



COMMUNITY DEVELOPMENT  
Pasadena, Texas

**DRAFT**

CONSOLIDATED ANNUAL PERFORMANCE  
& EVALUATION REPORT (CAPER)

PROGRAM YEAR: 2024



## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Pasadena presents for public review the Consolidated Annual Performance and Evaluation Report (CAPER) for the program year beginning October 1, 2024 through September 30, 2025. This CAPER presents accomplishments completed in the second year of the 2023 – 2027 Consolidated Plan. Each year the City will continue to build upon its successful track record to meet community needs and improve the quality of life for Pasadena residents. Efforts were made to provide affordable housing, continue investments in neighborhood infrastructure, focus on the prevention and reduction of homelessness, provide public services, and expand economic opportunities. Highlights from Program Year 2024 are summarized below:

- To improve the overall drainage system for neighborhood residents and infrastructure improvements, CDBG funded multiple public facility projects within the City of Pasadena’s Low-to Moderate-Income Target Area. The Dabney Storm Interconnect Project has been completed. The Center Street Paving and Drainage Project is expected to be completed by October 2026.
- Through the facilitation of a transportation services program the City’s CDBG Program serviced a significant number of elderly and/or disabled clients. The Madison Jobe Senior Center provided transportation 1,800 vouchers to 337 individuals.
- The City’s CDBG Program has provided 2,336 nights of shelter and supportive services to 185 homeless women and children through the facilitation of services provided by Sarah’s House.
- The City’s ESG Program has provided 3,665 nights of shelter and supportive services to 83 homeless women and children. To further transition to permanent housing, rental assistance and housing stabilization services were provided to 14 individuals.
- The City’s HOME Program continues to assist low-income residents with affordable housing opportunities. Under the Housing Rehabilitation Services Program, administered under the HOME Program, three (3) existing housing unit were demolished and reconstructed to meet local codes and standards.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Enhance quality of life through Public Services	Non-Housing Community Development	CDBG: \$875,000.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	7792	51.95%	250	337	134.80%
Homeownership	Affordable Housing	HOME: \$459,200.00	Homeowner Housing Added	Household Housing Unit	3	0	0.00%	2	0	0.00%
Housing Rehabilitation	Affordable Housing	CDBG: \$75,000.00 HOME: \$1,800,000.00	Homeowner Housing Rehabilitated	Household Housing Unit	10	6	60.00%	3	3	100.00%
Infrastructure Improvements	Non-Housing Community Development	CDBG: \$5,900,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	5726	38.17%	1020	3340	327.45%

Reduce Homelessness	Homeless	CDBG: \$200,000.00	Homeless Person Overnight Shelter	Persons Assisted	200	346	173.00%	200	268	134.00%
		ESG: \$148,298.00	Tenant-based rental assistance / Rapid Rehousing	Persons Assisted	0	14	0.00%	5	14	280.00%
Tenant Based Rental Assistance	Affordable Housing	HOME: \$500,000.00	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	750	56	7.47%	0	0	0.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

During the consolidated planning process, the following were identified as priority needs: infrastructure improvements, affordable housing, homelessness and public services. In Program Year 2024, CDBG funds were used to support the City's goal to improve public facilities. A vast majority of the CDBG allocation focuses on the amelioration of deteriorated public drainage systems and roadways. A public facilities project, assisted with CDBG, was completed within an area that is primarily residential and located within the identified Low- to Moderate-Income Target Area.

The City partnered with local agencies and City departments to provide special needs services to foster community welfare, expand opportunity, and address essential needs. Public service activities are limited to 15% of the annual CDBG allocation. The City opted to utilize 10.86% of CDBG funds, amounting to \$178,382.22, towards eligible public service activities. CDBG funds were administered through the Madison Jobe Senior Center's Transportation Rides Program to aid in providing resources to elderly and disabled clients to maintain an independent lifestyle and facilitate essential services.

Affordable housing needs are addressed through the combination of CDBG and HOME resources. Due to the age of the City’s housing stock and the decline of opportunities available for low-income households to obtain affordable housing, housing rehabilitation is a high priority need. The CDBG Program provides housing rehabilitation administration to support the HOME Housing Rehabilitation Services Program. Coordination of

these resources furthers the City’s goal of creating suitable living environments, providing affordable housing opportunities and increasing the quality of life by providing a decent, safe and sanitary environment.

As shown above, Table 1 – Accomplishments – Program Year & Strategic Plan to Date details the results of expected and actual goals for various program activities. The term Strategic Plan is used to reference projected goals and actual accomplishments completed cumulatively throughout the 2023-2027 program years, and the Source/Amount column of Table 1 is populated with information as provided by the City’s 2023-2027 Consolidated Plan. The term Actual Program Year refers to projected goals and actual accomplishments completed by activities included within the City’s 2024 Annual Action Plan.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	366	3
Black or African American	119	0
Asian	8	0
American Indian or American Native	1	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>494</b>	<b>3</b>
Hispanic	235	2
Not Hispanic	287	1

Describe the clients assisted (including the racial and/or ethnicity of clients assisted with ESG)	
	HESG
American Indian, Alaska Native, or Indigenous	0
Asian or Asian American	0
Black, African American, or African	29
Hispanic/Latina/e/o	69
Middle Eastern or North African	0
Native Hawaiian or Pacific Islander	0
White	68
Multiracial	0
Client doesn't know	0
Client prefers not to answer	0
Data not collected	0
<b>Total</b>	<b>166</b>

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

As shown within Table 2, the City was able to assist a significant number of Hispanic residents. To decipher, approximately 49% of persons assisted by CDBG were Hispanic.

Table 2 does not allow for client data input for clients as “Black & White” or “Other Multi Racial.” As a result of this exclusion, twenty-one (21) “Other Multi Racial” and seven (7) “Black & White” clients served by CDBG are not accounted for in Table 2. Therefore, 522 clients should be recognized as beneficiaries in the 2024 CDBG Program. Totals for Hispanic and Not Hispanic include the additional twenty-eight (28)

clients served.

Table 2 for ESG clients, includes both race and ethnicity in the total; therefore only 97 clients were assisted with 69 being Hispanic.

The Community Development Department continues to expand outreach to all low- to moderate-income families and minorities throughout the City of Pasadena. In accordance with the City's Language Access Plan, the Community Development Department regularly publishes Public Notices and other literature in Spanish (other languages upon request) for persons with limited English proficiency and due to the large population of individuals who are of Latin decent.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,643,253	551,033
HOME	public - federal	508,552	50,855
ESG	public - federal	148,298	148,298

**Table 3 - Resources Made Available**

### Narrative

The column labeled *Resources Made Available* references the City of Pasadena’s 2024 Annual Action Plan program allocations, including anticipated program income.

Although the *Amount Expended During Program Year*, shown in Table 3, provides expenditures using 2024 program allocations, it does not account for prior year funds that were also expended during the reporting period. Preceding CDBG funds in the amount of \$1,171,410.51 were expended during Program Year 2024. Activities contributing to this amount include 2019 Housing Rehabilitation Administration (\$6,547.31) and Dabney Storm Interconnect Project (\$1,164,863.20).

Only \$50,855.21 of the 2024 HOME Program allocation was expended. Activity contributing to this amount includes HOME Program Administration 2024 (\$50,855.21). However, prior year funds in the amount of \$943,139.72 also contributed to current year activities. HOME Program funds from 2017 through 2021 were expended during the reporting period for affordable housing activities to assist eligible households. Activities contributing to this amount include IDIS Activity ID 1100 (\$278,122.88), IDIS Activity ID 1103 (\$272,411.84), IDIS Activity ID 1102 (\$270,971.91), IDIS Activity ID 1113 (\$22,373.58), IDIS Activity ID 1114 (\$18,259.51) and IDIS Activity ID 1101 (\$81,000.00).

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Low/Mod Income Tracts	66	66	Public Facilities and Infrastructure Projects
Citywide	11	11	Public Service Activities

**Table 4 – Identify the geographic distribution and location of investments**

## Narrative

The *Actual Percentage of Allocation*, shown in Table 4, is calculated based on actual funds appropriated under City of Pasadena's 2024 Annual Action Plan program allocation. CDBG Low/Mod Income Tracts represent all concentrated low-income census tracts within Pasadena's city limits. The Citywide target area represents the allocation of funds contributed to public service activities that serve all program-eligible Pasadena residents, regardless of where they live within the City. CDBG Program Administration and Housing Rehabilitation Administration, used to support the City's Housing Rehabilitation Services Program administered under the HOME Program, are not included as a part of the calculation related to geographic distribution.

The Center Street Paving and Drainage Project, amounting to \$1,092,220.18 attributes to the CDBG Low/Mod Income Tracts. Citywide projects include the Transportation Rides Program (\$95,904.42) and Sarah's House (\$82,477.80).

## Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

## Emergency Solutions Grant (ESG) Match Contribution

The Emergency Solutions Grant (ESG) Match Contribution requirement was met through City contributions to eligible ESG activities. The City contributes to Match by accounting for program administration activities paid by local funds and other federal resources. The City of Pasadena's total ESG Match liability for the 2024 Program Year is \$148,298.00. The 2024 ESG Match Log, provided below, details Match Contributions made during the reporting period. The City is pleased to report that the ESG Match Contributions have exceeded the required match liability by \$5,925.63 and totals \$154,223.63.

### 2024 ESG Match Log

The Bridge Over Troubled Waters	\$138,269.35
Other Non-ESG HUD Funds	\$ 15,277.23
<u>Local Government</u>	<u>\$ 677.05</u>
<b>Total Match Contribution:</b>	<b>\$154,223.63</b>

## Home Investments Partnerships Match Contribution

As a requirement of the HOME Program, the City must match every dollar of HOME funds expended with 25 cents from nonfederal resources. The City of Pasadena meets the HOME Match Contributions requirement through outside resources provided by Habitat for Humanity. These resources include volunteer hours, in-kind donations, site preparation, construction materials and donated labor to the construction of housing units within the Freedom Place Subdivision. Also, the City of Pasadena has accounted for excess match obtained through prior program years, totaling \$9,836,367.22. HUD allows excess match funds to be carried forward to be applied to future program years' match liability. This reserve significantly exceeds the required \$00.00 match liability for the 2024 Program Year. Furthermore, the City of Pasadena is reporting an additional \$285,566.80 to be recorded as match contribution funds for the reporting period.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	9,836,367
2. Match contributed during current Federal fiscal year	285,567
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	10,121,934
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	10,121,934

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
NON-2024-01	9/30/2025	0	0	0	0	105,733	0	105,733
NON-2024-02	9/30/2025	0	0	0	0	40,164	0	40,164
NON-2024-03	08/31/2025	0	0	0	0	350	0	350
NON-2024-04	09/30/2025	0	0	0	0	0	0	139,320

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	683,898	0	0	0	204,900	478,998
Number	3	0	0	0	1	2
<b>Sub-Contracts</b>						
Number	38	0	0	0	30	8
Dollar Amount	309,394	0	0	0	246,094	63,300
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	683,898	0	683,898			
Number	3	0	3			
<b>Sub-Contracts</b>						
Number	38	0	38			
Dollar Amount	309,394	0	309,394			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		3	\$8,108.50			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	5	14
Number of Non-Homeless households to be provided affordable housing units	5	3
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>10</b>	<b>17</b>

**Table 11 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	5	14
Number of households supported through The Production of New Units	2	0
Number of households supported through Rehab of Existing Units	3	3
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>10</b>	<b>17</b>

**Table 12 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Within the 2024 Annual Action Plan, the City anticipated that the HOME Program would provide affordable housing opportunities by the production of two (2) new units and the rehabilitation of three (3) existing units. As shown in the PR-23 Summary of Accomplishments, the City has met its goal and provided rehabilitation assistance to three (3) existing households. Although the City did not complete the production of new units, two (2) homes are under construction and anticipated to be completed and sold to income eligible, first time homebuyers during the 2025 reporting period.

Additionally, under the ESG Program component of Rapid Rehousing, rental assistance was provided to fourteen (14) individuals.

**Discuss how these outcomes will impact future annual action plans.**

The City anticipates continuing to meet or exceed its goal to provide rehabilitation assistance to existing households under the Housing Rehabilitation Services Program (HRSP). Future CAPERs will provide updates on the implementation of any updates to program guidelines or processes to increase efficiencies.

The City did not receive Emergency Solutions Grants (ESG) funds to be administered during Program Year 2025.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	2
Low-income	0	1
Moderate-income	0	0
<b>Total</b>	<b>0</b>	<b>3</b>

**Table 13 – Number of Households Served**

**Narrative Information**

Through continued efforts, the City of Pasadena will strive to further provide affordable housing opportunities throughout the community. Should program funds become exhausted, the Community Development Department will provide additional supportive resources and contacts for community residents to obtain guidance and information regarding third-party assistance that may be available.

## CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

The City of Pasadena does not currently receive Emergency Solutions Grants (ESG) Program funding to allocate towards street outreach activities, but instead supports the needs of local emergency shelters and transitional housing organizations that provide services to homeless individuals. Furthermore, homeless service providers within the area network with mainstream resources including, but not limited to, medical facilities, financial institutions, housing providers, law enforcement, childcare facilities and education systems, to help spread awareness and assess the needs of homeless individuals.

In addition, the City supports efforts of the Coalition of the Homeless Houston/Harris County and the Houston/Harris County Continuum of Care (CoC) in their outreach and assessment efforts for homeless persons in its community by participating in meetings.

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

The City of Pasadena provided funding to The Bridge Over Troubled Waters in support of their emergency shelter program, serving those who have been forced into homelessness addressing the emergency shelter and transitional housing need.

The Bridge Over Troubled Waters provides emergency shelter for all adults, families and youth to victims of domestic violence. The emergency shelter provides case management, crisis intervention, 24-hour hotline, domestic violence and sexual assault prevention presentations, food, clothing, child care, transportation and access to other mainstream resources designed to assist in the development of self-sufficiency, improvement in the quality of life and promote the transition from homelessness to permanent stabilized housing.

The City of Pasadena funded The Bridge Over Troubled Waters emergency shelter for Program Year 2024 for a total of \$86,076.70 to help address the need in the Pasadena area.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing,**

## **health, social services, employment, education, or youth needs**

Although the City does not directly fund these services, the City provides continued support to local emergency shelters who collaborate with many community partners to ensure high-quality, cost-effective services are available for clients including partners associated with law enforcement, health services, mental health services, child and family services, legal services, employment assistance and mainstream resources.

**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 City of Pasadena allocated ESG rapid re-housing funds to The Bridge Over Troubled Waters in the amount of \$51,098.95 during Program Year 2024 to provide support for rental assistance and housing relocation and stabilization assistance. Families received case management to ensure effective transitioning from shelter to independent living with supportive services to promote self-sufficiency to assist in achieving the goal of permanent housing.

## CR-30 - Public Housing 91.220(h); 91.320(j)

### **Actions taken to address the needs of public housing**

The City of Pasadena Community Development Department does not provide funding to the City of Pasadena Housing Program. The City of Pasadena Housing Program is a Public Housing Agency (PHA) as defined by HUD, and identified as TX440. The City of Pasadena Housing Program provides tenant-based voucher rental assistance to 1,092 participating families in the Housing Choice Voucher Program (HCV) and administers the Family Self-Sufficiency (FSS) Program for three (3) of the Housing Choice Voucher Program participant families. The City of Pasadena Housing Program currently has a total 2,687 applicants on its Housing Choice Voucher Program Waiting List providing a local preference for U.S. Military Veterans residing in Pasadena.

The City of Pasadena Housing Program has continued to maintain a “High Performer PHA” rating with HUD as reported in the annual Section Eight Management Assessment Program (SEMAP) Report. In addition, the Housing Program continues to affirmatively further fair housing by promoting public awareness and providing ongoing staff training during “Fair Housing Month”, as designated by the City of Pasadena and in accordance with Resolution No. 2014-045.

In accordance with 24 CFR 982, the City of Pasadena Housing Choice Voucher Program continues to promote quality, accessible, affordable housing, economic opportunity and encourage families to achieve self-sufficiency while working to coordinate services with other affordable housing programs. The City of Pasadena Housing Program continues to meet quarterly with their FSS partners, The Baker Ripley Neighborhood Centers, San Jacinto College and the Missing Piece Ministries as a required initiative to have referral services to clients while encouraging self-sufficiency.

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

The City of Pasadena Housing Program only administers the Housing Choice Voucher (HCV) Program. The HCV Program provides tenant-based rental assistance vouchers to eligible participants. Additionally, through the FSS Program, participants are coached to obtain self-sufficiency. Moreover, homeownership is encouraged and is considered an ultimate goal for any graduating FSS family.

### **Actions taken to provide assistance to troubled PHAs**

The City of Pasadena Housing Program has continued to maintain a “High Performer PHA” rating with HUD as reported in the annual Section Eight Management Assessment Program (SEMAP) Report. The City of Pasadena does not own or administer any Public Housing Developments or Units with residents.

## CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

**Actions taken 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. 91.220 (j); 91.320 (i)**

Research conducted during the development of the Analysis of Impediments to Fair Housing Choice (AI) highlighted some of the following problems related to public policies:

The City of Pasadena does not have zoning. Therefore, the City does not have a zoning map. Land use development in Pasadena is governed by local codes, ordinances, and deed restrictions where applicable. Although the City has reviewed subdivision regulations to identify barriers to affordable housing, without zoning, the City's mixed land uses create unique challenges and reduce affordable housing opportunities. A review of the City's codes has found many inconsistencies within each other and with state statutes making it more difficult to address affordable housing challenges.

The Community Development Department advocates for revisions to local ordinances that negatively impact affordable housing and residential investment and provide necessary City staff with recommendations made under the AI.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The underserved population includes low- to moderate-income (LMI) households that have a member that is elderly, disabled, is a child, has a disability, or has a medical condition that limits the quality of life. Underserved persons also include individuals experiencing homelessness or victims of domestic violence. Characteristics of the underserved population may include households with fixed incomes, unemployment or underemployment, residing in aging housing stock, language barriers, and physical limitations to access necessary services.

To address obstacles to meeting underserved needs, the Community Development Department leverages resources by partnering with housing and service organizations to provide permanent supportive housing assistance to homeless individuals. Additionally, the City has adopted the Section 3 Plan to promote employment and contract opportunities to low-income residents and Section 504 Rehabilitation Act of 1973 and Americans with Disability Act (ADA) Accessibility Policy to protect individuals with disabilities against discrimination. The City's Compliance Group facilitates training and monitors routinely for contractual compliance to ensure that contracts are adhering to Section 3 guidelines to provide job training and employment and contract opportunities to low-income residents. This Group also enforces the Davis Bacon Act to ensure contractors and subcontractors pay prevailing wage rates to employees. The Community Development Department prioritizes housing and services to those in need including populations with special needs. Public Service activities using CDBG funds were used for transportation

services to elderly and/or disabled persons.

The Community Development Department is continuously advertising services to the underserved. Translated material is available to persons with limited English proficiency, to assist non-English speaking residents to become aware of programming and services available. Various methods of outreach are being explored to promote community involvement and enhanced communication with residents who have a disability or underserved need.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

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

- Continued distribution of the "*Protect Your Family from Lead in Your Home*" pamphlet to program participants and interested parties;
- Continued inspection for potential lead hazards for all houses that receive HUD funds for rehabilitation and households receiving rapid re-housing assistance;
- Continued treatment of identified lead-based paint hazards;
- Consults with the Harris County Department of Public Health, Environmental Public Health Division on a quarterly basis to request the names and addresses of all children under the age of six who may have been affected and have Environmental Intervention Blood Lead Levels (EIBLL);
- Training and certification for staff supervising work on projects that require lead-based paint reduction activities; and,
- Enforcement of requirements for lead-based paint inspections by firms performing risk assessments for the City of Pasadena to include a copy of certification to perform risk assessments, copies of risk assessor's state/EPA certification license, copy of analytical laboratory EPA recognition, and copy of risk assessment firm's radiation safety license or registration.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

In efforts to address and reduce the number of poverty-level families, the City coordinates with other City departments, local businesses, service providers, and surrounding jurisdictions. By collaborating with local agencies, additional resources may be secured and duplicated efforts may be reduced. To assist families achieve financial stability, the City of Pasadena Housing Department administers the Family Self-Sufficiency Program to current HCV residents and previous public service activities administered by CDBG have increased literacy and marketability of participants.

In addition, the Section 3 Plan adopted by the City will assist in creating economic opportunities. The plan allows preferences to Section 3 Workers, Targeted Section 3 Workers and Section 3 Business Concerns, thereby creating contract opportunities for businesses comprised of low-income residents. As the community is educated regarding Section 3, potential contractors, businesses and low-income residents can access available opportunities to reduce poverty in their household.

Lastly, the City will support economic development and neighborhood redevelopment programs through City general funds to create job opportunities to low and moderate income and poverty-level families, support small business retention, expansion and recruitment through the Pasadena Economic Development Corporation (EDC). Strategies to meet goals noted with the Pasadena EDC Strategic Plan include:

- Expanding awareness of the Pasadena EDC and Pasadena Chamber of Commerce collaboration on the Business Retention and Expansion Program initiated in 2021;
- Ensuring Pasadena ISD Career and Technical High School and San Jacinto College Continuing and Professional Development Program have the capacity and resources to offer training and certifications in all target areas;
- Taking an active role in regional workforce development and training initiatives;
- Collaborating with San Jacinto College and the University of Houston – Clear Lake to enhance recruitment and retention of higher education students and young professionals; and
- Developing new incentives focused on retaining and expanding existing Pasadena employers.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City's current structure highlights commitment to ensuring that all functions perform in a concerted manner to guarantee an efficient and effective use of public and private resources with maximum output in the form of accomplishments. Underlying this effort is the recognized need to maintain a high level of coordination on projects involving other City departments and/or outside agencies. Additionally, the Community Development Department will continue to address gaps and improve institutional structure by promoting training related to Fair Housing, Section 3 and Davis Bacon Labor Standards. Increased coordination with surrounding jurisdictions such as the City of Houston, Harris County, Brazoria County and Fort Bend County has improved the administration and understanding of requirements to allow a streamlined execution of federal programs.

#### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City evaluates all opportunities to leverage resources to maximize program outcomes to increase opportunities and recognize accomplishments of the City of Pasadena Community Development Department and its partners in the public and private housing and social service sectors. Coordination with the Coalition for the Homeless Houston/Harris County, Continuum of Care (CoC) and various City departments has continued to expand opportunity and enhance services provided throughout the community.

#### **Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

As part of the 2023-2027 Consolidated Plan, the City worked with a research and consulting firm to

conduct the Regional Analysis of Impediments to Fair Housing Choice identifying the impediments and barriers to fair housing. A summary of the impediments to fair housing choice identified and actions taken in Program Year 2023 are summarized within the City of Pasadena FHEO CAPER Checklist Program Year 2023 located in the appendices.

Additionally, the City of Pasadena continuously promotes fair housing choice through participation in trainings, seminars, community events and workshops. Informational materials are available to all residents and provided to all program participants. During the year the City displays posters and advertisements throughout City buildings and social media sites. In Program Year 2024 the City of Pasadena completed fair housing outreach in the community in collaboration with other City Departments, and/or community organizations, as well as through social media sources. Community Development staff attended the 2025 Southeast Harris County Annual Hurricane Workshop and Southeast Regional Local Emergency Planning Committee Community Health and Safety Fair on June 7, 2025 and the Madison Jobe Senior Expo on August 13, 2025 to provide materials and answer questions regarding fair housing. Furthermore, each April, the Community Development Department partners with the Pasadena Libraries to display books that tackle important topics relating to fair housing, inequality, and discrimination. From children's books celebrating diversity to more advanced reading detailing the history of racist ideas in America, there's something on this list for everyone in the family.

## CR-40 - Monitoring 91.220 and 91.230

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Program monitoring is a continuous process for all programs. Compliance is emphasized at the beginning of each contract period or program year, and assessed throughout the duration of the activity. Training and technical assistance is provided to all staff, subrecipients and partners to ensure compliance is of the utmost priority. The monitoring process is similar to an audit; however, monitoring should be viewed as a guide for improved compliance and program performance. Through the experience of monitoring visits, the Community Development Department has gained an understanding of HUD's expectations and standards for the administration of community development activities and programs. By mirroring similar processes, the Community Development Department now utilizes HUD's CPD monitoring exhibits to conduct internal self-monitoring and monitoring of subrecipients. All monitoring conducted shall be guided and governed by all applicable laws and regulations relating to the Community Development Block Grant Program (24 CFR Part 570), the Emergency Solutions Grants Program (24 CFR 576, as amended by the HEARTH Act), HOME Investment Partnerships (HOME) Program (24 CFR 92, also known as the HOME Final Rule), Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Final Rule (2 CFR 200), and all other applicable federal laws and regulations, as well as all city and state laws and ordinances.

Each program administered through the Community Development Department has an individual policy manual to assist in the oversight and management of the program. Subrecipients and City departments administering HUD-funded programs are monitored by the Community Development Department based on a performed risk analysis. A risk analysis will assist to determine how often a subrecipient shall be monitored, the program components to be reviewed, and procedures to be evaluated. Beneficiaries of the HOME Program and HOME Program partners are monitored on an annual basis to ensure affordability requirements are upheld and HOME-assisted units remain affordable. It is the responsibility of the Community Development Department to advocate compliance with all applicable federal requirements and ensure federal funds are used properly and with purpose.

In addition, the City of Pasadena Compliance Group ensures compliance with Section 504 of the Rehabilitation Act of 1973, Build America, Buy America Act (BABA), the Davis-Bacon Act and Related Acts and the Housing and Urban Development Act of 1968 Section 3 requirements are met and maintained. Progress meetings are held between the Compliance Group and contractor to discuss reporting requirements. Quarterly Activity Reports are submitted by the Compliance Group to the Community Development Department.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment**

## **on performance reports.**

As outlined within the 2023 - 2027 Consolidated Plan and the 2024 Annual Action Plan, the City of Pasadena solicits citizen input while simultaneously informing the public of resources, emerging needs and restrictions, and limitations of available resources. In order to encourage and support participation of the community, the City continues to provide comprehensive information, schedule public hearings, and promote opportunities for citizens to comment on federally funded activities and accomplishments.

The public notice seeking comments for this CAPER was published in the Pasadena Citizen (a newspaper of general circulation) on December 3, 2025, announcing the opening of the public comment period on December 4, 2025. The public notice was also posted on the City's website. During the public comment period, the draft CAPER was available for review on the City's website and at the following locations:

### **City of Pasadena City Hall – Community Development Department**

1149 Ellsworth Dr., 5<sup>th</sup> Floor  
Pasadena, Texas 77506

### **City of Pasadena City Hall – City Secretary**

1149 Ellsworth Dr., 2<sup>nd</sup> Floor  
Pasadena, Texas 77506

### **City of Pasadena Main Public Library**

1201 Jeff Ginn Memorial Dr.  
Pasadena, Texas 77506

### **City of Pasadena Fairmont Library**

4330 Fairmont Pkwy.  
Pasadena, Texas 77504

The Community Development Department held a Public Hearing on December 18, 2025 where staff was available to discuss the annual accomplishments included within the proposed CAPER and to receive any comments. The public hearing was also available simultaneously via Zoom. The City accepted public comments until December 19, 2025. **THIS SECTION WILL BE UPDATED IN THE FINAL VERSION OF THE CAPER FOLLOWING THE END OF THE COMMENT PERIOD TO REFLECT ANY COMMENTS RECEIVED.**

Citizen participation is essential for a viable program, and while the final authority for decision-making rests with the City Council, the City recognizes that exchange of information among citizens and elected officials will allow for a stronger, more responsive housing and economic development effort in the City of Pasadena.

## CR-45 - CDBG 91.520(c)

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

Through the Community Development Department's planning process, a number of goals and objectives were identified in the 2023-2027 Consolidated Plan. These goals were intended to guide programs and activities to aid and serve the low- to moderate-income residents of Pasadena. The City continuously assesses and reviews its policies, procedures and activities in order to improve upon the effective and efficient delivery of its grant programs. There is consistent need for CDBG funds to fulfill objectives in all of the aforementioned categories, hence no changes are recommended based on the City's experiences. However, in continued efforts to increase the community welfare and eliminate homelessness, there is a strong urgency to obtain qualified and capable subrecipients that are able to perform in concurrence with the City of Pasadena's objectives and execute programs in accordance with HUD's regulatory requirements.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

Not applicable.

## CR-50 - HOME 91.520(d)

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

**Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.**

Not applicable. The City did not have any projects that required inspection during the reporting period.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

The City of Pasadena's Affirmative Marketing Plan is a marketing strategy designed to ensure that all eligible persons in the housing market area are given the opportunity to apply and reside in available housing units regardless of race, color, national origin, sex, religion, familial status or disability. In accordance with HOME Rule 24 CFR 92.351(a), the Affirmative Marketing Plan sets forth the affirmative marketing requirements and procedures that shall apply to all rental and homebuyer projects containing five (5) or more HOME-assisted units. To further the commitment to nondiscrimination and equal opportunity in housing, the City of Pasadena continues to promote fair housing choice and to inform potential homeowners about available opportunities. Fair housing information is readily available to all community members, realtors, and landlords through the City of Pasadena website, publications, workshops/seminars, and placement of flyers/posters at federally-funded project sites. Particular emphasis is placed on low- to moderate-income areas and those communities with minority concentrations. One of the City of Pasadena's affirmative marketing outreach efforts is to provide informational materials in multiple languages to cater to the City's diverse population. The City also continues to seek opportunities to meet with specifically targeted groups and organizations, particularly agencies serving persons with special needs. In efforts to overcome language barriers, the City has adopted and implemented the Language Access Plan to enhance the City's outreach to all persons with limited English proficiency. The City of Pasadena's Affirmative Marketing Plan serves as a guide to assist the City of Pasadena and recipients of federal funds in efforts to inform persons that are least likely to apply for and inquire about opportunities for housing under the HOME Program.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

Not applicable. The City did not generate or expend any program income under the HOME Program during Program Year 2024.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES**

**ONLY: Including the coordination of LIHTC with the development of affordable housing).  
91.320(j)**

Not applicable.

## CR-58 – Section 3

### Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG
Total Number of Activities	1	3	0
Total Labor Hours	5953	3918	0
Total Section 3 Worker Hours	4847	0	0
Total Targeted Section 3 Worker Hours	4847	0	0

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG
Outreach efforts to generate job applicants who are Public Housing Targeted Workers		3	
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.			
Direct, on-the job training (including apprenticeships).			
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.			
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).			
Outreach efforts to identify and secure bids from Section 3 business concerns.		3	
Technical assistance to help Section 3 business concerns understand and bid on contracts.			
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.			
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.			
Held one or more job fairs.			
Provided or connected residents with supportive services that can provide direct services or referrals.			
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.			
Assisted residents with finding child care.			
Assisted residents to apply for, or attend community college or a four year educational institution.			

Assisted residents to apply for, or attend vocational/technical training.			
Assisted residents to obtain financial literacy training and/or coaching.			
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.			
Provided or connected residents with training on computer use or online technologies.			
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.			
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.			
Other.		3	

**Table 15 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

The information listed above was provided by City of Pasadena’s Compliance Group. The City of Pasadena includes Section 3 materials in all bid documentation, preconstruction meetings and technical assistance sessions. Section 3 guidelines are also included in all funding agreements. Furthermore, the City’s Compliance Group facilitates training and monitors routinely for contractual compliance to ensure that contracts are adhering to Section 3 guidelines to provide job training and employment and contract opportunities to low-income residents.