

DEPARTMENT SUMMARY

Community Programs

Assist low-income families and individuals during times of need, to assist both jobseekers to find employment and employers to find high quality, trained employees locally, and to assist low-to moderate income households secure affordable housing.

About Community Programs

The City offers various emergency services and opportunities to low-to moderate-income families and individuals in securing affordable housing. To accomplish this mission, the Department is divided into the following Divisions: South Valley Work Source Center (SVWSC), Federal Home Program (HOME), Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), Homelessness Prevention and Rapid Re-housing (HPRP), and South Antelope Valley Emergency Service (SAVES).

The South Valley WorkSource Center was developed to help both jobseekers find employment and employers to find high quality, trained employees locally. The center offers jobseekers career counseling, employment workshops, training programs, on-the-job training, and gives them access to computers, printers, fax machines as well as internet job sites. Employers can take advantage of no cost job postings, customized recruiting, job matching through skills assessment, private and group interview facilities, screening and referral of candidates, on-the-job and pre-employment training, business incentive information and receive business to business referrals.

The Federal Home Investment Partnership Program funds programs to develop housing.

Through the United States Department of Housing and Urban Development allocation of Community Development Block Grant funds to entitlement cities, the City of Palmdale utilizes the funds for administration of the program, public services, and public works projects to meet the basic needs of low-income individuals.

Through NSP, the City will acquire and rehabilitate abandoned and foreclosed properties and resell the properties to income-qualified individuals.

SAVES program offers assistance to extremely low and very low-income individuals and families who are experiencing a temporary emergency. Services include motel vouchers and food to displaced families, back to school supplies for students, services for youth aging out of the foster care system, clothing, bus passes, and holiday baskets.

FISCAL YEAR 2011-12 BUDGET HIGHLIGHTS

South Valley Work Source Center

- ✓ Expand workshop curriculum to include Management 101, Intermediate Computer Skills and Keys to Retention Success.
- ✓ Increase to quarterly career fairs.
- ✓ Increase the amount of business services offered.
- ✓ Increase the amount of on the job training contracts offered in the community.

Federal Home Program

- ✓ Continue to use HOME funds for development of affordable housing.

Community Development Block Grant

- ✓ The City will use CDBG funds for ADA Improvements, SAVES, and Greater Los Angeles Agency on Deafness.

Neighborhood Stabilization Program

- ✓ The City will use a \$7.4M Neighborhood Stabilization Federal Grant funds to acquire bank foreclosed homes in deteriorated condition, rehabilitate, and resell to low and moderate income families.

Homeless Prevention and Rapid Re-Housing Grant

- ✓ The City will use the \$615,530 Homelessness Prevention Grant to provide assistance to persons who are homeless or at risk of becoming homeless.

SAVES

- ✓ Apply for grants to augment SAVES funding in anticipation of increased need for services.

PROGRAMS AND SERVICES

COMMUNITY PROGRAMS DIVISIONS

- **South Valley Work Source Center**
 - Federal Home Program
 - HPRP
 - CDBG Admin
 - CDBG SAVES
 - SAVES Grant
 - CDBG NSP

RECENT PROGRAM ACHIEVEMENT

- ✧ Enrolled 200 job seekers into career services.
- ✧ Provided 360 companies business services.
- ✧ Provided 100 training opportunities to job seekers.
- ✧ Assisted 400 job seekers into unsubsidized employment.

South Valley Work Source Center (26001, 26101, 26201, 26301, 26401)

Mission Statement

To enhance the economic vitality of the Antelope Valley by providing quality career resources and employment services to job seekers and businesses.

Program Activities

- Provide intensive career services to job seekers such as job leads, case management, job placement, and supportive services.
- Provide monthly job fairs for the community.
- Provide business services (job postings, personnel recruitment, and facilities) to new and existing local companies.
- Provide on-the-job training or vocational trade training for participants.

Key Goals & Objectives for Fiscal Year 2011-12

- Enroll 107 job seekers into career services.
- Provide 400 companies business services.
- Provide 20 training opportunities to job seekers.
- Assist 100 job seekers into unsubsidized employment.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	0.60	0.50	0.50	-
Expenditures				
Personnel	63,364	31,440	34,980	-
Training and Meetings	-	-	-	-
Operating Expenditures	908,955	828,150	1,628,830	858,270
Capital	-	-	45,000	-
Total Division Expenditures	972,319	859,590	1,708,810	858,270

The South Valley Work Source Center is budgeted in the F461-CRA Capital #1 Fund, F462-CRA Capital #2A Fund, and in the F244-Federal Jobs Programs Fund.

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Job Seeker Enrollment	32,021	195,491	35,223	38,745
Business Services	194	300	400	500
Unsubsidized Employment	457	450	600	800

PROGRAMS AND SERVICES

COMMUNITY PROGRAMS DIVISIONS

South Valley Work Source Center

➤ **Federal Home Program**

HPRP

CDBG Admin

CDBG SAVES

SAVES Grant

CDBG NSP

RECENT PROGRAM ACHIEVEMENTS

- ✧ In 2010-11, 156 Apartments Units funded with HOME funds for the first phase of development for the first phase of development for Transit Village.

Federal Home Program (64401)

Mission Statement

To develop and make available housing to low-to moderate-income persons.

Program Activities

- Provide availability and accessibility to decent housing through grants and loans to developers of multi-family residential dwellings.
- Assist low-to moderate-income households secure affordable housing.
- Preserve the City's existing affordable housing stock through rehabilitation.
- Provide accessibility to decent housing.

Key Goals & Objectives for Fiscal Year 2011-12

- Reduce the number of housing units with lead paint hazards through rehabilitation and education.
- Assist low-to moderate-income households and seniors secure affordable housing.
- Development by Better Housing Solutions of 156 units of multi-family housing in the Transit Village Project Area.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	-	-	-	-
Expenditures				
Personnel	-	200	200	200
Training and Meetings	-	500	500	500
Operating Expenditures	42,936	49,500	226,100	49,300
Programming Expenditures	-	699,800	2,878,190	700,000
Capital	-	-	-	-
Total Division Expenditures	42,936	750,000	3,104,990	750,000

The Federal Home Program is budgeted in F243 Federal Home Funds.

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Affordable Units Developed	78	302	-	156
Single Family Units Rehabilitated	-	25	-	5
Single Family Units Assisted by HOME Down Payment Assistance	-	15	-	5

PROGRAMS AND SERVICES

COMMUNITY PROGRAMS DIVISIONS

South Valley
WorkSource
Center

Federal Home Program

➤ **HPRP**

CDBG Admin

CDBG SAVES

SAVES Grant

CDBG NSP

RECENT PROGRAM ACHIEVEMENTS

- ◇ Assistance provided to Palmdale households including rental, utility, moving, security deposits, and emergency shelter.

Homelessness Prevention and Rapid Re-Housing Grant (HPRP) (64601)

Mission Statement

Provide funding for the Homelessness Prevention and Rapid Re-Housing program (HPRP) Grant funds under the American Recovery and Recovery and Reinvestment Act of 2009.

Program Activities

- Assistance to prevent homelessness for eligible persons under the program guidelines.
- Assistance to re-house persons who are homeless and eligible under the program guidelines.
- Administration of grant funds including reporting on households assisted with grant funds.

Key Goals & Objectives for Fiscal Year 2011-12

- Valley Oasis, a non-profit sub-recipient to provide services under the HPRP grant.
- Assist eligible persons who are homeless to secure housing through financial assistance, case management, housing search, and placement service.
- Assist eligible persons who are at risk of becoming homeless through case management and financial assistance.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions	-	-	-	-
Expenditures (FTE)				
Personnel	-	-	-	-
Training and Meetings	26	-	-	-
Operating Expenditures	17,607	8,230	8,230	-
Capital	87,831	-	-	-
Total Division Expenditures	105,464	8,230	508,650	-

The HPRP Grant is budgeted in F243-Federal Home Fund.

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Persons Assisted	20	100	60	20

PROGRAMS AND SERVICES

COMMUNITY PROGRAMS DIVISIONS

South Valley
WorkSource
Center

Federal Home Program

HPRP

➤ **CDBG Admin**

CDBG SAVES

SAVES Grant

CDBG NSP

RECENT PROGRAM ACHIEVEMENTS

- ✧ Senior Center Construction completed.
- ✧ 146 ADA ramps installed.
- ✧ Greater Los Angeles Agency on Deafness assisted over 120 clients.
- ✧ Housing Rights Center assisted over 400 clients with housing issues.

CDBG Administration (66001, 66111)

Mission Statement

To provide funding for the administration of CDBG grant funds provided for the operations of SAVES, public services, and public works projects in order to provide safe, desirable, and stable living conditions for City of Palmdale residents.

Program Activities

- Provide funds for infrastructure for development of senior housing and senior center.
- Preserve and improve the services for the homeless and for the people at risk of homelessness.
- Support organizations that assist individuals with fair housing and landlord/tenant mediation issues.
- Provide public works improvements that further economic development and/or create a suitable living environment.
- Provide accessibility to the SAVES program to assist persons at risk and homeless persons and create a suitable living environment.
- Provide funding to assist the sustainability of economic opportunity for commercial venues.

Key Goals & Objectives for Fiscal Year 2011-12

- Provide accessibility to public transportation through ADA Improvements to intersections, sidewalks, and bus stops.
- Provide accessibility through the Community Awareness Workshops to provide awareness on ADA issues.
- Create a more accessible suitable living environment by providing Focus Neighborhood ADA Improvements.
- Preserve and improve the services for the homeless and for the people at risk of homelessness.
- Provide Fair Housing Services.
- Section 108 Debt Service for Senior Center Construction.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	1.10	1.30	1.15	0.85
Expenditures				
Personnel	120,782	139,410	101,160	98,140
Training and Meetings	398	500	500	500
Operating Expenditures	74,744	205,300	332,380	211,360
Debt	419,740	415,420	415,420	412,270
Total Division Expenditures	615,664	760,630	849,460	722,270

The CDBG Administration is budgeted in F280-CDBG Fund.

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Fair Housing Services Provided (persons)	381	1,000	120	120
Focus Neighborhood ADA Improvements (Sidewalk linear feet)	5,280	15,000	5,280	5,895

PROGRAMS AND SERVICES

COMMUNITY PROGRAMS DIVISIONS

South Valley
WorkSource
Center

Federal Home Program

HPRP

CDBG Admin

➤ **CDBG SAVES**

SAVES Grant

CDBG NSP

RECENT PROGRAM ACHIEVEMENTS

- ✧ SAVES received a CDBG grant of \$215,000.

CDBG SAVES (28066101)

Mission Statement

Provide temporary assistance and resources to people in the South Antelope Valley seeking assistance due to an extraordinary expense or lack of basic needs.

Program Activities

- Manage and provide motel vouchers with food to displaced families.
- Provides services such as motel vouchers, food, bus passes, bread & bakery, and clothing.
- Emancipated youth program provides motel vouchers, food, clothing, monthly bus passes, and funds to purchase California ID cards.
- Back to School program provides grade-appropriate school supplies to children of low-income families within the Palmdale, Keppel, and portions of the Westside Union School District.
- Provide holiday baskets to low-income families.

Key Goals & Objectives for Fiscal-Year 2011-12

- Continue to provide quality service.
- Continue to provide services such as motel vouchers, food, bus passes, bread & bakery, and clothing.
- Continue the Emancipated Youth program providing motel vouchers, food, clothing, monthly bus passes, and funds to purchase California ID cards.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	2.00	2.00	2.00	2.00
Expenditures				
Personnel	148,793	157,880	160,260	148,450
Training and Meetings	-	100	100	100
Operating Expenditures	57,990	72,020	72,020	66,450
Capital	-	-	-	-
Total Division Expenditures	206,783	230,000	232,380	215,000

CDBG SAVES program is budgeted in F280-CDBG Fund and F290-Housing Fund.

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Applications Processed	3,119	10,000	2,937	3,200
Family Members Assisted	8,380	30,000	7,265	8,500

PROGRAMS AND SERVICES

COMMUNITY PROGRAMS DIVISIONS

South Valley
WorkSource
Center

Federal Home Program
HPRP

CDBG Admin

CDBG SAVES

➤ **SAVES Grant**

CDBG NSP

RECENT PROGRAM ACHIEVEMENTS

- ✧ Applied for Emergency Food and Shelter Grant for \$30,000 (food) and \$25,000 (shelter).

SAVES Grant (28266101, 28166201)

Mission Statement

To provide assistance to low-income individuals and families experiencing a temporary emergency.

Program Activities

- Issue motel vouchers and food to displaced families.
- Provide back-to-school supplies to children of low-income families.
- Provide support in the form of food, bus passes, motel vouchers, and funds to purchase identification cards.
- Provide food baskets to low-income seniors not eligible for food stamps.
- Provide holiday baskets and toys during the holiday season.

Key Goals & Objectives for Fiscal Year 2011-12

- Provide compassionate assistance to those in need.
- Seek grant opportunities to assist with support.
- Partner with other agencies to create a program to interface more with emancipated and emancipating youth.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	-	-	-	-
Expenditures				
Personnel	-	-	-	-
Training and Meetings	-	-	-	-
Operating Expenditures	105,680	110,570	131,680	110,500
Capital	26,918	-	-	-
Total Division Expenditures	132,598	110,570	131,680	110,500

The SAVES Grant is budgeted in F281-SAVES Grant Fund and F282-Community Donations.

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Application Processed-Food Regular Clients	1,724	6,000	1,702	1,830
Family Members Assisted	3,119	15,000	2,937	3,300
Motel Nights Provided	568	1,500	486	600
Family Member Assisted	410	1,200	365	435
Total Meals Provided	100,695	250,000	92,534	100,000
Families receiving Utility Assistance	163	N/A	N/A	N/A
Children Receiving Back to School supplies	252	1,000	155	265
Families Receiving Bus Passes	282	1,000	75	240
Senior Food Provided	699	2,500	787	800
Families Receiving Holiday Baskets	482	2,000	286	300
Application Processed- Emancipated Youth	13	100	12	15
Youth Assisted	14	100	12	15
Motel Nights Provided to Youth	141	500	150	150

PROGRAMS AND SERVICES

COMMUNITY PROGRAMS DIVISIONS

South Valley
WorkSource
Center

Federal Home Program
HPRP

CDBG Admin

CDBG SAVES

SAVES Grant

➤ CDBG NSP

RECENT PROGRAM ACHIEVEMENTS

- ✧ Acquisition of 33 foreclosed and blighted properties,
- ✧ Partner with contractors to acquire and rehabilitate properties

CDBG Neighborhood Stabilization Program (NSP) (28066401)

Mission Statement

Provide availability and accessibility to decent housing through grants and loans.

Program Activities

- To acquire and rehabilitate abandoned and foreclosed properties located in eligible areas and resale of the properties to income-qualified individuals.
- Administration of grant funds.

Key Goals & Objectives for Fiscal Year 2011-12

- Acquire units to be rehabilitated and resell to eligible households.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	0.80	1.10	1.50	1.30
Expenditures				
Personnel	71,745	114,230	148,990	157,190
Training and Meetings	206	300	300	200
Operating Expenditures	79,997	161,100	284,030	3,250
Capital	-	-	6,211,010	-
Total Division Expenditures	151,948	275,630	6,644,330	160,640

CDBG NSP is budgeted in F280-CDBG Fund.

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Units acquired	-	34	33	5
Units Rehabilitated	-	34	14	19
Units resold to eligible households	-	22	5	18
Units for persons 50% of AMI	-	12	5	5

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