



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Leslye Corsiglia
Jennifer A. Maguire

SUBJECT: SEE BELOW

DATE: January 3, 2013

Approved

Date

1/4/12

SUBJECT: APPROVAL OF FUNDING FROM THE CITY'S HOUSING TRUST FUND TO APPLIED SURVEY RESEARCH INC. FOR THE IMPLEMENTATION OF THE 2013 HOMELESS CENSUS AND SURVEY AND RELATED ACTIONS

RECOMMENDATION

It is recommended that the City Council:

- (a) Adopt a resolution authorizing the City Manager to:
 - (1) Negotiate and execute a Consultant Agreement (Agreement) with Applied Survey Research, Inc. (ASR) in an amount not to exceed \$149,240 for the implementation of the 2013 Santa Clara County Homeless Census and Survey; and
 - (2) Negotiate and execute an Agreement with the County of Santa Clara to implement the Homeless Census and Survey for areas of Santa Clara County outside of San José with the County contributing up to \$49,747 towards the consultant Agreement with ASR.
- (b) Adopt the following Appropriation Ordinance and Funding Sources Resolution amendments in the Housing Trust Fund:
 - (1) Increase the appropriation to the Housing Department for Housing and Homeless Projects by \$49,747; and
 - (2) Increase the estimate for Earned Revenue by \$49,747.

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OUTCOME

Approval of an Agreement with ASR will enable the City and County to conduct a homeless census and survey which will:

- Enable the City and County to comply with the federal requirement to conduct a biennial homeless census;
- Enable the jurisdictions to qualify for over \$12 million in federal grant funds; and
- Provide invaluable information on the number and demographics of the area's homeless individuals and families which will assist the jurisdictions in assessing the efficacy of its current programs and plan for the future use of limited resources.

BACKGROUND

Every two years jurisdictions are required by the Federal Department of Housing and Urban Development (HUD) to conduct a point-in-time (PIT) count of all homeless persons residing within its boundaries to be eligible for certain funding streams. Since 2004, the City and County have collaborated on both a point-in-time count and a qualitative survey that provides invaluable data on the County's homeless population and its changes over time.

As part of its 2011 census and survey process, the City, the County, and members of its Project Committee, including staff from other local jurisdictions and homeless service providers, identified several important project goals:

- To preserve current federal funding for homeless services and to enhance the ability to raise new funds;
- To improve the ability of policy makers and service providers to plan and implement services that meet the needs of the local homeless population;
- To measure changes in the number and characteristics of the homeless population since the 2009 Santa Clara County Homeless Census and Survey was conducted, and to track progress towards ending homelessness;
- To increase public awareness of overall homeless issues and generate support for constructive solutions; and
- To assess the status of chronic homelessness, homeless veterans, homeless families and unaccompanied homeless children and youth (without a guardian and under the age of 25).

These goals remain relevant as the City and County move towards implementing their 2013 homeless count and survey.

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Previous Point-in-Time Counts in Santa Clara County

As required by HUD, Santa Clara County's previous PIT counts consisted of an enumeration of both sheltered and unsheltered homeless individuals. Because of the size of the area being covered, the PIT counts typically occurred over two days.

The sheltered count consisted of provider reports on the occupancy of their shelter, transitional housing, or other applicable residency on the night of the count.

The unsheltered component of the PIT count consisted of teams of homeless and housed volunteers who counted the number of observations they made of homeless individuals across all of the County's census tracts. The majority of volunteers were teams of two – one housed and one homeless volunteer – who drove street by street through their assigned census tracts. Additional teams were assigned to areas in parks and along trails where homeless residents were known to reside. The same methodology will be used during the 2013 homeless census.

City of San José and Santa Clara County Homeless Survey

As in previous counts, in 2013, the City of San José and County of Santa Clara will conduct a survey in conjunction with its PIT counts. The survey is administered by trained volunteers, the majority of whom, if not all, were homeless themselves, to homeless individuals in the weeks following the PIT count. The information gathered from these surveys provides invaluable information about the characteristics of the jurisdictions' current homeless population as well as changes in demographics over time. Since its inception, the survey questions have remained relatively consistent with a few changes based on new priorities and programs.

City of San José Homeless Youth Count and Survey

Although not performed in conjunction with the 2011 census, the City has previously paid to have an additional special census and survey that focused just on homeless youth, in this case persons under the age of 23. The City chose to undertake this additional expense due to findings that outreach efforts that best capture the adult street population are typically not successful in capturing the homeless youth experience because they do not typically co-mingle with homeless adults. The outreach plan for the youth count and survey differed from the general count in its use of youth-only enumeration teams and the target locations and time of day in which the enumeration was conducted. ASR has agreed to implement the Homeless Youth Count and Survey as part of the 2013 census at no cost to either the City or County.

ANALYSIS

On October 2, 2012, the Housing Department, in conjunction with the County of Santa Clara, released a Request for Proposals (RFP) for agencies interested in conducting the 2013 City of San José and County of Santa Clara homeless census and survey. The scope of the RFP was to provide the expertise and capacity to conduct the City and County's 2013 homeless census and

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survey and complete all related documents and activities. For efficiency and to maintain consistency across the County, the City and County intended on awarding one contract to conduct the homeless census and survey for the entire Santa Clara County area, including the 15 jurisdictions and unincorporated areas.

By the October 23, 2012 response due date, the City received one response to this RFP from ASR. On October 29, 2012, a panel consisting of staff from the City, the Santa Clara County Department of Mental Health, and local nonprofit homeless service provider the Bill Wilson Center met to evaluate the response, including meeting with ASR to ask clarifying questions, scoring the response, and making a funding recommendation. The evaluation panel's final recommendation was to enter into contract with ASR in the amount of \$149,240 to conduct the 2013 homeless census and survey. The compensation includes \$99,493 in costs related to the San José portion of the census and survey, and \$49,747 for the rest of the County.

Since the panel's discussion, the City and County have been in discussions with consultant and other stakeholders regarding the implementation of the 2013 homeless census and survey. The actual homeless PIT count dates will be January 29th in San José only and January 30th, in the remaining areas of the County. In order to increase the accuracy of the count and get additional information on some key demographic groups, some of the new efforts during the 2013 county and survey will include:

- Increasing the accuracy of the count of homeless individuals who on the day of the count are:
 - Living in vehicles
 - In prison
 - In a hospital
- Increasing the accuracy of homeless:
 - Youth
 - Veterans
- Adding a focused count and survey on homeless individuals living in encampments
- Adding survey questions targeted towards getting a better understanding of the extent that the City's homeless population are:
 - Registered sex offenders
 - Homeless due to the State's prison realignment process

The City will enter into contract with ASR to conduct all activities related to the San José and Countywide 2013 homeless census and survey. The City will enter into an Agreement with the County that spells out: 1) the County's roles and responsibilities during the census and survey process; and 2) the payment schedule for the County's share of the ASR contract, in an amount not to exceed \$49,747.00. ASR's final products will include two final reports – one for just the City of San José and the second for all of Santa Clara County, along with stand alone executive summaries.

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EVALUATION AND FOLLOW-UP

The Housing Department will update the City Council on the results of the 2013 homeless census and survey in the spring through an information memorandum and as part of its homeless update presentation at the Neighborhood Services and Education Committee.

POLICY ALTERNATIVES

In reaching the recommendation spelled out above, the following alternative was also considered:

Alternative #1: The City could choose not to fund the consultant to conduct the 2013 Homeless Census and Survey.

Pros: The City could provide the funds for alternative uses.

Cons: The City would not have timely information on its homeless populations and Santa Clara County and its homeless service providers would be ineligible for millions of dollars in federal funds.

Reason for not recommending: The implementation of the 2013 Homeless Census and Survey support the City's and Destination: Home's goals of ending homelessness.

PUBLIC OUTREACH

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater.
(Required: Website Posting)
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. (Required: E-mail and Website Posting)
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. (Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)

This memorandum will be posted to the City Council Agenda via the City's website; however, the recommended action is under \$1 million and therefore will not require the additional notifications as shown above.

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COORDINATION

The funding recommendations will be discussed at the January 10, 2013 meeting of the City's Housing and Community Development Advisory Commission, as the advisory body for the Housing Trust Fund.

This report has been prepared in coordination with the Office of the City Attorney.

FISCAL/POLICY ALIGNMENT

Funding for this proposal is consistent with: the 10-Year Homeless Strategy to End Chronic Homelessness, approved by the City Council on September 9, 2003; the Final Report of the Blue Ribbon Commission on Homelessness, accepted by the City Council on March 11, 2008; and Destination: Home's Theory of Change Model, accepted by the City Council on April 5, 2011.

COST SUMMARY/IMPLICATIONS

1. COST OF PROJECT: \$149,240

2. SOURCE OF FUNDING:

Housing Trust Fund	\$99,493
County of Santa Clara	\$49,747
Total Project Cost	\$149,240

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	2012-2013 Adopted Budget Page	Budget Action (Date, Ord. No.)
440	2453	Housing & Homeless Projects	\$500,000	\$149,240	XI-51	6/19/2012, Ord. No. 29102

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CEQA

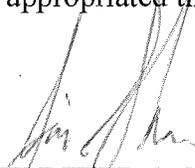
Not a project, File No. PP10-066 (e), Agreements/Contracts.

/s/

LESLYE CORSIGLIA
Director of Housing


for JENNIFER A. MAGUIRE
Budget Director

I hereby certify that there will be available for appropriation in the Housing Trust Fund in the Fiscal Year 2012-2013 moneys in excess of those heretofore appropriated therefrom, said excess being at least \$49,747.


for JENNIFER A. MAGUIRE
Budget Director

For questions please contact Leslye Corsiglia, Director of Housing, (408)535-3851.