



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: JUNE 20, 2017

DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT

FROM: MEGAN HUNTER, DIRECTOR

BY: ANASTACIA WYATT, PLANNING MANAGER

TITLE: A CONTRACT WITH CITY DATA SERVICES AND A CONTRACT WITH THE INSTITUTE FOR URBAN INITIATIVES

RECOMMENDED MOTION:

A motion to approve a resolution

1. to renew a contract with City Data Services; and
2. to enter into a contract with the Institute for Urban Initiatives.

RECOMMENDATION:

City Staff recommends City Council approve a Resolution to renew a contract with City Data Services and to enter into a contract with the Institute for Urban Initiatives.

BACKGROUND:

Housing and Community Development began working with City Data Services (CDS) in 2010 to create a web based system to track housing loans, annual monitoring and to simplify the application process for HUD's annual funding cycle. The program allows Public Service funding recipients to submit an online application. Recipients of funding are able to submit progress reports and funding requests through this online system, streamlining the work for the City and Recipients.

On November 29, 2016, the City entered into an agreement for Professional Services with MIG, Inc. to prepare the Chinatown Revitalization Plan. One of the components of the Plan is an analysis of homeless in Chinatown and creation of a plan to reduce the homeless population. The City entered into an agreement with the Institute for Urban Initiatives (UI) on December 9, 2016. The City needs to enter into an agreement with UI for a multi-year term through January 31, 2019.

In addition, the City is recommending an update to the Coalition of Homeless Service Providers for Monterey and San Benito Counties 10-Year Homeless Plan entitled, "Lead Me Home: The Game Plan for Housing Homeless People in Monterey and San Benito Counties." As the City is undergoing the Chinatown study, there is a need to update the September 2010-June 2011 plan with new strategies. The parallel update of the Lead Me Home Plan with the City's effort is critical. HUD has changed program requirements since 2010, including a reliance on shelter operations

and emphasis on rapid rehousing. The Federal Emergency Solutions Grant no longer allows funding to transitional housing as evidence supports rapid rehousing as a better long-term solution. Reviewing existing challenges and implementing HUD's best practices at the County level in conjunction with Chinatown efforts to reduce homelessness will accomplish results to reduce homelessness.

DISCUSSION:

The Agreement between the City and CDS is in effect for a period of one year from the Commencement Date of this Agreement and shall be renewed for an additional one-year period(s). CDS provides web-based data management services for a web-based data management program developed for the City of Salinas by CDS in 2010 for use in its Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), First-Time Homebuyer (FTHB), HOME and Residential Rehabilitation programs. The CDS program also monitors all units in the Inclusionary Housing Program. The City services 246 loans totaling, \$33,587,684. The CDS program tracks the following grants and loans: 429 SRA, 170 HOME, 194 CDBG, and 626 Inclusionary units. CDS enables the City to track affordable units and maintain affordability periods of single-family units and multi-family housing developments. The table below details the City of Salinas' housing programs monitored in CDS. Managing all of the affordable housing units, loans and grants would be extremely burdensome without a program like CDS to manage all aspects of the affordable housing programs, grants and loans.

City of Salinas' Housing Programs Monitored in CDS	
Funding Type	Number of Loans/Grants Monitored
SRA	429
HOME	170
CDBG	194
Inclusionary	626
Total Amount of Loans the City Manages	246 Loans totaling \$33,587,684
Total # of Units	1,419 Total unduplicated Units

The total annual fee for the CDS program is \$15,780 for FY 17-18. The cost includes three modules: the CDBG and ESG module, billed at five hundred and sixty-five dollars (\$565.00) per month; the Housing Loan Module maintenance fee of three hundred and fifty dollars (\$350.00) per month; and the Multi-Family Housing Module, with a monthly fee of four hundred dollars (\$400.00) per month. The only increase in fees from FY 16-17 to FY 17-18 is in the Housing Loan Module that increased from two hundred and forty-five dollars (\$245.00) to three hundred and fifty dollars (\$350.00). CDS found it necessary to increase the single-family maintenance fee by \$105/month due to data storage expenses. This increase equates to \$1,260 this year.

The authorization of the Institute for Urban Initiatives Agreement includes review and implementation of the following components: Street Outreach; engage a wide-range of community representatives; ensuring compliance with intake and assessment, coordinating a centralized intake and assessment system; housing navigation; and redesigning existing contracts with Recipients of City, Federal ESG funds. The contract will not exceed \$15,000.

In addition, the City is adding to the scope and cost from the original \$15,000 December contract, to update the 10-Year Lead Me Home Plan. The additional scope will be phased to include the following phases:

Phase 1: Implementing a coordinated system to end homelessness among unsheltered and sheltered individuals and families;

Phase 2: Distilling the evidence-based and best practices by applying the evidence-based and best practices that target subpopulations and their specific needs. For example, some agencies and funding resources target homeless veterans and if we know the number of veterans needing housing and services, the City can target the best resources for the specific need;

Phase 3: Provide recommendations to implement the coordinated systems to end and prevent homelessness among individuals and families; and

Phase 4: Identify a range of public and private funding opportunities to carry out recommendations for the coordinated systems.

The additional cost to complete the update of the 10-Year Lead Me Home Plan will be structured to include 20 hours of work at \$90/hour (\$1,800). This will initiate the project and additional phases will be scoped per phase depending on the identified needs in each phase. The City will also request other agencies contribute to the cost of the 10-Year Plan update.

CEQA CONSIDERATION:

The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which 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. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

STRATEGIC PLAN INITIATIVE:

Acceptance of the contract with CDS and UI supports all five City Council Strategic Plan Goals of 1) Economic Diversity and Prosperity; 2) Safe, Livable Community; 3) Effective, Sustainable Government; 4) Excellent Infrastructure, and; 5) Quality of Life.

FISCAL AND SUSTAINABILITY IMPACT:

If the City Council elects to approve the Resolution to renew a contract with City Data Services and approve a Multi-Year Contract with the Institute for Urban Initiatives, the CDS contract will total \$15,780 for FY 17-18 and the UI contract will not exceed \$15,000. Funding for the CDS contract renewal in an amount not to exceed \$15,780 will derive from the following accounts: the multi-family housing module in the amount of \$4,800 will be paid through Account #2930.30.3220-63.6010; and the CDBG and ESG module and Housing Loan Module in the amount of \$10,980 will be paid through Account #2910.30.3220-63.6010.

The additional cost to complete the update of the 10-Year Lead Me Home Plan will be structured to include 20 hours of work at \$90/hour (\$1,800). This will initiate the project and additional phases will be scoped per phase depending on the identified needs in each phase. The City will also request other agencies contribute to the cost of the 10-Year Plan update. All Urban Initiatives work will be paid through CIP 9070 under the Chinatown Master Plan, Account #5800.50.9070-63.5900.

ATTACHMENTS:

Resolution, Acceptance to renew the annual contract with City Data Services and Contract with the Institute for Urban Initiatives

2017 Agreement for Professional Services between the City of Salinas and City Data Services

Agreement for Professional Services between the City of Salinas and Institute for Urban Initiatives