

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES**

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez, Assistant to the City Manager; Finance Department; City Attorney's Office; Office of Management and Budget; Asset Management Department; File

SUBJECT: AN ORDINANCE RATIFYING THE SUBMISSION OF A PROPOSAL AND AUTHORIZING THE ACCEPTANCE OF A MULTI-YEAR GRANT FROM THE U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT FOR THE 2002 CONTINUUM OF CARE HOMELESS ASSISTANCE SUPPORTIVE HOUSING

DATE: April 10, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance ratifies the submission of a proposal to the U.S. Department of Housing & Urban Development (HUD) for the 2002 Continuum of Care Homeless Assistance Supportive Housing Program (SHP), ratifies the submittal of Technical Submissions to HUD in conjunction with this grant, and authorizes the acceptance of this grant award in an amount up to \$4,533,729. This ordinance also adopts the recommendations by the San Antonio/Bexar County Continuum of Care for the City of San Antonio to enter into grant agreements with HUD to fund the American GI Forum Permanent Housing Program, Seton Home, American GI Forum Transitional Housing Program, Salvation Army, Family Violence Prevention Services Community Based Counseling Program, American GI Forum Veteran's Integration Program, Jewish Family and Children's Services, Family Violence Prevention Services Community Based Counseling Expansion Program, Family Violence Prevention Services Life Skills Program, St Mary's University, Hope Action Care and the City of San Antonio - Homeless Management Information System.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

As part of a local Continuum of Care strategy, the Supportive Housing Program is designed to promote the development of supportive housing and services for populations in transition from homelessness to self-sufficiency. The SHP is designed to help homeless persons achieve residential stability, increase their skill levels and/or incomes, and obtain greater self-determination (i.e., more responsibility for decisions that affect their lives). Client progress towards reaching these goals is reported through Contract Monitoring Reports (CMRs), which each funded agency has a contractual

responsibility to submit to the City on a quarterly basis. Three types of performance measures are reported:

1. **Outputs-** basic measures such as clients assisted, units of service provided, and counseling sessions provided.
2. **Efficiencies-** data on the costs of providing the services. Typical measures would be cost per client per month, cost per unit of service, and cost per counseling session.
3. **Effectiveness-** designed to measure the impact of the services and relate to the SHP goals. Measures include % of clients achieving residential stability, % of clients engaged in GED training or job search, and % of clients increasing their income.

Agencies can apply to provide services within the following categories: permanent housing for persons with disabilities, transitional housing, safe haven, supportive services only, and innovative supportive housing. Local non-profit agencies submit their applications to the Community Action Division, which provides technical assistance to ensure that each application is in compliance with HUD instructions. Agencies can apply for either 1, 2, or 3 years of funding. A Review Committee consisting of Continuum of Care members that did not apply for funding ranks each application based upon the community needs assessment and gaps analysis, in addition to the quality of the application. The Review Committee has the discretion to recommend a funding level and length of time other than what was requested by the agency. A final prioritized list of local applications is then submitted as the consolidated application representing the San Antonio/Bexar County Continuum of Care.

HUD has forwarded grant agreements to the City of San Antonio to develop delegate agency contracts and administer projects with various agencies in the San Antonio. A list of new and renewal projects, including maximum dollar amounts, length of contract, service category, and number of clients to be served is included as Attachment A.

In addition to the \$4.5 million administered by the City of San Antonio, an additional \$249,204 was granted to the San Antonio Housing Authority. Their proposals were part of the consolidated proposal representing the San Antonio/Bexar County Continuum of Care and represents collaborative efforts by local agencies to fight homelessness locally.

The funding above reflects an application request made in June 2002. The length of time between the initial Notice of Funds Availability from HUD and the commencement of service delivery will be approximately 18 months. Critical steps begin with staff's preliminary work and identification of gaps in services. Staff also conducts local needs assessment to prioritize the needs of homeless in our community. HUD publicized the Notice of Fund Availability in March and the Continuum of Care agencies are notified shortly thereafter.

Agencies receive technical assistance with the preparation of their proposals both before and after submission to the City. Final proposals are received from the agencies in April and are evaluated and ranked by the Review Committee. The Review Committee consists of approximately five members including Continuum of Care members that are not competing for funding, a County representative, a homeless or formerly homeless individual and a member of the Community Action Advisory Board. Representatives from Asset Management, Housing and Community Development, and/or Neighborhood Action Department are also apart of the Review Committee.

After completing the evaluation of the proposals received, staff compiles all local proposals into one consolidated community proposal submitted to HUD in June. By December, HUD announces Conditional Notice of Funding Awards, with formal letter to follow in February. Agencies then prepare technical submissions, further detailing the projects to be implemented to HUD. Upon receipt of technical submissions, HUD generated and forwards Grant Agreements to City for execution. The City then subcontract with delegate agencies and services begin in June.

POLICY ANALYSIS

This ordinance continues existing City policy of leveraging grant funds to provide comprehensive services to homeless people. It also continues City policy of subcontracting with community-based organizations and building their capacity to serve San Antonio residents by facilitating and providing technical assistance in the development of collaborative grant applications.

The Supportive Housing Program targets services specifically for the homeless population and funds are awarded for renewal, new or expansion projects. SHP funds can be utilized for one or more of the following projects: acquisition, rehabilitation, new construction, leasing, supportive services, operating costs and administrative costs. HUD awards funds through a national competition held annually. The competition requires communities to shape a comprehensive and coordinated housing and service delivery system called a Continuum of Care.

FISCAL IMPACT

This ordinance authorizes the acceptance of a grant in the amount of \$4,533,729 from the U.S. Department of Housing & Urban Development. Starting in FY 2000, HUD mandated that administrative costs of 5% be shared equally with delegate agencies. The City is only allowed to utilize 2.5% of the administrative funds, while the delegate agencies are eligible to utilize the remaining 2.5%. The administrative funds available to the City do not represent the total cost to administer this program and staff continue to explore alternatives to meet this challenge. There is no General Fund commitment for this program.

FUNDING BUDGET HISTORY

	1998	1999	2000	2001	2002
Delegate Agencies	\$1,477,993	\$3,374,705	\$6,037,390*	\$4,780,181*	\$4,409,445*
Administration	\$ 73,899	\$ 168,725	\$ 147,254**	\$ 135,317**	\$124,284**
Total Amount	\$1,551,892	\$3,543,430	\$6,184,644	\$4,915,498	\$4,533,729

* This includes 2.5% Administrative funds for the delegate agencies


** This amount reflects 2.5% Administrative funds for the City to administer the program.


COORDINATION

Coordination has taken place with the Finance Department, City Attorney's Office, Office of Management and Budget and the Asset Management Department.

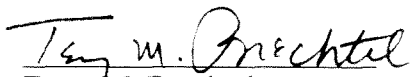
SUPPLEMENTARY COMMENTS

City Council authorization of a budget and personnel complement and execution of subcontracts will be requested at a later date.


Dennis J. Campa, Director
Department of Community Initiatives


Frances A. Gonzalez
Assistant to the City Manager

Approved:


Terry M. Brechtel
City Manager

2002 Supportive Housing Program Projects**Renewal Projects:**

Agency & Program Description	Dollar Amount	Length of Contract	Category	Clients Served
<i>Seton Home</i> – transitional housing program for homeless teen-age mothers and their children	\$218,900	3 years	Transitional Housing	300
<i>Family Violence Prevention Service, Inc.- Community Based Counseling</i> - counseling services for homeless individuals and families	\$380,450	2 years	Supportive Service Only	1,123
<i>American GI Forum Veterans Integration Program</i> - integration program for veterans	\$688,336	2 years	Supportive Service Only	820
<i>Jewish Family & Children's Services, Inc.-</i> counseling services for homeless	\$205,000	2 years	Supportive Service Only	230 teens
<i>Family Violence Prevention Service, Inc.- Community Based Counseling Expansion</i> - counseling and legal services to homeless individuals and families	\$174,660	2 years	Supportive Service Only	400
<i>Family Violence Prevention Service, Inc.- Life Skills Program</i> - life skills training to homeless individuals and families	\$119,969	2 years	Supportive Service Only	400

New Projects:

Agency & Program Description	Dollar Amount	Length of Contract	Category	Clients Served
<i>American GI Forum Permanent Housing</i> - permanent housing project	\$788,052	1 year	Permanent Housing	30
<i>City of San Antonio Homeless Management Information System</i> - collect demographic and service use data mandated by HUD	\$653,482	3 years	Supportive Services Only	N/A
<i>American GI Forum Transitional Housing Program</i> - transitional housing for homeless veterans	\$410,000	1 year	Transitional Housing	N/A
<i>Salvation Army-Shining Star</i> - serve mentally ill homeless women	\$399,268	3 years	Transitional Housing	42
<i>St Mary's University – Community Lawyering For the Homeless Program</i> - legal services for the homeless	\$226,955	2 years	Supportive Services Only	1200
<i>Hope Action Care</i> - to provide transitional housing for HIV positive males and females	\$144,373	1 year	Transitional Housing	75

Total clients**4,620**

Program Totals	\$ 4,409,445
City Administrative Cost	\$ 124,284
Total	\$ 4,533,729