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COMMUNITY DEVELOPMENT
Pasadena, Texas



**CONSOLIDATED ANNUAL PERFORMANCE
& EVALUATION REPORT (CAPER)**

PROGRAM YEAR: 2021



JEFF WAGNER
MAYOR

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, 2021 through September 30, 2022. This CAPER presents accomplishments completed in the fourth year of the 2018-2022 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 implement strategies to affirmatively further fair housing. Highlights from Program Year 2021 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 Wafer Street Paving and Drainage Improvements Phase II Project and the Children and Youth Community Center is expected to be completed by December 2022. Furthermore, construction for the Llano Street Paving and Drainage Improvements Phase II Project is underway and expected to be completed by September 2023.
- 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 vouchers to 1,856 participants.
- The City's CDBG-CV Program has provided various services to those impacted by the COVID-19 pandemic including the following:
 - 60 hours of supportive services to 12 victims of domestic violence or abuse provided by The Bridge Over Troubled Waters, Inc.
 - Continued internet access and supplies to support remote learning for students participating in Pasadena Independent School District's Connection is Key Program
- The City's ESG Program has provided 26,692 nights of shelter and supportive services to 384 homeless women and children. To further transition to permanent housing, rental assistance and housing stabilization services were provided to 12 households.
- 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, one (1) existing housing unit was demolished and is being reconstructed to meet local codes and standards. Reconstruction is anticipated to be completed in November 2022.

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: \$926,290.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	1046	69.73%	250	259	103.60%
Homeownership	Affordable Housing	HOME: \$250,000.00	Homeowner Housing Added	Household Housing Unit	5	6	120.00%	2	0	0.00%
Housing Rehabilitation	Affordable Housing	CDBG: \$186,975.00 / HOME: \$1,199,278.00	Homeowner Housing Rehabilitated	Household Housing Unit	10	9	90.00%	2	0	0.00%
Infrastructure Improvements	Non-Housing Community Development	CDBG: \$5,183,370.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	4240	28.27%	2230	0	0.00%
Promote Fair Housing	Non-Housing Community Development	CDBG: \$1,652,416.00	Other	Other	5000	0	0.00%	0	0	0.00%

Reduce Homelessness	Homeless	CDBG: \$ / 313,022.00 ESG: \$692,145.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	946	946.00%	0	0	0.00%
Reduce Homelessness	Homeless	CDBG: \$ / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	40	57	142.50%	24	12	50.00%
Reduce Homelessness	Homeless	CDBG: \$ / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	1000	1202	120.20%	100	384	384.00%
Reduce Homelessness	Homeless	CDBG: \$ / ESG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	0.00%	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: affordable housing, public facilities and improvements, homelessness and public services. In Program Year 2021, 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, is continuing within an area that is primarily residential and located within the identified Low- to Moderate-Income Target Area. Construction is ongoing for the Wafer Street Paving and Drainage Improvements Phase II Project, the Children and Youth Community Center Project and Llano Street Paving and Drainage Improvements Phase II Project.

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. Therefore, the City opted to utilize the community benefit by allocating 6.5% of CDBG funds, amounting to \$109,559.20, to 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.

During Program Year 2021, the City of Pasadena continued to administer several programs to prevent, prepare for, and respond to the impacts of COVID-19 using CDBG-CV funding. The goals for this funding were established under the 2019 Annual Action Plan; however, in accordance with HUD guidance, the outcomes are reported beginning in the 2020 CAPER and subsequent CAPERs. CDBG-CV funds were administered through The Bridge Over Troubled Waters, Inc. to provide services to victims of domestic violence and Pasadena Independent School District to provide internet support for distance learning during the reporting period.

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. The Housing Rehabilitation Services Program (HRSP) fell short of its annual goal during Program Year 2021. This is largely due to staffing changes and service delays due to COVID-19. However, the HRSP expects to meet or exceed its goal in Program Year 2022.

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 2018-2022 program years, and the Source/Amount column of Table 1 is populated with information as provided by the City's 2018-2022 Consolidated Plan. The term Actual Program Year refers to projected goals and actual accomplishments completed by activities included within the City's 2021 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	ESG
White	232	0	240
Black or African American	17	0	135
Asian	5	0	6
American Indian or American Native	0	0	1
Native Hawaiian or Other Pacific Islander	0	0	0
Total	254	0	382
Hispanic	124	0	199
Not Hispanic	130	0	197

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 48% 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, two (2) “Black & White” and three (3) “Other Multi Racial” clients served by CDBG are not accounted for in Table 2. Therefore, 259 clients should be recognized as beneficiaries in the 2021 CDBG Program. In addition, fourteen (14) “Other Multi-Racial” clients were served by ESG and are not accounted for in Table 2. There should be 396 clients recognized as beneficiaries of the 2021 ESG Program.

In addition Table 2 does not allow for client data input for clients served by the CDBG-CV funds awarded during the 2021 program year. As a result of this exclusion, an additional 12 clients served should be recognized. The following data represents the demographic breakdown of those served with CDBG-CV funds:

- 9 White
- 3 Black
- 7 Hispanic
- 5 Non-Hispanic

To decipher, approximately 58% of persons assisted by CDBG-CV funding were 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.

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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	1,680,098	921,775
HOME	public - federal	532,698	53,270
ESG	public - federal	146,443	120,802

Table 3 - Resources Made Available

Narrative

The column labeled *Resources Made Available* references the City of Pasadena's 2021 Annual Action Plan program allocations, including anticipated program income.

Although the *Amount Expended During Program Year*, shown in Table 3, provides expenditures using 2021 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 \$818,883.93 were expended during Program Year 2021. Activities contributing to this amount include 2016 Housing Rehabilitation Administration (\$2,505.18), 2017 Housing Rehabilitation Administration (\$8,431.21), 2019 Housing Rehabilitation Administration (\$611.37), Wafer Street Paving & Drainage Improvements Phase II Project (\$721,013.61), The Children and Youth Community Center (\$47,795.22), 2020 Program Administration (\$33,921.69) and 2020 Housing Rehabilitation Administration (\$4,605.65). ***Abovementioned amounts to be updated in final version.***

The CARES Act provided \$2,241,134 in Community Development Block Grant Coronavirus (CDBG-CV) funds to the City during the 2019 and 2020 reporting periods. To date, the entire CDBG-CV allocation has been expended towards activities to prevent, prepare for, and/or respond to the spread of COVID-19.

Only \$53,269.80 of the 2021 HOME Program allocation was expended. Activities contributing to this amount include HOME Program Administration 2021 (\$53,269.80). However, prior year funds in the amount of \$130,324.00 also contributed to current year activities. HOME Program funds from 2015 and 2018, including program income earned in these program years, were expended during the reporting period for affordable housing activities to assist eligible households. Activities contributing to this amount include IDIS Activity ID 1068 (\$130,324.00).

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	73	73	Public Facilities and Infrastructure Projects
Citywide	7	7	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 2021 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 Llano Street Paving & Drainage Improvements Phase II Project, amounting to \$1,224,399.00 attributes to the CDBG Low/Mod Income Tracts. Citywide projects include the Transportation Rides Program (\$109,559.20).

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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 is met through joint efforts of subrecipients and City contributions to eligible ESG activities. Match funds provided by subrecipients may include volunteer hours, cash donations and in-kind contributions. 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 2021 Program Year is \$146,443. The 2021 ESG Match Log, provided below, details Match Contributions made during the reporting period. Through coordination of the City and subrecipients, the City is pleased to report that the ESG Match Contributions have exceeded the required match liability by \$2,364.02 and totals \$148,807.02.

2021 ESG Match Log

The Bridge Over Troubled Waters	\$134,459.77
<u>City-Program Administration</u>	<u>\$14,347.25</u>
Total Match Contribution:	\$148,807.02

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 \$9,250,038. HUD allows excess match funds to be carried forward to be applied to future program years' match liability. This reserve significantly exceeds the required \$0.00 match liability for the 2021 Program Year. Furthermore, the City of Pasadena is reporting an additional \$197,678 to be recorded as match contribution funds for the reporting period.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	9,250,038
2. Match contributed during current Federal fiscal year	197,678
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	9,447,716
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	9,447,716

Table 5 – Fiscal Year Summary - HOME Match Report

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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-2021-01	06/30/2022	0	0	0	0	9,013	0	9,013
NON-2021-02	09/30/2022	0	0	7,681	0	350	0	8,031
NON-2021-03	09/30/2022	0	0	0	0	105,974	0	105,974
NON-2021-04	09/30/2022	0	0	0	0	74,660	0	74,660

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 begin-ning 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 \$
253,628	0	34,958	0	218,670

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

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						
	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

Relocation and Real Property Acquisition – 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		1	\$11,166			
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

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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	24	12
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	24	12

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	24	12
Number of households supported through The Production of New Units	2	0
Number of households supported through Rehab of Existing Units	2	0
Number of households supported through Acquisition of Existing Units	0	0
Total	28	12

Table 12 – Number of Households Supported

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

Within the 2018-2022 Consolidated Plan and 2021 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 two (2) existing units. Although the City did not complete the rehabilitation of existing units, one (1) existing housing unit was demolished and is being reconstructed to meet local codes and standards. Reconstruction is anticipated to be completed in November 2022. Problems contributing to delays include staffing changes and service delays/increased construction costs due to COVID-19.

Additionally, the City made progress towards the Number of Homeless households to be provided affordable housing units by allocating ESG funds towards a rapid rehousing activity administered by The Bridge Over Troubled Waters, Inc. The activity exceeded its units of service goal by 500%.

Discuss how these outcomes will impact future annual action plans.

Although ESG funds were not allocated for the 2022 Program Year, the City will maintain an active coordination role with the Continuum of Care and is diligently working in the production of new units by coordinating with a consulting firm to streamline construction processes and procedures for the HOME Program.

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	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

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

During the Program Year 2021, the City of Pasadena did not fund activities under the street outreach program component. However, homeless service providers within the area networked with main stream resources including, but not limited to, medical facilities, housing providers, law enforcement, childcare facilities and education systems to help address awareness and assess the needs of homeless individuals.

Additionally, the City has worked closely with the Coalition for the Homeless of Houston/Harris County and the Continuum of Care to align funding supporting community adopted priorities and addressing the needs of residents experiencing homelessness or at risk of becoming homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Pasadena continually increases the support for organizations who address the needs of homeless persons and assists this population in obtaining permanent housing.

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 2021 for a total of \$87,865.80 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

During Program Year 2021, the City of Pasadena did not fund activities under the homeless prevention program component, instead provided funding to support rapid re-housing goals in efforts to coordinate with continuum-wide goals.

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 Pasadena area for a total of \$47,593.97 in Program Year 2021, while providing assistance to twelve (12) households experiencing homelessness. Assistance was provided 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 1,079 participating families in the Housing Choice Voucher Program (HCV) and administers the Family Self-Sufficiency (FSS) Program for five (5) of the Housing Choice Voucher Program participant families. The City of Pasadena Housing Program currently has a total 5,762 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)

The City of Pasadena has reviewed public policies to determine their impact on affordable housing. The City found that there are no policies that contribute to the concentration of racial/ethnic minorities, and no building codes or ordinances that limit the development or improvement of affordable housing in Pasadena.

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, is a child, has a disability or 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 City 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. The Community Development Department strives to make housing and services available to the underserved by supporting transportation services to elderly and/or disabled persons, housing rehabilitation, computer services and activities to target homeless individuals and those who are victims of domestic violence. Furthermore, as discussed within the CR-30, the City of Pasadena Housing Program has a total of 1,079 participating families in the Housing Choice Voucher Program with a local preference provided for U.S. Military Veterans residing in Pasadena. The Community Development Department continuously advertises services to the underserved. Translated material is made available to persons with limited English proficiency, so that non-English speaking residents may become aware of programming and services available. Furthermore, the City has begun a virtual approach in response to COVID-19 to promote community involvement, in addition to its normal processes, to enhance communication with residents and those who have a disability and/or underserved needs.

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 the following:

- Continued distribution of the "*Protect Your Family from Lead in Your Home*" pamphlet to program

participants and interested parties;

- Continued inspection for potential lead hazard for all houses which 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); 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.

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), Community Development Advisory Board, 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 2018-2022 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 to be addressed and actions taken in Program Year 2021 are summarized within the City of Pasadena FHEO CAPER Checklist Program Year 2021 located in the appendices.

Additionally, the City of Pasadena continuously promotes fair housing choice through the 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 2021 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 2022 Southeast Harris County Annual Hurricane Workshop and Southeast Regional Local Emergency Planning Committee Community Health and Safety Fair on June 4, 2022 to provide materials and answer questions regarding fair housing. Furthermore, the Community Development Department partnered with the Pasadena Libraries to host a storybook reading of “When Chocolate Milk Moved In” by Ken Harvey targeted to ages 4-8 years old to be read during the month of April for National Fair Housing Month.

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. In an effort to mitigate risk during the ongoing COVID-19 pandemic, all monitoring reviews have been conducted as a desk monitoring as opposed to on-site monitoring visits.

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 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 2018 - 2022 Consolidated Plan and the 2021 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 November 30, 2022, announcing the opening of the public comment period on December 1, 2022. 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 in the following locations:

City of Pasadena City Hall – Community Development Department

1149 Ellsworth Dr., 5th Floor
Pasadena, Texas 77506

City of Pasadena City Hall – City Secretary

1149 Ellsworth Dr., 2nd 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 will hold a Public Hearing on December 14, 2022 where staff will be available to discuss the annual accomplishments included within the proposed CAPER and to receive any comments. The public hearing is also available simultaneously via Zoom. The City will accept public comments until December 15, 2022.

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 2018-2022 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 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 implements 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

Although the City does not currently generate program income under the HOME Program, prior year earnings received through payment of amortized loans by households assisted under the Housing Rehabilitation Services Program was utilized during the reporting period. During Program Year 2021, 100% of prior years' program income expended contributed to the Housing Rehabilitation Services Program to

provide rehabilitation, as well as demolition/reconstruction, of single-family homes owned and occupied by low- to moderate-income residents of Pasadena. At the beginning of the reporting period, October 1, 2021, the City had a remaining balance of \$253,627.57 on hand. During the reporting period, the City utilized \$34,957.75 leaving a remaining balance of \$218,669.82.

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.

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CR-58 – Section 3

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

Total Labor Hours	CDBG	HOM E	ESG	HOPWA	HTF
Total Number of Activities	2	0	0	0	0
Total Labor Hours	23,130				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
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.	2				
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.	2				

Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

The information listed above was provided by City of Pasadena’s Compliance Group for the Wafer Street Paving and Drainage Improvements Phase II Project (Ordinance No. 2021-048; IDIS No. 1073; 12,788.26 hours) and Llano Street Paving and Drainage Improvements Phase II Project (Ordinance No. 2022-011; IDIS No. 1081; 10,342.25 hours). 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.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps* for Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	Pasadena
Organizational DUNS Number	136714057
UEI	
EIN/TIN Number	746001846
Identify the Field Office	Houston
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Houston/Harris County CoC

ESG Contact Name

Prefix	Mrs.
First Name	Kayla
Middle Name	
Last Name	Coberley
Suffix	
Title	Community Development Manager

ESG Contact Address

Street Address 1	P.O. Box 672
Street Address 2	
City	Pasadena
State	TX
ZIP Code	77506-
Phone Number	(713) 475-4994
Extension	
Fax Number	
Email Address	KCoberley@pasadenatx.gov

ESG Secondary Contact

Prefix	Ms.
First Name	Kristine
Last Name	Singleton
Suffix	
Title	Programs Coordinator
Phone Number	(713) 475-7051
Extension	
Email Address	KSingleton@pasadentx.gov

2. Reporting Period—All Recipients Complete

Program Year Start Date 10/01/2021
Program Year End Date 09/30/2022

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: The Bridge Over Troubled Waters, Inc.

City: Pasadena

State: TX

Zip Code: 77501, 3488

DUNS Number: 174065052

UEI

Is subrecipient a visting services provider: Y

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: \$47,593.97

Subrecipient or Contractor Name: The Bridge Over Troubled Waters, Inc.

City: Pasadena

State: TX

Zip Code: 77501, 3488

DUNS Number: 174065052

UEI

Is subrecipient a visting services provider: Y

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: \$87,865.80

CR-65 - Persons Assisted

This section is to be replaced with the Sage HMIS Reporting Repository Attachment per HUD.

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 16 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 17 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 18 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 19 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 20 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	
Female	
Transgender	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 21 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	
18-24	
25 and over	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 22 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans				
Victims of Domestic Violence				
Elderly				
HIV/AIDS				
Chronically Homeless				
Persons with Disabilities:				
Severely Mentally Ill				
Chronic Substance Abuse				
Other Disability				
Total (Unduplicated if possible)				

Table 23 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

This section is to be replaced with the Sage HMIS Reporting Repository Attachment per HUD.

10. Shelter Utilization

Number of New Units – Rehabbed	
Number of New Units – Conversion	
Total Number of bed - nights available	
Total Number of bed - nights provided	
Capacity Utilization	

Table 24 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

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CR-75 – Expenditures

This section is to be replaced with the Sage HMIS Reporting Repository Attachment per HUD.

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention			

Table 25 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
Subtotal Rapid Re-Housing			

Table 26 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Essential Services			

Operations			
Renovation			
Major Rehab			
Conversion			
Subtotal			

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Street Outreach			
HMIS			
Administration			

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2019	2020	2021

Table 29 - Total ESG Funds Expended

11f. Match Source

	2019	2020	2021
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
Total Match Amount			

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2019	2020	2021

Table 31 - Total Amount of Funds Expended on ESG Activities

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