



## HUMAN SERVICES COMMISSION AGENDA REPORT

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March 2, 2022  
Item 3

### **TITLE: REVIEW AND ALLOCATE HOUSING AND HUMAN SERVICES GRANT FUNDS FOR FISCAL YEAR 2022/23 AND RECOMMEND CITY COUNCIL APPROVAL**

#### **SUMMARY**

This report summarizes the applications received for funding under the City of Pleasanton Housing and Human Services Grant (HHSG) program. The report provides an analysis of the applications and a recommended funding allocation. This April, the Human Services Commission recommendation is tentatively scheduled to be reviewed by the City Council, along with the recommendation from the Housing Commission regarding HOME Investment Partnership Program (HOME) and Low-Income Housing Funds (LIHF) funds. City Council will have a resolution for review and possible adoption on the funding plan for the City's HHSG program for fiscal year (FY) 2022/23. The City's final appropriations of federal funding Community Development Block Grant (CDBG) and HOME will be submitted to the U.S. Department of Housing and Urban Development (HUD) by the required May 15, 2022 deadline. FY 2022/23 HHSG funds will be made available July 1, 2022.

#### **RECOMMENDATION**

Review and allocate Housing and Human Services Grant Funds for Fiscal Year 2022/23 and recommend City Council approval.

#### **FINANCIAL STATEMENT**

Approval of the FY 2022/23 HHSG funding recommendation by the Human Services Commission (commission) will provide approximately \$458,200 during the coming year for projects and services that primarily offer a direct benefit to low-income Pleasanton residents. Approximately \$188,500 is provided by General Funds. This amount is based on a 0.80% increase in City General Fund revenues from the preceding fiscal year. Of the projected \$368,000 provided by federal CDBG funds, approximately \$294,000 (or 80%) could be allocated to public services and capital improvements. Project funding will be included in the City's Operating Budget for FY 2022/23.

## BACKGROUND

The City implemented its HHSG program in 2010. The HHSG program combined funding from federal CDBG and HOME funds as well as two local sources (LIHF and City General Funds) allocated for human services. These funding sources make up a single streamlined grant program.

HHSG applications for FY 2022/23 funding were solicited from December 1, 2021 through January 19, 2022. Twenty-eight applications were received by the January 19, 2022 deadline, with a total funding request of \$1,382,891.

Applications were submitted electronically via the ZoomGrants system, and members of the Human Services Commission were able to review the applications online. Consequently, no printed materials were distributed this year. Commissioners are requested to print their copies and have them available at the March 2, 2022, meeting as well as any project-specific materials that are desired for review during the meeting.

## DISCUSSION

The following table summarizes the composite level of CDBG and General Fund funding for the HHSG program for the coming fiscal year:

Source	FY 2022/23 Funding	Notes
<u>CDBG:</u> Capital Pub. Svc.	<b>\$214,474</b> <b>\$ 55,205</b>	These amounts do not include an estimated \$73,606 for program administration (20% of the grant) as well as the Section 108 Loan repayment amount of \$24,749.
City Gen. Fund	<b>\$188,528</b>	City Grant funds reserved for human services (increased from last year based on 0.80 % increase in the City's General Fund per policy adopted in 2009). Amount allocated is \$223,528 less \$35,000 for previously approved behavioral health RFQ.
<b>Subtotal:</b>	<b>\$458,207</b>	<b>[Funding available for allocation by the Human Services Commission]</b>

The total pool of HHSG funding for FY 2022/23, specifically CDBG and General Fund(s), has remained relatively stable. Commission recommendations will focus on the allocation of CDBG funds and City General Funds for human services and non-housing capital projects. The City Council's review is tentatively scheduled for April 2022. The final action taken by the City Council will be included when the City submits its annual Action Plan for Pleasanton's federal grant funds for FY 2022/23 in May.

Staff's recommendation (Attachment 1) includes the funding of eight housing-related projects or services through HOME and/or LIHF funds, both of which will be reviewed by the Housing Commission at its meeting on March 17, 2022. Both the Housing and Human Services Commission grant recommendations will be forwarded directly to the

City Council and presented with the Community Grants Program allocation recommendations.

### Summary of Attachments

A list of the grant applications received and staff's recommendation for funding is included as Attachment 1 and is detailed below.

Applications were submitted electronically via the ZoomGrants system, and members of the commission used the online system to conduct their application review. A scoring report from ZoomGrants showing the composite rankings from the commission's review is included as Attachment 2. The criteria adopted by the commission for review of FY 2022/23 HHSO applications are shown in Attachment 3.

The scoring process within ZoomGrants was set up similarly with an evaluation spreadsheet that the commission used in prior years. The scoring process is not intended to be the sole means of evaluating the applications but, rather a framework for efficient evaluation tied to the criteria established for the HHSO program and specific priorities adopted by the commission in October 2021 and included in Attachment 4.

### Summary of HHSO Applications

Staff believes the applications received are of high quality, target a wide range of community needs, and demonstrate the broad scope of services provided to the community. Summary observations:

- 28 applications were received
- The total amount of funding requested is \$1,382,891
- The following are new human services programs/projects for this year:
  - Axis Community Health / Capital Project; New Service Site
  - Culinary Angels / Nutrition Education Website Renewal
  - Hively / Family Resource Center
  - Lions Blind Center of Diablo Valley / Independent Living Skills for Blind and Visually Impaired Adults
- Several agencies submitted multiple applications. Agencies submitting multiple applications were asked to rank them in order of agency priority for funding, and when appropriate, staff considered the preferred prioritization in developing its recommendations.

Staff's funding recommendations are provided in Attachment 1 and are intended to serve as a starting point for the commission's discussion and assist in managing the large quantity and variety of applications. As in prior years, staff will adjust the recommendations at the meeting to assist the commission in developing its funding recommendation. The recommendation is scaled to the funds available in each of the funding source categories: CDBG, City General Fund, HOME, and LIHF.

Projects are separated by those that are identified for review and recommended by each commission (Human Services and Housing). Attachment 1 includes several

columns of information for comparative purposes: funding requested; funding allocated last year; estimated Pleasanton residents to be served; and estimated cost per resident. With regard to the "Cost Per Resident" column, staff would like to emphasize that this statistic is not meant to provide a direct comparison across projects as data across projects may not be comparable. Nevertheless, it does serve as a useful indicator of the cost of providing service.

The following general comments apply to staff's funding recommendations:

- Eight applications are for housing services and programs which are eligible to be funded through a combination of federal HOME and City LIHF funds. These applications will be reviewed by the Housing Commission on March 17, 2022.
- The remaining 20 applications are non-housing, public services projects. Approximately \$269,600 in CDBG funds and \$188,500 in City General are available to fund these applications.
  - Most of the public services projects have applied for and received HHSF funding in the past and provide useful and important on-going services in the community.
  - Two applications (Culinary Angels and Lions Blind Center of Diablo Valley) represent programs that have not applied for funding in the previous fiscal year, totaling \$15,000.
  - Hively applied previously but is requesting funds for a new/different program.

#### Staff's Funding Recommendation

Staff has provided an overall funding recommendation that incorporates commission priorities and rankings. Staff's recommendation, as summarized in Attachment 1, is targeted toward addressing service gaps, particularly around critical safety net services. Staff also attempted to address a variety of activity categories (food, medical, mental health, legal, homelessness, prevention, etc.) to provide some level of funding to most, with the goal of achieving a balanced distribution that will hopefully maximize the efficiency of City funding to address gaps in safety net service areas.

Staff's funding recommendation is a composite of multiple staff reviews from the Housing and Library & Recreation Divisions. Staff considered many factors in developing a recommendation, including: an evaluation of applications against the commission's criteria; composite commission application scores; past year program performance and funding levels; whether the program/project addresses a core safety net service or an identified services gap; whether duplicative services were requested; and distribution of funding across a variety of community needs.

While the recommendation attempts to provide an emphasis on the commission priorities and other factors addressed, it is important to note that other criteria also influence and sometimes override the allocation of funds to projects that meet designated priorities. In general, the most common factors are the restrictions within each funding source and the demand versus the availability of funds such as CDBG Capital funds and Public Services funds. For example, it may be possible to fund a project that does not necessarily score highly under the commission criteria simply

because funds are more available in the funding source for that particular type of activity.

Capital/Rehab Funding Recommendations

The City is required to set aside funding for its annual payment on the Section 108 loan that was used to assist the Axis Community Health Clinic rehab project in 2015. This amount is \$24,749 and is included in Attachment 1. There is one capital improvement project application to consider – Axis Community Health, Capital Project: New Service Site.

Application Not Recommended for Funding

As a starting point for the commission, staff is recommending to fund all but three applications this year: Assistance League of Amador Valley, Culinary Angels, and Lions Blind Center of Diablo Valley. Each of these agencies received low total score rankings from the commission review process. In addition, Assistance League of Amador Valley can be considered duplication of service with other Tri-Valley service providers; Culinary Angels reports serving moderate incomes; and Lions Blind Center of Diablo Valley has a fair amount of awarded funds already.

Human Services Commission Meeting Process

The March 2, 2022 commission meeting will begin at 6 p.m. Similarly, the commission decided not to require mandatory presentations from each agency. All agencies can attend the public meeting and will have an opportunity to speak, if desired, and to answer questions by the commission if applicable. The commission has specifically requested brief presentations at the beginning of the meeting from the agencies listed below:

Time (estimate)	Agency	Program
6:10 p.m.	Culinary Angels	Nutrition Education – Website Renewal
6:20 p.m.	Hively	Hively Family Resource Center
6:25 p.m.	Lions Blind Center of Diablo Valley	Independent Living Skills for Blind and Visually Impaired Adults

**CONCLUSION**

As in prior years, the commission is faced with limited funds relative to the aggregate dollar amount requested. The funding allocation structure of the HHSG program improves the funding picture somewhat, both in terms of aggregate funding available and the potential for greater efficiency in allocating funds. However, potential cuts to

federal programs in the short-term future create the possibility of fewer federal dollars to allocate locally. The City has dedicated General Funds to supplement federal funds and ensure that local critical human service needs are provided to the community.

The task before the commission is to review the non-housing applications and consider funding recommendations for City Council approval. Staff recommends that the commission develop a funding recommendation for City Council based on staff's proposed funding allocations (shown in Attachment 1) which includes the following considerations:

- Individual commissioner evaluation of projects (e.g. based on the scoring tools used in ZoomGrants, incorporating the established HHSG project review criteria);
- Testimony and discussion at the March 2, 2022 commission meeting; and/or
- Other information as applicable.

Staff will have an electronically displayed spreadsheet available at the meeting to facilitate adjustments to the funding allocation during discussions.

The commission's recommendation for HHSG funding is tentatively scheduled to be reviewed by the City Council, along with the recommendation from the Housing Commission regarding HOME and LIHF funds, this April. At that time, it is expected the City Council will be provided a resolution requesting approval of the funding plan for the City's HHSG program (as well as civic arts and youth funding through the Community Grant program) for FY 2022/23. A finalized statement of federal funding will be submitted to HUD by the required May deadline. Funds for FY 2022/23 HHSG projects will be made available July 1, 2022.

### **ALTERNATIVE ACTION**

Recommend different funding strategies (subject to applicable program restrictions and other constraints).

Submitted by:



Jay Ingram  
Recreation Manager

Attachments:

1. FY 2022/23 HHSG Review – Staff Recommended Funding Allocation
2. ZoomGrants FY 2022/23 HHSG Program Scoring Report
3. Human Services Commission Evaluation Criteria for Review of HHSG Applications for FY 2022/23
4. Human Services Commission Statement of Priorities 2022/23 HHSG Program