

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

**DEPARTMENT:** Community and Human Development

**AGENDA DATE:** May 14, 2013

**CONTACT PERSON/PHONE:** William Lilly/541-4643

**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 State of Texas for additional Homeless Housing and Services Program (HHSP) funds, and with the agencies identified in "Exhibit A" for Bond Revenue Funds (\$173,938) and Housing Trust Funds (\$251,433), 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 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 awarded the City of El Paso \$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.

On August 28, 2012, TDHCA advised City staff it was in its final stages of planning for the Program Year 2013 (3rd Round) of HHSP funding, which would be allocated in two separate contracts (Housing Trust Funds in the amount of \$251,433 and Bond Revenue Funds in the amount of \$173,938) to the City of El Paso. On August 31, 2012, City staff sent out a notice to all El Paso Coalition for the Homeless members and homeless service providers to gather input and ideas on how best to utilize these funds and to develop

performance objectives for the City that would address homelessness in our community. City staff was under an extremely tight deadline to develop and present a combined Program Budget and Performance Statement for both Housing Trust Fund and Bond Revenue Fund allocations by September 7, 2012. The allocations below are based upon: (1) extensive efforts to gather input from the El Paso Coalition for the Homeless members and homeless service providers; and (2) limited expenditure guidelines set by TDHCA for each of the Housing Trust Fund and Bond Revenue funding sources.

**HHSP Housing Trust Funds - \$251,433 (Exhibit A-1):**

\$ 12,572 – Administration Costs  
119,430 – County of El Paso – Financial Assistance – Homelessness Prevention  
119,431 – Project Vida – Financial Assistance – Homelessness Assistance  
\$251,433

**HHSP Bond Revenue Funds - \$173,938 (Exhibit A-2):**

\$ 8,697 – Administration Costs  
82,621 – County of El Paso – Financial Assistance – Homelessness Prevention  
82,620 – The Salvation Army – Financial Assistance – Homelessness Prevention & Assistance  
\$173,938

Although TDHCA requested Program Budgets and Performance Statements for each of the allocations by September 7, 2012, they did not release the contracts until February 21, 2013. The 3rd Round HHSP funding is retroactive to October 1, 2012 and will end on August 31, 2013. After this item is approved by City Council, the City will enter into contractual agreements with the four agencies for utilization of the HHSP funds for the period of October 1, 2012 to August 31, 2013, with funding retroactive to October 1, 2012.

**PRIOR COUNCIL ACTION:**

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

Yes, City Council previously approved activities funded under the initial and 2nd 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:**

*Anthony C. Stead for W. Lilly*

(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 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 be awarded \$51,461 in Below Market Interest Rate Funds and \$271,442 in Housing Trust Funds from September 1, 2012 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**, on August 28, 2012, TDHCA requested that the City submit a combined Program Budget and Performance Statement for the 3rd Round of HHSP funding by September 7, 2012, and released the contracts on February 21, 2013; and

**WHEREAS**, TDHCA secured Housing Trust Funds in the amount of \$251,433 and Bond Revenue Funds in the amount of \$173,938 to award to the City of El Paso for the period of October 1, 2012 through August 31, 2013, with funding retroactive to October 1, 2012 due to the late release of the contracts; 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 \$251,433 in Housing Trust Funds to: (1) Administration Costs (\$12,572); (2) County of El Paso (\$119,430) for financial assistance – homelessness prevention; and (3) Project Vida (\$119,431) for financial assistance – homelessness assistance; and further recommends awarding the \$173,938 in Bond Revenue Funds to (1) Administration Costs (\$8,697); (2) County of El Paso (\$82,621) for financial assistance – homelessness prevention; and (3) The Salvation Army (\$82,620) for financial assistance – homelessness prevention and assistance, as detailed in Exhibits A-1 and A-2.

### **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 two agencies identified in the recitals above for Housing Trust Funds, and the two agencies identified in the recitals above for the Bond Revenue Funds, which are hereby approved for these additional 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 \_\_\_\_\_, 2013.

**CITY OF EL PASO**

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John F. Cook  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

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Kristen L. Hamilton  
Assistant City Attorney

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William L. Lilly, Director  
Community and Human Development

**CITY OF EL PASO**  
**Homeless, Housing and Services Program (HHSP)**  
**3<sup>rd</sup> HTF Funds Budget**

Contract period: 10/01/12 - 08/31/13

**Subrecipients: County of El Paso and Project Vida**

Categories	Basis for Cost	Line Item Totals	Category Totals
<b>A. Administration</b>			<b>\$12,572.00</b>
CITY OF EL PASO – Administration Costs		\$ 12,572.00	
<b>B. Housing Staff Cost</b>			<b>\$0.00</b>
<b>C. Maintenance, Operation and Furnishings</b>			<b>\$0.00</b>
Maintenance (Contracts only)			
Operation (excl staff but incl)			
Insurance (list type)			
Utilities/Telephone			
<b>D. Construction/Rehabilitation</b>			<b>\$0.00</b>
<b>E. Financial Assistance- Homelessness Prevention</b>			<b>\$119,430.00</b>
Housing Retention: <b>County of El Paso</b>			
Rent/Deposits:	\$149 households (373 clients) @ \$801.54	\$119,430.00	
Utilities			
Other			
<b>F. Financial Assistance- Homelessness Assistance</b>			<b>\$119,431.00</b>
Housing Retention: <b>Project Vida</b>			
Housing Staff	\$13/hr X 2,037	\$26,481.00	
FICA	\$26,481 X 7.65%	\$2,026.00	
Health Insurance	\$312/month X 7 mos.	\$2,184.00	
Rent/Deposits	\$500/month X 178 households, 445 clients	\$88,740.00	
<b>TOTAL HTF REQUEST</b>	<b>County of El Paso and Project Vida</b>		<b>\$251,433.00</b>

**CITY OF EL PASO**  
**Homeless, Housing and Services Program (HHSP)**  
**3<sup>rd</sup> BOND Funds Budget**  
 Contract period: 10/01/12 - 08/31/13

**Subrecipients: County of El Paso and The Salvation Army**

Categories	Basis for Cost	Line Item Totals	Category Totals
A. Administration			\$8,697.00
CITY OF EL PASO – Administration Costs		\$ 8,697.00	
<b>B. Housing Staff Cost</b>			<b>\$0.00</b>
Other:			
FICA			
Health Insurance			
<b>C. Maintenance, Operation and Furnishings</b>			<b>\$0.00</b>
<b>Maintenance (Contracts only)</b>			
<b>Operation (excl staff but incl)</b>			
Insurance (list type)			
Utilities/Telephone			
<b>D. Construction/Rehabilitation</b>			<b>\$0.00</b>
<b>E. Financial Assistance-- Homelessness Prevention</b>			<b>\$138,240.00</b>
Housing Retention: <b>County of El Paso</b>			
Rent/Deposits:	103 clients will be served @ \$802.15	\$82,621.00	
Utilities			
Housing Retention: <b>The Salvation Army</b>			
Rent/Deposits	96 households (288 clients) @ \$400	\$38,400.00	
Utilities	246 households (738 clients) @ \$70	\$17,220.00	
<b>F. Financial Assistance-- Homelessness Assistance</b>			<b>\$27,000.00</b>
Housing Retention: <b>The Salvation Army</b>			
Rent/Deposits	36 households/108 Clients x \$750	\$27,000.00	
<b>TOTAL BOND REQUEST</b>	<b>COUNTY OF EL PASO and THE SALVATION ARMY</b>		<b>\$173,938.00</b>