

DATE: JUNE 17, 2002

TO: PASADENA COMMUNITY DEVELOPMENT COMMISSION

FROM: CYNTHIA J. KURTZ, CHIEF EXECUTIVE OFFICER

SUBJECT: APPROVAL OF SUBMISSION OF THE 2002 CONTINUUM OF CARE HOMELESS ASSISTANCE APPLICATION TO THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

RECOMMENDATION:

It is recommended that the Pasadena Community Development Commission ("Commission") adopt a Resolution:

- 1) Authorizing the filing with the U. S. Department of Housing and Urban Development (HUD), the 2002 Continuum of Care ("CoC") Homeless Assistance Application for a total funding request of \$2,110,040 for six projects; and
- 2) Authorizing the Chief Executive Officer ("CEO") to execute, and the Secretary to attest, the 2002 Continuum of Care Homeless Assistance Application and all other subsequent documents.

ADVISORY BODIES:

On June 6, 2002, the subject recommendation was reviewed and supported by the Housing Subcommittee of the Community Development Committee.

On June 13, 2002 the Community Development Committee ("Committee") received the subject recommendation. An oral statement will be presented to inform the Commission of the Committee's recommendation.

EXECUTIVE SUMMARY:

Approval of the submission of the CoC Application and a favorable determination by HUD can potentially provide over \$2 million in federal funds to provide housing and supportive services to the homeless population in the community. Nationwide \$2.2 billion are available in competitive grant funding under this program. The funds would be allocated to six (6) selected projects (see Table A) providing client outreach/intake/assessment, transitional housing, permanent housing, and a homeless management information system.

BACKGROUND:

On March 26, 2002, HUD released a Notice of Funding Availability (NOFA) for Continuum of Care Homeless Assistance to assist communities in building viable continuum of care systems. The deadline to submit an application is June 21, 2002. The six projects recommended in the Commission's application have been evaluated and ranked by a review panel. The following table provides a list of the projects and includes a brief description:

2002 Continuum of Care Application Summary and Project Ranking

	Agency	Proposed Project	Project Description	Service Numbers	Funding Request
1.	PCDC	Permanent Supportive Housing Program (RFP process)	Permanent Supportive Housing for persons with special needs	8-10 single adults w/special needs	\$450,000
2.	PCDC	HMIS (Homeless Management Information System)	Homeless Services Client Tracking System	HUD required program	\$250,000
3.	URDC Human Services Corporation	Casa Maria	Transitional Housing	13 women and dependent children	\$155,418
4.	Union Station Foundation	Euclid Villa	Transitional Housing	28 families	\$176,300
5.	Union Station Foundation	Transitional Housing Program	Transitional Housing	20 men (chronic substance abuse)	\$125,572
6.	Pacific Clinics	Passageways	Outreach/intake/assessment	970 unduplicated clients	\$952,750
				Total Request	\$2,110,040

HUD Priority/Continuum of Care Strategy

HUD has made addressing homelessness a high priority. In order to meet the multi-faceted needs of homeless individuals/families, HUD has determined that a Continuum of Care approach is the most effective. HUD defines the CoC as a system of homeless services with four basic components: 1) outreach, intake and assessment; 2) emergency shelters and appropriate services; 3) transitional housing with support services; and 4) permanent housing or permanent supportive housing to meet the long-term needs of individuals/families. The CoC approach helps communities plan for and provide a balance of emergency, transitional and permanent housing and service resources to address the various needs of homeless individuals/families to make the critical transition from streets to jobs and into independent living.

Permanent Housing Program

The first priority in this year's application is Permanent Supportive Housing. The Commission will apply as "grantee" for project funding under this category and if awarded, will conduct an RFP process in order to select a local nonprofit housing agency to function as the project sponsor. The federal guidelines mandate that 30% of all funding (nationwide) must be awarded to permanent housing projects.

Homeless Management Information System (HMIS)

A new HUD requirement mandates that CoC systems establish a Homeless Management Information System (HMIS) within the next two years. Under the 2002 CoC NOFA for Homeless Assistance, HMIS activities are eligible for funding to help facilitate the implementation and operation of a CoC. HMIS will enable homeless service providers to collect uniform information concerning clients. This information can improve services and planning as well as more accurately determine the size, characteristics and needs of the homeless community. PCDC will submit a funding request for \$250,000. Funds will be used to: 1) purchase client-tracking software; 2) lease or purchase needed computer equipment for service providers; 3) staff associated with operating HMIS, including training service providers, data entry, day-to-day administration of the HMIS, analyzing HMIS data, and preparing/submitted the required HUD and local reports.

Community Needs

In partnership with the Housing and Homeless Network, staff assembled a committee comprised of City staff, representatives from the Network, non-profit service providers (substance abuse, HIV/AIDS, domestic violence, mental health) to assess homeless service and housing needs, inventory the existing resources available to serve the homeless community, identify and prioritize gaps in housing service delivery. The following priorities were determined:

- First Priority - Permanent Supportive Housing Project (RFP process)
- Second priority - HMIS (Homeless Management Information System)
- Third Priority - Renewal funding for the four existing projects:
(Passageways; Union Station Transitional Housing; Euclid Villa; and Casa Maria).

The prioritized gaps are supported by homeless statistical data gathered from the City of Pasadena 2000 Homeless Count; the Five Year Consolidated Plan (2000-2005); the Commission's Implementation Plan; and the 2001-2002 Bad Weather Shelter Program.

Request for Proposals (RFP) Process

On April 11, 2002 the Commission released its 2002 CoC Request for Proposal (RFP). Notices were sent to service-based agencies and advertised in a local newspaper. The deadline for all proposals was established as May 20, 2002, 5:00 p.m. Technical assistance was offered to all interested proposers. On April 18, 2002 a Technical Assistance workshop was conducted in order to address questions and concerns of possible proposers regarding the preparation and submission of proposals.

Seven proposals were received in response to the RFP. One proposal (Affordable Housing Services/Permanent Housing project) failed to meet threshold and other requirements and was removed from funding consideration by the review panel. Each proposal was evaluated and ranked by the evaluation panel comprised of members of the Housing and Homeless Network and City staff. Additionally, as part of the evaluation process, each proposer was given the opportunity to provide an oral presentation before the panel: 5-minute oral presentation/10 minute question/answer period. The evaluation criteria as outlined in the RFP includes the following: Project Narrative; Continuum or Care Strategy; Experience/Administrative Capacity; Financial Capacity/Leveraging; Addresses Priority Need; Renewal Projects; Affirmative Action; and Local Preference.

Of the six proposed projects included in the application, four are renewal projects: (Passageways/Pacific Clinics, Union Station Foundation/Euclid Villa and the Transitional Housing Program, and URDC/Casa Maria). The two new projects are: PCDC/Permanent Supportive Housing Program and PCDC/HMIS. Renewal projects are existing projects whose HUD funding will expire during the 2003 calendar year. Renewals are reviewed/evaluated like all other projects competing for funding.

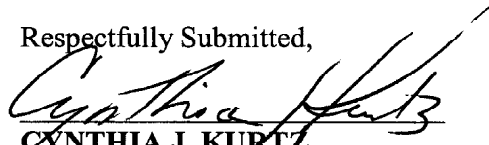
CHILDREN, YOUTH AND FAMILY IMPACT:

Approval of this recommendation will result in the provision of housing and supportive services for over 1,000 homeless individuals/families. Of this number, eight hundred and fifty families include children and youth. The CoC System sets forth the mechanism and initiatives to provide affordable decent, safe and sanitary housing with supportive services that will enable seniors, persons with special needs, children, youth and families to move from homelessness to permanent housing.


FISCAL IMPACT:

Approval of the 2002 CoC Homeless Assistance Application and subsequent approval by HUD will contribute approximately \$2 million in federal funds to enhance the CoC system and ensure the continued delivery of supportive housing services for approximately 1,000 homeless persons residing within the City of Pasadena. The federal required match for the Commission's HMIS project will total approximately \$150,000 and is included in the Commission's FY 03 Budget. The selected local nonprofit housing agency will have the responsibility for providing the match requirement for the Permanent Housing Project following the RFP process.


Respectfully Submitted,


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