

CITY OF PASADENA

**Community Development Block Grant (CDBG) Program
Emergency Shelter Grant (ESG) Program
Human Services Endowment Fund (HSEF)**

Modifications to the Allocation Process

The following provides details regarding the Proposed Modifications to the CDBG/ESG/HSEF Allocation Process to be implemented with the 2008 - 2009 funding cycle.

1. Preliminary Proposal Process

A Preliminary Proposal process shall be introduced which requires prospective proposers to submit a Letter of Interest regarding their proposed project(s). This early submittal process will allow for the screening of proposals. Those proposers deemed eligible will be invited to submit a comprehensive funding proposal. The screening and eligibility criteria will be developed with input from the Commissions.

Status: Presently, there is no Preliminary Proposal process.

2. Needs Assessment/Funding Priorities

Each Commission (Northwest/Human Services) shall utilize a comprehensive needs assessment process to determine the non-public services/public services program funding priorities. The outreach effort/process implemented by each Commission shall be similar in nature and supported by assigned staff.

Status: Presently, both Commissions utilize an assessment process. However, it is proposed that the needs assessment process be enhanced.

3. Paperwork Reduction

The Commissioners shall receive a summary of each proposal (i.e., amount requested, executive summary, etc.) in lieu of a box of proposals. Additionally, specific documents shall be identified and made available online and in hard copy for access as needed. In cases where Commissioners request additional documents, staff shall highlight requested information in subsequent reports to the respective Commission.

Status: Presently, Commissioners receive a box containing a copy of each proposal, including all attachments, and any related documents.

4. Rating/Ranking of Proposals

Points shall no longer be awarded for the provision of required attachments other than the Scope of Work (i.e., Articles of Incorporation, By-Laws, Board of Directors, etc.). However, the inclusion of these items shall be a determinant as to whether a proposal is deemed complete or incomplete.

Status: Presently, points are awarded based on the proposer's administrative capacity, including the provision of its Board of Directors, Articles of Incorporation, By Laws, etc.

5. Limit/Amount of Awards

Each respective Commission shall establish the range (amounts) of awards (per category) prior to its funding deliberation. Example: Human Services Commission (public services): "Awards will be made from \$25,000 to \$50,000." The Northwest Commission (non-public services): "Awards will be made from \$25,000 - \$100,000."

Status: Presently, there is no pre-determined limit on the amount of funding awards.

6. Consecutive Funding

Those proposers who have previously received funding awards for 3 consecutive cycles shall be required to continue to demonstrate: 1) an unmet need; 2) leverage of funds; 3) satisfactory performance; and 4) meets regulatory requirement(s), before consideration will be given to receive an award for the next funding cycle. Specific criteria will be developed to define satisfactory performance, and other related factors.

Status: Presently, there is no established limit on consecutive funding.

7. New Proposals

New proposals shall be given priority consideration within their specific category. A new proposal shall be defined as a project that has not received funding through the process within the past five (5) years.

Status: Presently, there is no priority consideration given for new proposals.

8. Commissioners' Orientation

A more extensive annual Commissioners' Orientation Workshop shall be conducted by staff including representatives from the City Attorney's Office. This workshop shall provide detailed information to Commissioners regarding their role as an advisory body, as a political appointee, the recusal process, conflict of interest, the appearance of impropriety, etc. This workshop will focus specifically on the federal rules and regulations as well as the allocation process. An annual workshop may not be appropriate for the Human Services Commission, since it is on a two-year funding cycle. However, in the event a new Commissioner is appointed during the "off-year" this would be an available resource.

Status: Presently, Commissioners attend the annual workshop however, it has been suggested that a more in-dept workshop which deals specifically with funding allocation issues will be of benefit.