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***Annual Action Plan***

***Fiscal Year 2018-19***

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***City of Glendale***  
***Community Services and Parks***  
***Community Development***  
*141 North Glendale Avenue, Room 202*  
*Glendale, CA 91206*

# CITY OF GLENDALE FY 2018-19 ACTION PLAN

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# Executive Summary

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

### 1. Introduction

The FY 2018-19 Action Plan for the City of Glendale's Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnership (HOME) programs represents the fourth year of the City's Five Year Consolidated Plan. Each project that is approved for funding relates to the needs and priorities addressed in the Five Year Consolidated Plan. The Consolidated Plan is reviewed annually and may be modified depending on changes in the community and any new input from residents.

The Action Plan is a yearly funding plan and is submitted annually to the U.S. Department of Housing and Urban Development (HUD) and covers the following three federal programs administered through the City of Glendale:

- **Community Development Block Grant (CDBG):** Developing viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.
- **Emergency Solutions Grant (ESG):** Providing homeless persons with basic shelter, Rapid Re-housing, homeless prevention, and essential supportive services.
- **HOME Investment Partnership Program (HOME):** Funding a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or that provide direct rental assistance to low-income people.

### 2. Summarize the objectives and outcomes identified in the Plan

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

The Objectives and Outcomes identified in the Consolidated Plan provide information related to the proposed geographic distribution of investment, priorities, objectives, and outcomes for allocation of CDBG, ESG, and HOME funds in Glendale. The Objectives and Outcomes include a general description of the homeless and other community development needs activities to be undertaken and other actions to address obstacles to meet underserved needs and reduce poverty. This plan can also be found at the City's website at [www.Glendale.gov/cdbg](http://www.Glendale.gov/cdbg)

In summary, the main priorities and objectives in terms of housing, homeless, and community objectives the City plans to address over the next five years include:

- Provide decent affordable housing (Decent Housing)

- Construct or upgrade neighborhood/public improvements (Sustainable Living Environment)
- Support homeless programs and services (Sustainable Living Environment)
- Construct or upgrade public facilities (Sustainable Living Environment)
- Enhance public social services (Sustainable Living Environment)

Through the development of the Consolidated Plan, outcomes were developed to show how CDBG, ESG, and HOME funded activities would benefit the Glendale low and-moderate income residents. The three outcomes related to the above objectives are:

- Improved Availability/Accessibility
- Affordability
- Sustainability

Activities funded within the five years of the Consolidated Plan will support at least one objective and one outcome described above. Each activity that is funded by CDBG, ESG, and HOME will be setup in IDIS to describe specific objectives and outcomes and quantities accomplishments and reported annually in the City's CAPER. In addition within the framework of reaching program outcomes, funding is focused on program activities which help to improve availability/accessibility/, affordability, and sustainability.

### **3. Evaluation of past performance**

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

Each year, the U.S. Department of Housing and Urban Development (HUD) assesses the City of Glendale's management of CDBG, ESG and HOME program funds, the City's compliance with the Annual Action Plan and the Consolidated Plan and the extent to which the City is preserving and developing decent affordable housing, creating a suitable living environment and expanding economic opportunities through the Annual CAPER report. Overall, the City has performed satisfactorily in addressing its priority needs and carrying out the programs described in the Consolidated Plan as reported in the CAPER.

Major accomplishments to be reported in the fourth year of the City's Consolidated Plan CAPER include the following: continuation of construction of the HOME Lomita Habitat project serving 6 Low Income First Time Home Buyer families and completion of predevelopment phase with the start of construction of the 65 unit Vista Grande affordable rental development senior housing project. In 2018-19 the City will again attempt to find opportunities for new construction and rehabilitation of existing buildings for lower income renters using HOME funds and other affordable housing funds such as Lower Income Tax Credits and housing bonds.

CDBG accomplishments include the completion of the Door of Hope Roofing and Solar Installation Project, a 16 unit transitional housing facility for formerly homeless survivors of domestic violence, the gym flooring project for the Homenetmen Youth Center, the completion of the ADA ramp and entry doors for the Senior Live Well Center at Adventist Health Glendale, and the completion of the Palmer Park Improvement project. The City will continue to improve park improvement projects as a high priority with CDBG funding in FY 2018-19 along with improvement to non-profit community centers serving low- and moderate-income residents, especially those serving the homeless.

The ESG program successfully housed over 28 households facing homelessness with rapid re-housing funds thus far in FY 2017-18.

In general, the City's continued success in providing affordable housing for low income persons and providing suitable living environment, particularly for the homeless and at-risk homeless population are goals that will be carried out in FY 2018-19.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Citizen participation is a highly valued component of the Annual Action Plan preparation process, and the City created a wide variety of opportunities to invite extensive feedback from the community. This process included:

- Three Community Public Hearings;
- Community Development Block Grant Advisory Committee meetings;
- Continuum of Care Committee meetings;
- Senior Needs Assessment Focus Group meeting;
- City Council and Housing Authority meeting on Affordable Housing and Options in Lieu of Rent Control; and
- Special Joint Meeting with the Glendale Housing Authority and the City Council.

Outreach also included consultation and interaction with community residents, public and private agencies, City departments, social service agencies, agency coalitions, including organizations that provide housing and supportive services to special needs population.

Detailed efforts to broaden citizen participation are described on Section AP-12-Participation.

Upon completion of the draft Annual Action Plan, it was available for public review and comment for 30 days, from May 12, 2018 to June 12, 2018. Copies of the Annual Plan were available to the public at City Hall-Community Services and Parks Administration Office, the Community Development-Housing Division Office, as well as on the City's website at [www.glendaleca.gov/cdbg](http://www.glendaleca.gov/cdbg).

## **5. Summary of public comments**

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

The City's Annual Plan Public Hearing was held on March 22, 2018. Fifteen residents participated in the Public Hearing along with a CDBG Advisory Committee board member. Comments were made regarding maintaining existing funding for CDBG program. Citizens were thankful for the funding recommendations for the Armenian Cultural Center to assist the youth in the community. The City also had a 30 day public comment period of the FY 2018-19 Annual Action Plan after it was published in local newspaper-the Glendale News Press, and on the City's webpage at [www.glendaleca.gov/cdbg](http://www.glendaleca.gov/cdbg). No public comments were presented during the 30 day public comment period of the Annual Action Plan.

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

All comments were reviewed and accepted.

## **7. Summary**

The Annual Action Plan reflects the coordinated efforts of the residents, stakeholders, partner agencies, and City Departments. Through the projects and activities outlined in the Annual Action Plan, the effectiveness and impact of federal funds will be maximized through targeted investments and improved and coordinated service delivery. The Annual Plan will serve as a guide for the next year as the City of Glendale prioritizes its efforts and resources to help achieve the shared goals of HUD and the community which are: to provide decent and affordable housing; a suitable living environment; and expanded economic opportunity.

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

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

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

Agency Role		Name	Department/Agency
CDBG Administrator	GLENDALE	Community Services and Parks Department	
HOME Administrator	GLENDALE	Community Development Department	
ESG Administrator	GLENDALE	Community Services and Parks Department	

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Glendale is a direct entitlement community for the CDBG, ESG, and HOME programs. The City of Glendale's Community Services and Parks Department-CDBG Section is responsible for submission of the Consolidated Plan and Annual Action Plans with the assistance of the Community Development Department-Housing Division.

**Consolidated Plan Public Contact Information**

Maggie Kavarian, Senior Community Services Supervisor

mkavarian@glendaleca.gov

Phone (818) 548-2000

Web site: [www.glendaleca.gov/cdbg](http://www.glendaleca.gov/cdbg)

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

### **1. Introduction**

The City of Glendale's Community Services and Parks Department took the lead on behalf of the City of Glendale in developing and coordinating activities for the FY 2018-19 Annual Action Plan. Consistent with Federal requirements, an extensive and coordinated needs assessment was undertaken to obtain input in formulating the Annual Plan. This input involved extensive consultation with public and private agencies, social service agencies, agency coalitions, community residents, and neighboring cities including organizations that provide housing and supportive services to special needs populations.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City of Glendale has a very effective system of coordination and communicating with assisted housing providers, health, mental health and service agencies. The City of Glendale is an active participant in the Glendale Continuum of Care Committee, the Mental Health Task Force, Glendale Healthier Community Coalition, Crescenta Valley Alliance, and with housing providers such as Habitat for Humanity to provide information and feedback on coordinating housing and social service activities. This coordinated effort primarily involved the City sponsoring community meetings and focus groups for community residents and community agencies. The City of Glendale also manages federal Workforce Investment Opportunity Act programs and coordinates its HUD entitlement programs with the Verdugo Workforce Investment Board for economic development program assistance.

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

The Glendale Continuum of Care and Glendale Consolidated Plan jurisdictions cover the exactly the same geography. Glendale's Continuum of Care coordinates intakes and assessment services, laundry, showers, mail pick-up, on site case management for the employment, veteran's services, mental health services and housing coordination. The City of Glendale manages the rental assistances program formerly the Continuum of Care Funding and coordinates through the YWCA of Glendale and Door of Hope for homeless programming and services specifically for victims of domestic violence. Housing for homeless veterans is coordinated with the Community Development-Housing Division through regular coordination meetings. Glendale CoC received State ESG and Measure H Funding and will continue to handle regional implementation of the homeless programming. In addition, City of Glendale implemented Landlord Incentive Program (LIP) and has been successful in the transition of the CoC's most unsheltered persons in housing.



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

The Glendale Continuum of Care and Glendale Consolidated Plan jurisdictions cover exactly the same geography. The City of Glendale along with the Continuum of Care Board of Directors coordinates the annual Emergency Solutions Grant (ESG) Request for Proposal (RFP) process to allocate ESG funds. Both CoC and ESG notifications are released through local RFP, which is also posted in various locations including, the City newspaper, City's website, directly mailed and emailed out to all agencies on the CoC distribution list. A formal review of all of the RFP's are conducted by the CoC Board, including agency interviews, review of semi-annual progress reports, HMIS, outcomes, overall program capacity, financial management and coordination of CoC programs.

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

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

1	<b>Agency/Group/Organization</b>	Ascencia
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuum of Care meeting held on June 26, 2018. Input assisted in creating priorities, goals and objectives. Agency also attended the Annual Action Plan approval meeting with Glendale City Council and Housing Authority on June 12, 2018 and was available for public comment.
2	<b>Agency/Group/Organization</b>	SALVATION ARMY GLENDALE CORPS
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuum of Care meeting held on June 26, 2018. Input assisted in creating priorities, goals and objectives for continuum of care homeless programs.

3	<b>Agency/Group/Organization</b>	ARMENIAN RELIEF SOCIETY OF WESTERN USA
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Health Services-Employment Services-Immigration
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy Non-homeless Community Development Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Focus Group meeting held on September 20, 2017, the Public Hearing held on March 22, 2018, and the Annual Action Plan approval meeting with Glendale City Council and Housing Authority on June 12, 2018. Input assisted in creating priorities, goals and objectives for non-homeless community development programs.
4	<b>Agency/Group/Organization</b>	HOMENETMEN GLENDALE ARARAT CHAPTER
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Community Development Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Focus Group meeting held on September 20, 2017, the Public Hearing held on March 22, 2018, and the Annual Action Plan approval meeting with Glendale City Council and Housing Authority on June 12, 2018. Input assisted in creating priorities, goals and objectives for non-homeless community development programs.

7	<b>Agency/Group/Organization</b>	YWCA OF GLENDALE
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Veterans Homelessness Strategy Non-homeless Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continuum of Care meeting held on June 26, 2018 and the Annual Action Plan approval meeting with Glendale City Council and Housing Authority on June 12, 2018. Input assisted in creating priorities, goals and objectives for non-homeless community development programs and assisting in creating priorities, goals and objectives for continuum of care homeless programs.
8	<b>Agency/Group/Organization</b>	CATHOLIC CHARITIES OF LOS ANGELES, INC.
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended Continuum of Care meeting held on June 26, 2018 and the Annual Action Plan approval meeting with Glendale City Council and Housing Authority on June 12, 2018. Input assisted in creating priorities, goals and objectives for continuum of care homeless programs and non-homeless community development programs.

9	<b>Agency/Group/Organization</b>	GLENDALE ADVENTIST MEDICAL CENTER
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to attend the Community Focus Group meeting held on September 20, 2017 and the Annual Action Plan approval meeting with Glendale City Council and Housing Authority on June 12, 2018. Input assisted in creating priorities, goals and objectives for non-homeless community development programs. GAMC also attended the Continuum of Care meeting held on June 26, 2018. Input assisted in creating priorities, goals and objectives for continuum of care homeless programs.
10	<b>Agency/Group/Organization</b>	DOOR OF HOPE
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Focus Group meeting held on September 20, 2017. Input assisted in creating priorities, goals and objectives for non-homeless community development programs. Door of Hope also attended the Continuum of Care meeting held on June 26, 2018. Input assisted in creating priorities, goals and objectives for continuum of care homeless programs.

12	<b>Agency/Group/Organization</b>	CITY OF GLENDALE
	<b>Agency/Group/Organization Type</b>	Services-homeless Other government - Local Police Department
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Glendale Police Department officers attended the Continuum of Care meeting held on June 26, 2018. Input assisted in creating priorities, goals and objectives for continuum of care homeless programs. CoC coordinates with GPD HOPE (Homeless Outreach Psychiatric Evaluation Team with street outreach, compliance, housing placements, and coordination of services and mental health evaluations.
13	<b>Agency/Group/Organization</b>	NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Education Service-Fair Housing Legal Services Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy non-housing community development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Focus Group meeting held on September 20, 2017 and the Senior Street Fest event on May 16, 2018. Input assisted in creating priorities, goals and objectives for non-homeless community development programs, specifically legal services for low income residents.

14	<b>Agency/Group/Organization</b>	SBCC Thrive LA
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy non-homeless community needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Focus Group meeting held on September 20, 2017. Input assisted in creating priorities, goals and objectives for non-homeless community development programs.
15	<b>Agency/Group/Organization</b>	Glendale Communities Initiative
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Health Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Focus Group meeting held on September 20, 2017. Input assisted in creating priorities, goals and objectives for non-homeless community development programs.

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

The City reached out to all types of organizations, but some agencies were not consulted because they did not respond to the invitation to focus group meetings and public hearings. Such organizations included: child welfare agencies, HIV/AIDs service providers, federal, state, and county public agencies, persons with disabilities agencies.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Glendale Continuum of Care Committee	The Glendale Continuum of Care and Glendale Consolidated Plan jurisdictions cover the exactly the same geography. Therefore, the goals of the Glendale Continuum of Care are coordinated with Five Year Consolidated Plan and Annual Action Plans and are include in all the aforementioned plans. The Continuum of Care jurisdiction is the same as the Consolidated Plan jurisdiction, therefore, the goals and strategies of each plan are the same.
2018 PHA Annual Plan	Glendale Housing Authority	The Glendale Housing Authority jurisdiction is the City of Glendale. The goals of the Glendale Housing Authority are coordinated with Five Year Consolidated Plan and Annual Action Plans, although they are very specific to rental housing assistance.

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

**Narrative (optional)**

The City consults with mainstream public and private agencies that address housing, health, social services, domestic violence and education needs of low income persons and homeless individuals and families at Continuum of Care Committee meetings, and special social service agency meetings with the Glendale Healthy Start Committee, grassroots community groups residing in low income neighborhoods like Padres Unidos de la Comunidad (United Parents of the Community), the Housing Rights Center for bi-annual fair housing assessments, and other public agencies such as the Department of Public Social Services, the Los Angeles County Department of Mental Health, the Los Angeles County Community Services Department for senior services, Glendale Adventist Medical Center, Glendale Memorial Hospital, and the Glendale Police Department (along with Glendale Adventist and Glendale Memorial) for discharge planning. The City also regularly consults with the Verdugo Workforce Investment Opportunity (WIOA) program for assistance with economic development, in particular job training and employment case management. The City also regularly consults with two neighboring cities, Burbank and Pasadena on coordinating regional homeless services and non-profit community agencies which service multiple cities.





## **AP-12 Participation – 91.105, 91.200(c)**

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

The FY 2017-18 Needs Assessment process for the FY 2018-19 Annual Plan included consultation and input from community residents, community coalitions, and social service and housing agencies providing services to low and moderate income residents. This process included:

- 1) One Public Hearing held on September 20, 2017 at the Pacific Park Community Center (located in one of the City's lowest income neighborhoods) that featured citizen focus groups who were asked to identify community needs and priorities concerning housing, community development, homeless, economic development, transportation, and citizen participation. Forty-one (41) residents participated in the focus groups. Citizen comments on community are on the attached document list.
- 2) An analysis of housing and population characteristics from the 2010 Census and updated 2011-13 American Community Survey data.
- 3) An analysis of the program priorities for the FY 2015-20 Consolidated Plan.
- 4) A public hearing on March 22, 2018 at Pacific Park Community Center (located in a low income neighborhood) regarding Community Development, Housing, and Homeless program activities and projects for the FY 2018-19 Annual Action Plan.
- 5) A Continuum of Care meeting on June 26, 2018 with a focus on providing input on priorities, goals and objectives of the Continuum related to the Annual Action Plan.
- 6) A joint City Council and Housing Authority meeting on the proposed Annual Action Plan on April 17, 2018 attended by 9 community agencies and 22 residents.
- 7) A joint City Council and Housing Authority meeting on the revised proposed Annual Action Plan on June 12, 2018 attended by 2 community agencies.

Based on the FY 2017-18 Community Needs Assessment described above, it appears that the needs and priorities expressed by the community and corroborated by census data continue to be consistent with current year (FY 17-18) and Five Year (2015-20) program Goals and no significant impacts or goal changes are planned.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities  Non-English Speaking - Specify other language: Spanish, Armenian  Persons with disabilities  Non-targeted/broad community  Residents of Public and Assisted Housing	A Community Focus Group Meeting/Public Hearing was held on September 20, 2017 at the Pacific Park Community Center that featured citizen focus groups who were asked to identify community needs and priorities concerning housing, community development, homeless, economic development, transportation, and citizen participation. Forty one (41) residents participated in the focus groups.	Forty-one residents discussed community issues. All three groups at the Public Hearing participants ranked improved traffic calming/safety (around schools), parking, and trash and debris abatement as the most important neighborhood improvement issues. Additional park amenities in southern Glendale were identified by Public Hearing participants as the most important community facility needs. This includes providing better lighting at parks and providing adequate bathroom facilities for southern Glendale parks. At the Public Hearing, residents listed the need for additional youth sports programs at various parks and recreational space for youth services as a priority. Employment programs including job counseling, job training, job search and placement assistance, basic skills training, and English as A Second Language (ESL) classes were a common social service priority identified by community residents at the Public Hearing. Affordable child care for pre-school and school aged children for working families, and especially for single parent households, was also identified as a priority social service need by residents at the Public Hearing. Homeless services including emergency shelter, homeless prevention, homeless outreach, mental health services, homeless employment services and subsidized housing were identified as high needs at the Public Hearing. Two of the three Public Hearing focus groups commented that public safety at southern Glendale parks was a high priority including the need to deter drug and alcohol use and smoking at the parks with increased police patrol and security cameras. According to Public Hearing participants, a top Housing priority is the need for affordable rental housing, tenant landlord assistance, and code enforcement (without triggering rent increases). Comments are available on the attached Public Comments section.	All comments accepted. Comments are available on the attached Public Comments section.	<a href="http://www.glendaleca.gov/cdbg">www.glendaleca.gov/cdbg</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Newspaper Ad	Non-targeted/broad community	Newspaper advertisement regarding the availability of the proposed and revised FY 2018-19 Annual Action Plan projects and funding recommendations was made available on March 7, March 14, May 19, and May 23, 2018 for public comment. The projects were available on-line and printed in the Glendale News Press.	No comments were received.	No comments were received.	<a href="http://www.glendaleca.gov/cdbg">www.glendaleca.gov/cdbg</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Minorities  Non-English Speaking - Specify other language: Spanish, Armenian  Non-targeted/broad community  Community Agencies	8 community agencies and 15 community member attended the public hearing.	Public Hearing on March 22, 2018 at Pacific Community Center. Comments were regarding making sure that CDBG funds are not further cut from the budget which hurts the agencies. Comments included maintaining existing funding for CDBG program. Citizens were thankful for the funding recommendations for the Armenian Cultural Center to assist the youth in the community.	All comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Public Meeting	Non-targeted/broad community	A public meeting on April 17, 2018 with the City Council and Housing Authority regarding approval of the proposed FY 2018-19 Annual Action Plan. Nine community agencies attended the event and 22 community members.	Comments were received regarding continuing to support the CDBG program.	All comments were received.	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Meeting	Non-targeted/broad community	A public meeting on June 12, 2018 with the City Council and Housing Authority regarding approval of the revised proposed FY 2018-19 Annual Action Plan. Two community agencies attended the event.	No comments received.	No comments were received.	<a href="http://www.glenendaleca.gov/cdbg">www.glenendaleca.gov/cdbg</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	2017 Senior Needs Assessment Focus Group	Non-targeted/broad community  Community Social Service Providers	City participation in the 2017 Senior Needs Assessment Focus Group Meeting with Stakeholders to gain information and insights into the concerns, health and social services needs of Glendale's aging Community through focus groups. 37 community members participated. The top five High needs/issues identified included by ranking; 1) affordable housing, 2) Information and Communication 3) transportation, and 4) Emergency Preparedness.	Comments were regarding the 12 domains in the Glendale community in general.	All comments were received.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

This section identifies the federal, state, local, and private resources expected to be available to the City of Glendale to address priority needs and specific objectives identified in the Strategic Plan. This section of the plan will also describe how federal funds will leverage additional resources, including a narrative description of how matching requirements of the HUD programs will be satisfied.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,852,537	0	0	1,852,537	2,399,685	Community Development Block Grant (CDBG)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,301,897	367,400	0	1,669,297	0	Home Investment Partnerships (HOME)
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	147,107	0	0	147,107	299,124	Emergency Solutions Grant (ESG)

Table 5 - Expected Resources – Priority Table

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

The City will attempt to leverage CDBG, HOME, and ESG funds with other private and local funding when appropriate to meet the objective of the Annual Action Plan. The City does add local

General Funds (including unexpended CDBG and HOME funds from prior years if available) to further support the organizations receiving CDBG and HOME funding.

In terms of Affordable Housing Leveraging, the Housing Authority has two new construction affordable housing projects under construction at this time. These are multi-year development projects. Each project has leveraged funds. The rental new construction project (Vista Grande) has received a tax credit investment and FHLB Affordable Housing Program funds in addition to Low Moderate Income Housing Asset Funds used to purchase the land. Also, one new construction home ownership projects (Habitat Lomita) is receiving Habitat for Humanity capital funds, State CalHOME grant funds, Federal Home Loan Bank Affordable Housing Program WISH grant funds, in-kind donations, private fundraising donations, and volunteer and home buyer sweat equity investments. Construction funds are being received on an ongoing basis, while permanent financing will be delivered upon purchase of the homes by homebuyers projected for Spring 2019.

HOME (25%) matching funds requirements for HOME projects will be met through qualifying non-federal contributions to projects as well as use of balances in the Glendale HOME Match Bank from previous projects, if necessary.

CDBG has no matching fund requirement; however, the City extensively leverages its CDBG funds with the City's General Revenue and Capital Improvement Project funds (CIP) for construction projects. City General Revenue and County of LA Department of Aging grant funds will also provide leverage for City operated social service programs which support CDBG program activities and goals. The amount of General Fund and LA County Grant support for senior services is \$457,464 per year. Previously, this program for senior case management and nutritional meals was partially funded with CDBG. In addition, the social service agencies supported by CDBG funds utilize a variety of private and non-federal funds to leverage CDBG funds. Workforce Investment Opportunity Act (WIOA) funds in the amount of \$2,000,000 per year are received by the Verdugo Workforce Investment Opportunity Board and utilized to support community development and homeless programs, including the CDBG funded Youth Employment Program.

The ESG program has a 100 percent matching requirement, which amounts to approximately \$147,107 annually. ESG funded agencies such as Ascencia, the YWCA of Glendale and Catholic Charities fill ESG matching fund requirements with CDBG and/or their own private funding. Matching funds will be monitored by staff to meet the requirements of the ESG program for program match. The City matches its ESG Administration funding with City General Revenue funds.

The Continuum of Care Program has 25% matching or leverage funding for all CoC funded programs per project. The City monitors individual CoC funded services provided by Ascencia, Door of Hope, the Salvation Army, the Glendale Housing Authority/City of Glendale, and Family Promise

to ensure they meet the matching fund requirements. All grant activity and matching funds are documented in the Annual Progress Reports submitted to HUD.

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

The Housing Authority of the City of Glendale (Housing Authority) currently owns land intended or in use for eight affordable housing development sites in Glendale. The Housing Authority owns these properties on a long-term basis and enters into a ground lease with a development partner who will build, own, and operate the improvements – typically an affordable rental apartment building with long-term affordability covenants or restrictions.

**Discussion**

N/A

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless Services	2015	2019	Homeless		Homeless	CDBG: \$66,486 ESG: \$147,107	Public service activities other than Low/Moderate Income Housing Benefit: 260 Persons Assisted Homelessness Prevention: 52 Persons Assisted through April 30, 2018.
2	Public/Neighborhood Improvements	2015	2019	Non-Housing Community Development	SOUTHERN GLENDALE	Public/Neighborhood Improvements	CDBG: \$653,830	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2400 Persons Assisted  Rental Units rehabilitated:12 Household Housing Unit
3	Enhance Public Services	2015	2019	Non-Housing Community Development	SOUTHERN GLENDALE	Public Social Services	CDBG: \$277,880	Public service activities other than Low/Moderate Income Housing Benefit: 900 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Public Facility Improvements	2015	2019	Non-Housing Community Development	SOUTHERN GLENDALE	Public Facilities	CDBG: \$640,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 450 Persons Assisted
5	Rental Housing-New Construction	2015	2019	Affordable Housing		Housing	HOME: \$1,127,951	Rental units constructed: 4 Households Housing Unit
6	Home Ownership – New Construction	2016	2019	Affordable Housing		Housing	HOME: \$0	Homeownership units constructed: 0

Table 6 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Homeless Services
	<b>Goal Description</b>	This section of the Annual Plan summarizes the homeless and homeless prevention annual goals and objectives it intends to initiate and/or complete within the term of the program year utilizing CDBG and ESG funding.
2	<b>Goal Name</b>	Public Facility Improvements
	<b>Goal Description</b>	This section of the Annual Plan summarizes the CDBG public facility improvements' annual goals and objectives it intends to initiate and/or complete within the term of the program year utilizing CDBG funding. The City plans on funding seven public facility improvement projects in FY 2018-19.
3	<b>Goal Name</b>	Enhance Public Services
	<b>Goal Description</b>	This section of the Annual Plan summarizes the CDBG public social services annual goals and objectives it intends to initiate and/or complete within the term of the program year utilizing CDBG funding. The City plans on funding eight public social service projects in FY 2018-19 servicing 1,000 unduplicated clients per year.



4	<b>Goal Name</b>	Public/Neighborhood Improvements
	<b>Goal Description</b>	This section of the Annual Plan summarizes the CDBG public/neighborhood capital improvement annual goals and objectives it intends to initiate and/or complete within the term of the program year utilizing CDBG funding. The Public/Neighborhood capital improvement goals include rehabilitation of a neighborhood park and the acquisition and rehabilitation of a 10-12 unit multi-family building for permanent supportive housing for homeless persons.
5	<b>Goal Name</b>	Rental Housing-New Construction
	<b>Goal Description</b>	This section of the Annual Plan summarizes the Rental Housing through New Construction annual goals and objectives it intends to initiate and/or complete within the term of the program year utilizing HOME funding.
6	<b>Goal Name</b>	Ownership Housing – New Construction
	<b>Goal Description</b>	This section of the Annual Plan summarizes the Ownership Housing through New Construction annual goals and objectives it intends to initiate and/or complete with the term of the program year utilizing HOME funding.

**Table 7 – Goal Descriptions**

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

Number and Type – 4 rental units to be built and leased for 4 households at or below 60% AMI.

## AP-35 Projects – 91.220(d)

### Introduction

The FY 2018-19 Action Plan for Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnership (HOME) programs represents the fourth year of the City of Glendale’s Five Year Consolidated Plan. Each project that is approved for funding relates to the needs and priorities addressed in the Five Year Consolidated Pan. The Consolidated Plan is reviewed annually and may be modified depending on changes in the community and any new input from residents.

#	Project Name
1	CDBG 2018 Administration
2	Section 108 Loan Repayment (Ascencia)
3	The Zone
4	GIFT Program, All for Health, Health for All
5	Fair Housing Program
6	Loaves and Fishes Program
7	Community Outreach Project
8	Youth Employment Program
9	Intervention/Prevention Counseling Program
10	Homeless Outreach Case Management
11	Security Camera Installation at Main Campus
12	Security Camera Installation at North Campus
13	HVAC System Installation at North Campus
14	Gym Divider Project at Main Campus
15	YWCA Sunrise Village Emergency Shelter and Garage Conversion Project
16	Armenian Cultural Foundation Solar Panel Installation Project
17	Adventist Health Glendale Live Well Senior Center Windows Project
18	Homeless Housing Project
19	ESG18 Glendale
20	HOME Administration 2018-19
21	2018-19 HOME Rental Acquisition/Rehab and/or New Construction
22	HOME Administration Program Income PA
23	Pacific Park Playground and Pool Shade Structures Project

**Table 8 – Project Information**

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

The reasons for allocation of the priorities are to follow program priorities and strategies developed in the City’s Consolidated Plan. The City has surveyed community needs and priorities, and the City

has fulfilled their responsibility to direct funding in a manner which tries to meet these needs to the greatest extent possibility, given the limited funding available for HUD community development and housing programs. The primary obstacle to addressing the underserved needs is the limited amount of funding available. The significant reduction of all CDBG and HOME funding and the dissolution of redevelopment agencies in California had a direct and significant impact on the ability of the City to support the development of additional affordable housing and economic development activities.

# Projects

## AP-38 Projects Summary

### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	CDBG 2018 Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeless Services Public Facility Improvements Enhance Public Services Public/Neighborhood Improvements
	<b>Needs Addressed</b>	Homeless Public Facilities Public Social Services Public/Neighborhood Improvements Housing
	<b>Funding</b>	CDBG: \$370,506
	<b>Description</b>	Administration of the Community Development Block Grant (CDBG) program.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A, CDBG Administration
	<b>Location Description</b>	141 N. Glendale Ave. Room 202, Glendale, CA 91206

	<b>Planned Activities</b>	CDBG Administration
<b>2</b>	<b>Project Name</b>	Section 108 Loan Repayment (Ascencia)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Homeless
	<b>Funding</b>	CDBG: \$232,000
	<b>Description</b>	City of Glendale's seventh annual loan payment for a Section 108 Loan Guarantee from the Federal Department of Housing and Urban Development (HUD) that was used toward the acquisition and rehabilitation of a new homeless access center and emergency shelter located at 1851 Tyburn Street.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project is repayment of a Section 108 Loan for the Ascencia Emergency Shelter and Access Center.
	<b>Location Description</b>	Administration: City of Glendale, Community Services and Parks/CDBG, 141 N. Glendale Ave., Room 202, Glendale, CA 91206. Location of public facility: Ascencia, 1851 Tyburn St., Glendale, CA 91204.
<b>Planned Activities</b>	See description above.	
<b>3</b>	<b>Project Name</b>	The Zone
	<b>Target Area</b>	SOUTHERN GLENDALE
	<b>Goals Supported</b>	Enhance Public Services
	<b>Needs Addressed</b>	Public Social Services
	<b>Funding</b>	CDBG: \$25,000

	<b>Description</b>	The Zone provides learning assistance for 3rd to 8th grade students from primarily low- to moderate-income households. The key objective of this program is to assist students who are struggling in school, due to language barriers or other limitations, with academic tutoring and homework assistance. The Academy will serve 75 students from five local Glendale elementary schools and one middle school, all located in south Glendale.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	75 low income youth will benefit from the proposed activity.
	<b>Location Description</b>	Salvation Army Corps Community Center at 320 W. Windsor Road., Glendale, CA 91204
	<b>Planned Activities</b>	See above description.
4	<b>Project Name</b>	GIFT Program All for Health, Health for All
	<b>Target Area</b>	SOUTHERN GLENDALE
	<b>Goals Supported</b>	Homeless Services Enhance Public Services
	<b>Needs Addressed</b>	Homeless Public Social Services
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	This project serves to provide treatment with the services of a Licensed Clinical Social Worker to over 100 patients for the Glendale Individual and Family Treatment program for behavioral therapy, mental health, family therapy, drug counseling, case management and intervention services to low income transitional age youth, young adults, and families.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will serve 250 very low income families annually who are in need of mental health and behavioral health services.
	<b>Location Description</b>	141 South Cedar Street, Glendale, CA 91205
	<b>Planned Activities</b>	See above description.
<b>5</b>	<b>Project Name</b>	Fair Housing Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Enhance Public Services
	<b>Needs Addressed</b>	Public Social Services
	<b>Funding</b>	CDBG: \$11,500
	<b>Description</b>	This project, sponsored by the Housing Rights Center (HRC), provides multi-language fair housing and landlord/tenant services to 600 Glendale residents. The HRC provides services in four key areas: 1) Discrimination Complaint Investigation; 2) Legal Services and Enforcement; 3) Landlord/Tenant Counseling; and 4) Education and Outreach.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	600 low and moderate-income families will benefit from the proposed activities.
	<b>Location Description</b>	The HRC has a main office located at 3255 Wilshire Boulevard, Suite 1150 in Los Angeles.
	<b>Planned Activities</b>	See description above.
<b>6</b>	<b>Project Name</b>	Loaves and Fishes Program
	<b>Target Area</b>	

	<b>Goals Supported</b>	Homeless Services Enhance Public Services
	<b>Needs Addressed</b>	Homeless Public Social Services
	<b>Funding</b>	CDBG: \$46,486
	<b>Description</b>	Operation of an existing case management service for the Loaves & Fishes Homeless Prevention Program located at 4322 San Fernando Road. The Homeless Prevention Program will serve 60 low-income households who are at imminent risk of becoming homeless with case management, advocacy, and coordination of services with other agencies in the community.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Homeless Prevention Program will serve 60 low-income small and large families annually.
	<b>Location Description</b>	The Loaves & Fishes Homeless Prevention case management program is located at 4322 San Fernando Road, Glendale, CA 91204.
	<b>Planned Activities</b>	See above description.
<b>7</b>	<b>Project Name</b>	Community Outreach Project (ARS)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Enhance Public Services
	<b>Needs Addressed</b>	Public Social Services
	<b>Funding</b>	CDBG: \$61,309



	<b>Description</b>	The project provides social services to low and moderate-income persons, primarily targeting individuals and families who are newly arrived and have limited English ability and are unemployed. ARS will provide social services to 100 individuals such as: 1) life skills/ESL classes for seniors; 2) job search assistance and employment referrals.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 low and moderate-income families will benefit from the proposed activities.
	<b>Location Description</b>	The program is located at 517 W. Glenoaks Boulevard, Glendale, CA 91202.
	<b>Planned Activities</b>	See above description.
<b>8</b>	<b>Project Name</b>	Youth Employment Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Enhance Public Services
	<b>Needs Addressed</b>	Public Social Services
	<b>Funding</b>	CDBG: \$50,500
	<b>Description</b>	The Youth Employment Program, sponsored by the Glendale Youth Alliance (GYA), consists of the Glendale Youth Employment Partnership/Glendale Resource for Employment and Training (GYEP/GREAT). GYA will serve 50 youth annually under the program. GYA provides youth with pre-employment training skills, workplace skills, communication skills, work experience, and case management. GYA operates out of the Verdugo Job Center, located at 1255 S. Central Avenue.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 low income youth will benefit from the proposed program activities.
	<b>Location Description</b>	GYA operates out of the Verdugo Job Center, located at 1255 S. Central Avenue, Glendale, CA.
	<b>Planned Activities</b>	See above description.
9	<b>Project Name</b>	Intervention/Prevention Counseling Program (CASPS)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Enhance Public Services
	<b>Needs Addressed</b>	Public Social Services
	<b>Funding</b>	CDBG: \$48,085
	<b>Description</b>	This project, sponsored by CASPS, consists of a group counseling program for elementary school students. The program will operate at Christopher Columbus Elementary School, Edison Elementary School, and John Muir Elementary School. The program's objective is to help students overcome academic and behavioral problems by engaging them in interactive activities that give them hope, self-awareness, and self-esteem. The group counseling program will serve 75 students.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	75 low income youth will benefit from the proposed activities.
	<b>Location Description</b>	The program will operate at three elementary schools: Christopher Columbus Elementary School, located at 425 W. Milford Street, John Muir Elementary School, 912 S. Chevy Chase Dr., and Thomas Edison Elementary School, 435 S. Pacific Avenue.
<b>Planned Activities</b>	See above project description.	

<b>10</b>	<b>Project Name</b>	Homeless Outreach Case Management
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeless Services Enhance Public Services
	<b>Needs Addressed</b>	Homeless Public Social Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	This project, sponsored by Ascencia, will serve 100 homeless individuals and families on the streets and connects them to appropriate services, with the ultimate goal of getting them on a path to housing. The Homeless Outreach program specifically targets the chronically homeless and service resistant population. In addition to helping the homeless, the program engages the business and residential communities by providing: community education through public presentations, printed materials and active participation in local coalitions, service collaborative, service organizations, and business associations. Ascencia is located at 1851 Tyburn Street.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 homeless persons will benefit from the proposed activities.
	<b>Location Description</b>	Ascencia is located at 1851 Tyburn Street, Glendale, CA 91204.
	<b>Planned Activities</b>	See above project description.
<b>11</b>	<b>Project Name</b>	Security Camera Installation at Main Campus
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facilities

	<b>Funding</b>	CDBG: \$38,209
	<b>Description</b>	This project is sponsored by Homenetmen Glendale Ararat Chapter to install 16 new security cameras of the Main Campus Athletic Center located at 3347 N. San Fernando Road, Los Angeles. This project will allow for additional security measures for accommodating the center’s youth sports groups.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 unduplicated low and moderate-income youth will benefit from the proposed activities.
	<b>Location Description</b>	South (Main) Campus Athletic Center of the Homenetmen “Ararat” Chapter located at 3347 N. San Fernando Road, Los Angeles, CA 90065.
	<b>Planned Activities</b>	See above description.
<b>12</b>	<b>Project Name</b>	Security Camera Installation at North Campus
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$47,950
	<b>Description</b>	This project is sponsored by Homenetmen Glendale Ararat Chapter to install new security cameras of the North Campus Athletic Center located at 3618 N. San Fernando Road, Los Angeles. This project will allow for additional security measures for accommodating the center’s youth sports groups.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 unduplicated low and moderate-income youth will benefit from the proposed activities.
	<b>Location Description</b>	North Campus Athletic Center of the Homenetmen “Ararat” Chapter located at 3618 N. San Fernando Road, Los Angeles, CA 90065.
	<b>Planned Activities</b>	See above description.
<b>13</b>	<b>Project Name</b>	HVAC System Installation at North Campus
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$32,434
	<b>Description</b>	This project is sponsored by Homenetmen Glendale Ararat Chapter to replace four (4) HVAC units in the North Campus Athletic Center located at 3618 San Fernando Road in Glendale. The current HVAC units in the building are over 20 years old.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 unduplicated low and moderate-income youth will benefit from the proposed activities.
	<b>Location Description</b>	North Campus Athletic Center of the Homenetmen “Ararat” Chapter located at 3618 N. San Fernando Road, Los Angeles, CA 90065.
	<b>Planned Activities</b>	See above description.
<b>14</b>	<b>Project Name</b>	Gym Divider Installation at Main Campus

	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$26,287
	<b>Description</b>	This project is sponsored by Homenetmen Glendale Ararat Chapter to install one athletic gym divider curtain to accommodate additional practices for youth at the Main Campus Athletic Center located at 3347 N. San Fernando Road, Los Angeles. This project will allow for 30 members to practice per practice session.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 unduplicated low and moderate-income youth will benefit from the proposed activities.
	<b>Location Description</b>	South (Main) Campus Athletic Center of the Homenetmen "Ararat" Chapter located at 3347 N. San Fernando Road, Los Angeles, CA 90065.
	<b>Planned Activities</b>	See above description.
15	<b>Project Name</b>	YWCA Sunrise Village Emergency Shelter and Garage Conversion
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$224,413
	<b>Description</b>	This shelter will be converting the existing garage to a 400 square foot office space. The installation of a new ADA slide-in shower, new kitchen cabinets, LED, site improvements, perimeter fencing, artificial turf, irrigation system, and outdoor lighting will enhance and increase the undisclosed shelter to a 16 bed shelter. Location is an Emergency Domestic Violence Shelter.

	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 bed Shelter for women and children.
	<b>Location Description</b>	Location is undisclosed due to being an Emergency Domestic Violence Shelter.
	<b>Planned Activities</b>	See above description.
<b>16</b>	<b>Project Name</b>	Glendale Youth Center Armenian Cultural Foundation
	<b>Target Area</b>	SOUTH GLENDALE
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$219,537
	<b>Description</b>	This project is will install a commercial solar system at 211 West Chestnut Street, Glendale CA 91204. The installation will be in the parking lot area of the center. This project serves 600 unduplicated members.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 unduplicated low and moderate-income youth will benefit from the proposed activities.
	<b>Location Description</b>	211 West Chestnut Street, Glendale CA 91204
	<b>Planned Activities</b>	See above description.
<b>17</b>	<b>Project Name</b>	Adventist Health Glendale Live Well Senior Program
	<b>Target Area</b>	

	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$65,000
	<b>Description</b>	This project will replace existing windows at the Live Well Senior Center located at 1509 Wilson Terrace, Glendale, Ca 91206. The proposed windows will comply with energy standards. The current windows date back to 1926. The renovation will create a draft free, well-lit facility supporting full time senior health services.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	800 unduplicated low and moderate-income youth will benefit from the proposed activities.
	<b>Location Description</b>	1509 Wilson Terrace, Glendale, Ca 91206.
	<b>Planned Activities</b>	See above description.
<b>18</b>	<b>Project Name</b>	Homeless Housing Project
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeless Services Public Facility Improvements
	<b>Needs Addressed</b>	Homeless Public Facilities
	<b>Funding</b>	CDBG: \$370,000



	<b>Description</b>	This project involves acquisition and rehabilitation of a 10-12 unit apartment building to be used as permanent supportive housing. It is anticipated that the permanent supportive housing facility would be operated by a non-profit homeless agency experienced in administering a permanent supportive housing facility for the homeless. CDBG funds will be used along with other federal and private funding to establish the housing facility. The development of the Homeless Housing facility is predicated on the need for sheltering chronically homeless persons, one of HUD's and Glendale's highest housing and social service priorities.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project will benefit up to 22 very low income, formerly homeless persons annually.
	<b>Location Description</b>	The location of the building has not been identified.
	<b>Planned Activities</b>	See above description.
<b>19</b>	<b>Project Name</b>	ESG18 Glendale
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeless Services
	<b>Needs Addressed</b>	Homeless
	<b>Funding</b>	ESG: \$147,107

<b>Description</b>	City of Glendale's 2018 Emergency Solutions Grant (ESG) funds will be used to operate an emergency shelter for the homeless (Ascencia), provide emergency homeless prevention assistance to prevent homelessness (Catholic Charities), and provide homeless prevention assistance for recently homeless persons and operational costs for the YWCA's Sunrise Village Shelter (YWCA of Glendale). Activities will be carried by three sub-recipients, Ascencia, YWCA of Glendale, and Catholic Charities of Los Angeles, Inc. See list of activities below. Recipients must provide matching funds equal to the amount of funds provided by the ESG grant. The ESG funding allocations adhere to all the required ESG funding caps for program activities. Funding caps for the allocation of ESG funds are listed on a separate document.
<b>Target Date</b>	6/30/2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 very low income and zero income homeless persons including families will benefit from the proposed ESG activities.
<b>Location Description</b>	See Planned Activities below for location description

**Planned Activities**

Planned Activities

The planned activities for the 2018 ESG program are listed below. A reduction of funding was approved by CoC board at the June 26, 2018 meeting of the CoC.

**1. Emergency Housing Program, ESG Grant \$49,754**

This activity is sponsored by Ascencia for operation of its existing 40-bed year-round Emergency Housing Program for homeless families and individuals at the Ascencia Emergency Shelter and Access Center at 1851 Tyburn Street, Glendale 91204. The program is proposing to serve 210 unduplicated clients.

**2. Loaves & Fishes Homeless Prevention Program, ESG Grant \$40,000**

This activity is sponsored by Catholic Charities of Los Angeles, Inc. and involves direct financial assistance to 50 low-income families who have received a notice of eviction or utility shut-off for non-payment, or who need assistance with a portion of rent and/or security deposits to move into their own apartment. The program is located at the Glendale Community Center at 4322 San Fernando Road, Glendale, 91204.

**3. Domestic Violence Housing & Emergency Shelter Program, ESG Grant \$51,620**

This activity is sponsored by the YWCA for City of Glendale for the ongoing operation of their emergency shelter at a confidential site (Sunrise Village) for women and their children who have become homeless as a result of domestic violence. The Sunrise Village Program provides up to 45 days of safe emergency shelter, food, clothing, and supportive services for women and their children escaping from family violence. In addition, the YWCA is proposing a new Domestic Violence Housing Services (DVHS) Program, which would focus on finding stable housing with homeless prevention funds as quickly as possible for a minimum of 100 unduplicated women and children who are survivors of domestic violence living in emergency shelter. 120 total persons are expected to be served through these programs. The YWCA of Glendale is located at 735 E. Lexington Drive, Glendale, 91206

**4. ESG Administration, ESG Grant \$5,733**

This activity is sponsored by the City of Glendale for the administration of the Emergency Solutions Grants Program.

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**TOTAL ESG PROGRAM \$142,237**

<b>20</b>	<b>Project Name</b>	HOME Administration 2018-2019
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rental Housing-New Construction
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	HOME: \$166,929
	<b>Description</b>	HOME Administration for FY 2017-18 HOME program.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	HOME Program Administration.
	<b>Location Description</b>	City of Glendale, Community Development Department, 141 N. Glendale Ave., Room 202, Glendale, Ca 91206
	<b>Planned Activities</b>	HOME Program Administration
<b>21</b>	<b>Project Name</b>	Rental Housing-Rental Acquisition/Rehab and/or New Construction
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rental Housing-New Construction
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	HOME: \$1,502,367

	<b>Description</b>	Glendale will provide new construction and/or acquisition/rehabilitation loans to affordable rental housing developers for development of new or rehabilitated rental housing units serving Low or Very Low Income households at or below 60% AMI. Glendale will require that the improved or newly constructed units be rented at affordable rents for a period of time at a minimum equal to the HOME required period of affordability which will be secured by affordable housing covenants on the property. This program funding includes the required 15% 2018-19 CHDO funds (\$122,250). As part of the project selection process the Housing Authority continues to outreach to CHDO developers and all CHDOs are encouraged to apply. The Housing Authority anticipates meeting the minimum 15% CHDO requirement in the future, however if a suitable project is not found total funds for this project will be reduced due to the loss of CHDO funds if not committed within 2 years.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	0 rental units are expected to be completed in this time period. However a new construction or acquisition/rehab activity will be identified during the year and funds are to be committed through the action plan amendment process. Ongoing construction for the 5 <sup>th</sup> & Sonora project with 65 total affordable units including 11 HOME units will be completed and leased in 2019-20.
	<b>Location Description</b>	The location of housing units has yet to be determined.
	<b>Planned Activities</b>	See above description.
22	<b>Project Name</b>	2018-2019 HOME Administration Program Income PA
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rental Housing-New Construction
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	HOME: \$36,740
	<b>Description</b>	HOME Program Income sub granted to the Administration fund.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A HOME Program Administration
	<b>Location Description</b>	City of Glendale, Community Development Department, 141 N. Glendale Ave., Room 202, Glendale, Ca 91206
	<b>Planned Activities</b>	HOME Program Income sub granted to the Administration fund.
23	<b>Project Name</b>	Pacific Park Playground and Pool Shade Structures Project
	<b>Target Area</b>	SOUTHERN GLENDALE
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$38,000
	<b>Description</b>	The multi-year project involves installing permanent shade structures at two playground areas at Pacific Park and one or two shade structures next to the Pacific Park swimming pool deck area where families tend to congregate as they wait for children to complete swimming lessons or during open swim time. The park is located at 501 S. Pacific Avenue and is approximately 5.3 acres with a number of recreational amenities, such as children's play structures, picnic areas, a basketball court, soccer and baseball fields, a swimming pool, a multi-purpose community center and gymnasium.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately, 1,200 unduplicated lower income families participate in pool and playground activities where improvements shall be made.
	<b>Location Description</b>	Pacific Park is located at 501 S. Pacific Avenue, Glendale, Ca 91204
	<b>Planned Activities</b>	See above description.

## **AP-50 Geographic Distribution – 91.220(f)**

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

The City's target areas are defined by physical, social and economic conditions, which include concentrations of minority and low- and moderate-income households, areas of poverty, above average crime rates, higher concentrations of multi-family housing, and substandard housing conditions. Based on the analysis of these conditions and trends, southern Glendale is determined to be the primary target area for use of federal funds. The southern portion of the City is located south of Broadway, between San Fernando Road and the eastern boundary.

Southern Glendale will receive the largest amount of CDBG funding. An estimated 70% of the entire FY 2018-19 CDBG and ESG funds will be used to fund social services, housing, community centers, and public improvements that will benefit low- and moderate-income residents living in southern Glendale.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
SOUTHERN GLENDALE	70

**Table 10 - Geographic Distribution**

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

As mentioned above and described in detail in the City's Consolidated Plan, CDBG and ESG funding will be utilized primarily in southern Glendale due to the high concentration of low income families and minority concentrations. The need for affordable housing is present throughout the City. Use of HOME funds is highly dependent upon topography (flat land suitable for multi-family development), identification of vacant (or underutilized) and properly zoned sites. Through the Housing Element process developable sites for future housing development have been identified. Opportunity to purchase these sites for a reasonable cost is major determining factor of affordable housing location.

### **Discussion**

See above.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Lower-income households continue to pay high percentage of their income for housing, compared to other income groups. A large percentage of lower-income renters tend to experience overcrowding and substandard housing conditions as housing problems. In order to help provide decent and affordable housing, and improve the social and economic status for the LMI households in Glendale, the following goals below and programs will be available during the next program year:

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	2,002
Special-Needs	600
Total	2,600

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	2,600
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	2,600

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



## **Discussion**

Affordable Housing – the Housing Authority expects to initiate and commit funds to a new affordable housing development in 2018-19. When that project is identified the amount of funds to be committed and households to be served will be determined through an Action Plan Amendment process. The Housing Authority expects to administer approximately 2,600 Section 8 Housing Choice Vouchers providing provide rental assistance to those low and very low income households in 2018-19.

Although the City of Glendale through the Glendale Continuum of Care expects to administer over 150 units of permanent housing through the Continuum of Care Programs (formerly Shelter Plus Program), Rapid Re Housing program and Permanent Supportive Housing programs for formerly homeless person and to provide rental assistance to each of those households in 2018-19, these are provided with the use of federal Continuum of Care funds and so are not listed in the chart above.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Glendale does not have Public Housing.

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

The City of Glendale does not have Public Housing.

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

The City of Glendale does not have Public Housing.

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

The City of Glendale PHA is not designated as troubled by HUD and does not have Public Housing.

### **Discussion**

The City of Glendale does not have Public Housing.

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

### **Introduction**

The City of Glendale has several collaborative partners through both the Continuum of Care and Emergency Solutions Grant programs that are working to solve the issues of homelessness for those who are sheltered, unsheltered, chronically homeless, and those who are at risk of becoming homeless. From the results of the overall point in time counts over the last count, the overall trend of homelessness is going down. The City of Glendale has been implementing Housing First and Rapid Re-Housing program models and has been serving chronically homeless who are unsheltered. The City's Action Plan also includes goals to service the needs of non-homeless special needs population as described below.

City of Glendale reported on the 2017 Homeless Count. City of Glendale submitted HIC and PIT in April 2018, with an increased number of unsheltered and total numbers of homeless persons. Not yet available to report on the Action Plan.

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

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

The City of Glendale's goal for reducing and ending homelessness will focus on supporting street outreach and engagement efforts to reach out to homeless persons (especially unsheltered persons). Such action will continue to focus on identifying chronically homeless persons in need of a housing first approach. Such attention will be given to the most visible and hardest-to-reach individuals. These actions will have the support of various public and private partners who can help identify, house, and provide social services in order to help implement a housing first approach. Specific outreach strategy will include:

Outreach: Provide street outreach services to homeless persons and connect clients to the continuum of care. 120 persons will be serviced through outreach.

Coordinated Entry System (CES)-Through the provision of Coordinated Entry System (CES), outreach and housing navigators are working completing the VI-SPDAT and utilizing the HMIS system to prioritize housing and help clients address barriers contributing to homelessness. 568 persons served with intake through April 30, 2018.

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

Specific strategies to addressing the emergency and transitional housing needs of homeless persons will include the following:

- Emergency Shelter: Provide year-round emergency shelter beds and year-round domestic violence crisis shelter beds to homeless persons.
- Transitional Housing: Provide transitional housing for family households at any given time.

**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.**

### **HOMELESS COUNT**

As a direct recipient of federal CoC funding, the City of Glendale is required to conduct an annual or bi-annual point-in-time homeless count as part of a homeless needs assessment. The methodology used by the City is consistent with the methodology used and sanctioned by HUD.

During the last week of January 2017, the City conducted its annual homeless point-in-time count which revealed a total of 168 homeless persons (sheltered and unsheltered) in the City of Glendale.

### **HOMELESS COUNT DEMOGRAPHICS**

72 of the 168 (43%) are individuals;

96 out of the 168 (57%) are persons in families;

34 out of the 96, (35%) persons in families are adults over the age of 18;

62 out of the 96, (65%) persons in families are children under 18 years of age;

12 out of 168 (7%) are 62 years of age or older;

67 of 106 (63%) homeless persons meet the definition of chronically homeless.

19 out 106 (18%) are identified with a chronic mental illness;

40 out of 106 (38%) are persons identified as being homeless due to domestic violence;

3 out of 106 (3%) are persons identified as HIV positive or having been diagnosed with AIDS on the date of enumeration; and

4 out of 106 (4%) are persons identified as Veterans

Specific strategies to help homeless persons center on providing permanent supportive housing assistance to persons who are chronically homeless individuals at any given time, in addition to families as mentioned above with a goal of assisting 60 persons.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

People “at-risk” of becoming homeless include very low income individuals and families who, because of a number of barriers, are in immediate threat of becoming homeless. Among the risk factors to becoming homeless are poverty and high housing costs. In terms of subpopulations, seniors, those who are released from correctional institutions, and emancipated youth from the foster care system are especially vulnerable to becoming homeless.

The number of households “at-risk” for homelessness is directly related to poverty rates. According to the Economic Roundtable’s report Homelessness in Los Angeles, approximately one quarter of Los Angeles County residents with incomes below 50 percent of the poverty threshold become homeless at some point during the year. According to 2011-13 ACS Census data, for the City of Glendale as a whole, the total percentage of persons below poverty level was 14.7 percent, a decrease from the 15.5 poverty level from the 2000 Census. However, the poverty rates for southern Glendale residents are significantly higher with certain census tracts with 30 percent poverty rates. Although public assistance benefits do provide some help for those in poverty, General Relief benefits are usually inadequate for a person to maintain housing. According to a separate report by the Economic Roundtable, over half of the individuals who receive General Relief experience homelessness.

Another indicator of those “at-risk” of becoming homeless is the percentage of income paid for housing or rent. Because the housing costs in Glendale are higher than many other Los Angeles communities, housing cost burden is a significant issue for Glendale low income households. A significant fraction of low income households are considered overburdened by housing costs as documented in the Consolidated Plan. The problem is most acute for renters. Many of these persons are rent burdened and are at-risk of becoming homeless if a financial emergency or job loss occurs. Glendale service providers reported that another obstacle facing the homeless “at-risk” population is underemployment or unemployment because of shifts in the local economy and a lack of viable job skills. Without the appropriate skill development, low-income households are restricted to low paying jobs without opportunity for advancement. Furthermore, some individuals and families are unaware of, or ineligible for, the job training and employment assistance resources available in the community. Other prevalent issues among the homeless “at-risk” population include lack of transportation and affordable childcare. These present difficulties in obtaining and sustaining employment.

Specific strategies will include:

- **Homeless Prevention:** Provide case management to 75 households, and serve 50 households with direct utility and rental assistance.
- **Rapid Re-Housing:** Provide case management and direct financial assistance to 26 households.
- **Reallocation:** The City of Glendale has reallocated a supportive services only program to Coordinated Entry System (CES) for servicing 560 persons.
- **Job Training Programs:** Improve utilization of the Verdugo Jobs Center, a workforce development funded one-stop employment center for skill development, job training, and employment counseling for 20 persons.

## Discussion

In terms of special needs, supportive service needs of the elderly and frail elderly will continue to be met by the City through the Senior Services program operated by the Community Services and Parks Department in collaboration with public welfare agencies such as Social Security, Department of Public Social Services, etc. In FY 2018-19, \$245,746 in General Funds will be used for (previously funded with CDBG funds) for the Senior Services program along with LA County Department of Aging funds. These funds will be used for senior case management and nutrition programs (home delivered meals and congregate meals) serving an estimated total of 40,000 meals and providing case management to 250 elderly residents, and in particular frail elderly a priority service group.

Provision of rental assistance is an effective short-term way to assist very low-income renters burdened with housing overpayment. Glendale has a large elderly, and frail elderly population, with a large segment of which is on fixed income, which is faced with spending the majority of their incomes on housing costs. Providing rental assistance will continue to be a key strategy for assisting this group of special needs households over the next year.

Rental assistance is also an activity for non-homeless with special needs (persons with AIDS, disabled individuals and families with a disabled member). Members of these groups are seriously at risk, and often qualify for Section 8 assistance. Currently, 64% of rental assistance is provided to elderly household members and 90% is provided to disabled households each year (many of these households overlap). The Glendale Housing Authority will continue to work with the Pasadena Housing Authority and Pasadena AIDS Service Center to facilitate access to Housing Opportunities for Persons with AIDS (HOPWA) for Glendale residents. In addition, the Continuum of Care Programs will provide housing to homeless disabled persons. Supportive services for CoC program residents are provided by local service providers with expertise in the residents' disabilities.

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

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

### **Introduction**

This section reviews a variety of potential public policy barriers to affordable housing in the City of Glendale. Potential barriers assessed include the City's growth limits (land use), development standards (zoning), approval process, building codes, fees and charges, and other policies, including tax policies, that might affect return on residential investment.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The 2016-2020 City of Glendale Housing Element has several programs to limit or reduce barriers to residential housing generally that often reduce barriers to affordable housing as well. The following program activities are anticipated during the 2018-19 period: The completion of the South Glendale Community Plan (SGCP) to increase certainty in the development process and review zoning standards for the area; Implement a Transit Oriented Development zone (TOD) in the City's Zoning Code (at the same time as the SGCP) to revise commercial zone districts to allow mixed use development (including residential) in these areas and implement shared parking and other transportation and parking incentives such as those used in the Downtown Specific Plan; and Complete the Tropic Station neighborhood plan (as part of the SGCP.) Both of these plans are in progress. They were delayed from projected 2016 completion due to need to complete the transportation model and EIR. The expected completion date is now 2018. Continuing to implement and evaluate impact of streamlining measures adopted in 2014. The SGCP is scheduled to be heard by the City's Planning Commission on May 30th where they will make a recommendation to City Council. The City Council will hear this item in June and plans to adopt it. A public hearing was held on June 25, 2018 to make comments on the SGCP.

### **Discussion**

Annually the City of Glendale Planning Division reviews fees and charges to assure they reflect actual costs to the City of development and to determine if they are commensurate with fees and charges in other nearby jurisdictions, including Burbank and Pasadena. To date Glendale development charges and fees have been equal to or less than those of other nearby communities.



## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

The following section describes the City's planned actions to carry out the following strategies that were outlined in the Consolidated Plan with actions that will occur during the program year. These include actions to:

- Address obstacles to meeting underserved needs
- Foster and maintain affordable housing
- Evaluate and reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop and enhance the institutional structure
- Enhance coordination

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

Due to loss of federal and redevelopment funding, competition for remaining limited affordable housing project development funds is even greater. It is even more necessary to leverage other funding sources and more difficult than ever. Glendale works with development partners, both private and nonprofit to assist them in competing for leveraged development funds. In order to position the City to compete for such funding and to improve efficiencies, Glendale is continuing to build partnerships with other communities and organizations.

The City is also finding it increasingly necessary, due to lack of vacant developable land, to create suitable development sites through assistance to developers with relocation of existing residents and demolition of existing buildings on underutilized or blighted mixed use properties. The property can then be redeveloped at a higher density and at a higher standard of development, although this also increases the overall cost of land.

Unfortunately, Housing Authority sponsored homebuyer education programs that assisted some underserved residents in reaching homeownership have been eliminated due to a loss of over 50% of affordable housing funds. In an effort to cover this gap the City now provides referrals (as requested) to other agencies or lenders that may provide such education.

The Community Development – Housing Division conducted public forums in 2017-18 on potential renter protection measures such as the addition of minimum lease terms for renters due to the public's concerns with rapidly rising rents in Glendale over the last two years. Further public forums on affordable housing programs, such as an inclusionary housing program, may be held in 2018-19.

The Community Development – Housing Division contracted with Nan McKay and Associates to review Housing Authority Section 504 policies and procedures, and to review accessibility of housing offices to the public in order to improve these elements of the Housing program to better served the disabled community. Implementation of measures identified in this review are underway in 2017-18.

## **Actions planned to foster and maintain affordable housing**

The City is tracking affordable housing covenants and their expiration dates within the City and contacting owners on a proactive basis to determine how to preserve affordable housing including leveraging rehabilitation funds from federal and state sources. In 2017 Maple Park, a 1984 HUD 202 apartment for disabled persons, completed re-syndication of low income housing tax credits, rehab of buildings and extension of affordability for another 55 years with Housing Authority assistance.

The City aggressively implements affordable housing density bonus programs, to provide affordable housing units in private, for profit residential developments. In 2018-19 the City expects \* projects with \* Very Low Income rental units to lease up and \* projects providing \* Very Low income rental units and \* moderate income homeownership units to obtain building permits.

The City has identified future development sites as part of the 2014-2021 Housing Element and is implementing six comprehensive program strategies to address the City's housing needs, including: Preservation and Enhancement of Existing Housing Stock, Production of Affordable Housing, Rental Assistance, Housing Services, Fair Housing, and Sustainability.

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

On an annual basis the City is tracking lead based paint poisoning cases as identified by the Los Angeles County Health Department (within privacy limits) to determine trends and areas with increased instances of lead based paint hazards. As part of annual compliance monitoring, staff is checking to make sure that proper notification of tenants of lead based paint hazards in age appropriate buildings is taking place and is notifying property managers of mitigation measures necessary to address any potential hazards. Multi-family rental rehabilitation programs include lead based paint hazard mitigation measures.

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

The primary emphasis of the anti-poverty strategy is to raise the income of Glendale's poorest households, especially those living below the poverty level. This includes providing those households with the educational, training, supportive service and childcare opportunities that will allow them to address barriers to income and career development. Affordable housing opportunities can also allow poorer families to devote additional resources to raising their incomes and furthering their careers.

Through community development and housing programs described below, the City of Glendale has been effective in reducing the poverty level in the previous FY 2010-15 Consolidated Program years. During this time, the City's poverty rate has dropped from 15.5% in the 2000 Census to 14.7% in 2018 (<https://datausa.io/profile/geo/glendale-ca/> data estimate).

Nonetheless, community development and housing programs will emphasize further reducing the

number of poverty level families in the next Consolidated Plan cycle. The programs listed below describe the jurisdiction's goals, programs, and policies for reducing the number of poverty level families. The following list of programs will continue to be part of the anti-poverty strategy. Detailed strategies for the specific programs are described in the City's Consolidated Plan.

- Affordable Childcare and Youth Programs
- Public Social Services
- Employment, Training and Education (Workforce Investment Opportunity Act programs)
- Transportation
- Housing Programs
- Homeless Services
- Section 3 Employment Program

The City's affordable housing objectives for reducing poverty include increasing affordable rental opportunities through new construction, increasing affordable home ownership opportunities for first time home buyers through new construction, preserving and maintaining the existing affordable rental housing stock. These objectives and the programs which result from them, form a major component of the anti-poverty strategy by reducing the cost burden of housing, and by creating linkages with Glendale's homeless continuum of care.

Programs for providing housing and supportive services to homeless families and the strategies for increasing affordable housing for low-income and special needs households are described in the Housing Strategies and Homeless Needs Assessment sections.

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

The City's community development, homeless, and housing institutional structure and delivery system in Glendale is quite efficient. However, there are key elements in the structure and delivery system which could be improved. The City of Glendale will attempt to address these gaps through the following strategies and actions:

- Maintaining multi-purpose centers to ensure coordination and efficiency of community services;
- Coordinating youth and senior citizen programs with City and community agencies;
- Continuing involvement of housing providers and social service agencies with the Glendale Continuum of Care Committee;
- Increasing capacity building for non-profit housing and social service organizations through technical assistance and grant writing workshops;
- Increasing the dissemination of housing information to the Glendale Board of Realtors Affordable Housing groups; and
- Increasing coordination of the CDBG and CoC programs with workforce development programs, and the citywide economic development program.

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

The City will continue to collaborate with public and private housing and social service agencies to meet the goals and objectives of the Consolidated Plan. The City would continue to have regular technical assistance funding meetings with social service community agencies and other ongoing meetings with the Continuum of Care Committee and special coalitions such as the Glendale Healthy Start Committee, Glendale Healthier Community Coalition, Glendale Mental Health Task Force, and other special community coalitions. The City also coordinates its Economic Development activities with the Workforce Investment Opportunity Act program which directly links with private business, industries, and job developers through the Verdugo Job Center located and operated by the City of Glendale.

The City will continue to provide technical assistance and development project management coordination and assistance to nonprofit affordable housing developers as their projects request funding and proceed through permitting and construction and lease up process.

As part of the 2014-2020 Housing Element, the City Community Development Housing Division will develop an informational brochure and use other outreach methods to provide information on City policies and supportive services for the developmentally disabled community in 2018-19.

### **Discussion**

**N/A**

## Program Specific Requirements

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

#### Introduction

This section addresses the program specific requirements for the CDBG, HOME, and ESG programs.

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

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

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

#### **Other CDBG Requirements**

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

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

No other forms of investment are being used beyond those listed in the Plan.

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

The HOME New Construction Home Ownership Program with related homebuyer activities will apply Resale Restrictions to ensure requirements of the HUD HOME rule 92.254 are met. A copy of the Resale Restrictions guideline is attached in the Grantee Unique Appendices attachment on the Administration Page. The guidelines ensure that if the housing does not continue to be the principal residence of the family for the duration of the period of affordability that the housing is made available for subsequent purchase only to a buyer whose family qualifies as a low income family and will use the property as the family's principal residence. And the guidelines ensures that the price at resale provides the original HOME-assisted owner a fair return on investment and ensures that the housing will remain affordable to a reasonable range of low-income homebuyers.

The Resale Restrictions were submitted with the 2016-17 Action Plan Amendment that approved the Habitat Chestnut project. The Guidelines were approved by HUD at that time. No change is proposed at this time.

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

As described in the City's Homeownership Program Guidelines the period of affordability is based on the total amount of HOME funds invested in the housing. Deed restrictions in the form of Addendum to Grant Deed and HOME Deed of Trust are used to impose the resale restrictions.

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

There are no plans to refinance existing debt secured by multi-family housing that is rehabilitated with HOME funds.

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

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

The City of Glendale has developed the following standards in the attached Emergency Solutions Grant Written Standards for providing assistance with ESG funds as required by 24 CFR 576.400 (e). These are initial standards that have been created in coordination with the City of Glendale Continuum of Care.

(See attached ESG Written Standards under Administration AD-25.)

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

The City of Glendale is the Lead Agency for the Continuum of Care and serves as the lead coordinator for homeless programs for the City of Glendale. The City coordinates services for the chronically homeless persons through various organizations including Ascencia, PATH Ventures and the Salvation Army. Ascencia is the lead Coordinated Entry Services (CES) coordinator for the City of Glendale's Continuum of Care Committee and Board, and coordinates intakes and assessment services, laundry, showers, mail pick-up, on site case management for the employment, veteran's services, mental health services and housing coordination. The City of Glendale manages the rental assistances Continuum of Care program, formerly the Shelter Plus Care program and coordinates through the YWCA of Glendale and Door of Hope for homeless programming and services specifically for victims of domestic violence.

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

The City of Glendale along with the Continuum of Care Board of Directors coordinates the Emergency Solutions Grant (ESG) Request for Proposal (RFP) process to allocate ESG funds. Both CoC and ESG notifications are released through a local RFP, which is also posted in various locations including, the City newspaper, City's website, directly mailed and emailed out to all private non-profit agencies on the CoC distribution list and is coordinated with the City's Library Department and Workforce Investment Opportunity Act (WIOA) program. A formal review of all of the RFP's are conducted by the CoC Board, including agency interviews, review of semi-annual progress reports, HMIS, outcomes, overall program capacity, financial management and coordination of CoC programs. The formal report is submitted to City Council for approval and submission to HUD.

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

regarding facilities and services funded under ESG.

The City meets this requirement.

5. Describe performance standards for evaluating ESG.

The City of Glendale, in compliance with HEARTH Act performance measurements, will focus on outcomes and ESG performance on the following measures that impact CoC performance:

- Reduction of length of time of stay at Emergency Shelters by 10% from previous year
- Recidivism (subsequent return to homelessness)
- Access/coverage (thoroughness in reaching persons who are homeless)
- Overall reduction in number of persons who experience homelessness
- Job and income growth for persons

An evaluation of all of the proposals are conducted by the CoC Board, including agency interviews, review of semi-annual progress reports, HMIS program reporting, outcomes, overall program capacity, financial management and coordination of CoC programs. Sub-recipient homeless agencies submit quarterly reports to the City of Glendale in addition to reports from the HMIS for evaluation of program outcomes, goals and services provided on a quarterly basis. Final performance standards are reviewed and a formal report is submitted to City Council for approval and submission to HUD.

## **Discussion**

### **HOME Eligible Applicants:**

The Glendale HOME program serves low and very low income households. The specific households to be served, and whether beneficiaries will be limited and preference will be given to a particular section of the low-income population; will depend upon the specific project.

### **New Affordable Housing Projects in FY 2018-19**

The Action Plan anticipates funding a project in 2018-19 that will increase affordable rental housing opportunities either through New Construction or Acquisition/Rehab of multi-family housing. There are no activities proposed for this program at this time. Future projects will be identified and funded through a Statement of Interest (over the counter) or a Request for Proposal process, as appropriate and in accordance with Housing Authority guidelines described below. At the time of identification of a project meeting Housing Authority priorities and funding requirements, an Action Plan Amendment will be completed prior to funding of the project.



Project Funding Process - Developer and Project Selection: A developer/project selection process was adopted by the Housing Authority in April 2011. Three methods of developer/project selection have been identified and procedures to deal with these methods in the future have been approved:

1. Request for Qualifications/Request for Proposals process – This process will be most appropriate for identification of projects and developers for Housing Authority or City owned property to be developed as affordable housing. A competitive review process will be used. Such Requests will be published on affordable housing newsletters sent to Los Angeles County affordable housing developers and organizations, posted on the CDD-Housing website, and be available for pick up at the CDD-Housing counter.

2. Sole Source – This method of developer/project selection would be most appropriate for projects focused on a special needs or unique population with a limited developer/service agency pool appropriate for the type of development needed, or for a very small site that will not interest most developers, or a historically significant site, for a unique community partnership with a local institution or CHDO, or for a project with limited leveraged funding sources available. Establishing a preference for a unique beneficiary population would likely for such a project.

3. Over the Counter – Developers will be encouraged to bring projects to staff on a continual basis to be thoroughly reviewed and vetted for completeness and appropriateness for housing needs and funding availability. These will then be brought to the Housing Authority for their consideration and direction.

Information on this process and required applications may be obtained from Michael Fortney, Senior Housing Projects Manager, or Peter Zovak, Acting Assistant Director of Housing, Community Development Department Housing Division at 141 N Glendale Avenue Suite 202, Glendale, CA 91206. Any developer or project proposal will be thoroughly screened and vetted in accordance with a Due Diligence Checklist that has been developed, to determine whether it serves community needs, meets Housing Authority funding requirements, to determine financial feasibility, to ascertain whether the developer has site control, and to review the timing of the development and funding availability.

# Attachments

## Citizen Participation Comments:

<b>FY 2018-19 Annual Action Plan Public Hearing Comments*</b>
<b>Pacific Community Center , September 20, 2017</b>
<b>41 Residents Participated</b>
<b>L Community Development/Economic Development</b>
Traffic issues along colorado street and Verdugo Road, neighborhood. Give traffic school to teens and education about safe driving
Need youth employment programs for working families
More programs for senior meals and social services
Bulky items on streets need pickup more often
Traffic on Griswold, cars speeding, business employees park on Griswold street
Need parking permits for residents
Need street signs with limited parking
Garfield/Acacia speed bumps not working
Need bathrooms in parks such as Maryland Park
Youth smoking marijuana near apartments and at Glendale High
Need more youth recreation programs at parks such as Carr park (need to put back basketball courts)
Palmer Park- lights are motion sensor, need permanent lights
Griswold/ Maple streets needs street light
Acacia between Mariposa/ Glendale needs street lights
Need more information on Marijuana use
Sidewalk repairs, roots uplifting side walks Glendale Ave./ Cypress
Job preferences to Glendale residents when hiring for new jobs in Glendale
Need assistance with starting small businesses
Traffic & speeding in the area of Colorado & Verdugo/ Borderline of Eagle Rock and City of Glendale
Starbucks on Colorado/ Griswold has many issues, including traffic, homeless, speeding and drug concerns
Trash on sidewalks are visible
Need to install speed bumps on Griswold street
Red zone parking/ need more parking enforcement officers
Resident need more Police patrolling
Review of the City budget
Different board reviews- compiled by residents/ appointed by city council
Main / Need to clear up the homeless camp under 2 Fwy between 2 Fwy and Eagle Rock border
Youth of glendale: sports/ supervised sports for youth/ support from City is needed, such as AYSO, City
Youth center more open to different diversity
Outreach at school, broad based outreach needed for all program specifically youth programs
After school programs, especially for highschool kids/ youth. More sports for youth and to be visible at the community
Parent education
After school tutoring that is free of charge. Schools charge for after school programs
Need more programs for Elderly
Need more park amenities
Need rides for seniors to programs (transportation for seniors)
Need outreach, material provided to residents regarding ARC programs
Hospital transportation is a concern for residents and elderly community
Model program is City of LA. EMS program= Medical transportation
Police/ City should patrol and ticket residents for the gambling and smoking at parks
More mini parks are needed for smaller communities to have kids/families walk to the park, instead of
Too many commercial developments in our City that is congested already

**FY 2018-19 Annual Action Plan Public Hearing Comments\***

**Pacific Community Center, September 20, 2017**

**41 Residents Participated**

Better response for illegal dumping. Good job on these responses/ City has improved!

Outreach information is need to educate the community about VJC and its services

Suggested new program for City by residents- block campus, more quality of life for BLOCK of different neighborhoods

FY 2018-19 Annual Action Plan Public Hearing Comments*	
Pacific Community Center, September 20, 2017	
41 Residents Participated	
<b>II. Housing</b>	
Rent increases after complaints, are happening more often	
Tenants have to pay for upkeep (unsanitary conditions)	
Need rent control	
Managers not following the rules for tenant management, i.e. allowing smoking	
Need more affordable family housing	
Hold back on building luxury housing	
problems with rats near older apartments	
Rent increases on month to month and leases occurring frequently	
No parking, too many apartment units	
Single family housing is disappearing	
No state funding/ all federal dollars for housing only	
Need more affordable housing	

**FY 2018-19 Annual Action Plan Public Hearing Comments\***

**Pacific Community Center , September 20, 2017**

**41 Residents Participated**

**III. Homeless**

Homeless issues by Carr Park. Residents can't use park because of drugs used by homeless person

Need more assistance for homeless veterans

Need special "help" days for the homeless

Need more homeless counseling mental health services

Homeless buildings should have mental health/ medicine/ supervised while in the housing program.

Good will on San Fernando is a site that used to be used for the homeless.

Emergency solutions funds ESG funding is very low. Serves few people

**IV. Citizen Participation**

Residents received letter, schools web page and Familias unidas about community meeting

More inclusive with all groups i.e. community and church groups.

Give flyers to community groups to distribute for better turnout

Add raffles to meetings

Night time is good for meetings. People work during the day

Stick to two main topics instead of various topics

Meeting flyer came directly to the house= good

School flyer was given to studnets and families

Neighbor told them about meeting

No social media or TV/ or any form of social media used for the meeting

**\* Comments are written as presented directly by residents and may contain grammatical**

**Summary of Public Hearing and Public Comments  
Regarding the City of Glendale's Proposed FY 2018-2019  
Annual Action Plan for Community Services & Parks, Community Development and  
Housing Programs**

Public Hearing, March 22, 2018, Pacific Community Center, 501 S. Pacific Avenue:

The Public Hearing was called to order at 7:05 p.m.

Maggie Kavarian, Senior Community Services Supervisor opened the public hearing for the FY 2018-2019 Annual Plan and introduced Armineh Hoonanian, CDBG Administrative Analyst.

She directed the public to the handouts that were provided: a flowchart of the CDBG Annual Program Planning Process for FY 2018-19; a Summary List for FY 2018-19 CDBG Proposals Received and Funding Recommended; and the Proposed FY 2018-2019 Annual Action Plan for Community Development Block Grant, Emergency Solutions Grant, and HOME Programs.

She referred the attendees to the agenda and reviewed the Program Planning Process Chart in depth. She briefly went through each month of the process and highlighted the steps in the process to conduct this public hearing to review and obtain comments from the public regarding the proposed funding recommendations for the FY 2018-19 CDBG, ESG and HOME programs.

Ms. Kavarian stated that the funding recommendations will be submitted to the City Council for final approval on April 10, 2018. She mentioned that, over the past two years, the federal government has cut CDBG funding and the White House had proposed to eliminate it altogether however, the omnibus bill for 2018 was approved by Congress on March 21, 2018 and was awaiting the signature of the President. Ms. Kavarian explained that the trajectory of HUD funding for 2019 looked promising and healthy as well.

Ms. Hoonanian presented the Proposal Evaluation Process to the attendees and explained how City Staff receive, evaluate, and prepare the proposals for CDBG Advisory Board review. She explained highlights of the CDBG Advisory Board Meeting on February 23, 2018 and the deliberation and decision making process for the Board.

Ms. Kavarian reviewed the material handouts for the funding recommendations and opened the meeting for public comment. She also reminded the public that written comments are welcomed and encouraged, and that all comments would be submitted to the City Council in writing.

1. Armond Gorgorian, Homenentmen Glendale: Mr. Gorgorian expressed his appreciation and the Homenentmen Board's appreciation to the CDBG Advisory Committee leadership and the CDBG staff for their hard work. Mr. Gorgorian stated that at first they were concerned as an organization due to the CDBG staffing changes and the retirement of Moises Carrillo but are very happy and confident with the progress that has been made.
2. Hasmik Burushyan, Armenian Youth Federation: Ms. Burushyan expressed support of funding the Glendale Youth Center's Solar Panel Installation project because it adds an eco-friendly motive to the community center, and it would also add new program service areas. The project

will enhance the building the Armenian Youth Federation uses to organize community involvement and improvement.

3. Jay Tourgoutian, AESA: Thank for the support on this much needed project (Glendale Youth Center Solar Panel Installation project) for the community. This goes directly to impact in a positive way the residents of our city.
4. Lena Bozoyan, Armenian Relief Society: I belong to the Armenian Relief Society Glendale Sepan Chapter and Armenian Cultural Foundation that is housed at the Glendale Youth Center and I would like to thank CDBG Advisory Board for approving the full funding requested amount to the GYC's Solar Panel Installation project. Ms. Bozoyan also asked if additional funding would be made available in 2019 if there is an increase in CDBG funding allocation.
5. Zareh Adjemian, Glendale Resident: I had the privilege of serving our community as the Glendale Youth Center's Executive Director from the first day of its foundation for 7 consecutive years. This youth center has been a second home for me and our volunteer youths and community members who gather under a roof to serve their community and to make Glendale a better place for us of us. All of this has made possible through the generous funding we have received from City of Glendale, the affiliated organizations, and members of our community and the citizens of Glendale. As the number of members and participants at Glendale center's activities increase by passing years, the needs of our nonprofit organization grow with it accordingly that means the financial challenges need to be addressed on a daily basis and they continue to be one of our main concerns. I am really grateful for the CDBG Advisory Board for funding the Glendale Youth Center Solar Panels System equipment project, which will significantly reduce the usage of electricity and will save us around 20,000 dollars annually. This means more dollars towards serving a larger number of youths and adults of our city. This means more opportunities to serve our financially disadvantaged families. This means new programs and new projects. I want to use this opportunity to thank the advisory board and the City of Glendale for their continued support and want to ensure you that a wide variety of classes, health and legal clinics and workshops, summer camps, youth activities and lots of other useful undertakings will be funded with the money that will be saved on electivity bills. Thank you and god bless you all.
6. Ms. Shannon Rains, Lanterman Regional Center: There are over 520 individuals with a developmental disability over the age of 18 and 500 under the age of 18, living in Glendale currently. They and their families have been expressing a need for affordable housing and especially those whose primary income is social security.
7. Ronnie Gharibian, CDBG Advisory Board Member: Advised the agencies in attendance to have a backup plan for maintenance and operations costs. He expressed that these funds were temporary and organizations should not be dependent on CDBG funding alone to close gaps in each respective agencies budget.
8. Elen Asatryan, Consultant: Stated that City staff did a great job in assisting agencies and preparing the work.

9. Kaghrik Keshishian and Jessica Marroquin, Cal State LA, Social Work Graduate Students: Expressed they are working on a project for school to address affordable housing and wanted input from City Staff on how to proceed.
10. Varoujan Ourfalian, Glendale Youth Center: Asking about financial solvency and how agencies can apply for CDBG funding when they do not have revenue and funding sources from other agencies. City staff expressed that our IPA (Innovation, Performance, and Audit Department) do a complete financial review of 2 years financial statements for each agency to ensure that the agency is financially solvent if given funding.

Ms. Kavarian thanked everyone for attending the meeting and officially closed the Public Hearing.

The meeting was adjourned at 8:01 p.m.



## Grantee Unique Appendices

### Emergency Solutions Grants (ESG) Program Written Standards 2015 Glendale Homeless Continuum of Care

#### Introduction -§ 24 CFR 576.2 and 24 CFR 576.500

The City of Glendale has developed the following standards for providing assistance with Emergency Solutions Grants Program (ESG) funds as required by 24 CFR 576.400. These are initial standards that have been created in coordination with the City of Glendale Continuum of Care.

These standards represent goals for providing services for the community and the entire continuum and are in accordance with the interim rule for the Emergency Solutions Grants Program released by the U.S. Department of Housing and Urban Development on December 4, 2011 and the final rule for the definition of homelessness also released by the U.S. Department of Housing and Urban Development on December 4, 2011. In FY 2010 Emergency Shelter Grant program may continue to be funded under the emergency shelter component under the Emergency Solution Grant Program.

To be eligible for ESG homeless assistance, all households must meet the definition of homeless or at - risk of homelessness posted in the Federal Register. The City of Glendale and the Sub-Recipient must obtain verification and documentation in accordance with Federal Register.

#### I. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG

##### § 576.401 -Evaluating eligibility for families and individuals and needs

Per 24 CFR 576.401: **Intake and Assessment**

The City of Glendale and ESG Sub-Recipients must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under § [576.400\(d\)](#) and the written standards established under § [576.400\(c\)](#). The Case managers will use the Continuum wide Homeless Management Information System (HMIS) Intake assessment tool to review client situation, understand eligibility and begin the process of determining length of assistance. Any client assessed for potential assistance with ESG funds must meet the criteria to become eligible for homelessness prevention or rapid re-housing assistance. Any new client entering into shelter must also undergo a complete assessment to understand client needs and barriers and match the client to the most appropriate services provider. The following outlines the individual characteristics of clients qualifying for homelessness prevention or rapid re-housing. Re-evaluations for homelessness prevention and rapid re-housing assistance are handled quarterly for both programming. Please refer to the Rapid Re Housing Program Policies and Procedures for the entire process.

##### **Homelessness Prevention**

Any client receiving assistance must have proof of residence within the City of Glendale area.

Total household income must be below 30 percent of Area Family Income (AFI) for the area at initial assessment. Clients must provide documentation of household income, including documentation of unemployment and a zero income affidavit/self-certification for clients without income.

All clients must meet the following HUD criteria for defining at risk of homelessness for individuals or families, unaccompanied children and youth or families with children and youth where youth are defined as up to age 25:

- Has moved because of economic reasons 2 or more times during the 60 days immediately preceding application for assistance (Individuals and Families)
- Is living in the home of another because of economic hardship (Individuals and Families)
- Has been notified that their right to occupy their current housing or living situations will be terminated within 21 days after the date of application for assistance (Individuals and Families)
- Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals (Individuals and Families)
- Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room (Individuals and Families)
- Is exiting a publicly funded institution or system of care (Individuals and Families)
- Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in City of Glendale's approved Con Plan (Individuals and Families)
- A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute (Unaccompanied children and youth)
- An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her. (Families with children and youth)
- Individuals who fall under the HUD Category 2 or 3 for Homelessness also qualify for homelessness prevention assistance. Like those that fall under the At-Risk of Homelessness definition, clients must also live in the service area and qualify by income. The categories are listed below:
  - Category 2 – Imminent risk of homelessness is an individual or family who will imminently lose their primary nighttime residence, provided that:
    - Residence will be lost within 14 days of the date of application for homeless assistance;
    - No subsequent residence has been identified; and
    - The individual or family lacks the resources or support networks needed to obtain other permanent housing
  - Category 3 – Homeless under another federal statute includes unaccompanied youth under the age of 25 or families with children and youth, who do not otherwise qualify as under this definition but who:
    - Are defined as homeless under another federal statute child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
    - Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
    - Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
    - Can be expected to continue in such status for an extended period of time due to special needs or barriers.

#### **Rapid Re-housing**

Any client receiving rapid re-housing assistance must meet the HUD criteria for determining homelessness as either literally homeless, or fleeing/attempting to flee domestic violence. The four categories are listed below:

Category 1 – Literally homeless is an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Has a primary nighttime residence that is a public or private place not meant for human habitation;
- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
- Category 4 – Fleeing domestic violence includes any individual or family who:
  - Is fleeing, or is attempting to flee, domestic violence
  - Has no other residence; and
  - Lacks the resources or support networks to obtain other permanent housing

#### **Shelter Clients**

Homeless clients entering into the shelter system must meet the HUD criteria for homelessness as literally homeless, homeless under another federal statute, or fleeing/attempting to flee domestic violence. Clients will be prioritized within the emergency shelter system based on the VI-SPDAT acuity score, need, available resources and geographic area. The City of Glendale designated Ascencia as the lead Coordinated Entry System (CES) and will be prioritized based on the CES policies and procedures included as part of the ESG Written Standards.

#### **24 CFR 576.401- Re-Evaluations**

Re-evaluation of program participants may be conducted more than required by 24 CFR 576.401 and may be incorporated into case management process. ESG sub-recipients must re-evaluate:

- At least once every 3 months/quarterly for participants who are receiving homeless prevention assistance, and
- At least annually for participants who are receiving rapid re housing assistance.

#### **Coordination among providers -Connecting program participants to mainstream and other resources.**

The City of Glendale and its sub recipients must assist each program participant, as needed, to obtain:

Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and

- Other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability, including:
- Medicaid (42 CFR chapter IV, subchapter C);
- Supplemental Nutrition Assistance Program (7 CFR parts [271-283](#));
- Women, Infants and Children (WIC) (7 CFR part [246](#));
- Federal-State Unemployment Insurance Program (20 CFR parts [601-603](#), [606](#), [609](#), [614-617](#), [625](#), [640](#), [650](#));
- Social Security Disability Insurance (SSDI) (20 CFR part [404](#));
- Supplemental Security Income (SSI) (20 CFR part [416](#));
- Child and Adult Care Food Program ([42 U.S.C. 1766\(t\)](#) (7 CFR part [226](#))); and
- Other assistance available under the programs listed in § [576.400\(c\)](#).

All ESG sub-recipients (shelter, homelessness prevention and rapid re-housing providers) within the Glendale Continuum of Care service area are expected to work collaboratively to coordinate funding that addresses the needs of the entire continuum. To achieve these goals, City of Glendale requires that all sub-recipient service providers will:

- Participate in a coordinated assessment system through Ascencia and use the CES /HMIS module for all CES referrals, where client entry into the entire system can begin at any point. Service providers will use a common assessment tool known as VI-SPDAT that will allow providers to enter data on a client and provide transfer information when a client fits the services of another provider, without having to engage in another assessment. Reasons for client transfer can include better fit in a specialized program, domestic violence services, and available resources within the community.
- Establish a staff member as a point of contact for other case managers and members of the service provider continuum of care. The contact should be a position that sees little turnover and is familiar with organizational resources and up to date on current organizational capacity to accept and serve clients, such as a supervisor or manager. This contact should be able to provide information for other housing case managers on what current programs and resources are available to clients entering into the provider system through their organization. This contact will reduce or eliminate the need for clients to seek out additional assistance based on referrals from any ESG recipient agency.
- Attend all coordinated training for case managers within the homeless provider system.
- Each sub-recipient is expected to send at least one staff member and share all lessons learned with all housing case management staff. City of Glendale, in collaboration with the ESG sub-recipient agencies will coordinate training for ESG staff so that case clients within the region are receiving the same quality of service across providers. The members of the Continuum will also host regular meetings of sub-recipient program staff to share best practices and engage in collective problem solving as the community works toward an integrated system for clients. Meetings will be facilitated by the Glendale Continuum of Care Committees.

#### **Mainstream and targeted homeless providers**

To encourage the coordination of existing services while limiting duplication of services and overlapping federally funded programs, City of Glendale will coordinate with all mainstream services providers and ESG sub-recipients.

## **II. Standards for targeting and providing essential services related to Street Outreach**

The City of Glendale does not target ESG funding to any geographic area or client population. ESG sub-recipients are selected through a request for proposal process based on service provision. No duplication of service by sub-recipients is anticipated in the City of Glendale.

- ESG funding may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term "unsheltered homeless people" means individuals and families who qualify as homeless under paragraph (1) (i) of the "homeless" definition under 24 CFR Part 576.2. As outlined in 24 CFR Part 576.101, essential services consist of:

- i. Engagement;
- ii. Case management;
- iii. Emergency health services - only when other appropriate health services are inaccessible or unavailable within the area;
- iv. Emergency mental health services - only when other appropriate mental health services are inaccessible or unavailable within the area;
- v. Transportation; and
- vi. Services for special populations

ESG sub-recipients must determine an individual's or family's vulnerability and unwillingness or inability to access emergency shelter, housing, or an appropriate health facility, prior to providing essential services under this component to ensure that ESG funding is used to assist those with the greatest need for street outreach assistance.

**III. Standards for Policies and Procedures for admission, diversion, referral, and discharge by emergency shelters.**

**Assessment Process**

1. Shelter stays should be avoided, if possible, and when not possible, limited to the shortest time necessary to help participants regain permanent housing. Consistent with Section (a) of this document, ESG sub-recipients must conduct an initial evaluation of all individuals or families to determine if they should be admitted to an emergency shelter, diverted to a provider of other ESG-funded components, such as rapid re-housing or homeless prevention assistance, or referred for other mainstream resources.
2. A key feature of a coordinated assessment system is the initial tool for identifying needs and assigning programs or resources. The lead Agency will utilize a two tiered screening process which involves an initial screening to identify immediate needs and to screen for prevention/diversion and general eligibility. Later, if the individual or family still needs services, a comprehensive assessment is conducted to identify needs and strengths. Homeless persons identified as victims of Domestic Violence. Staff will work with homeless persons identified as victims of Domestic Violence to assess where they can be placed and connect them with YWCA to develop a Safety Plan in accordance with 24 CFR Part 576.102. . If, later an initial intervention, individuals and families seek further support or cannot be diverted from the homeless system, a comprehensive assessment is conducted within a specified and agreed-upon number of days. A uniformed assessment will be used that focuses on individuals and families strengths and housing barriers. This assessment seeks to identify an individual and families' history and key needs that, if met, will help the individual or family obtain and retain permanent housing. The information form is then uploaded into the HMIS to begin the process of matching individuals and families quickly to housing programs (and services, if needed) that have demonstrated success with clients who have similar issues and needs. A filter and drop-down menu ensure that only families who are eligible and meet their needs are available for referrals. Using this list, the case manager and the client can discuss which option would best help the client reach identified goals. Once this decision is made, the client would then be referred to the program.

**Screening**

1. In this model, if an individual or family identifies as needing housing, a short, HMIS-based screening is conducted. The tool screens for prevention/diversion, determines basic eligibility or

housing and services, and identifies immediate needs. Eligibility for diversion or prevention activities is a key component of the initial screening process. By positioning these activities at the front door, more individuals would be diverted or prevented from entering the system without making additional phone calls and participating in additional assessments. Clients whose needs could best be served with these resources would then be referred to agencies with diversion or prevention resources.

2. The Vulnerability Index- Service Prioritization Assistance Tool (VI-SPDAT) is the Pre-Screening standard which assists in assessing the client's acuity and vulnerability in four (4) (for singles) or five (5) (for families) areas and recommends a housing solution based on the acuity score (which ranges from one (1) to twenty (20)). The tool is used to target the most acute and vulnerable clients into housing. The VI-SPDAT's data points are collected and is made to be part of the client's record, which allow City Homeless Services Organizations Housing Navigators, Housing Providers, Supportive Services Providers, and other users to know the necessary information about the client to better serve them. It is important to emphasize that the VI-SPDAT is one part of the client's complete record, meaning the VI-SPDAT will be required to complete the client's full HMIS intake record once the client has engaged. It is not a separate assessment tied to a specific program (application). Additional data points currently in HMIS will be collected in additional Eligibility and Client Preferences Forms, to complete the client's full HMIS record. Another important point to consider is the overlap between the current set of Program Entry questions (asked upon enrollment) and the VI-SPDAT, client Eligibility, and Client Preference Forms. Prior to the implementation of the VI-SPDAT and its additional components, this overlap should be examined to avoid creating duplicative processes and work.

#### **Prevention/Diversion**

1. On site at intake, the intake case manager is assigned to assess household's eligibility for prevention or diversion services. The Intake Case Manager determines whether the household has income but needs financial assistance to obtain housing, and or, needs assistance with staying in their homes.

#### **Prioritization List**

1. One of the most important functions after a common, Coordinated Assessment is the ability to keep a list of prioritized clients for housing and supportive services. As with the Pre-Screening, the list is a shared list prior to enrollment into the program (and therefore part of HMIS central intake), and will show the list of clients of all who have been screened. However, there is also a need to sort and filter the list by several different elements, to match the client's needs and eligibility to the appropriate program(s). There are two halves to this part of the process: 1) Client's Eligibility and Preference, and 2) Program's Eligibility and Services Provided.

In order to have proper implementation of a matching mechanism in a prioritization list, the Glendale CoC Service Providers set up a list of eligibility criteria (including eligibility for various housing program types funded under all Continuum of Care and Emergency Solutions Grant Programs.

**PSH** Higher VI score most suitable for PSH Higher barriers to housing higher service needs

**PH** with Supportive services, lower VI score, more suitable for PH with SS, lower barriers to housing, lower service needs, expected to stabilize in permanent to housing, and higher service housing.

Individuals and families with higher barriers needs who are waiting to obtain another permanent housing subsidy (e.g., PSH).

**Target population:**

1. The Glendale Continuum of care centralized intake will serve all people experiencing homelessness with priority given to chronically homeless individuals/families, chronically homeless veterans, with a priority to those with the history of homelessness in Glendale.

**Referrals**

The Glendale CoC uses HMIS to document client referrals and linkages among CoC system programs (not just the initial entry point). In addition, the Glendale CoC will adopt policies outlining the acceptable reasons a client referred to a project can be rejected/denied access by that project.

- Referrals are managed within the context of a centralized waiting list for limited service or housing slots; and
- Referrals for available service and housing slots are made based on a CoC-defined prioritization process.

**Unfilled Openings**

Expected openings: When a provider is aware that a unit or bed will become available, the time from the unit being vacated to the time a new client moves in should not exceed **14 days**.

Unexpected openings: When a client leaves a unit or bed unexpectedly and/or without notice, the time from the unit being vacated to the time a new client moves in should not exceed **30 days**.

**Homelessness prevention**

The City of Glendale prioritizes clients who are currently in their own housing, especially families with young children who have limited housing options but high needs for homelessness prevention funding.

**Rapid re-housing**

The City of Glendale anticipates targeting first time individuals and families as the most likely are the recipients for rapid re-housing assistance. Please refer to policies and procedures for the Rapid Re Housing program.

**Safety and Shelter Needs of Special Populations**

- i. ESG funding may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the regulations for the emergency shelter component found at 24 CFR Part 576.102.
- ii. Consistent with ESG recordkeeping and reporting requirements found at 24 CFR Part 576.500, ESG sub-recipients must develop and apply written policies to ensure the safety of program participants through the following actions:
  1. All grantees and sub-grantees will take appropriate measures to provide for client confidentiality. Grantees and sub-grantees will develop and implement procedures to guarantee the confidentiality of records concerning program participants. All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and receives ESG assistance will be kept secure and confidential.

2. The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter, and

3. The address or location of any housing of a program participant, including youth, individuals living with HIV/AIDS, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing will not be made public, except as provided under a preexisting privacy policy of the sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality

iii. In addition, ESG sub-recipients must adhere to the following ESG shelter and housing standards found at 24 CFR Part 576.403 to ensure that shelter and housing facilities are safe, sanitary, and adequately maintained:

1. **Lead-Based Paint Requirements.** The Lead-Based Paint Poisoning Prevention Act applies to all shelters assisted under ESG program and all housing occupied by program participants. All ESG sub-recipients are required to conduct a Lead-Based Paint inspection on all units receiving assistance under the rapid re-housing AND homelessness prevention components if the unit was built before 1978 and a child under age of six or a pregnant woman resides in the unit.
2. **Structure and Materials.** The shelter building should be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.
3. **Access.** The shelter must be accessible, and there should be a second means of exiting the facility in the case of emergency or fire.
4. **Space and Security.** Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.
5. **Interior Air Quality.** Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.



6. Water Supply. The shelter's water supply should be free of contamination.
7. Sanitary Facilities. Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy, and be adequate for personal cleanliness and the disposal of human waste.
8. Thermal Environment. The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.
9. Illumination and Electricity. The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
10. Food Preparation. Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
11. Sanitary Conditions. The shelter should be maintained in a sanitary condition.
12. Fire Safety-Sleeping Areas. There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident.
13. Fire Safety-Common Areas. All public areas of the shelter must have at least one working smoke detector.

**IV. Standards for assessing, prioritizing, and reassessing individuals and families' needs for essential services related to emergency shelter**

1. The Glendale CoC assessment tool is used to assess and prioritize participants through the use of Coordinated Entry System (CES) for individuals and refers to Family Solutions 2-1-1 for families. Ascencia being the lead agency for CES and the year around emergency shelter program assesses the participant's need for the emergency shelter program and other ESG funded assistance such as Rapid Re-Housing and Homeless Prevention.
2. ESG funding may be used to provide essential services for homeless persons are in the shelter programming. The Essential services includes case management, child care services, employment assistance including resume building, mock interview, job training, health services, legal services, life skills training, mental health services, substance abuse services, transportation and services for special population.
3. Re -evaluation is conducted on program level for homeless prevention, and shelter services. Participant's progress and housing services is updated in the HMIS system.

**V. Standards for coordination among emergency shelter providers, essential services providers, homeless prevention, and rapid re-housing assistance providers; other homeless services assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a large area.**

1. Coordination to assist the homeless and prevent homelessness comes through collaboration among housing and service providers within the City of Glendale, the Homeless Continuum of Care Committee and Housing Authority within SPA 2. Monthly meetings are held with all the mainstream partners including the school district, department of public social services and other service providers. Homeless prevention is coordinated through Catholic Charities, and other homeless services including shelter programming and rapid re housing programming is coordinated through the CES process.

**VII. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homeless prevention assistance and which eligible families and individuals will receive.**

Standards for both homelessness prevention and rapid re-housing for determining the share of rent and utilities costs that each program participant must pay, if any, will be based on the following:

1. Clients receiving rental assistance are expected to contribute 30% of their income toward the unit's rent. The City of Glendale ESG Program does not require a minimum client contribution for Rapid Re-Housing Program. As it relates to the ESG homeless prevention, if the participant has some funds available, participant will pay some and the ESG prevention program will pay remaining to prevent homelessness.
2. Rental assistance cannot be provided for a unit unless the rent for that unit is at or below the current Fair Market Rent limit, established by HUD.
3. The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. See 24 CFR 574.320.
4. The rental unit must meet minimum habitability standards found at 24 CFR 576.403. City of Glendale conducts the unit inspection and the environmental clearance for Rapid Re-Housing Program.
5. There must be a rental assistance agreement and lease between the property manager and tenant as well as the owner of property and ESG sub-recipient.
6. No rental assistance may be made to an individual or family that is receiving rental assistance from another public source for the same time period.

Per 24 CFR 576.106 (e), ESG sub-recipients may make rental assistance payments only to an owner with whom the sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

**VIII. Standards for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.**

Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, ESG sub-recipients may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

1. Short-term rental assistance is assistance for up to 3 months of rent.
2. Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
3. Payment of rental arrears may consist of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears. Homeless Prevention is a critical component to avoid homelessness, as such, participants will receive additional case management services to ensure other needs are met and resources are available to maintain housing.
4. The maximum amount of rental assistance provided, and an individual or family's level of responsibility for rent payments, over time, shall be determined by the ESG sub-recipient and shall be reflective of the individual or family's need for rental assistance

A key component to successful implementation of the CES within City of Glendale is the lead agency Ascencia handling this efforts and the coordination for housing resources.

**ix. Standards for determining the share and rent of utility costs that program participants must pay, if any, while receiving homelessness prevention or rapid re housing assistance.**

1. The Rapid Re-Housing Program may not provide rental assistance for the same billing period in which the household is receiving rental assistance from another source. The Rapid Re-Housing Program may pay for the full security deposit and full rent on behalf of the Participant. As noted

- earlier, participants will receive full rental assistance. Program Participants must meet regularly with a Case Worker to demonstrate they are eligible for further assistance.
2. The maximum subsidy level is designated to have participants to ensure maintain their housing. The initial security deposit and 1 month rent is provided to the owner, and then assessment is conducted by the case management level to assess for an extension. Eligibility re-evaluation is conducted at 3 months mark.

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

1. Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, ESG sub-recipients may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.
2. Short-term rental assistance is assistance for up to 3 months of rent.
3. Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
4. Payment of rental arrears may consist of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
5. The maximum amount of rental assistance provided, and an individual or family's level of responsibility for rent payments, over time, shall be determined by the ESG sub-recipient and shall be reflective of the individual or family's need for rental assistance and the level of financial resources available to the ESG sub-recipient.

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

1. Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, sub-recipients may use ESG funding to pay housing owners, utility companies, and other third parties for some or all of the following costs, as allowed under 24 CFR 576.105:
  - Rental application fees
  - Security deposits
  - Last month's rent
  - Utility deposits
  - Utility payments
  - Moving costs, and
  - Some limited services costs
2. Consistent with 24 CFR 576.105 (c), ESG sub-recipients determine the type, maximum amount and duration of housing stabilization and relocation services for individuals and families who are in need of homeless prevention or rapid re-housing assistance through the initial evaluation, re-evaluation and ongoing case management processes.

3. Consistent with 24 CFR 576.105(d), financial assistance for housing stabilization and relocation services cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Act (URA).

#### **ix. Standards for Homeless Participation**

The City of Glendale has a homeless person on the CoC Board of Directors, in addition, all sub-recipients provide one homeless individual or formerly homeless individual on policy-making entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG).

#### **ix. Standards for HMIS**

HMIS system will be adapted to include the capability to support a centralized intake and assessment system for all populations with the exception of Victim Service Providers. A shared database would make information sharing among providers easier and more efficient. In addition, it would make a comprehensive analysis of the entire homeless system in the City of Glendale Continuum of Care Programs. The HMIS system will include the following information: HEARTH outcomes, assessments (VI-SPDAT), contacts tracked, program entry requirements, resolution of the crisis, reservation process, waitlist, placements and inventory. Shared data will illustrate to every provider how the systems are working, where improvements are needed, how agencies in the network are performing, and whether households are becoming stable. The Glendale CoC shared HMIS database will have agreements and standards for protections that allow use of the HMIS. The City of Glendale Continuum of Care agencies will have partner agreements that set policies and procedures regarding client confidentiality. Each participating agency must complete and comply with the HMIS Memorandum of Understanding between the Fiscal Agent, Lead Agency and the partnering agencies. Each individual HMIS user must compete and comply with the User Code of Ethics, Policy and Responsibility statements.

The City of Glendale will use a VI-SDPAT HMIS Intake form that will target those clients with the most barriers to housing. Each barrier will have an allotment of points, and the higher score (and more barriers) the more likely the client will receive services. The assessment of barriers is based on an objective review of each client's current situation using the tool rather than the subjective opinion of a case manager assessing each client's needs. While providing homelessness prevention or rapid re-housing assistance to a program participant, the City of Glendale and its sub-recipients must:

- Require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability; and
- Develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; and the relative affordability of available housing in the area.

2017 -2018 ESG SUMMARY OF FUNDING APPROVED BY ACTIVITY CATEGORY						
	Shelter Services Costs		Rapid Re Housing			
	Shelter Operations Essential Services	Homeless Prevention		Admin	Total	
Loaves & Fishes Homeless Prevention Catholic Charities of Los Angeles, Inc.,	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	
Domestic Violence Housing & Emergency Shelter Program YWCA of Glendale	\$ 14,683	\$ 37,800	\$ -	\$ -	\$ 52,483	
Emergency Housing Program Ascencia	\$ 49,754	\$ -	\$ -	\$ -	\$ 49,754	
ESG Administration City of Glendale	\$ -	\$ -	\$ -	\$ 5,733	\$ 5,733	
<b>TOTAL PROPOSED FUNDING</b>	<b>\$ 64,437</b>	<b>\$ -</b>	<b>\$ 77,800</b>	<b>\$ -</b>	<b>\$ 147,970</b>	

## 2016 HOME Program Resale Restriction Guidelines

In accordance with HOME regulations under CFR 92.254 (1) (5) the City of Glendale is submitting the following policy for Resale provisions for the 2016-17 HOME Action Plan homeownership activities.

- A. The Housing Authority will require Resale restrictions and provisions at the time of investment of HOME funds in projects developed under the New Construction Home Ownership Program. (The Down Payment Assistance Program for purchase of existing homes on the open market is currently suspended).
- B. PURPOSE OF RESALE RESTRICTIONS: Resale restrictions are appropriate for the rapidly appreciating Glendale Housing Market and for the large per unit investment required for the New Construction Home Ownership Program. The restrictions are necessary to limit the resale of HOME assisted homeownership units during the required period of affordability to the target population for the Affordable Housing Homeownership program (Low Income (51-80% of Area Median Income, First Time Home Buyer households) and to assure the home will remain owner occupied during the required Period of Affordability.
  - a. Glendale anticipates an investment of HOME funds in an amount greater than \$100,000 per unit in order to cover the affordability gap between an Affordable Sales Price to a Low Income First time Home Buyer and the cost of construction and development of a homeownership unit based upon construction prices, land prices, and the median income of residents in Los Angeles County. This is a significant investment per unit and it is important to assure continued affordability of each unit investment over time.
  - b. Glendale market rate home sales prices are significantly higher than an Affordable Sales Price to a Low Income First Time Home Buyer. Also home sales prices have been increasing since 2013. This trend is expected to continue over the next several years. As a result the use of Resale restrictions can best preserve affordability of HOME assisted new constructed units.
- C. General Provisions of Resale Requirements: In accordance with HOME 92.254(a)(5)(i) general Resale provisions are as follows:
  - a. Period of Affordability – The period of affordability will be based on the total amount of HOME funds invested in each housing unit and based upon its status as “new construction.” This includes dollars used by the Housing Authority or provided to the developer for acquisition, predevelopment, construction, and eligible soft costs for the project as well as funds provided to the home buyer to make the unit affordable. Per 92.254(a)(4) – the following minimum period of affordability standard applies according to the amount of HOME homeownership assistance provided per unit:
    - i. Under \$15,000 per unit – at least 5 years;
    - ii. \$15,000 to \$40,000 per unit – at least 10 years;
    - iii. Over \$40,000 per unit – at least 15 years.
  - b. Owner Occupancy Requirement – The HOME assisted homeownership unit must be sold initially to the qualified household for the purpose of being their primary residence. It must remain owner occupied for the duration of the period of affordability. If the home

does not remain the household's primary residence, it must be made available and sold or transferred to a qualified family that will use the home as their primary residence. This requirement is monitored annually by Glendale staff and is secured by the enforcement provisions described below.

- c. Written Agreements and Enforcement Provisions
  - i. Resale provisions will be included in written agreements described below.
    - 1. A HOME funded loan to the developer by the Housing Authority for purposes which may include acquisition, predevelopment activities, and/or construction of the affordable homeownership development. The loan terms are outlined in the AHA/DDA and in the HOME Regulatory Agreement between the developer and the Housing Authority. A Deed of Trust for the loan and Affordability Housing Covenants in favor of the Housing Authority are liens on the property and restrict the use of the land, including imposing of a period of affordability, resale restrictions, and other HOME related requirements at such time as the property is sold. The liens are in place until the new units are sold to individual home buyers.
    - 2. A HOME down payment assistance loan to the home buyer by the Housing Authority to enable the borrower to purchase the home for an affordable price. The written agreements between the Housing Authority and the home buyer enforce the affordable housing requirements including resale restrictions. Documents include: an Addendum to Grant Deed, a Deed of Trust and a Notice of Restrictions with Right of First Refusal to Purchase the Property. These documents are recorded at the time of the home sale and run with the land. A Loan Agreement and a Promissory Note further outline the obligations of the home buyer to the Housing Authority.
  - ii. Enforcement Provisions - Regular annual monitoring is conducted by the Housing Authority. Home buyers must certify the home is still their primary residence. Resale provisions are monitored through checking title transfers annually. Any transfer of title is reviewed to determine whether it is in accordance with the loan agreements. Any foreclosure or severe delinquency conditions are to be noticed to the Housing Authority per recorded agreements between the Housing Authority and the First Mortgage Lender, whenever feasible. Options for appropriate legal action to be taken by the Housing Authority to enforce provisions are described in the various agreements.
- d. Determination of Affordability for the Target Population upon Resale – In accordance with Housing Authority policies for the New Construction Homeownership Program and Homebuyer Program Policies, Housing Authority homeownership activities will be targeted to Low Income home buyers between 51%-80% of AMI as defined by HUD for Los Angeles County. An Affordable Sales Price will be that price that can be supported with a first mortgage loan at prevailing market rate first time home buyer interest rates

for an FHA insured mortgage when the home buyer is paying an Affordable Purchase Price. The Affordable Purchase Price is defined as a price that is affordable to a family of appropriate household size for the unit at 70 to 80% of Area Median Income for Los Angeles County as established by HUD provided the household pays not more than 30% of their income for principal interest, property taxes, insurance and homeowner's association dues at the FHA interest rate for single family home purchases over a 30 year term, fixed interest rate, low down payment (3%) loan. HOME regulations require establishment of an Affordable Purchase Price in order that home buyers will have some certainty as to what standard will be used if and when their home is resold. An individual homebuyer's eligibility to purchase a home will be reviewed by the Housing Authority prior to purchase of a home, or contract to purchase in the case of new construction, in accordance with Homebuyer Program Policies that look at an individual homebuyer's financial situation and their ability to sustain homeownership over the long term.

- e. Fair Return on Investment – In accordance with HOME rules, the original HOME assisted home buyer must receive a return on investment (including the original home buyer's investment, principal repayments, and any capital improvements.) The percentage change in the area median income level over the period of ownership will be used to determine the Fair Return on Investment. The area median income level will be determined based upon 100% of Area Median Income for Los Angeles County as established by HUD.
- f. Basis for Calculating Fair Rate of Return –Includes 1) the HOME assisted home buyer's original investment (any down payment), plus 2) any principal repayments on the first mortgage, principal forgiveness or principal repayments of junior mortgage loans, plus 3) the specific types of capital improvements made by the original home buyer that may add value to the property. The original home buyer would be permitted to sell the home at an Affordable Sales Price, which is a sales price that provides a Fair Rate of Return, provided it does not exceed the Fair Market Value of the Home.
  - i. Capital Improvements - Credit will be provided for Capital Improvements (identified in IRS publications 523 Selling Your HOME – Increases to Basis (2015)) will be based upon the cost of improvements that are documented by receipts and excluding home buyer labor and work requiring building permit completed without such permit. This Return will be calculated annually, as needed. Generally, Capital Improvements are those improvements that add to the value of the home, prolong its useful life, or adapt it to new uses. Examples of capital improvements include adding an additional bedroom or bathroom to the home, paving an unpaved driveway, or adding air conditioning system to a home that did not have one. Costs of repairs or maintenance that are necessary to keeping the home in good condition but do not add to its value or prolong its life are not considered Capital Improvements (such as painting the home, fixing leaks, replacing broken hardware). Costs of improvements that are no longer part of the home (for instance the cost of wall-to-wall carpeting that was installed but



later removed) and costs of improvements whose life expectancy at time of installation is less than 1 year are also not considered Capital Improvements.

ii. Further Information on Implementing the Affordable Sales Price and Fair Rate of Return upon Resale of the Restricted Home During the Period of Affordability:

1. The Affordable Sales Price, providing a Fair Rate of Return, may require an additional HOME subsidy to the next home buyer in an environment of rising median income levels as permitted and described in HOME regulations found at 92.254(a) (9) Preserving affordability of housing that was previously assisted with HOME funds.
2. However, if market home sales prices drop below the home buyers initial Affordable Purchase Price, the home buyer may not receive the full or any return on their investment in the property.
3. An individual homebuyer's eligibility to purchase a home will be reviewed by the Housing Authority prior to purchase of a home, or contract to purchase in the case of new construction, in accordance with Homebuyer Program Policies that look at an individual homebuyer's financial situation and their ability to sustain homeownership over the long term.

**Grantee SF-424's and Certification(s):**

**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Title

### Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2018 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Title

---

## Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

  
\_\_\_\_\_  
Signature of Authorized Official

6/25/18  
\_\_\_\_\_  
Date

City Manager  
\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

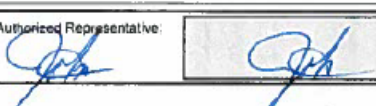
**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.




Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="E-18-MK-06-0518"/>	
5a. Federal Entity Identifier: <input type="text" value="E-18-MK-06-0518"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Glendale, CA"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="95-6000714"/>	* c. Organizational DUNS <input type="text" value="030384325000"/>	
d. Address:		
* Street1: <input type="text" value="141 N. Glendale Ave, Room 202"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Glendale"/>	County/Parish: <input type="text" value="Los Angeles County"/>	
* State: <input type="text" value="CA: California"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="91206-4996"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Community Services and Parks"/>	Division Name: <input type="text" value="CDBG"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mr"/>	* First Name: <input type="text" value="Osnig"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Bulanikian"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Director of Community Services and Parks"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="818 548 2000"/>	Fax Number: <input type="text" value="818 548 3724"/>	
* Email: <input type="text" value="jbulanikian@glendaleca.gov"/>		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="Department of Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14-231"/> <p>CFDA Title:</p> <input type="text" value="Emergency Solutions Grants Program"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="N/A"/> <p>* Title:</p> <input type="text" value="N/A"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text" value="N/A"/> <p>Title:</p> <input type="text" value="N/A"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachments"/> </div>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="FY2018 ESP Program Funds will be used for homeless assistance for the provision of essential services, operations, rapid-re-housing, homeless prevention, and administration."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: CA-28	* b. Program/Project: 28
Attach an additional list of Program/Project Congressional Districts if needed	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date: 07/01/2018	* b. End Date: 06/30/2019
<b>18. Estimated Funding (\$):</b>	
* a. Federal	147,107.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	147,107.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix: Mrs.	* First Name: Yasmin
Middle Name: K.	
* Last Name: Beers	
Suffix:	
* Title: City Manager	
* Telephone Number: 818 548 4844	Fax Number: 818 547 6740
* Email: ybeers@glendaleca.gov	
* Signature of Authorized Representative: 	* Date Signed: 6/25/19

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="B-18-MK-06-0518"/>	
5a. Federal Entity Identifier: <input type="text" value="B-18-MK-06-0518"/>	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="City of Glendale, CA"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="95-6000714"/>	* c. Organizational DUNS: <input type="text" value="0303843250000"/>	
<b>d. Address:</b>		
* Street1: <input type="text" value="141 N. Glendale Ave, Room 202"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Glendale"/>	County/Parish: <input type="text" value="Los Angeles County"/>	
* State: <input type="text" value="CA: California"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="91206-4996"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Community Services and Parks"/>	Division Name: <input type="text" value="CDBG"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Mr"/>	* First Name: <input type="text" value="Onnig"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Bulanikian"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Director of Community Services and Parks"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="818 548 2000"/>	Fax Number: <input type="text" value="818 548 3724"/>	
* Email: <input type="text" value="obulanikian@glendaleca.gov"/>		


Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="Department of Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14-218"/> <p><b>CFDA Title:</b></p> <input type="text" value="Community Development Block Grant Program"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="N/A"/> <p>* Title:</p> <input type="text" value="N/A"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text" value="N/A"/> <p>Title:</p> <input type="text" value="N/A"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="FY 2018-2019 CDBG program will be used for the provision of public social services, improvement of public/community facilities, neighborhood/public improvements, and planning/administration activities."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: CA-28	* b. Program/Project: 28
Attach an additional list of Program/Project Congressional Districts if needed	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date: 07/01/2018	* b. End Date: 06/30/2019
<b>18. Estimated Funding (\$):</b>	
* a. Federal	1,852,537.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,852,537.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge, I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions	
<b>Authorized Representative:</b>	
Prefix: Mrs.	* First Name: Yasmin
Middle Name: K.	
* Last Name: Beers	
Suffix:	
* Title: City Manager	
* Telephone Number: 918 548 4844	Fax Number: 918 547 6740
* Email: ybeers@glendaleca.gov	
* Signature of Authorized Representative: 	* Date Signed: 6/25/18

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: M-18-MK-06-0512	
5a. Federal Entity Identifier: M-18-MK-06-0512	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>B. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Glendale, CA		
* b. Employer/Taxpayer Identification Number (EINTIN): 95-6000714	* c. Organizational DUNS: 0303843250000	
d. Address:		
* Street1: 141 N. Glendale Ave, Room 202	Street2: <input type="text"/>	
* City: Glendale	County/Parish: Los Angeles County	
* State: CA: California	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 91206-4996	
e. Organizational Unit:		
Department Name: Community Development	Division Name: Housing	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr	* First Name: Peter	Middle Name: <input type="text"/>
* Last Name: Zovak	Suffix: <input type="text"/>	
Title: Acting Assistant Director		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 818 548 2060	Fax Number: 818 548 3724	
* Email: pzovak@glendaleca.gov		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/>	
<p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/>	
<p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/>	
<p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="Department of Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14-239"/>	
<p><b>CFDA Title:</b></p> <input type="text" value="HOME Investment Partnerships (HOME) Program"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="N/A"/>	
<p>* Title:</p> <input type="text" value="N/A"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text" value="N/A"/>	
<p>Title:</p> <input type="text" value="N/A"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachment</span> <span>Delete Attachment</span> <span>View Attachment</span> </div>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="FY 2018-2019 HOME program will be used for developing and preserving quality affordable rental and owner housing through rehabilitation and new construction."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <span>Add Attachments</span> <span>Delete Attachments</span> <span>View Attachments</span> </div>	



Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant	CA-28
* b. Program/Project	28
Attach an additional list of Program/Project Congressional Districts if needed	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date:	07/01/2018
* b. End Date:	06/30/2019
<b>18. Estimated Funding (\$):</b>	
* a. Federal	1,301,897.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,301,897.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. "By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix:	Mrs.
* First Name:	Yasmin
Middle Name:	K.
* Last Name:	Beers
Suffix:	
* Title:	City Manager
* Telephone Number:	818 548 4844
Fax Number:	818 547 6740
* Email:	ybeers@glendaleca.gov
* Signature of Authorized Representative:	
* Date Signed:	6/25/18