

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Community and Human Development  
**AGENDA DATE:** January 27, 2015  
**CONTACT PERSON/PHONE:** Verónica R. Soto, AICP, Director /212-0138  
**DISTRICT(S) AFFECTED:** All Districts

**SUBJECT:**

**APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.**

Authorize the City Manager to sign all contracts and documents with the Texas Department of Housing and Community Affairs (TDHCA) for fifth round Homeless Housing and Services Program (HHSP) funds in the amount of \$442,223, and with the agencies identified in Exhibit A, as well as amendments to such contracts which add or reduce funding when such amendments are consensual, including the de-obligation of funds by mutual termination; and take any actions necessary to accomplish the intent of this resolution, and well as sign all Certifications, Performance Reports, and any agreements or related documents for TDHCA or agency HHSP activities upon approval by the City Attorney's Office and Director of Community and Human Development.

**BACKGROUND / DISCUSSION:**

**Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?**

Funding for the Homeless Housing and Services Program (HHSP) was established by the Texas Legislature during the 81<sup>st</sup> Regular Session, and was earmarked for the eight largest cities in Texas as a flexible source of General Revenue Funds to address each Community's homeless needs. A total of \$1,626,459 was specifically dedicated and made available to the City of El Paso. On November 10, 2009, City Council authorized the City Manager to sign and submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for a two-year Homeless Housing and Service Program (HHSP) grant in the amount of \$1,626,459 that the City utilized to fund, until May 31, 2011, eligible operation and direct service costs of 14 non-profit, homeless service providers in the El Paso community.

The 82<sup>nd</sup> Legislative Session continued identifying HHSP as a high priority and subsequently provided re-programmed appropriated funds from other sources to be awarded to the eight largest cities in Texas. The State of Texas Governor's Office and TDHCA amended the City of Paso's initial funding award to include an additional (\$70,078) of General Revenue Funds and also awarded \$51,461 in Below Market Interest Rate (BMIR) Funds and \$271,442 in Housing Trust Funds (HTF) for the period of September 1, 2011 through August 31, 2012. The City requested and received an Amendment for this 2nd Round funding to extend the contract period from August 31, 2012 to December 31, 2012 to spend out all HHSP funds. The City contracted with six non-profit homeless service providers for eligible homeless prevention services and construction/rehabilitation activities in the El Paso community.

TDHCA secured 3rd Round HHSP funding in May 2012, in the form of Housing Trust Funds (\$241,433) and Bond Revenue Funds (\$173,938), to award to the City of El Paso for the period of October 1, 2012 through August 31, 2013, which the City utilized to contract with the County of El Paso and two non-profit

homeless service providers for eligible homelessness prevention/assistance activities in the El Paso community.

TDHCA awarded \$414,975 to the City of El Paso under the 4th Round of HHSP funding in the form of General Revenue Funds for the period of October 1, 2013 through October 31, 2014, which the City used to contract with the County of El Paso and two non-profit homeless service providers for eligible homelessness prevention/assistance activities in the El Paso community; and

On October 30, 2014, TDHCA requested that the City submit a combined Program Budget and Performance Statement for the 5th Round of HHSP funding by November 4, 2014, and released the contract on January 14, 2015. TDHCA will award \$442,223 to the City of El Paso under the 5th Round of HHSP General Revenue funds that will operate under a single contract, for the period of September 1, 2014 through August 31, 2015, for eligible Financial Assistance - Homelessness Prevention/Assistance activities in the El Paso community. After obtaining input from the El Paso Coalition for the Homeless members and service providers, it is recommended that the state funds be awarded as follows:

**5th Round HHSP Funds – \$442, 223 (Exhibit A):**

\$ 20,000 – Administration Costs  
220,000 – County of El Paso for Financial Assistance – Homelessness Prevention & Assistance  
152,648 – Project Vida for Case Management Salary, Housing Staff Costs, Financial Assistance – Homelessness Prevention & Homeless Assistance  
49,575 – The Salvation Army for Housing Staff Costs, Financial Assistance – Homelessness Prevention  
**\$442,223**

After this item is approved by City Council, the City will enter into contractual agreements with the three agencies for utilization of the HHSP funds.

**PRIOR COUNCIL ACTION:**

**Has the Council previously considered this item or a closely related one?**

Yes, City Council previously approved activities funded under the 1st, 2nd, 3rd & 4th Round HHSP allocations from the State of Texas.

**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

Project accounts will be established after all contracts are executed. Budget transfers to appropriate the funds will be required.

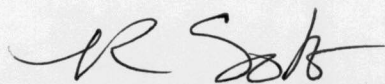
**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

## RESOLUTION

**WHEREAS**, on November 10, 2009, the City Council for the City of El Paso authorized the City Manager to sign and submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for a two-year Homeless Housing and Services Program (HHSP) grant in the amount of \$1,626,459 in General Revenue Funds that the City utilized to fund, until May 31, 2011, eligible operation and direct service costs of 14 non-profit, homeless service providers in the El Paso community; and

**WHEREAS**, on September 15, 2011, the 2nd Round of HHSP funding was identified by the Texas Legislature as a high priority, and through the enactment of Senate Bill 1 and Senate Bill 2, provided that the City of El Paso's initial funding award be amended to include an additional (\$70,078) of General Revenue Funds and also awarded (\$51,461) in Below Market Interest Rate (BMIR) Funds and (\$271,442) in Housing Trust Funds (HTF) from September 1, 2011 to December 31, 2012, which the City utilized to contract with six non-profit homeless service providers for eligible homelessness prevention services and construction/rehabilitation activities in the El Paso community; and

**WHEREAS**, TDHCA secured 3rd Round HHSP funding in May 2012, in the form of Housing Trust Funds (\$251,433) and Bond Revenue Funds (\$173,938), to award to the City of El Paso for the period of October 1, 2012 through August 31, 2013, which the City utilized to contract with the County of El Paso and two non-profit homeless service providers for eligible homelessness prevention/assistance activities in the El Paso community; and

**WHEREAS**, TDHCA secured General Revenue Funds in the amount of \$414,975 to the City of El Paso under the 4th Round of HHSP funding for the period of October 1, 2013 through August 31, 2014, which the City used to contract with the County of El Paso and two non-profit homeless service providers for eligible homelessness prevention/assistance activities in the El Paso community; and

**WHEREAS**, on October 30, 2014, TDHCA requested that the City submit a combined Program Budget and Performance Statement for the 5th Round of HHSP funding by November 4, 2014, and released the contract on January 14, 2015; and

**WHEREAS**, TDHCA secured General Revenue Funds in the amount of \$442,223 to award to the City of El Paso under the 5th Round of HHSP which will operate under a single contract, for the period of September 1, 2014 through August 31, 2015, for eligible homelessness prevention and homeless assistance activities in the El Paso community; and

**WHEREAS**, the Community and Human Development Department, after obtaining input from the El Paso Coalition for the Homeless members and service providers, recommends awarding the \$442,223 in 5<sup>th</sup> Round HHSP General Revenue Funds to: (1) Administration Costs (\$20,000); (2) County of El Paso (\$220,000) for Financial Assistance – Homelessness Prevention and Homeless Assistance; (3) Project Vida (\$152,648) for Case Management Salary, Housing Staff Costs, Financial Assistance – Homelessness Prevention and Homeless Assistance; and (4) The Salvation Army (\$49,575) for Housing Staff Costs and Financial Assistance – Homelessness Prevention and Assistance, as detailed in **Exhibit "A" attached hereto.**

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. That the City Manager be authorized to sign all contracts and documents with the State of Texas, and with the three agencies identified in the recitals above for 5th Round HHSP funds. The City Manager is authorized herein to sign amendments to such contracts which add to or reduce funding when such amendments are consensual, including the de-obligation of funds by mutual termination; and
2. That the City Manager be authorized to take any actions necessary to accomplish the intent of this resolution and be authorized to sign all Certifications, Performance Reports, and any agreements or related documents for TDHCA or agency HHSP activities upon approval by the City Attorney's Office and Director of Community and Human Development Department.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

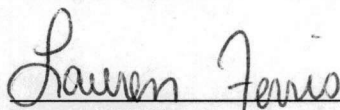
**CITY OF EL PASO**

\_\_\_\_\_  
Oscar Leeser  
Mayor

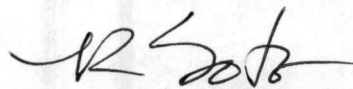
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Lauren K. Ferris  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Verónica R. Soto, AICP, Director  
Community and Human Development

**EXHIBIT A**

<b>CITY OF EL PASO - PY 2014-2015</b>					
HHSP FUNDING BUDGET					
General Revenue Funds					
Contract period: 9/1/14 - 8/31/15					
<b>Detail of Activities by Category &amp; Method of Calculation</b>	<b>Agency</b>	<b>Clients to be Served</b>	<b>Basis for Cost</b>	<b>Line Item Totals</b>	<b>Category Totals (Rounded)</b>
<b>A. Administration</b>				\$ 20,000.00	<b>\$20,000</b>
Administration: Salaries	City of El Paso			\$ 20,000.00	
<b>B. Case Management Salary</b>	Project Vida			\$ 18,500.00	<b>\$18,500</b>
Assistant Case Manager				14,364.00	
Benefits				4,136.00	
<b>C. Housing Staff Cost</b>				\$ 25,000.00	<b>\$25,000</b>
Salaries	Project Vida				
Housing Staff			\$35,000 x 47.5%	\$ 16,625.00	
FICA & Medicare taxes			\$35,000 x 7.65% x 47.5%	\$ 1,266.00	
Health Insurance			\$370/mo x 12 months x 47.5 %	\$ 2,109.00	
Salaries	The Salvation Army				
Housing Case Manager			Annual salary \$28,000 x FTE 0.17857	\$ 5,000.00	
<b>D. Maintenance, Operation and Furnishings</b>					<b>N/A</b>
Maintenance (contracts only)					
Operation (excl staff but incl)					
<b>E. Construction/Rehabilitation</b>					<b>N/A</b>
<b>E. Financial Assistance--Homelessness Prevention</b>	<i>Agency</i>	<i>Clients to be Served</i>		\$ 349,973.00	<b>\$349,973</b>
Housing Retention:	County of EP	600			
Short-term Rental Assistance			200 HH's @ \$500/mo for 2 months	\$ 200,000.00	
Housing Retention:	Project Vida	180			
Short-term Rental Assistance			67 HH X \$750/mon x 2 months	\$ 100,500.00	
Utilities Payments			23 HH X \$213/mon X 1 month	\$ 4,898.00	
Housing Retention:	The Salvation Army	260			
Short-term Rental Assistance			54.228 HH @ \$572/Mo (2013 HUD FMR 1 bd)	\$ 31,018.00	
Utilities Payments			54.228 HH @ \$250/Mon (average cost)	\$ 13,557.00	
<b>F. Financial Assistance-Homeless Assistance</b>	<i>Agency</i>	<i>Clients to be Served</i>		\$ 28,750.00	<b>\$28,750</b>
Homeless Assistance	County of EP	10			
Security Deposits:			10 HH's @ \$500 each	\$ 5,000.00	
First Month's Rent:			10 HH's @ \$500 each	\$ 5,000.00	
Monthly Rent:			10 HH @ \$500 each for 2 months	\$ 10,000.00	
Homeless Assistance	Project Vida	10			
Security Deposits:			5 Households x \$750 deposits	\$ 3,750.00	
Utility Deposits			5 Households x \$150/deposits	\$ 750.00	
Utility Payments			5 Households x \$100/mo x 1 mo	\$ 500.00	
First Month's Rent			5 Households x \$750 deposit	\$ 3,750.00	
<b>PROGRAM BUDGET REQUEST</b>					<b>\$442,223</b>