

MAY 21, 2007

TO: PASADENA COMMUNITY DEVELOPMENT COMMISSION

FROM: CYNTHIA J. KURTZ, CHIEF EXECUTIVE OFFICER

SUBJECT: APPROVAL OF SUBMISSION OF THE 2007 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 2007 Continuum of Care (CoC) Homeless Assistance Application for a funding request of \$2,699,950 for eleven projects; and
- 2) Authorizing the Chief Executive Officer to execute, and the Secretary to attest, the 2007 CoC Homeless Assistance Application and all other related documents, agreements and amendments.

**ADVISORY BODY RECOMMENDATION:**

The Community Development Committee, at its regular meeting on May 10, 2007 approved the recommendation

**BACKGROUND:**

On March 13, 2007, HUD released its Super Notice of Funding Availability (SuperNOFA) for CoC Homeless Assistance to assist communities to build viable continuum of care systems. The deadline for the Commission to submit an application in response to the Super NOFA is June 8, 2007. Nationwide approximately \$1.25 billion is available in competitive grant funding under this program.

**HUD Continuum of Care Strategy**

HUD has made addressing homelessness a high priority and determined that a CoC 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 federal guidelines mandate that 30% of all funding nationwide must be awarded to permanent housing projects.

Presently, the City of Pasadena has a HUD approved CoC strategy which sets forth immediate action to address homelessness and other special needs. In addition, the City and Housing and Homeless Network (Network), the principal planning entity for City's homeless strategies, has developed a ten-year strategy to identify needed services and housing for homeless persons in future years. This Ten-Year Strategy to End

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Homelessness was approved by the Commission in July 2005 and is being implemented on an ongoing basis.

### **Community Participation/Prioritization of Gaps**

HUD's SuperNOFA requires that applicants prioritize their funding requests in terms of gaps within each locality's CoC system. A committee, comprised of City staff, Network representatives, and non-profit service providers, identified homeless service and housing needs, inventoried the existing resources available to serve the homeless community, and identified and prioritized gaps in homeless service and housing delivery. The following five priorities were determined:

- First Priority – New Permanent Supportive Housing,
- Second Priority – Renewal/continuation of existing Permanent Supportive Housing,
- Third Priority-Renewal/continuation of a Homeless Management Information System (HMIS),
- Fourth Priority-Renewal/continuation of existing Transitional Housing, and
- Fifth Priority-Renewal/continuation of Supportive Service Only projects.

In addition, communities are eligible to submit Shelter Plus Care (S+C) grants that will expire or run out of funds in 2008 for non-competitive renewal. HUD guidelines state that renewal S+C grants submitted as part of a Continuum of Care application will be funded and must be ranked last on the prioritization chart included with the application.

The prioritized gaps are supported by homeless statistical data gathered from the City of Pasadena Ten-Year Strategy to End Homelessness, 2007 Homeless Survey, 2007 Homeless Count, Five-Year Consolidated Plan (2005-2010), Comprehensive General Plan Housing Element, the Commission's Implementation Plan, and the 2005-2006 Bad Weather Shelter Program, and the Homeless Management Information System.

### **Request for Proposals (RFP) Process**

In response to the release of HUD's SuperNOFA, the Commission released its 2007 CoC Request for Proposal (RFP) for Renewal Projects on April 2, 2007. Renewal projects are existing projects whose HUD funding will expire during the 2008 calendar year. Notices were sent to service-based agencies and were placed in local newspapers. The deadline for submittal of proposals was April 17, 2007, 5:00 p.m. for renewal proposals. Technical assistance was offered to all interested proposers. On April 3, 2007 a Technical Assistance workshop was conducted to address questions and concerns of possible proposers regarding the preparation and submission of their proposal.

Nine renewal proposals were received in response to the Renewal RFP. Each proposal was evaluated for threshold criteria by the review 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. The evaluation criteria as outlined in the RFP included the following: project operating at full capacity and Annual Progress Report demonstrates satisfactory performance; permanent supportive housing residents staying at least seven months and transitional housing residents moving to permanent housing at exit; clients being linked to employment and mainstream resources; project budget is reasonable for housing/services provided; and project documents leveraging funds at least double the total funding request. All nine proposals met threshold criteria, were recommended for inclusion in the Commission's CoC application to HUD.

In addition to the nine proposals received in response to the RFP, one S+C renewal project is also being submitted for inclusion in the Commission's CoC application to HUD. By HUD directive, S+C grants are non-competitive renewals and thus are not submitted as part of the RFP process. The ten renewal projects are described and ranked in Exhibit A.

### **New Project Funding**

The one new project described in Exhibit A is Commission / Shelter Plus Care Certificates. If the total amount needed to fund all of a CoC's renewal applications exceeds the HUD-determined pro-rata need for national homeless assistance of that CoC, as is the case for the City with renewal applications totaling over \$2.58M, HUD will only award new funding to the CoC for Permanent Supportive Housing for chronically homeless individuals (those who are disabled and who have been homeless more than one year or four or more times in a three-year period). The new project funding, called the Samaritan Housing Initiative Bonus, is equal to 15% of a jurisdiction's pro-rata need. The HUD-determined pro-rata need for the City is \$752,923. Under this Samaritan Housing Initiative Bonus, the Commission would only be eligible to apply for a maximum of \$112,938, allocated over three to five years, for a permanent supportive housing project. The Housing & Homeless Network determined that, given these funding restrictions, the most viable way to bring more permanent supportive housing to the City was to apply for tenant-based S+C Certificates. Tenant-based S+C provides rental subsidies to homeless individuals with a qualifying disability. Only housing authorities are eligible to apply for S+C Certificates, so the application must come from the Commission. Hence, based on S+C requirements, the application to HUD includes a Commission request for \$111,540, allocated over five years, for two tenant-based rental certificates. S+C requires a dollar-for-dollar supportive services match for rental assistance dollars. The Commission will work with a sponsor agency to ensure that these services are provided, and that applicants for the rental subsidies come from the client base of non-profit agencies serving the homeless population in Pasadena.

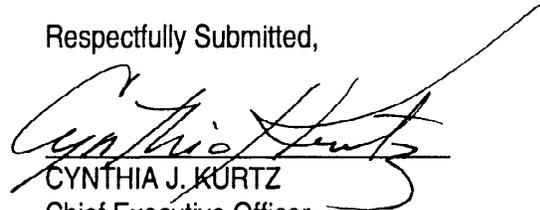
### **HOUSING IMPACT:**

Approval of the subject recommendation has the potential to provide housing and supportive services for over 1,000 homeless individuals/families. The proposed projects are in accordance with the approved Pasadena Continuum of Care system, General Plan Housing Element, Five Year Consolidated Plan, Five Year Public Housing Plan, and Implementation Plan.

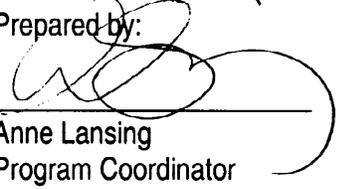
### **FISCAL IMPACT:**

Submittal of the 2007 Continuum of Care (CoC) Homeless Assistance Application and subsequent approval by HUD will contribute over \$2.6 million to enhance the local CoC system and ensure the continued delivery of supportive housing services for approximately 1,000 homeless persons residing within the City of Pasadena.

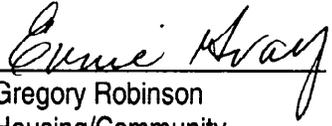
Respectfully Submitted,

  
CYNTHIA J. KURTZ  
Chief Executive Officer

Prepared by:

  
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Anne Lansing  
Program Coordinator

Reviewed by:

*for*   
\_\_\_\_\_  
Gregory Robinson  
Housing/Community  
Development Administrator

Approved by:

  
\_\_\_\_\_  
Brian K. Williams  
Assistant City Manager

## Exhibit A

### 2007 CONTINUUM OF CARE APPLICATION -- PROJECT RANKING AND DESCRIPTION

RANK	AGENCY	PROPOSED PROJECT	PROJECT DESCRIPTION	SERVICE NUMBERS	FUNDING REQUEST
1.	Pasadena Community Development Commission	Shelter Plus Care Certificates (New Project)	Rental subsidies and supportive services for homeless persons with targeted disabilities.	2 households with disabilities.	\$111,540
2.	Serra Project	CHOISS Program II	Permanent scattered site housing for formerly homeless families with HIV/AIDS	6 households	\$103,515
3.	Affordable Housing Services	Navarro House	Permanent Supportive Housing for persons with special needs.	6 individuals with special needs	\$ 43,725
4.	Serra Project	CHOISS Program I	Permanent scattered site housing for formerly homeless families with HIV/AIDS	6 households	\$118,610
5.	Hestia House	Pacific Clinics	Permanent Supportive Housing for chronically homeless transitional-age youth	8 individuals	\$232,863
6.	Union Station Foundation	Transitional Housing Program	Transitional housing-single men.	20 men	\$122,097
7.	Union Station Foundation	Euclid Villa	Transitional housing-Families.	14 families	\$154,270
8.	URDC Human Services Corporation	Casa Maria	Transitional housing-single women & women with children. (chronic substance abuse)	12 women and their dependent children	\$155,417
9.	Pasadena Community Development Commission	HMIS (Homeless Management Information System)	Homeless services client tracking system.	All participating sponsor agencies and client households (HUD requirement)	\$137,755
10.	Pacific Clinics	Passageways	Outreach/intake/assessment.	970 unduplicated clients	\$952,750
11.	Pasadena Community Development Commission	Shelter Plus Care Certificate (Renewal/non-competitive)	Rental subsidies and supportive services for homeless persons with targeted disabilities.	50 households with disabilities	\$567,408
<b>TOTAL REQUEST</b>					<b>\$2,699,950</b>

RESOLUTION NO.

A RESOLUTION OF THE PASADENA COMMUNITY DEVELOPMENT COMMISSION (“COMMISSION”) AUTHORIZING THE FILING WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”), THE 2007 CONTINUUM OF CARE HOMELESS ASSISTANCE APPLICATION FOR A TOTAL FUNDING REQUEST OF \$2,699,950 FOR ELEVEN PROJECTS; AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER (“CEO”) TO EXECUTE, AND THE SECRETARY TO ATTEST, THE 2007 CONTINUUM OF CARE HOMELESS ASSISTANCE APPLICATION AND ALL OTHER SUBSEQUENT DOCUMENTS.

WHEREAS, the City of Pasadena (“the City”) is a municipal corporation which exercises governmental functions and powers, and is a chartered city organized and existing under the laws of the State of California; and

WHEREAS, the Pasadena Community Development Commission (the “Commission”) has been duly created, established and authorized to transact business and exercise its powers under and pursuant to the Community Redevelopment Law (Part 1 of Division 24 of the Health and Safety Code of the State of California); and

WHEREAS, after publication of notice, the subject recommendation was reviewed and supported by the Community Development Committee;

NOW, THEREFORE, BE IT RESOLVED by the Pasadena Community Development Commission as follows:

1. The filing with HUD of the 2007 Continuum of Care Homeless Assistance Application for a total funding request of \$2,699,950 for eleven projects is hereby authorized.
2. The CEO is hereby authorized to execute, and the Secretary attest, on behalf of the Commission the 2007 Continuum of Care Homeless Assistance Application and all other subsequent documents.

Adopted at the regular meeting of the Pasadena Community Development Commission  
on the 21st day of May, 2007, by the following vote:

AYES:

NOES:

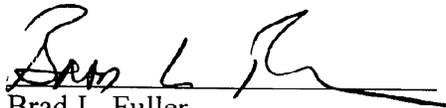
ABSENT:

ABSTAIN:

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JANE L. RODRIGUEZ, CMC  
SECRETARY

APPROVED AS TO FORM:



Brad L. Fuller  
Assistant General Counsel