

Agenda Report

December 13, 2021

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Housing

SUBJECT: RECOGNIZE AND APPROPRIATE \$957,024 IN EMERGENCY HOUSING VOUCHER (EHV) FUNDING TO THE HOUSING DEPARTMENT'S FISCAL YEAR 2022 OPERATING BUDGET; ADD A LIMITED-TERM 1.0 FTE CITY SERVICE WORKER POSITION; AND APPROVE THE TEMPORARY POLICY SUPPLEMENT

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the recommended action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061 (b)(3), the "common sense" provision that CEQA only applies to projects that may have a significant effect on the environment;
- 2) Amend the Department of Housing's Fiscal Year (FY) 2022 Operating Budget by recognizing revenue and appropriations in the amount of \$957,024 in Emergency Housing Voucher (EHV) funds from the U.S. Department of Housing & Urban Development (HUD) in the Rental Assistance Programs Fund (220);
- 3) Amend the Department of Housing's FY 2022 Operating Budget by adding a 1.0 Full-Time Equivalent (FTE), limited-term, grant-funded City Service Worker position in order to provide housing search assistance and stability services to EHV program participants; and
- 4) Approve the Temporary Policy Supplement (TPS) to the Administrative Plan for the EHV program.

BACKGROUND:

In June, 2021, the U.S. Department of Housing & Urban Development (HUD) notified the City of Pasadena (City) that it had been awarded \$1,914,048 in Emergency Housing

Voucher (EHV) funds, including \$173,328 in administrative fees, \$1,315,620 in housing assistance payment funding, \$43,600 in preliminary fees, and \$381,500 in services funding. This funding will support 109 EHV's to provide tenant-based rental assistance for individuals and families who are experiencing or are at extreme risk of homelessness. All EHV's must be leased up by September 2023. Of the total \$1.9M funding award, a budget amendment for FY 2022 in the amount of \$957,024 is being recommended. The balance of the EHV funding will be budgeted in FY 2023.

Public Housing Agencies (PHAs) that are awarded funding are required to formally approve a Temporary Policy Supplement (TPS) to their Administrative Plan no later than December 31, 2021. The TPS outlines the regulations, policies, and procedures for administering the EHV's, and is included with this Agenda Report as an attachment.

These funds were awarded as part of \$5 billion allocated nationally for EHV's under the American Rescue Plan (ARP). Approximately 70,000 EHV's have been awarded to eligible PHAs around the United States, including 6,806 EHV's in the County of Los Angeles, inclusive of Pasadena.

PHAs which received allocations for EHV's are required to partner with the local Continuum of Care (CoC), the planning entity for homeless services. The Pasadena Partnership to End Homelessness serves as the local CoC, and like the City's PHA is also administered from the Housing Department.

EHV assistance is limited to families and individuals who are homeless; fleeing or attempting to flee domestic violence, dating violence, sexual assault, or human trafficking; recently homeless and at high risk of housing instability; or at risk of homelessness as defined by HUD.

The City will receive referrals for these EHV's from the regional Coordinated Entry System (CES) utilized by the Pasadena CoC, which will certify that referred households meet one of the above noted eligible categories. The Housing Department, acting as the PHA, will then verify the referred households' household income and eligibility, and issue an EHV to eligible households.

To maximize program outcomes, PHAs are required to assist households matched to EHV's with housing search and housing stability assistance. The provision of such services is eligible for support with EHV funding. To meet the requirements of the EHV program, the Housing Department requests an increase in personnel by one new full-time equivalent (FTE) limited-term grant funded position, specifically a City Service Worker, in order to provide housing search assistance and stability services to EHV program participants. Additionally, the Housing Department will utilize staff already budgeted in other rental assistance programs to support this new grant.

COUNCIL POLICY CONSIDERATION

Approval of the subject recommendation has the potential to assist 109 homeless or at-risk households to secure permanent housing. The proposed program is in accordance with the Pasadena Continuum of Care system, General Plan Housing Element, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" provision of CEQA which applies to projects which may have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The receipt of EHV funding to administer a tenant-based rental assistance program will not have a significant effect on the environment and, hence, is not subject to CEQA.

FISCAL IMPACT:


Approval of the recommended actions will result in an increase to the Department of Housing's FY2022 Operating Budget by recognizing revenue and appropriating \$957,024 of Emergency Housing Voucher (EHV) funds in the Rental Assistance Programs Fund (220) for tenant-based rental assistance, services, and administrative funding as detailed in the table below. The action will also add a 1.0 FTE limited-term, grant-funded City Service Worker position.

Revenue	Account Strings	Amount
	22016004-623100-50178	\$299,214
	22016005-623000-50178	\$657,810
	Total Revenue	\$957,024
Appropriation		
Staffing (FTE)	22016004-800500-50178	\$182,039
Services Funding & Preliminary Fees	22016004-811400-50178	\$117,175
Housing Assistance Payments	22016005-810500-50178	\$657,810
	Total Appropriation	\$957,024


Respectfully submitted,


for WILLIAM K. HUANG
Housing Director
Department of Housing

Concurred by:


MATTHEW E. HAWKESWORTH
Director of Finance
Department of Finance

Prepared by:


Anne Lansing
Housing Assistance Officer

Approved by:


CYNTHIA J. KURTZ
Interim City Manager

Attachment:
Temporary Policy Supplement