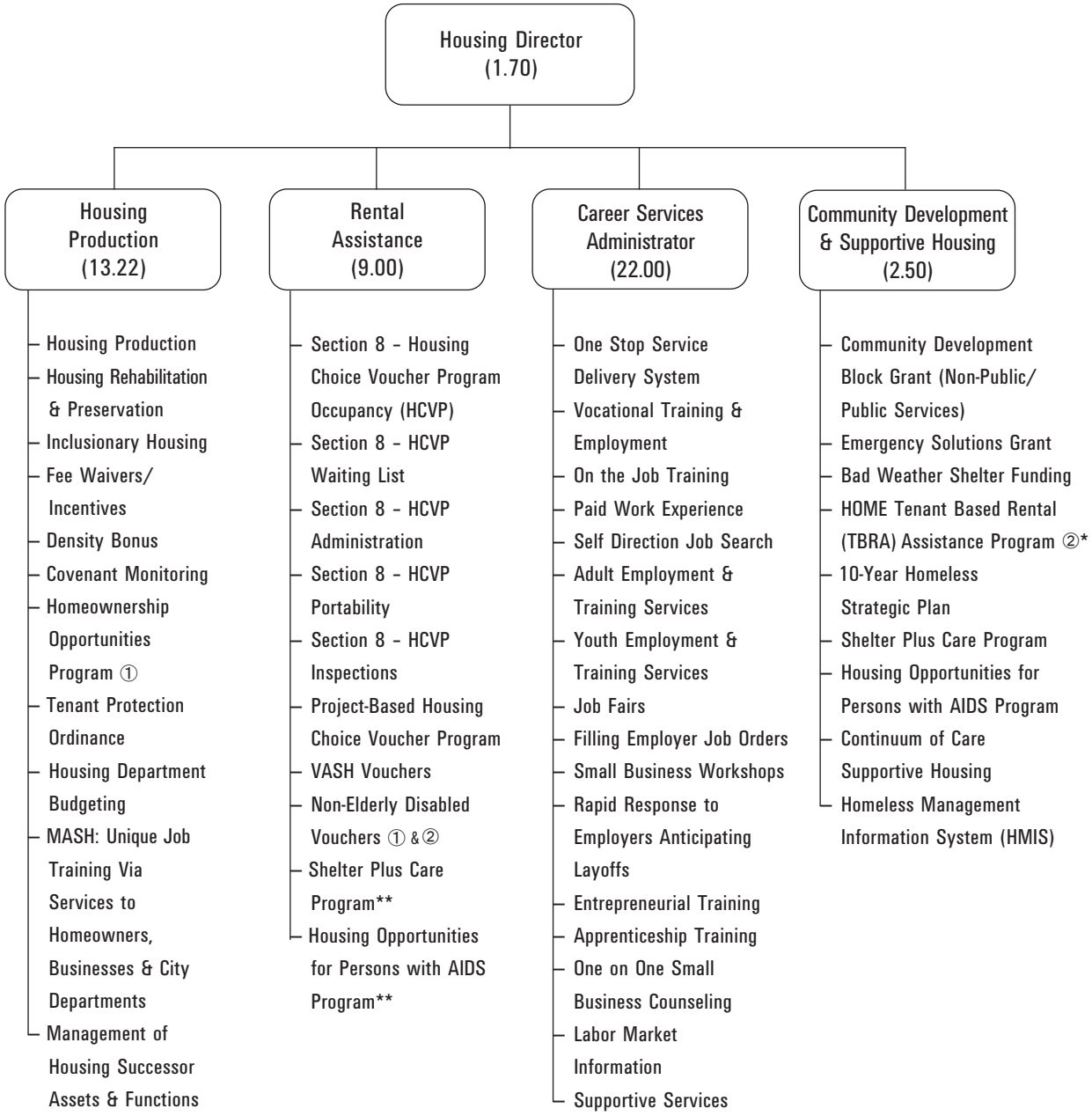
Housing and Career Services

Hill Avenue Branch Library
Opened in 1925

CITY OF PASADENA
HOUSING AND CAREER SERVICES



① Program suspended subject to funding availability.

② Program currently being phased out.

* Administration

** Occupancy

MISSION STATEMENT

The City of Pasadena Housing & Career Services Department is dedicated to providing affordable housing, employment and community development opportunities for low and moderate income persons to enhance and strengthen our community. The department's core values include: Decent, safe, affordable housing as an equal right for all Pasadena residents; transparency; program expertise; professionalism; excellent customer service; teamwork and collaboration; and social and economic diversity.

PROGRAM DESCRIPTION

The Department implements a variety of affordable housing initiatives where financial assistance is made available directly or indirectly to very low, low, and moderate income households. Activities include the provision of affordable housing opportunities, and the monitoring of these activities to determine their success in meeting housing and community development needs. The Department's programs are directed toward creating neighborhood vitality, livability and an improved quality of life for residents while also fostering economic prosperity for the City, its residents and businesses. The FWIB program provides vocational training, work experience, counseling, case management, supportive services, and job placement assistance to economically disadvantaged youth, adults and laid-off workers. MASH is a unique job training program that provides numerous services to home owners as well as City departments. For FY 2015 approximately 9% of the Department's revenues are derived from locally generated sources (redevelopment successor agency funds, City General Fund support, and Inclusionary housing in-lieu fees) and 91% from federal programs (e.g., Section 8 Housing Choice Voucher Program, Community Development Block Grant, Workforce Investment Act, Home Investment Partnerships, Emergency Shelter Grant, Shelter Plus Care, HOPWA and Supportive Housing funds). In addition, from time to time, the Department receives grant and loan funds through State programs on a competitive basis.

DEPARTMENTAL RELATIONSHIP TO CITY COUNCIL GOALS

Maintain Fiscal Responsibility and Stability:

- Implement division-level tracking of department operating budget on a regular, periodic basis;
- Maintain system of sound fiscal management and control practices;
- Comply with funding regulations for all revenue sources (local, state, and federal);
- Take conservative approach to revenue projections;
- Utilize strategies and mechanisms which promote/support department programs and projects with no or minimal fiscal impact on Housing funds;
- Identify alternative permanent funding sources for Housing projects and programs;
- Monitor and evaluate progress, effectiveness and regulatory compliance of programs and projects funded by the department.

Improve, maintain and enhance public facilities and infrastructure:

- Capital improvement of facilities benefiting low income persons are funded by the department's Community Development Block Grant program;
- To the extent feasible, notable historic homes are identified for affordable housing development opportunities (e.g., Herkimer Gardens project); and
- Ensure that proposed affordable housing projects assisted by the department are compatible with and enhances the existing character of the neighborhood within which the project is located and contribute to the neighborhood's stability.

Increase Conservation and Sustainability:

- Create housing opportunities that allow people who work in Pasadena to be able to live here;
- Greater incorporation of "green" building practices in new affordable housing projects;
- Provide support for existing, older affordable housing projects to improve energy and water conservation (e.g., technical assistance provided to obtaining County rehab funds for 'greening' improvements at Centennial Place and Euclid Villa projects);
- Provide direct funding for "green" programs (e.g., CDBG-R);
- Collaborate with Water & Power to more effectively utilize that department's conservation programs which target lower income persons;
- Improve Mobility and Accessibility throughout the City Where feasible, new affordable housing developments should be located within walking distance of major thoroughfares, providing access to bus lines and to the Gold Line light rail system;
- Encourage department-assisted projects and program to incorporate amenities that improve mobility and accessibility (e.g., senior housing projects and Emergency Shelter Care programs that include van service so that residents and clients can have direct access to goods and services);
- The MASH program works to increase handicapped access through the construction of ramps for low-moderate handicapped residents; and
- CDBG funded ADA improvements to the front counter at Jackie Robinson Center.

Support and Promote the Quality of Life and the Local Economy:

- The programs administered by the department target resources to meet community needs and enhance the quality of life;
- Affordable housing projects provide homeownership opportunities and suitable and safe rental housing;
- The construction of affordable housing projects provides local employment opportunities through coordination with the City's first source hiring program;
- Section 8 rental subsidies allow families to allocate more of their household income to other critical quality of life needs such as healthcare, food, and transportation;
- Community-based agencies funded with CDBG serve a wide range of needs including economic development, educational and counseling programs, food assistance, basic health care, youth diversion, social services, and housing rehabilitation;
- The MASH program provides local jobs that help stimulate the economy;
- The FWIB program provides a variety of employment related services, including, job placement and training;
- A number of CDBG-funded agencies provide job training, counseling, and technical assistance to enhance the employability of residents and the vitality of the community and local economy. These programs expand opportunities for small businesses to create and retain jobs while assisting in the development of new micro-enterprises; and
- Quality of life issues for the homeless population are addressed through the bad weather and emergency shelter programs, transitional and permanent supportive housing projects, and rental certificates. These programs provide family stability and are necessary to get the family back on track.

Ensure Public Safety:

- The design of department-assisted affordable housing projects should address safety concerns of the intended

resident population (e.g., security lighting, signage, visibility);

- Implementation of the City's Homelessness Strategy prioritizes moving homeless persons quickly to housing through street outreach and housing with services in order to improve their well-being and decrease the impact of homelessness on the community.

FISCAL YEAR 2014 ACCOMPLISHMENTS

The Department accomplished the following during Fiscal Year 2014:

Housing Production:

- Habitat for Humanity approved for $175,000 in City loan assistance for the development of two (2) affordable low-income homeownership units at 752 Manzanita Avenue;
- Bridge Housing approved for an additional $800,000 in City loan assistance to enhance the competitiveness of their 2014 tax credit applications for the Heritage Square affordable senior housing project (70 rental units); and
- Negotiated the extension of City affordable housing deed restrictions on the Raymond Grove (12 units) and Woodbury Apartments (12 senior units) rental projects.

Rental Assistance Program:

- Implemented the Section 8 Housing Choice Voucher Program (1,442 low income households assisted), which includes Section 8 Non-Elderly Disabled Vouchers (100 NED = 40 under Category 1 + 60 under Category 2) and 25 VASH Vouchers for homeless veterans;
- Implemented the Section 8 Project-based Rental Assistance Program (202 rental units) which includes 44 Project-Based vouchers at the Hudson Oaks senior project with Abode Communities;
- On-going conversion of Centennial Place into permanent supportive housing including additional 144 Project Based Vouchers;
- Implemented the Public Housing Authority (PHA) Annual Plan 2014 (Calendar Year); and
- Implemented the Section Eight Management Assessment Program (SEMAP).

Supportive Housing Program:

- Implemented Supportive Housing Program (225 low-income households assisted);
- Implemented the Homeless Prevention Program (184 households assisted);
- Implemented the Shelter Plus Care Program (75 homeless households with disabilities housed and provided services;
- Implemented Project HOUSED, permanently housing an additional 20 disabled, vulnerable homeless individuals, bringing the total to 55; and
- Implemented the annual homeless count which showed a 10% (assumed) decrease in the homeless population from the previous year.

Community Development Block Grant:

- Implemented Human/Public Services (12 projects);
- Implemented Emergency and Bad Weather Shelters (1,500 households assisted;
- Completed the Rehabilitation of five community non-profit facilities; and
- Assisted 13 MASH program participants to find full time permanent employment with livable wages and benefits in both the public and private sectors.

Career Services Division/Foothill Workforce Investment Board:

- Passed all nine U.S. Department of Labor performance standards regarding job placement, job retention, average wages, graduation rates;
- Over 3,000 first time visitors came into the One Stop and received at least one service;
- 745 job seekers received intensive services or training;

- 208 job seekers participated in paid work experience or on-the-job training activities;
- 310 job seekers attended vocational classroom training either at public or private schools;
- 1,750 job seekers were placed in jobs;
- Received a $400,000 grant from the State of California to provide employment and training services to 70 veterans;
- Received an additional $200,000 in National Emergency Grant to provide job training and training related services to 36 dislocated workers;
- Provided paid summer work experience to 48 low income youth under a grant from the County of Los Angeles;
- Co-Hosted a job fair attended with the Enterprise Office by 48 employers and over 650 job seekers;
- Conducted small business seminars on such subjects as marketing, social media, and getting government contracts; and
- Conducted rapid response layoff aversion sessions with employers facing layoffs and closures, including One West Bank, Avon, Bank of America, Blockbuster, and Barnes and Noble.

FISCAL YEAR 2015 ADOPTED BUDGET

Operating Budget:

The FY 2015 Adopted Budget of $24.4 million is $2.07 million or 7.8% lower than the FY 2014 Revised Budget. This change is the result of the State Department of Finance denial of Housing Successor administrative funds in the City's Successor Agency Recognized Obligation Payment Schedule ("ROPS"), the completion of funding-appropriated housing projects in FY 2014, and reduction in debt service. Also, beginning in FY 2015, the Housing and Career Services Department will be assuming the administration of the Job Center lease contract from the Northwest Programs Division of the Office of the City Manager.

Personnel:

A total of 48.42 FTEs are included in the FY 2015 Adopted Budget. This is an increased FTE of 0.70 from FY 2014 budget to reflect the Housing & Career Services Department's request to increase work hours (0.20 FTE) for the Part time Staff Assistant III and a new part time (0.50 FTE) Continuum of Care (CoC) grant funded City Temporary Worker position.

Other Issues:

Over the past four budget cycles the Housing Department has experienced cuts in federal housing and community development funds (Section 8, HOME, CDBG) and a precipitous decline in local Inclusionary revenues. These trends have resulted in the curtailment of programs (e.g., homebuyer loan assistance, emergency tenant-based rental assistance, and emergency rental deposit assistance), diminished the department's capacity to assist housing projects, and staff reductions by nearly half. Furthermore, the dissolution of redevelopment in 2012 eliminated approximately $3 million in tax increment housing revenues which historically have been relied on to support affordable housing projects/programs, debt service on housing loans/bonds, and program administration. Also, in FY 2014, Workforce Investment Board funds were reduced due to the federal sequester.

YEAR-OVER-YEAR BUDGET CHANGES

General Fund Revenue:

Additional General Fund support in the amount of $200 thousand is required in FY 2015 (for a total of $1.2 million) due to the loss of tax increment housing funds, as well as State Denied ROPS resulting from the State-mandated elimination of redevelopment.

Other Funds:

- Reduction of $5,344 in federal HOME funds for FY 2015 (a 1 percent decrease from FY 2014 Adopted), including a reduction of $535 for program administration to reflect and align with HUD's Allocation;
- Reduction of $11,431 in federal CDBG funds for FY 2015 (a 1 percent decrease from FY 2014 Adopted), including a

reduction of $2,600 for program administration to reflect and align with HUD's Allocation and lower projected program income;

- Reduction of $24,932 in federal ESG funds for FY 2015 (a 14.7 percent decrease from FY 2014 Adopted), including a reduction of $1,870 for program administration to reflect and align with HUD's Allocation; and
- Reduction of $356,575 in Housing Successor Funds for FY 2015 (a 55 percent decrease from FY 2014 Adopted) for program administration due to State Department of Finance denial of the City's Successor Agency ROPS.

FUTURE OUTLOOK

Affordable Housing and Community Development:
The enhancement of existing funding sources will continue to be critical to the Housing and Career Services Department's capacity to provide services to the community. Current examples include obtaining federal VASH rental subsidy vouchers and the receipt of associated administrative revenue, and structuring a Basic Services Operations Payment ("BSOP") in housing projects which are significantly subsidized with Section 8 Project-Based vouchers (e.g. Centennial Place and Heritage Square). Furthermore, in the absence of dedicated funding sources to initiate new large affordable housing projects, the Housing and Career Services Department will continue to focus on generating a pipeline of smaller, acquisition and rehab projects utilizing Inclusionary funds. Excess cash flow generated from such projects will be available to support department operations and reduce reliance on City General Funds. To maintain the department's capacity to provide a high level of services with current staffing levels, information technology enhancements will be implemented, particularly in the CDBG and Section 8 sections. On the legislative front, it will be important to support initiatives which seek to create new affordable housing funding resources and to restore housing funds that were lost due to the dissolution of redevelopment.

Career Services Division/Foothill Workforce Investment Board:
Funding for the FWIB program's formula grants is likely to remain fairly flat. However, opportunities to pursue other WIA and non-WIA employment and training funds will continue to exist. Approximately $250,000,000 will be available for youth Career Pathways projects. At the federal level, proposals to reauthorize the Workforce Investment Act could reduce the role of the local WIBs.

SUMMARY OF APPROPRIATIONS BY EXPENDITURE CATEGORY ($000)

Expenditure Category	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Personnel	$4,199	$4,204	$4,747	$4,747	$4,493
Services & Supplies	21,857	21,992	18,491	20,311	18,707
Equipment	156	200	2	2	1
Internal Service Charges	315	370	453	453	448
Principal & Interest	395	421	646	646	437
Transfers Out	6,321	2,856	292	292	292
Housing & Career Services Total	**$33,243**	**$30,043**	**$24,631**	**$26,450**	**$24,378**

SUMMARY OF APPROPRIATIONS BY DIVISION ($000)

Division	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Affordable Housing	$30,320	$26,300	$19,168	$20,987	$19,035
MASH	62	525	791	791	804
Career Services	2,861	3,218	4,672	4,672	4,539
Housing & Career Services Total	**$33,243**	**$30,043**	**$24,631**	**$26,450**	**$24,378**

SUMMARY OF APPROPRIATIONS BY FUND ($000)

Fund	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
105-General Fund Projects Fund	52	38	147	147	143
211-Human Services Endowment Fund	0	1,804	110	220	0
219-Housing and Community Devel. Fd	1,656	1,922	1,903	1,903	1,917
220-Pasadena Housing Authority Fd	13,271	13,146	12,767	12,767	12,706
221-Home Investment Partnership Fd	1,076	1,371	732	1,349	674
222-Housing Assistance Fund	765	790	932	932	925
223-Supportive Housing Prog. (SHP)	1,078	1,025	1,106	1,106	1,134
224-Emergency Shelter Grant -ESG	97	208	169	169	144
226-HOPWA Fund	30	26	222	222	222
235-ARRA-HPRP Homeless	238	19	0	0	0
237-Housing Successor Fund	754	3,212	677	852	328
238-Other Housing Fund	4,547	1,743	792	959	1,136
619-Inclusionary Housing Trust Fun	378	1,457	110	860	376
681-Workforce Investment Act Fund	2,861	3,217	4,672	4,672	4,381
810-Affordable Housing Capital Proj	6,398	0	0	0	0
851-SA Debt Service Fd - Affordable Housi	42	65	292	292	292
Housing & Career Services Total	**$33,243**	**$30,043**	**$24,631**	**$26,450**	**$24,378**

SUMMARY OF FTES BY DIVISION

Division	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Affordable Housing	15.00	14.50	14.50	14.50	15.20
MASH	12.68	10.72	11.22	11.22	11.22
Career Services	22.00	22.00	22.00	22.00	22.00
Housing & Career Services Total	**49.68**	**47.22**	**47.72**	**47.72**	**48.42**

	PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Target	FY 2014 Mid-Yr Actual	FY 2015 Target
	Council Goals: Maintain fiscal responsibility and stability; and Improve, maintain and enhance public facilities and infrastructure; and Increase conservation and sustainability; and Improve mobility and accessibility throughout the city; and Support and promote the local economy; and Ensure public Safety.				
	Objective: To build viable urban communities with decent housing, suitable living environments, and accessible economic opportunities, for persons of low, moderate and middle income, as well as reduce/prevent homelessness.				
1.	Increase inventory of completed affordable housing rental units with long-term City rent restrictions - **Housing Production.**	0	25	25	See Notes Below
2.	Increase inventory of completed or assisted affordable housing for-sale units with long-term City resale restrictions - **Housing Production.**	4	5	5	See Notes Below
3.	Number of very low income households assisted with monthly rental payments so they can be adequately housed - **Rental Assistance Program.**	1,395	1,369	1,369	1,370
4.	Maintain Lease Up rate for the Section 8 Program - **Rental Assistance Program.**	96%	95%	95%	95%
5.	Number of homeless individuals in transitional or permanent housing - **Supportive Housing Program.**	92	175	92	NA
5A	Reduce Annual Homelessness number by 15% from 772 - **Supportive Housing Program**	NA	NA	NA	650
6.	Provide services and short-term financial assistance to households to help prevent or end their homelessness. - **Supportive Housing Program.**	65	40	30	60
7.	Provide social services to low or moderate income persons with 60% demonstrating improvement in the area in which they received services - **Community Development Block Grant.**	3,128	3,000	2,000	3,000
8.	Assist low income homeowners with repairs to improve livability, remove blight, and conserve water and energy - **Community Development Development Block Grant - MASH.**	11	24	24	24
9.	Find permanent full time employment at sustainable wages for trainees **- Community Development Block Grant - MASH.**	4	10	13	15
10.	Number of job placement for unemployed adult program clients at sustainable wages- **Foothill Workforce Investment Board (FWIB).**	47	40	21	40
11.	Number of unemployed youth program clients entering employment or education - **FWIB.**	34	30	28	35
12.	Number of users of One Stop Career Center Services - **FWIB.**	20,449	21,000	17,978	21,000

Notes: Targets for Performance Measures #1 and #2 are being suspended for FY 2015 because there are no financially-assisted or Inclusionary projects in the City's entitlement pipeline that will result in any appreciable increase in completed affordable units during FY 2015. However, it is anticipated that targets for these Performance Measures will be restored for FY 2016."