care funds to provide affordable housing for residents. In addition, the United Way, Mental Health and Mental Retardation Authority of Harris County and local foundations assist in supporting housing efforts in the City of Pasadena. Currently, several new initiatives are underway to access financial resources and expertise for the development of new affordable housing and the rehabilitation of existing housing, particularly historically significant homes. It is anticipated that at least one new CHDO will provide significant state, federal and private dollars to match CHDO set-asides in order to ensure the development of new housing opportunities for the elderly and disabled.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	Street and Drainage Improvement
	Target Area	Old Town Pasadena
	Goals Supported	Infrastructure Improvement
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$500,000
	Description	Project includes all labor and materials necessary to construct major infrastructure elements including new pavement, waterlines, sanitary sewer lines, storm sewer lines with necessary appurtenances. The project also includes constructing the necessary detention pond to detain water during heavy rainfall events.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Install new paving and detention ponds as well as rehabilitate existing sanitary sewer lines; thus improving the wastewater system while simultaneously eliminating health hazards. Grant funds from Program Year 2013 allocation in the amount of \$500,000 plan to be utilized for this project.
2	Project Name	Street Pavement Replacement and New Drainage
	Target Area	Old Town Pasadena
	Goals Supported	Infrastructure Improvement
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$200,000

	Description	The proposed project includes all labor and material necessary to remove and replace existing street and install new concrete paving, curb and gutter sections with suitable size storm water inlets at appropriate locations to drain the streets. Grant funds from Program Year 2013 allocation in the amount of \$150,000 are planned to be utilized for this project, in addition to \$50,000 of funds reallocated from Program Year 2012, for a total of \$200,000 allocated toward this project.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Removal and replacement of roadway and addition of drainage inlets.
3	Project Name	Transportation Services for Elderly and Disabled
	Target Area	
	Goals Supported	Special Needs Services
	Needs Addressed	Public Services
	Funding	CDBG: \$81,755
	Description	Fund the Parks and Recreation Department to provide transportation services to the elderly and/or disabled citizens of Pasadena. Also, funds provide support for an administrative salary to qualify and promote the Transportation program through the Madison Jobe Senior Center under Parks and Recreation.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	The transportation for low income elderly and disabled program works in conjunction with the RIDES (Specialized Transportation for Harris County) to provide free FARE Card loads for those low income elderly and disabled residents of Pasadena who meet the specific low income criteria, as well as other criteria required by the program. This program plans to serve approximately 150 unduplicated clients. Grant funds from Program Year 2013 allocation in the amount of \$81,755.00 are planned to be utilized for this project.
4	Project Name	Sarah's House Shelter Operations and Shelter Services
	Target Area	Old Town Pasadena
	Goals Supported	Homelessness
	Needs Addressed	Homelessness
	Funding	CDBG: \$35,000
	Description	Support Sarah's House shelter with funds utilized for operational expenses, administration and management, counseling services and transportation costs for the residents.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Assit with purchases of office supplies, transportation costs, beds, operational cost, and counseling services for the individuals residing at Sarah's House. Grant funds from Program Year 2013 allocation in the amount of \$35,000 are planned to be utilized for this project.
5	Project Name	Pasadena Community Ministries Operations and Services
	Target Area	Old Town Pasadena
	Goals Supported	Homelessness
	Needs Addressed	Homelessness
	Funding	CDBG: \$10,900

	Description	Funds will provide assistance for operational costs, rent and utilities for Pasadena Community Ministries. Under ESG, Pasadena Ministries provides assistance of Homelessness Prevention to families with risk of eviction. A food pantry and donation center is also located in and serviced by Pasadena Community Ministries.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Pasadena Community Ministries operates programs to assist homeless individuals and programs to help in prevention of families becoming homeless. A food bank is offered in their facility, along with services to help provide necessities to families in need. CDBG funds assist with operational costs, utilities and rent in order to maintain the shelter and allow the programs offered to continue. Grant funds from Program Year 2013 allocation in the amount of \$10,900 are planned to be utilized for this project.
6	Project Name	Adult Basic Education
	Target Area	Old Town Pasadena
	Goals Supported	Adult Basic Education
	Needs Addressed	Public Services
	Funding	CDBG: \$10,000
	Description	Fund Twin Oaks Literacy Program for adult basic education courses including GED and ESL literacy courses to further adult educations and employability.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	Provide funding for teacher salaries to operate GED, ESL and literacy classes in addition to workforce development. Grant funds from Program Year 2013 allocation in the amount of \$10,000 are planned to be utilized for this project.
7	Project Name	City of Pasadena - Animal Control Health Services
	Target Area	Old Town Pasadena
	Goals Supported	Health Services
	Needs Addressed	Public Services
	Funding	CDBG: \$40,000
	Description	Provide spay and neuter services to low income residents of Pasadena in order to prevent overpopulation and spread of diseases throughout the community.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Assist an estimated 100 client families with spay and neuter service vouchers. Grant funds from Program Year 2013 allocation in the amount of \$40,000 are planned to be utilized for this project.
8	Project Name	Health Department Nuisance Abatement
	Target Area	Old Town Pasadena
	Goals Supported	Health Services
	Needs Addressed	Public Services
	Funding	CDBG: \$24,514
	Description	Project will benefit target areas by reducing blight and unsanitary conditions; thereby reducing health hazard and promoting revitalization throughout the community.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The number of unduplicated clients expected to benefit from this project will be determined by the number of verified violations. Grant funds from Program Year 2013 allocation in the amount of \$24,514.45.
9	Project Name	Transportation for Domestic Violence Victims and Children
	Target Area	Old Town Pasadena
	Goals Supported	Homelessness
	Needs Addressed	Homelessness
	Funding	CDBG: \$30,500
	Description	Funds for purchase of a van for transportation of shelter residents.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Purchase of van for transportation of shelter residents. Grant funds from Program Year 2013 allocation in the amount of \$30,500.00 are planned to be utilized for this project.
10	Project Name	City of Pasadena Library - Career Center Educational Resources & Services
	Target Area	
	Goals Supported	Adult Basic Education
	Needs Addressed	Public Services
	Funding	CDBG: \$12,500
	Description	Funds provided to the Library for the purchase of educational material for career and workforce development of adults.

	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The City of Pasadena Library provides job seeking residents resources to assist them with job skills and career paths; as well as promote English language literacy and basic adult educational services. Materials offered by the Pasadena Library through their Career Services Center target residents who desire to improve their education level; specifically those who are seeking employment training. Grant funds from Program Year 2013 allocation in the amount of \$12,500 are planned to be utilized for this project.
11	Project Name	City of Pasadena - Planning Microenterprise Business Management Development & Assistance
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$68,783
	Description	Promote economic development through job creation, retention and training as well as provide assistance to small businesses.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The Planning Microenterprise Business Management Development & Assistance Program will provide training and technical assistance; targeting small businesses and help them to develop skills needed to plan, market and manage their own businesses. Grant funds from Program Year 2013 allocation in the amount of \$68,783.40 are planned to be utilized for this project.
12	Project Name	Energy Efficiency

	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable housing
	Funding	CDBG: \$65,000
	Description	The Energy Efficiency Program (EEP) represents another commitment of the City of Pasadena for the conservation of natural resources and housing by providing financial and technical assistance to low and moderate income, elderly and/or disabled homeowners who cannot afford to replace antiquated household facilities or improve the overall energy efficiency of their home. The goal of conserving neighborhoods and housing will be enhanced through the successful implementation of the EEP.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The EEP, administered by the Community Development Department, is designed to help low to moderate income households conserve their energy usage and save money on their utility bills. The goal of the Program is to assist families on fixed incomes, such as elderly and handicapped households which have limited assets to use for home improvements. At the same time the decreased consumption of electricity, water and natural gas will assist in conservation of the planets natural resources. Anticipated Program Income expected under the CDBG Program throughout Program Year 2013 in the amount of \$65,000.00 will be allocated towards this project.
13	Project Name	Temporary Relocation
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable housing
	Funding	CDBG: \$41,341
	Description	The Temporary Relocation Program provides assistance to single families participating in the HOME Housing Rehabilitation/ Reconstruction Program.

	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The Program funds requested will provide temporary relocation grants to families becoming temporary displaced by participation in the HOME Rehabilitation/ Reconstruction Program. This will support storage rents and rents for housing during throughout the project. Grant funds reallocated from Program Year 2012 in the amount of \$41,341.14 are planned to be utilized for this project.
14	Project Name	Code Enforcement
	Target Area	Old Town Pasadena
	Goals Supported	Code Enforcement
	Needs Addressed	Code Enforcement
	Funding	CDBG: \$320,385
	Description	Conduct Code Enforcement Activities in CDBG Target Areas.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Fund the salaries of Code Enforcement Officers and administrative support to conduct assessments, neighborhood sweeps, investigations, citation issuances and clearances of code violations throughout CDBG Target Areas with the goal of further reduction of slum and blighted areas of the community. Grant funds from Program Year 2013 allocation in the amount of \$233,617.55 are planned to be utilized for this project, in addition to \$86,767.30 of funds reallocated from Program Year 2012, for a total of \$320,384.85 will be allocated toward this project.
15	Project Name	Lot Cleanup and Clearance of Vacant Property

	Target Area	Old Town Pasadena
	Goals Supported	Code Enforcement
	Needs Addressed	Code Enforcement
	Funding	CDBG: \$15,000
	Description	This project consists of clearance of vacant properties in regards to the removal of accumulation of litter and solid waste and the mowing of high weeds and dangerous weeds; to include, abatement of unsightly and unsanitary matter in all CDBG eligible areas. The City may charge an abatement cost and place a lien against the properties to cover the costs incurred.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Code Enforcement expects to clear thirty properties of accumulated litter and waste, mow high weeds and dangerous lot conditions, including the abatement of unsightly and unsanitary matter throughout the CDBG Target Areas of Pasadena. Grant funds from Program Year 2013 allocation in the amount of \$15,000 are planned to be utilized for this project.
16	Project Name	Demolition Program
	Target Area	Old Town Pasadena
	Goals Supported	Code Enforcement
	Needs Addressed	Code Enforcement
	Funding	CDBG: \$50,000
	Description	This program consists of the demolition of substandard structures determined to be health and safety issues and public nuisances. The demolition of these structures is an abatement measure as deemed necessary by the Building Code and Building Officials. The removal of unsafe structures is a priority for neighborhoods revitalization within the community as a goal established by City Council for livable neighborhoods.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Each structure will be assessed and surveyed, providing the property owner an opportunity to resolve the substandard conditions within the parameters of the City's Building Codes. The substandard structures will be demolished under the authority of the Building and Standards Commission and the City's Building Official. The Demolition Program allows the property owner to voluntarily agree to have their structure demolished or the City will demolish the structures determined to be in violation of the city's building codes. The City may charge demolition costs and place a lien against the properties to cover the costs incurred. Grant funds from Program Year 2013 allocation in the amount of \$30,000 are planned to be utilized for this project, in addition to \$20,000 of funds reallocated from Program Year 2012, for a total of \$50,000 allocated toward this project.
17	Project Name	Secure of Dangerous Structures
	Target Area	Old Town Pasadena
	Goals Supported	Code Enforcement
	Needs Addressed	Code Enforcement
	Funding	CDBG: \$15,000
	Description	This project consists of securing dangerous structures or properties to prevent public injury, vandalism, crime, and other activities from occurring in vacant properties.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	It is projected that at least twenty-five (25) dangerous and/or vacant properties will be secured within the Program Year 2013. Grant funds from Program Year 2013 allocation in the amount of \$15,000 are planned to be utilized for this project,.
18	Project Name	CDBG Program Administration
	Target Area	
	Goals Supported	Infrastructure Improvement Housing Rehabilitation Energy Efficiency Homeownership Code Enforcement Homelessness Adult Basic Education Economic Development Health Services Special Needs Services
	Needs Addressed	Affordable housing Public Facilities and Improvements Code Enforcement Homelessness Public Services
	Funding	CDBG: \$326,893
	Description	This project will fund staff salaries and administrative costs.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	Staff is responsible for administering the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) Programs. Staff interprets CDBG, HOME and ESG federal regulations, conducts public hearings/meetings, reviews proposed projects and activities to determine funding and eligibility, monitors Subrecipient agencies for program compliance, provides technical assistance, conducts environmental assessments of funding projects/activities and enforces other necessary requirements. Grant funds from Program Year 2013 allocation in the amount of \$326,892.60 are planned to be utilized for this project.
19	Project Name	Housing Rehabilitation Administration
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable housing
	Funding	CDBG: \$80,000
	Description	This project will fund staff salaries, fringe benefits, and general office administration for the Housing Rehabilitation Services Program.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	This project will fund staff salaries, fringe benefits, and general office administration for the Housing Rehabilitation Services Program. Grant funds from Program Year 2013 allocation in the amount of \$50,000 are planned to be utilized for this project, in addition to \$30,000 of funds reallocated from Program Year 2012, for a total of \$80,000 allocated toward this project.
20	Project Name	Habitat for Humanity - Affordable Housing
	Target Area	Old Town Pasadena
	Goals Supported	Homeownership
	Needs Addressed	Affordable housing
	Funding	HOME: \$120,000

	Description	Construction of affordable housing.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Construction of approximately two single-family homes. Grant funds from Program Year 2013 allocation in the amount of \$120,000 are planned to be utilized for this project.
21	Project Name	Houston Area Urban Community Development Corporation
	Target Area	Old Town Pasadena
	Goals Supported	Homeownership
	Needs Addressed	Affordable housing
	Funding	HOME: \$284,968
	Description	Provide decent, safe, affordable and sanitary housing for workforce residents and stimulate investment of private and public capital.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Acquisition and rehabilitation of homes to be sold to low/moderate households, targeting veterans. Grant funds from Program Year 2013 allocation in the amount of \$100,000 are planned to be utilized for this project, in addition to \$8,989.66 of funds reallocated from Program Year 2007, \$110,213.10 of funds reallocated from Program Year 2008 and \$65,764.80 of funds reallocated from Program Year 2012, for a total of \$284,967.56 allocated toward this project.
22	Project Name	Housing Rehabilitation
	Target Area	Old Town Pasadena

	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable housing
	Funding	HOME: \$246,061
	Description	The City will provide a Housing Rehabilitation Program using HOME funds through the Community Development Department.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The City plans to assist at least two single-family owner-occupied homes with rehabilitation. Grant funds from Program Year 2013 allocation in the amount of \$171,060.80 are planned to be utilized for this project, in addition to \$75,000.00 of Program Income funds anticipated to be received, for a total of \$246,060.80 will be allocated toward this project.
23	Project Name	HOME Program Administration
	Target Area	
	Goals Supported	Housing Rehabilitation Energy Efficiency Homeownership
	Needs Addressed	Affordable housing
	Funding	HOME: \$43,521
	Description	HOME Program Administration will support administrative expenses and salaries in order to operate the HOME program.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	

	Location Description	
	Planned Activities	HOME Program Administration will support administrative expenses and salaries in order to operate the HOME program. Grant funds from Program Year 2013 allocation in the amount of \$43,451.20 are planned to be utilized for this project.
24	Project Name	ES13 Pasadena
	Target Area	
	Goals Supported	Homelessness
	Needs Addressed	Homelessness
	Funding	ESG: \$115,803
	Description	Emergency Solutions Grant Program funds will benefit the community by providing assistance of homeless prevention, support of local homeless shelters and program administration.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Program Year 2013 funding will be utilized to assist local homeless shelters provide essential services and supplies to qualified homeless clients. Funds totaling \$69,482.00 will be used to assist domestic violence victims and terminally ill children and their families. Homeless Prevention will be supported with an amount of \$37,635.97, which will provide rental and utility assistance to prevent evictions which prove to lead towards homelessness. Program Administration will provide the amount of \$8,685.23 to assist in expenses towards administering the ESG program in addition to supplies and training necessary to do so. Grant funds from Program Year 2013 allocation in the amount of \$115,803.00 are planned to be utilized for this project.

AP-50 Geographic Distribution – 91.220(f)

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

Area-based CDBG, HOME and ESG investments are allocated geographically within the target areas delineated in the target area map, while beneficiary-based investments are allocated city-wide.

The City of Pasadena’s major housing and community development objectives include the following:

- Conserving and improving the housing stock;
- Expanding housing development and housing opportunities;
- Providing mechanisms to assist low- and moderate-income renters in buying their first home;
- Providing economic development and anti-poverty assistance;
- Providing essential infrastructure improvements;
- Providing assistance in clearing blighted areas; and
- Providing assistance in the provision of public services.

Geographic Distribution

Target Area	Percentage of Funds
Old Town Pasadena	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Each year, the City of Pasadena sets aside funds for the Community Development Office to use in housing rehabilitation, clearance of blighted areas, economic development and infrastructure improvements. In addition, the City solicits competitive applications for the receipt and use of CDBG, HOME and ESG funds to address the other specific objectives outlined above. The primary bases for allocating investments are:

- Projects must meet one of the three national objectives;
- Benefit low- to moderate-income residents; Reduce or eliminate slum or blight; and Meet an urgent need.
- Agencies requesting funds must have the capacity to carry out activities that will positively impact the needs;
- Preference is given to collaborative projects that concentrate multiple programs in a single blighted area; and
- Where contract services are required, priority is given to agencies and city departments that contract with minority-owned and small business enterprises.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

To achieve these goals, any activity funded with CDBG must meet one of three national objectives:

- Benefit to low and moderate income persons
- Aid in the prevention of slums and blight
- Meet a particular urgent need

One Year Goals for the Number of Households to be Supported	
Homeless	5
Non-Homeless	5
Special-Needs	5
Total	15

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	5
Rehab of Existing Units	15
Acquisition of Existing Units	0
Total	20

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The Community Development Office will continue to provide technical assistance to housing and service providers in the implementation of their programs and the coordination of services. Due to the limits of CDBG funding, the City must rely on other agencies to fund and carry out the majority of the supportive services in Pasadena, to develop transitional and permanent housing for the low-income, homeless and special populations and to link services with housing. However, the Community Development Office will continue to be an integral element of these programs by providing technical assistance, facilitating the platting and permitting processes and identifying/securing properties for housing or supportive services.

AP-60 Public Housing – 91.220(h)

Introduction

The Pasadena Housing Agency is one of the premier agencies providing housing opportunities for all segments of the low- to moderate-income population. The PHA provides Section 8 Housing Choice Vouchers (HCVs) but has no public housing developments.

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

The PHA has developed a Section 8 homeownership program and is increasing its self sufficiency programs.

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

To provide first-time homebuyers assistance through local banks and other lenders to 30 new homebuyers during the next 5 years. Additionally, the City will support the Public Housing Program's proposed homeownership plan for implementation of a homeownership program within the next year for participants of the City's Section 8 Housing Choice Voucher Program

None of the efforts of PHA to increase the number of subsidized units can be successful in improving the living environment in Pasadena without improving the economic conditions of the residents. Therefore, the plan calls for providing increased social services, including educational opportunities and Family Self-Sufficiency programs for public housing and Section 8 residents.

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

The City of Pasadena's Housing Agency is not designated as a "troubled" agency by HUD.

Discussion

All of the strategies outlined in the most current PHA plan address the need for better quality housing units for the low-income; additional housing units for the low-income; additional home ownership opportunities for the moderate-income; and additional services to move low- and very low-income residents into moderate-income status and off the subsidized housing rolls.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Pasadena is an active member of the Coalition for the Homeless for Houston/Harris County. The Coalition's Continuum of Care area is comprised of the City of Houston, City of Pasadena, City of Baytown as well as the remainder of Harris County.

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

The City is receiving \$115,803 in Emergency Solutions Grant funds for 2013-2014 to address homeless needs and to prevent homelessness .

- Emergency Shelter: Project Joy and Hope, and Sarah's House, The Bridge.
- Permanent supportive housing is a priority for the City of Pasadena as a way to address the needs of the chronically homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC and the City of Pasadena continue to work with homeless services providers to develop new permanent housing for chronically homeless by providing ongoing education and advocacy for new permanent supportive housing projects; facilitating completion of the permanent housing units for chronically homeless persons for those projects awarded through CoC; and identifying and recruiting development companies to build new permanent housing units in the CoC area.

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

The primary goals for reducing the number of poverty-level families are:

- Increase educational opportunities
- Increase employment opportunities
- Reduce drug, gang and crime activities
- Collaborate with local agencies to secure additional resources and reduce duplication of efforts

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 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.

In the 2007-2011 American Community Survey, 16% of Pasadena’s population was documented as living below the poverty level. This translates to 22,533 people. The City of Pasadena is committed to reducing poverty and its causes. The Pasadena Housing Agency’s economic and family self-sufficiency programs combine Section 8 rental assistance with job training, education and other supportive services. Drug elimination, mentoring and other youth programs assist in reducing drop-out rates and increasing the employability of youth by assisting them in finishing school. San Jacinto College provides a number of job training and technical preparatory programs for the low-income

Discussion

According to HUD, a person who is chronically homeless is defined as “an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years.” By this definition and according to the number of homeless persons reported in the 2009 CoC application, approximately 40 percent of the CoC area’s homeless population can be considered chronically homeless. The January 2009 point-in-time count identified a total of 3,293 chronically homeless persons with 1,126 individuals being unsheltered.

It is difficult to measure chronic homelessness in Pasadena. Many chronically homeless individuals gravitate into Houston where there are day shelters, meal programs and inner city encampments. The situations that define a person as chronically homeless – severe mental illness, chronic substance abuse, and physical disabilities - are under-reported. Permanent supportive housing is a priority for the City of Pasadena as a way to address the needs of the chronically homeless.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

While there is a large gap in affordable housing for the low- to moderate-income, there is also a gap in housing for the middle-income. As a result, many middle-income households are living in housing that would normally be affordable for the moderate-income, who are in turn living in housing affordable to the low-income. Therefore, the expansion of middle-income housing is needed to free up affordable housing for the low- to moderate-income.

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

The priorities are to provide: (1) decent, safe and affordable rental housing for the extremely low-, very low- and low-income residents; (2) first-time homebuyers assistance to the low- and moderate-income residents to assist them in moving up to homeownership; and (3) decent, safe and affordable homeownership for the low- to moderate-income through the rehabilitation of deteriorated owner-occupied housing units. These priorities will be achieved through:

- Repair of deteriorated housing;
- Code enforcement for rental housing;
- Technical and financial assistance in the development of new affordable housing;
- Provision of first-time homebuyer's education and assistance;
- Provision of new subsidized housing for special populations; and
- Reduction of the number of housing units with lead-based paint hazards.

The City of Pasadena will continue to fund housing rehabilitation, code enforcement, City and State-certified CHDO operations and first-time homebuyer's assistance. The City plans to help at least 5 low – mod income minorities with first time homebuyers assistance

Discussion

The City of Pasadena will provide for various housing rehabilitation services such as Minor Housing Repairs, Deferred payment Loans, Reconstruction, Acquisition, and new home construction.

AP-85 Other Actions – 91.220(k)

Introduction

Many homeowners, particularly elderly homeowners, cannot afford to maintain or repair their homes. The Community Development Department is committed to assisting these low- to moderate-income homeowners to repair and rehabilitate their deteriorating homes. Renters living in housing needing repairs are not in a position to demand that the owners fix the problems.

Actions planned to address obstacles to meeting underserved needs

Description:

Pasadena will continue to assess and rehabilitate housing of low- to moderate-income homeowners.

Target Group:

Low- to moderate-income homeowners with deteriorating housing

Measurable Strategic Objective:

To rehabilitate 30 existing residential properties during the next 5 years and 6 per year.

Actions planned to foster and maintain affordable housing

Pasadena will encourage private developers, nonprofit developers and landlords to maintain their properties and to provide education to new homeowners on home maintenance.

Target Group:

Providers of housing for the low- to moderate-income

Measurable Strategic Objective:

To provide education to 50 new homeowners in home maintenance during the next 5 years and to provide information on code enforcement to 5 developers/property managers during the next 5 years and 10 a year.

Actions planned to reduce lead-based paint hazards

The City continues to take actions to ensure that all housing programs meet the lead based paint and disclosure provisions required under Title X. Plans to address lead based issues include:

- Continued distribution of the “Protect Your Family From Lead in Your Home” pamphlet to homeowners receiving housing rehabilitation or home buyer assistance
- Continued inspection for potential lead hazard for all houses which receive HUD funds for rehabilitation or home buyer’s assistance
- Continued treatment of lead hazards on rehabilitation projects
- Training and certification for staff supervising work on projects which require lead based pain reduction activities
- Requirements for Lead Based Paint inspections by firms performing risk assessments for the City of Pasadena include: Copy of certification to perform risk assessments Copies of Risk Assessor’s State/EPA Certification License Copy of analytical laboratory EPA recognition Copy of risk assessment firm’s radiation safety license or registration

Actions planned to reduce the number of poverty-level families

The primary goals for reducing the number of poverty-level families are:

- Increase educational opportunities
- Increase employment opportunities
- Reduce drug, gang and crime activities
- Collaborate with local agencies to secure additional resources and reduce duplication of efforts

In the 2007-2011 American Community Survey, 16% of Pasadena’s population was documented as living below the poverty level. This translates to 22,533 people. The City of Pasadena is committed to reducing poverty and its causes. The Pasadena Housing Agency’s economic and family self-sufficiency programs combine Section 8 rental assistance with job training, education and other supportive services. Drug elimination, mentoring and other youth programs assist in reducing drop-out rates and increasing the employability of youth by assisting them in finishing school. San Jacinto College provides a number of job training and technical preparatory programs for the low-income.

Actions planned to develop institutional structure

The City of Pasadena is committed to working with public and private schools and training centers in providing low- and moderate-income persons with adequate educational and job training opportunities to obtain and maintain quality employment.

The City of Pasadena is also committed to working with public and private industries in promoting new jobs and retaining current employment.

The City of Pasadena will support economic development efforts aimed at job creation and job retention, particularly when employment opportunities are created and made available to low- and moderate-income individuals.

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

The basis for assigning the priority given each non-homeless special population need is a combination of level of need, available resources of the individual, available community resources and citizen input through the surveys and Community Development Board priorities. As a result, those in need of public or subsidized housing received the highest priority. The Pasadena Housing Agency gives priority to the elderly and disabled in its application process. Therefore, housing for the elderly, physically disabled and mentally disabled has a high priority. The frail elderly are not able to live alone for the most part, so housing is not as big an issue for them. Additionally, most are institutionalized or living with relatives who can access supportive services for them, again reducing the priority to a Medium level.

Discussion

N/A

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

The following provides details on program specific requirements for each of the three entitlement programs, Community Development Block Grant, HOME Investment Partnership and Emergency Solutions Grant.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(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	0
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
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

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 is not utilizing other forms of investment beyond those identified 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 as follows:

Recapture Requirements

These provisions ensure that the City of Pasadena recoups all or a portion of the HOME assistance to the homebuyer (closing costs, down payment and/or junior mortgage), and single-family homeowner rehabilitation, if the home does not continue to be the principal residence of the homebuyer for the duration of the affordability period (time during which homebuyer must maintain property as principal residence).

The City of Pasadena shall reduce the HOME investment amount to be recaptured on a pro-rata basis for the time the homeowner has owned and occupied the housing measured against the entire affordability period (i.e., a forgivable period). The HOME subsidy will be forgiven annually upon the anniversary of the closing date (e.g. 1/5 of HOME subsidy forgiven each year for a five-year affordability period on the anniversary of the closing date).

The following language is included in the HOME Program Assistance Written Agreement:

The HOME financial assistance is in the form of a zero percent (0%) interest repayment loan combined with a Deferred Payment Loan or a 100% Deferred Payment Loan and will be required to be repaid from the date of the loan, if one of the following events occurs.

- a) The HOMEOWNER sells, transfers or disposes of the property or home whether voluntarily or involuntarily;
- b) The HOMEOWNER fails or ceases to occupy the home as the principal residence;
- c) The HOMEOWNER, or if the HOMEOWNER is married, the survivor of the HOMEOWNER or the HOMEOWNER's spouse dies, and the heir(s) to the property is not a low-income person as defined by program criteria, the CITY will determine the heir's income eligibility, and if the heir(s) is income eligible, a modification of the loan will be prepared and presented for approval by the CITY. If the heir is found not to be income eligible, at the option of the CITY, an agreement for repayment may

be initiated immediately upon establishment of new ownership; or

d) The HOMEOWNER refinances the first mortgage loan at which time the remaining principal balance is due and payable to the City of Pasadena, TX;

e) The HOMEOWNER violates any terms of the Security Agreement or Mortgage Note entered into with the CITY.

In the event of a voluntary (sale) or involuntary (foreclosure) transfer of the property during the applicable period of affordability, the CITY will recapture the amount of HOME funds not forgiven of the HOME assistance funds provided to the HOMEOWNER.

If the net proceeds from a voluntary (sale) or involuntary (foreclosure) sale are insufficient to repay the amount of the HOME subsidy, the CITY shall recapture the balance due on the loan or 100% of net proceeds from the sale, whichever is less. If there are no net proceeds from the sale, no repayment is required. Net proceeds are defined as the sale price minus superior loan repayment and any closing costs incurred 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:

As expressed above, guidelines for resale or recapture ensure the affordability of units acquired with HOME funds by requirements of the HOME-provided unit remaining occupied by a low-income homeowner throughout the term of the affordability period. To ensure that HOME investments yield affordable housing over the long term, HOME regulations impose occupancy requirements over the length of an affordability period. If a house purchased with HOME funds is sold during the affordability period, recapture or resale provisions as per 24 CFR 95.254 shall apply to ensure the continued provision of affordable homeownership.

HOME Affordability Periods

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 currently does not have projects within this category.

Emergency Solutions Grant (ESG)

Annual Action Plan
2013

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Reference 91.220(l)(4)

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

Generally, proposals will be evaluated and preference given to those which:

1. Allow for the most efficient and cost effective use of ESG Program funds so that many homeless individuals and families as possible will be assisted.
2. Demonstrate a commitment to the project in terms of time, effort, resources, etc.
3. Include a realistic, detailed financial package that documents the ability of the applicant entity to match the Emergency Solutions Grant funds and demonstrates the ability to leverage financing from other sources. (Expenditures should be explained)
4. Prove the ability of the applicant entity to carry out the proposed activities within the program year.
5. Demonstrate effectiveness in serving the homeless, including the ability to establish, maintain, and/or improve the self-sufficiency of homeless individuals.
6. Current or previous funded agencies - timeliness reimbursement request / draw request.
7. Agencies will enter all beneficiary data into HMIS in accordance with the CFTH requirements.
8. Subrecipients will classify their programs and beneficiaries into the following categories: Street Outreach, Emergency Shelter, Rapid Rehousing and Homeless Prevention
9. The City will ensure that subrecipients provide matching ESG funds. Each subrecipient will provide a dollar-for-dollar match for ESG funds with funds from other public or private sources.
10. Records are to be kept to verify the category of homelessness as required by HUD regulations.
11. The City will inspect all shelters receiving ESG funds as well as all rental units or other non-congregate housing for which ESG funds are used. The City will complete an HQS inspection form that will be placed in the subrecipient's file for each property for which funding is attached.

The above is not listed in any order of priority. The City of Pasadena has the final decision making authority on the selection of proposals to be funded.

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

The Houston/ Harris County/ Fort Bend County Continuum of Care has not yet established a coordinated access system. The Coalition for the Homeless, the lead agency for the CoC is under contract with HUD to receive technical assistance on establishing such a system.

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 of Pasadena releases a request for proposals/applications annually to solicit projects for ESG funding. The City's Community Development Advisory Board, which consists of representatives appointed by the mayor evaluates the proposals/applications. The funds are awarded by the Board, with City Council approval, to community-based organizations providing shelter and essential services, homelessness prevention and rapid re-housing.

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 Community Development Department uses survey information obtained from the homeless in the community to find out the needs and solutions to assist them. The City consults with formerly homeless individuals through sub-recipient agencies and takes their input into consideration in the development of the City's Action Plan.

5. Describe performance standards for evaluating ESG.

For all activities funded by HUD allocations, received by the City of Pasadena and awarded to subrecipients for Program implementation and prior to project implementation and expenditure of funds, execution of a contract is required. The contract document will provide the basis for all expenditures, monitoring of project production and compliance.

In addition to delineating the basic standards and regulations in effect for the particular funding sources, the contract will set forth responsibilities and procedures for each party, establish performance/product measure, and specify monitoring review schedules and products to ensure that the program is implemented and completed in a time and cost effective manner in accordance with all applicable statutory requirements.

Discussion

The City strives to meet all program specific requirements as detailed in the enabling legislation and program guidelines. City staff works with subrecipients to ensure that these requirements are met and oversees internal operations towards the same goal.

DRAFT