



NOTICE OF REGULAR MEETING
**Sacramento Housing and
Redevelopment Commission**
TELECONFERENCE MEETING ONLY
Wednesday, June 17, 2020 – 6:00 pm
801 12th Street Commission Room
Sacramento CA

The June 17, 2020 Sacramento Housing and Redevelopment Commission meeting will be broadcast live on YouTube. To view the meeting please visit:
<https://youtu.be/pGSVKvGI4TY>

Members of the public are encouraged to submit comments via email at publiccomments@shra.org. Comments received prior to 5:30 pm on the day of the meeting will be sent to Commission members in advance of the meeting. Comments received after 5:30 pm, or during the meeting will be read into the record by the Agency Clerk during the meeting.

Meetings of the Sacramento Housing and Redevelopment Commission are closed to the public until further notice in compliance with state guidelines on social distancing, in accordance with the Brown Act, (as currently in effect under the State Emergency Services Act), the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020. These measures facilitate participation by members of the Commission, Staff, and the public and allow meetings to be conducted by teleconference, videoconference, or both.

The Sacramento Housing and Redevelopment Agency (SHRA), in compliance with the Americans with Disabilities Act (ADA), requests that individuals who require special accommodations to access and/or participate in SHRA Commission meetings to please contact the office at (916) 440-1363 at least 24 hours before the scheduled meeting to ensure that assistance can be provided if needed.

ROLL CALL

APPROVAL OF AGENDA

CITIZENS COMMENTS

Members of the public are encouraged to submit comments via email at publiccomments@shra.org. Comments received prior to 5:30 pm on the day of the meeting will be sent to Commission members in advance of the meeting. Comments received after 5:30 pm, or during the meeting will be read into the record by the Agency Clerk during the meeting.

APPROVAL OF MINUTES – April 15, 2020 and May 20, 2020

BUSINESS/DISCUSSION

1. Authorization to Submit 2020 State Emergency Solutions Grant Program (ESG Program) and 2020 ESG-Coronavirus (CV) Applications to the California Department of Housing and Community Development (HCD) and Amend the Sacramento Housing and Redevelopment Agency (SHRA) Budget
2. 2020 Local Housing Trust Fund Application – City Report
3. 2020 Local Housing Trust Fund Application – County Report
4. Update on Emergency Bridge Housing at the Grove
5. Implementation of the Meadowview Navigation Shelter

PRESENTATION

6. Sacramento Housing and Redevelopment Agency 2020 Budget Overview- City Report
7. Sacramento Housing and Redevelopment Agency 2020 Budget Overview- County Report

EXECUTIVE DIRECTOR REPORT

COMMISSION CHAIR REPORT

ITEMS AND QUESTIONS OF COMMISSION MEMBERS

ADJOURNMENT

REPORTS: Copies of documents relating to agenda items are available for review online at www.shra.org. If you need assistance with locating reports or would like to request copies contact the Agency Clerk at 916-440-1363.



MINUTES
Sacramento Housing and Redevelopment Commission (SHRC)
Regular Meeting
May 20, 2020
Meeting noticed on May 15, 2020

ROLL CALL

The Sacramento Housing and Redevelopment Commission meeting was called to order at 6:03 p.m. by Chair Morgan. Note that meeting was held via teleconference following the Governor's executive order during the coronavirus pandemic.

MEMBERS PRESENT: Alcalay, Boyd, Morgan, Nunley, Osmany, Staajabu, Starks

MEMBERS ABSENT: Griffin (three vacancies)

STAFF PRESENT: La Shelle Dozier, Brad Nakano, Mark Hamilton, James Shields, Christine Weichert, MaryLiz Paulson, Susan Veazey, Ahmad Halimi, Lira Goff, Vickie Smith

APPROVAL OF AGENDA

The Agenda was approved without objection as submitted.

CITIZENS COMMENTS

Jeffery Tardaguila submitted a comment regarding the upcoming June 8th Regional Transit meeting which he noted will have impact on SHRA.

APPROVAL OF MINUTES – The April 15, 2020 minutes were not approved.

CONSENT

1. **Sacramento Housing and Redevelopment Agency (SHRA) Conflict of Interest Code Amendment - City Report**
2. **Sacramento Housing and Redevelopment Agency (SHRA) Conflict of Interest Code Amendment - County Report**

Items number one and two were heard after item number three in order to accommodate technical difficulties. Commissioner Nunley asked why staff such as Human Resources Analyst were required to fill out a conflict of interest form.

Vickie Smith explained that former SHRA Legal Counsel had recommended that employees who managed contracts should be required to fill out the form.

Commissioner Nunley motioned to approve the staff recommendation for the items listed above. Commissioner Staajabu seconded the motion. The votes were as follows:

AYES: Alcalay, Boyd, Morgan, Nunley, Osmany, Staajabu, Starks

NOES: None

ABSENT: Griffin

ABSTAIN: None

3. Approval of Updated Records Management Policy and Retention / Disposition Schedule for the Sacramento Housing and Redevelopment Agency

Commissioner Nunley motioned to approve the staff recommendation for the item listed above. Commissioner Staajabu seconded the motion. The votes were as follows:

AYES: Alcalay, Boyd, Morgan, Nunley, Osmany, Staajabu, Starks

NOES: None

ABSENT: Griffin

ABSTAIN: None

DISCUSSION/BUSINESS

4. 2020 Permanent Local Housing Allocation (PLHA) Application

Susan Veazey presented the item.

Commissioner Alcalay motioned to approve the staff recommendation for the item listed above. Commissioner Nunley seconded the motion. The votes were as follows:

AYES: Alcalay, Boyd, Morgan, Nunley, Osmany, Staajabu, Starks

NOES: None

ABSENT: Griffin

ABSTAIN: None

PRESENTATIONS

5. Capitol Park Hotel Update

MaryLiz Paulson presented the item.

EXECUTIVE DIRECTOR'S REPORT

Executive Director La Shelle Dozier reviewed the following:

- Next meeting will be June 17, 2020.
- Courtyards on the Grove project is now complete and starting lease-up.
- Shasta Hotel Rehabilitation is now complete and 100% leased.
- SHRA still has many staff that telecommuting due to COVID and will be bringing staff back into the office slowly.
- Resident Portal will be coming soon.
- Monitors are being placed in pilot communities in an effort to keep residents informed about COVID.

COMMISSION CHAIR REPORT

Chair Morgan commented that the display monitor at Comstock is a great addition and assists in keeping residents informed.

ITEMS AND QUESTIONS OF COMMISSION MEMBERS

Commissioner Boyd asked staff to look into complaints regarding the Food for Seniors program. Agency staff will coordinate with City staff and report back.

ADJOURNMENT

As there was no further business to be conducted, Chair Morgan adjourned the meeting at 6:54 pm.

Clerk



MINUTES
Sacramento Housing and Redevelopment Commission (SHRC)
Regular Meeting
April 15, 2020
Meeting noticed on April 10, 2020

ROLL CALL

The Sacramento Housing and Redevelopment Commission meeting was called to order at 6:12 p.m. by Chair Morgan. Note that meeting was held via teleconference following the Governor's executive order during the coronavirus pandemic.

MEMBERS PRESENT: Alcalay, Boyd, Morgan, Nunley, Osmany, Staajabu, Starks

MEMBERS ABSENT: Griffin (three vacancies)

STAFF PRESENT: La Shelle Dozier, Brad Nakano, Mark Hamilton, James Shields, Christine Weichert, Susana Jackson, Celia Yniguez, LaTanna Jones, Victoria Johnson, Anne Nichols, Elyse Jarvis, Julius Austin, Ahmad Halimi, Lira Goff, Vickie Smith

APPROVAL OF AGENDA

The Agenda was approved without objection as submitted.

CITIZENS COMMENTS

None.

APPROVAL OF MINUTES – The March 4, 2020 minutes were approved without objection as submitted.

CONSENT

1. Annual Reports of the Housing Trust Fund Ordinance, Mixed Income Housing Ordinance, HOME Investment Partnerships Program and Residential Hotel Unit Withdrawal, Conversion, and Demolition Ordinance – City Report
2. Annual Reports of the Housing Trust Fund Ordinance, Mixed Income Housing Ordinance, HOME Investment Partnerships Program and Residential Hotel Unit Withdrawal, Conversion, and Demolition Ordinance – County Report

8. Approval of Resolution for Non-State Agencies to Apply for Federal Financial Assistance Under The Disaster Relief and Emergency Assistance Act of 1988, And/Or State Financial Assistance Under the California Disaster Assistance Act From the California Governor's Office of Emergency Services

Susie Jackson presented the item.

Commissioner Staajabu motioned to approve the staff recommendation for the item listed above. Commissioner Nunley seconded the motion. The votes were as follows:

AYES: Alcalay, Boyd, Morgan, Nunley, Osmany, Staajabu, Starks

NOES: None

ABSENT: Griffin

ABSTAIN: None

9. Authorization to Substantially Amend the 2020-2024 Consolidated Plan; Substantially Amend the 2020 One-Year Action Plan for the Community Development Block Grant (CDBG), Housing Opportunities for Persons With AIDS (HOPWA), and Emergency Solutions Grant (ESG) Funded Projects and Programs for the Coronavirus Aid, Relief, and Economic Security Act (CARES Act); Amendment of Prior Years' Action Plans; Amend the City and County of Sacramento Citizen Participation Plan; Amendment to the Sacramento Housing and Redevelopment Agency (SHRA) Budget; Execute Documents for the Administration of Federal Programs related to the Coronavirus Aid, Relief and Economic Security Act (CARES) – City Report
10. Approval of the Substantial Amendment to The 2020-2024 Consolidated Plan; Approval of the Substantial Amendment to the 2020 One-Year Action Plan for the Community Development Block Grant (CDBG), and Emergency Solutions Grant (ESG) Funded Projects And Programs for the Coronovirus Aid, Relief, And Economic Security Act (CARES ACT); Authorization to Execute Documents for the Administration of Federal Programs; Approve the Amendment to the Citizen Participation Plan; Amendment to the Sacramento Housing and Redevelopment Agency Budget Related to the Coronavirus Aid, Relief and Economic Security Act (CARES) – County Report

Celia Yniguez presented the item.



June 17, 2020

**Sacramento Housing and
Redevelopment Commission
Sacramento, CA**

Honorable Members in Session:

SUBJECT:

Approval of 2020 Local Housing Trust Fund Application

SUMMARY:

The attached report is submitted to you for review and recommendation prior to consideration by the City of Sacramento.

RECOMMENDATION:

Staff recommends approval of the recommendations outlined in this report.

Respectfully Submitted


LA SHELLÉ DOZIER
Executive Director

Attachment

June 17, 2020



Sacramento Housing and Redevelopment Commission
Sacramento, California

Honorable Members in Session

SUBJECT Authorization to Submit 2020 State Emergency Solutions Grant Program (ESG Program) and 2020 ESG-Coronavirus (CV) Applications to the California Department of Housing and Community Development (HCD) and Amend the Sacramento Housing and Redevelopment Agency (SHRA) Budget

RECOMMENDATION

Staff recommends adoption of the attached resolutions: 1) authorizing the Executive Director, or her designee, to: a) use the grant pursuant to the 2020 Emergency Solutions Grant (ESG) Notice of Funding Availability (NOFA) funds in a manner consistent and in compliance with all applicable state, federal, and other statutes, rules, regulations, guidelines and laws, including without limitation all rules and laws regarding the ESG Program, as well as any and all contracts SHRA may have with HCD, b) receive an ESG grant from HCD, in an amount not to exceed \$400,000 and amend SHRA's budget accordingly. If the award is less than \$400,000, SHRA is authorized to amend its budget to accept the actual amount of the award, c) use the ESG funds for eligible activities as approved by HCD and in accordance with all Program requirements, and other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between SHRA and HCD, d) execute HCD's Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents related to the Program or the ESG grant awarded to State ESG Administrative Entity, as HCD or SHRA may deem appropriate, and f) execute a contract or contracts and any subsequent amendments with duly awarded subrecipient(s) procured through solicitation for the ESG Rapid Re-Housing Program, including without limitation the selected emergency shelter provider. 2) authorizing the Executive Director, or her designee, to: a) use the grant pursuant to the 2020 ESG-CV NOFA) funds in a manner consistent and in compliance with all applicable state, federal, and other statutes, rules, regulations, guidelines and laws, including without limitation all rules and laws regarding the ESG Program, as well as any and all contracts SHRA may have with HCD, b) receive an ESG-CV grant from

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Sacramento Housing and Redevelopment Commission
June 17, 2020
Page 2

HCD, in an amount not to exceed \$2,250,000 and amend SHRA's budget accordingly. If the award is less than \$2,250,000, SHRA is authorized to amend its budget to accept the actual amount of the award, c) use the ESG funds for eligible activities as approved by HCD and in accordance with all Program requirements, and other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between SHRA and HCD, d) execute HCD's Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents related to the Program or the ESG-CV grant awarded to State ESG Administrative Entity, as HCD or SHRA may deem appropriate, and f) execute a contract or contracts and any subsequent amendments with subrecipient(s) providing emergency shelter services.

CONTACT PERSONS

Tyrone Roderick Williams, Deputy Executive Director, 916-440-1319
Celia Yniguez, Program Manager, 916-440-1350

SUMMARY

Annual ESG

Annually, HCD issues an application for the continuum of care (CoC) allocation (Application) for the ESG Program. These funds are the State of California's federal ESG allocation. As a designated Administrative Entity (AE) for the 2019-21 period, SHRA is required to submit a resolution along with its 2020 response to the Application in order to continue to receive funding.

Coronavirus Aid, Relief, and Economic Stimulus (CARES) Act

On March 27, 2020, the CARES Act, Public Law 116-136 was signed by the President of the United States. This made available \$4 billion in Emergency Solutions Grant Coronavirus (ESG-CV) funds to respond to the growing effects of the historic COVID-19 public health crisis. The California Department of Housing and Community Development (Department) received approximately \$42 million in federal funds for the Emergency Solutions Grants Program and released a Notice of Funding Availability on June 1, 2020.

BACKGROUND

Administrative Entity Process

Beginning in 2016, and every two years thereafter, HCD has solicited for qualified local government entities to act as the AE within its CoC Service Area to administer ESG funding in collaboration with its CoC. To qualify, an AE must:

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Sacramento Housing and Redevelopment Commission
June 17, 2020
Page 3

- be a unit of general purpose local government that has administered ESG funds as a U.S. Department of Housing and Urban Development (HUD) entitlement during at least one of the past five years;
- have no unresolved ESG monitoring findings with HUD or HCD that has been determined to pose a substantial risk to HCD;
- demonstrate the ability and willingness to perform functions of an AE; and
- be recommended by its CoC and willing to collaborate to the maximum extent feasible with its CoC.

Non-Entitlement Areas

The Application requires AEs to ensure that all funded activities are available to non-entitlement areas of the service area using the Coordinated Entry System. In Sacramento County, the non-entitlement areas are Citrus Heights, Elk Grove and Rancho Cordova; all remaining cities are under the County of Sacramento's entitlement umbrella. As the AE, SHRA will ensure these funds are available to all ESG eligible residents. The AE facilitates outreach to populations in the non-entitlement areas and evaluates participation from these areas at least annually.

SHRA has, and will continue to, consult and collaborate with Sacramento Steps Forward, the County of Sacramento and its cities on client outreach and performance measures. SHRA will follow HCD's annual reporting instructions. Additionally, SHRA will provide accomplishments annually in Sacramento County's One-Year Action Plan. To satisfy HCD's annual reporting requirements, Sacramento Steps Forward will extract client Coordinated Entry System enrollment location from the Homeless Management Information System (HMIS) and provide that information to HCD.

Governing Board Approvals

In April 2016, the Sacramento Housing and Redevelopment Commission (Commission) and the Sacramento County Board of Supervisors (Board) authorized and approved SHRA to receive funds and administer HCD's ESG Rapid Re-Housing (RRH) program by Commission Resolution No. 2016-04 and Board Resolution No. 2016-0233.

As part of this action, the Board also authorized SHRA, through the Commission, to apply annually for the ESG grant, to accept grant funds, execute State agreements, and to amend its budget to administer the State ESG Program within the designated CoC Service Area of Sacramento County as determined by the State.

Attachment 1 provides the summary of the performance outcomes for the 2018 SHRA administered State ESG program grants. Rapid re-housing services are provided by Volunteers of America, and emergency shelter services by First Steps Communities.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Sacramento Housing and Redevelopment Commission

June 17, 2020

Page 4

2020 State ESG AE Statement of Interest

Once the two-year initial grant agreement period elapsed, HCD required that grantees submit a new Statement of Interest (SOI) to provide services in order to continue receiving funding. On January 13, 2020, SHRA submitted an SOI to HCD for the 2020 ESG grant.

2020 State ESG Grant Award Summaries

Anticipated State ESG 2020 Grant Award (annual):	\$ 215,587
Anticipated State ESG-CV 2020 Grant Award (annual):	\$1,143,000

2020 State of California ESG

ESG (annual)

The anticipated annual Sacramento allocation is \$215,587, an increase of \$2,161. The County and City of Sacramento, Sacramento Steps Forward, and SHRA are working cooperatively to increase resources and efforts to rehousing individuals. Therefore, the application includes only rapid re-housing activities in the amount of \$209,520, and \$6,067 for SHRA administration.

ESG-CV

The anticipated ESG-CV allocation is \$1,143,000. The County and City of Sacramento, Sacramento Steps Forward, and SHRA are working cooperatively to increase resources and efforts to existing emergency shelters. Therefore, the application includes only funding emergency shelter activities in the amount of \$1,082,800, and \$60,200 for SHRA administration.

HCD will notify AEs of final allocations this fall. HCD encouraged AEs to request double the anticipated allocation as resolutions with a lower final award would be rejected.

Anticipated Allocations

ESG

Sacramento County Rapid Re-Housing: \$209,520 (federal ESG)

SHRA administration: \$6,067 (federal ESG)

Total annual ESG - \$215,587

ESG-CV

Sacramento County Emergency Shelter: \$1,082,800 (federal ESG)

SHRA administration: \$60,200 (federal ESG)

Total annual ESG-CV - \$1,143,000

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Sacramento Housing and Redevelopment Commission

June 17, 2020

Page 5

Anticipated Allocations for purposes only of the Resolution:

ESG

Sacramento County Rapid Re-Housing: \$393,900

SHRA administration - \$6,100

Total - \$400,000

ESG-CV

Sacramento County Rapid Re-Housing: \$2,165,600

SHRA administration - \$84,000

Total - \$2,250,000

Administrative amounts and expenditure dates are established by HCD.

2020 State ESG Grant Year Required Vendor Solicitation and Award:

In this report, staff requests authorization to submit the ESG and ESG-CV 2020 grant year applications, accept funds and execute contracts with the rapid re-housing provider selected through a process consistent with SHRA procurement policies, and existing emergency shelters operated by SHRA and/or the City and County of Sacramento.

Anticipated Provider Contract Period:

October 1, 2020 through August 30, 2021

Anticipated 2020 Grant Year Accomplishments

Sacramento: Will provide RRH services to at least 40 unduplicated countywide households. Activities will/may include: housing search and placement, case management, rental application fees, security/utility deposits, utility payments, short-term rental assistance, and other ESG rapid re-housing eligible activities for literally homeless individuals and non-CalWorks eligible families. Provide emergency shelter and services to approximately 250 unduplicated homeless individuals.

FINANCIAL CONSIDERATIONS

The May 12, 2020 NOFA announced Sacramento's anticipated funding amount of annual ESG at \$215,587 and the June 1, 2020 NOFA for anticipated funding amount of ESG-CV at \$1,143,000. Staff is following HCD resolution instructions to increase the resolution amount by nearly double the estimated funding identified by HCD.

ESG

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Sacramento Housing and Redevelopment Commission

June 17, 2020

Page 6

For purposes of this report, utilizing the \$400,000 figure, staff anticipates \$393,900 will fund RRH services and the remaining \$6,100 is available to SHRA for administering the program for a total of \$400,000. The allocation could be less depending on final award.

ESG - CV

For purposes of this report, utilizing the \$2,250,000 figure, staff anticipates \$2,165,600 will fund emergency shelter operations and the remaining \$84,400 is available to SHRA for administering the program for a total of \$2,250,000. The allocation could be less depending on final award.

POLICY CONSIDERATIONS

The actions recommended in this report are consistent with previously approved policies, and state and federal requirements.

ENVIRONMENTAL REVIEW

California Environmental Quality Act (CEQA): The recommended activity is considered an administrative activity and therefore is determined not to be a project subject to provisions of CEQA per 14 California Code of Regulations (CCR) §15378(b). Additional environmental review will be completed prior to approval of or commitment to any specific activities or projects under the ESG program.

National Environmental Policy Act (NEPA): The recommended activity is considered an administrative and management activity and therefore is determined to be Exempt from NEPA per 24 CFR §58.34(a) (3), "administrative and management activities". Additional environmental review will be completed prior to approval of or commitment to any specific activities or projects under the ESG program.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Sacramento Housing and Redevelopment Commission

June 17, 2020

Page 7

M/WBE AND SECTION 3 CONSIDERATIONS

Minority and Women's Business Enterprise requirements will be applied to all activities to the extent required by federal funding to maintain that federal funding. Section 3 requirements will be applied to the extent they may be applicable. LBE Considerations are not applicable to this report.

Respectfully submitted,



LA SHELLÉ DOZIER
Executive Director

Attachments

- 1 - Performance Outcomes
- 2 – Resolution Annual ESG
- 2 – Resolution ESG-CV

RESOLUTION NO. SHRC-

ADOPTED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION UNDER THE AUTHORITY DELEGATED TO THE COMMISSION PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 33202 BY RESOLUTION NO. RA 81-083 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. RA-83 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981, AND PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 34292 BY RESOLUTION NO. HA 81-098 ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. HA-1497 ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981.

ON DATE OF

June 17, 2020

AUTHORIZATION FOR THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY TO APPLY FOR AND ADMINISTER THE STATE OF CALIFORNIA'S EMERGENCY SOLUTIONS GRANT PROGRAM WITHIN THE SACRAMENTO CONTINUUM OF CARE ALLOCATION SERVICE AREA; EXECUTE DOCUMENTS FOR THE ADMINISTRATION OF THE STATE ESG PROGRAM AND OTHER ENVIRONMENTAL AND RELATED FINDINGS

WHEREAS, a necessary quorum and majority of the Commissioners of the Sacramento Housing and Redevelopment Commission, of the Sacramento Housing and Redevelopment Agency, a Corporate Body, corporate and politic (Applicant) hereby consent to, adopt and ratify the following:

WHEREAS, the State of California (State), Department of Housing and Community Development (Department) issued a Notice of Funding Availability (NOFA) for the Continuum of Care Allocation dated February 28, 2020 and amended on May 12, 2020, under the Emergency Solutions Grants (ESG) Program (Program, or ESG Program); and

WHEREAS, Applicant is an approved ESG Administrative Entity; and

WHEREAS, the Department may approve funding allocations for the ESG Program subject to the terms and conditions of the NOFA, Program regulations and requirements, and the Standard Agreement and other contracts between Department and ESG grant recipients;

WHEREAS, the recommended activity is not a project subject to the provisions of the California Environmental Quality Act per 14 California Code of Regulations §15378(b); and

WHEREAS, the recommended action is an exempt activity under the National Environmental Policy Act pursuant to 24 Code of Federal Regulations §58.34(a)(3).

NOW, THEREFORE, BE IT RESOLVED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION:

Section 1. The above recitals, including the environmental determinations are found to be true and correct.

Section 2. If Applicant receives a grant of ESG funds from Department pursuant to the above-referenced ESG NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including, without limitation, all rules, rules and laws regarding the ESG Program, as well as any and all contracts Applicant may have with Department.

Section 3. Applicant is hereby authorized and directed to receive an ESG grant in an amount not to exceed \$400,000 in accordance with all applicable rules and laws. SHRA's Executive Director is authorized to amend the Agency's budget to reflect the actual grant amount.

Section 4. Applicant hereby agrees to use the ESG funds for eligible activities as approved by the Department and in accordance with all Program requirements, and other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and Department.

Section 5. La Shelle Dozier, the Executive Director (ED), her designee, or Tyrone Roderick Williams, Deputy Executive Director (Deputy), are authorized to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the ESG grant awarded to Applicant, as the Department may deem appropriate.

Section 6. The ED, her designee, or the Deputy are authorized to execute all contracts and any subsequent amendments or agreements Applicant deems appropriate with duly awarded subrecipient(s) procured through solicitations for the ESG Rapid Re-Housing Program and emergency shelter services, all as approved by Applicant's legal counsel.

This resolution was passed and adopted at a regular meeting of the Sacramento Housing and Redevelopment Commission this 17th day of June, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSAL:

Authorization For The Sacramento Housing And Redevelopment Agency To Apply For And Administer The State Of California's Emergency Solutions Grant Program Within The Sacramento Continuum Of Care Allocation Service Area; Execute Documents For The Administration Of The State ESG Program And Other Environmental And Related Finding

Page 3

ATTEST:

CHAIR

CLERK

RESOLUTION NO. SHRC-

ADOPTED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION UNDER THE AUTHORITY DELEGATED TO THE COMMISSION PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 33202 BY RESOLUTION NO. RA 81-083 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. RA-83 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981, AND PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 34292 BY RESOLUTION NO. HA 81-098 ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. HA-1497 ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981.

ON DATE OF

June 17, 2020

AUTHORIZATION FOR THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY TO APPLY FOR AND ADMINISTER THE STATE OF CALIFORNIA'S EMERGENCY SOLUTIONS – CORONAVIRUS GRANT PROGRAM WITHIN THE SACRAMENTO CONTINUUM OF CARE ALLOCATION SERVICE AREA; EXECUTE DOCUMENTS FOR THE ADMINISTRATION OF THE STATE ESG PROGRAM AND OTHER ENVIRONMENTAL AND RELATED FINDINGS

WHEREAS, a necessary quorum and majority of the Commissioners of the Sacramento Housing and Redevelopment Commission, of the Sacramento Housing and Redevelopment Agency, a Corporate Body, corporate and politic (Applicant) hereby consent to, adopt and ratify the following:

WHEREAS, the State of California (State), Department of Housing and Community Development (Department) issued a Notice of Funding Availability (NOFA) dated **June 2020** under the Cononavirus Aid, Relief, and Economic Security (CARES) Act allocation to the the Emergency Solutions Grants (ESG) Program (heireinafter referred to as the ESG-CV; and

WHEREAS, Applicant is an approved ESG Administrative Entity; and

WHEREAS, the Department may approve funding allocations for the ESG-CV Program subject to the terms and conditions of the NOFA, Program regulations and requirements, and the Standard Agreement and other contracts between Department and ESG-CV grant recipients;

WHEREAS, the recommended activity is not a project subject to the provisions of the California Environmental Quality Act per 14 California Code of Regulations §15378(b); and

WHEREAS, the recommended action is an exempt activity under the National Environmental Policy Act pursuant to 24 Code of Federal Regulations §58.34(a)(3).

NOW, THEREFORE, BE IT RESOLVED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION:

Section 1. The above recitals, including the environmental determinations are found to be true and correct.

Section 2. If Applicant receives a grant of ESG-CV funds from Department pursuant to the above-referenced ESG-CV NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including, without limitation, all rules, rules and laws regarding the ESG-CV Program, as well as any and all contracts Applicant may have with Department.

Section 3. Applicant is hereby authorized and directed to receive an ESG-CV grant in an amount not to exceed \$400,000 in accordance with all applicable rules and laws. SHRA's Executive Director is authorized to amend the Agency's budget to reflect the actual grant amount.

Section 4. Applicant hereby agrees to use the ESG-CV funds for eligible activities as approved by the Department and in accordance with all Program requirements, and other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and Department.

Section 5. La Shelle Dozier, the Executive Director (ED), or her designee, Tyrone Roderick Williams, Deputy Executive Director are authorized to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the ESG-CV grant awarded to Applicant, as the Department may deem appropriate.

Section 6. The ED, her designee or Deputy are authorized to execute all contracts and any subsequent amendments or agreements Applicant deems appropriate with subrecipient(s) providing ESG emergency shelter services, all as approved by Applicant's legal counsel.

This resolution was passed and adopted at a regular meeting of the Sacramento Housing and Redevelopment Commission this 17th day of June, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSAL:

Chair

ATTEST:

Vickie Smith, Clerk



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2671

www.CityofSacramento.org

Discussion

June 30, 2020

Honorable Mayor and Members of the City Council

Title: 2020 Local Housing Trust Fund Application

Location/Council District: Citywide

Recommendation: Adopt a Council Resolution authorizing the Sacramento Housing and Redevelopment Agency (Agency) through its Executive Director, or her designee, to: 1) submit an application to the California Department of Housing and Community Development in the amount of \$5,000,000 for funding under the Local Housing Trust Fund program; 2) execute a Standard Agreement for such funding and execute any documents necessary to participate in the Local Housing Trust Fund Program, and any amendments thereto; and 3) amend the Agency Budget to receive and expend the \$5,000,000 in Local Housing Trust Fund funds for the construction of new, affordable multifamily rental housing.

Contact: Christine Weichert, Assistant Director, (916) 440-1353, Sacramento Housing and Redevelopment Agency; Tyrone Roderick Williams, Deputy Executive Director, (916) 440-1316, Sacramento Housing and Redevelopment Agency

Presenters: Christine Weichert, Assistant Director, (916) 440-1353, Sacramento Housing and Redevelopment Agency

Department: Sacramento Housing and Redevelopment Agency

Description/Analysis

Issue Detail: The California Department of Housing and Community Development (HCD) announced a Notice of Funding Availability (NOFA) for the Local Housing Trust Fund (LHTF) Program on April 30, 2020. HCD awards LHTF funds to eligible applicants to enhance local housing trust funds by providing a dollar for dollar match. Applications under the NOFA are due to HCD no later than August 3, 2020. The Agency will apply for the maximum amount allowable, which is \$5,000,000 to be committed over a five-year period.

The City has two trust funds created by in-lieu fees, one on new residential development (Mixed Income Housing Ordinance), and one on commercial development (Housing Trust Fund). These funds are administered by the Agency. To enhance the competitiveness of the LHTF application, the Agency will use City Housing Trust Funds as the required match.

LHTF-funded units will be restricted to households earning 60 percent or less of area median income (AMI), with a minimum of 30 percent of the LHTF funds being used for households earning 30 percent or less of AMI. LHTF funds will be administered using the Multifamily Housing and Mortgage Revenue Bond Policies in addition to LHTF Guidelines and the LHTF application. The Policies describe the priorities used when funding new multifamily developments.

The Agency was awarded funding through the LHTF program in 2014. The State has not had a source of funds to reactivate the program until this year.

Policy Considerations: The actions requested in this report will allow the Agency to apply for LHTF funds to increase the resources available through the Agency's multifamily lending program. All projects funded with LHTF funds will comply with the City-adopted Multifamily Lending and Mortgage Revenue Bond Policies in addition to any State-specific LHTF requirements. The LHTF program contributes to goals in the City's 2014-2021 Housing Element by increasing the production of affordable rental housing.

Economic Impacts: Not applicable.

Environmental Considerations: California Environmental Quality Act (CEQA): The proposed actions are administrative in nature and are therefore not considered a project under CEQA pursuant to CEQA Guidelines Section 15378. National Environmental Policy Act (NEPA): The proposed actions are exempt from NEPA pursuant to 24 CFR 58.34(a)(3).

Sustainability Considerations: Not applicable.

Commission Action: *Sacramento Housing and Redevelopment Commission:* At its June 17, 2020 meeting, the Sacramento Housing and Redevelopment Commission reviewed the staff recommendation for this item. The votes were as follows:

AYES:

NOES:

ABSENT:

Rationale for Recommendation: If Agency's application for LHTF funds is successful, \$5,000,000 would increase the number of affordable housing units created in the City of Sacramento.

Financial Considerations: The LHTF application will request \$5,000,000 in funding. The program allows for five percent of the award to be used for administrative costs. In accordance with the LHTF Program Guidelines, funding will be in the form of deferred payment loans with simple interest of no higher than three percent. Loan repayments revolve into an LHTF reuse account which is used to fund future Agency loan programs for LHTF eligible activities.

LBE - M/WBE and Section 3 requirements: Not applicable.

Respectfully Submitted by:



LA SHELLE DOZIER
Executive Director,

Sacramento Housing and Redevelopment Agency

Attachments

- 1-Description/Analysis
- 2-Resolution
- 3-Exhibit A

RESOLUTION NO. 2020 -

Adopted by the Sacramento City Council

AUTHORIZATION FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY TO APPLY FOR, ACCEPT, AND ADMINISTER THE LOCAL HOUSING TRUST FUND PROGRAM IN THE NAME OF AND ON BEHALF OF THE CITY OF SACRAMENTO; RELATED BUDGET AMENDMENT; ENVIRONMENTAL FINDINGS

BACKGROUND

- A. The Department of Housing and Community Development ("Department") is authorized to provide up to \$57 million under the Local Housing Trust Fund ("LHTF") Program from the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) (as described in Health and Safety Code section 50842.2 et seq. (Chapter 365, Statutes of 2017 (SB 3)) ("Program").
- B. The State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") dated 04/30/2020 under the LHTF Program;
- C. Applicant is an eligible Local or Regional Housing Trust Fund applying to the Program to administer one or more eligible activities using Program Funds.
- D. The Department may approve funding allocations for the LHTF Program, subject to the terms and conditions of H&S Code Section 50842.2, the LHTF Program Guidelines, NOFA, Program requirements, the Standard Agreement and other related contracts between the Department and LHTF award recipients;
- E. The Sacramento Housing and Redevelopment Agency ("Agency") administers the City's Housing Trust Fund, which is funded by development impact fees paid by developers of non-residential property and used to fund the Agency's Multifamily Rental Development Program which follows the City-adopted Multifamily Rental and Mortgage Revenue Bond Policies; and
- F. The Applicant, through its agent, the Agency, wishes to submit an application to obtain from the Department an allocation of LHTF funds in the amount of up to \$5,000,000; and
- G. The proposed action does not constitute a project under CEQA pursuant to Guidelines Section 15378(b)(4). The National Environmental Policy Act (NEPA) does not apply.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action, as stated above, are found to be true and accurate and are hereby approved and adopted.
- Section 2. If the City of Sacramento ("Applicant") receives an award of LHTF funds from the Department pursuant to the above referenced LHTF NOFA, it represents and certifies that it will use all such funds on Eligible Projects in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including, without limitation, all rules and laws regarding the LHTF Program, as well as any and all contracts Applicant may have with the Department ("Eligible Project").

- Section 3. The Applicant, through its agency, the Sacramento Housing and Redevelopment Agency ("Agency") is hereby authorized to act as the manager in connection with the Department's funds to Eligible Projects pursuant to the above-described Notice of Funding Availability in an amount not to exceed \$5,000,000 (the "LHTF Award").
- Section 4. Applicant hereby agrees to match on a dollar for dollar basis the LHTF Award pursuant to Guidelines Section 104. Applicant hereby agrees to utilize matching funds on a dollar-for-dollar basis for the same Eligible Project for which Program Funds are used, as required by HSC Section 50843.5(c).
- Section 5. Pursuant to Attachment 1 and the Applicant's certification in this resolution, the LHTF funds will be expended only for Eligible Projects and consistent with all program requirements.
- Section 6. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, H&S Section 50842.2 and LHTF Program Guidelines.
- Section 7. Applicant delegates authority to the Executive Director of the Agency, or her designee, to submit an application to the Department on behalf of and in the name of the Applicant to participate in the LHTF Program in response to the NOFA issued on April 30, 2020 for a funding allocation of up to \$5,000,000 to match the City's Housing Trust and provide subsidies for new construction of rental housing for extremely-low and very-low income households.
- Section 8. If the application for funding is approved, Applicant delegates authority to the Agency to receive funding from the Department on behalf of and in the name of the Applicant, and to administer the such funds for eligible activities in the manner presented in the application as approved by the Department and in accordance with program regulations and guidelines.
- Section 9. Agency, through its authorized designee, is authorized to execute the LHTF Program Application, the LHTF Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the LHTF Award to Applicant, as the Department may deem appropriate.
- Section 10. If the application for funding is approved, the Agency's budget is hereby amended to incorporate any LHTF funding up to \$5,000,000 for the Multifamily Lending Program.

Exhibit A

Summary of Use of Funding

Program Funds and Matching Funds will be used for permanent loans to subsidize the new construction of multifamily rental housing. The Sacramento Housing and Redevelopment Agency (Agency) will retain five percent of Program Funds for program administration. The remainder of the Program Funds (95 percent) will be used on a dollar for dollar match basis with locally-generated housing trust fund dollars to support the development of affordable rental housing in the City of Sacramento.

All project funding mentioned above will be used to support households at or below 60 percent of area median income. A minimum of 30 percent of program funds will be used to support households at or below 30 percent of Area Median Income.



June 17, 2020

**Sacramento Housing and
Redevelopment Commission
Sacramento, CA**

Honorable Members in Session:

SUBJECT:

Approval Of 2020 Local Housing Trust Fund Application

SUMMARY:

The attached report is submitted to you for review and recommendation prior to consideration by the County of Sacramento.

RECOMMENDATION:

Staff recommends approval of the recommendations outlined in this report.

Respectfully Submitted


LA SHELLÉ DOZIER
Executive Director

Attachment

**COUNTY OF SACRAMENTO
CALIFORNIA**

For the Agenda of:
July 14, 2020

To: Board of Supervisors

Through: Navdeep S. Gill, County Executive
Bruce Wagstaff, Deputy County Executive, Social Services Agency

From: La Shelle Dozier, Executive Director, Sacramento Housing and Redevelopment Agency

Subject: Approval Of 2020 Local Housing Trust Fund Application

District(s): All

RECOMMENDED ACTION

The report recommends approval of the attached Board of Supervisors Resolution authorizing Sacramento Housing and Redevelopment Agency (SHRA) through its Executive Director to: 1) submit an application to the California Department of Housing and Community Development in the amount of \$1,000,000 for funding under the Local Housing Trust Fund program; 2) execute a Standard Agreement for such funding and execute any related documents necessary to participate in the Local Housing Trust Fund Program, and any amendments thereto; and 3) amend the SHRA Budget to receive and expend the \$1,000,000 in Local Housing Trust Funds for construction of new, affordable multifamily rental housing.

BACKGROUND

The California Department of Housing and Community Development (HCD) announced a Notice of Funding Availability (NOFA) for the Local Housing Trust Fund (LHTF) Program on April 30, 2020. HCD awards LHTF funds to eligible applicants to enhance local housing trust funds by providing a dollar for dollar match. Applications under the NOFA are due to HCD no later than August 3, 2020. SHRA will apply for \$1,000,000 to be committed over a five-year period.

The City has two trust funds created by in-lieu fees, one on new residential development (Affordable Housing Ordinance), and one on commercial development (Housing Trust Fund). These funds are administered by the

Agency. To enhance the competitiveness of the LHTF application, the Agency will use County Housing Trust Funds as the required match.

LHTF-funded units will be restricted to households earning 60 percent or less of area median income (AMI), with a minimum of 30 percent of the LHTF funds being used for households earning 30 percent or less of AMI. LHTF funds will be administered using the Multifamily Housing and Mortgage Revenue Bond Policies in addition to LHTF Guidelines and the LHTF application. The Policies describe the priorities used when funding new multifamily developments.

The Agency was awarded funding through the LHTF program in 2014. The State has not had a source of funds to reactivate the program until this year.

COMMISSION ACTION

At its meeting of June 17, 2020, the Sacramento Housing and Redevelopment Commission considered the staff recommendation for this item. Staff will notify the Board in the event the item is not approved.

POLICY CONSIDERATIONS

The actions requested in this report will allow SHRA to apply for LHTF funds to increase the resources available through SHRA's Multifamily Lending and Mortgage Revenue Bond Policies. All projects funded with LHTF will comply with the County-adopted Multifamily Lending and Mortgage Revenue Bond Policies in addition to any LHTF requirements. The LHTF program contributes to goals in the County's 2013-2021 Housing Element by increasing the production of affordable rental housing.

ENVIRONMENTAL REVIEW

California Environmental Quality Act (CEQA): The proposed actions are not a project pursuant to CEQA Guidelines Section 15378.

M/WBE/SECTION 3 CONSIDERATIONS

Not applicable.

FINANCIAL ANALYSIS

The LHTF application will request \$1,000,000 in funding. The program allows for five percent of the award to be used for administrative costs. Loan repayments revolve into an LHTF reuse account which is used to fund future SHRA loan programs for LHTF eligible activities.

Respectfully Submitted,

APPROVED
NAVDEEP S. GILL,
County Executive



LA SHELLE DOZIER, Executive Director
Sacramento Housing and
Redevelopment Agency

By: _____
BRUCE WAGSTAFF
Deputy County Executive

Attachments:
RES – Resolution
ATT 1 – Summary of use of funds

RESOLUTION No.

AUTHORIZATION FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY TO APPLY FOR, ACCEPT, AND ADMINISTER THE LOCAL HOUSING TRUST FUND PROGRAM IN THE NAME OF AND ON BEHALF OF THE COUNTY OF SACRAMENTO; RELATED BUDGET AMENDMENT; ENVIRONMENTAL FINDINGS

WHEREAS, the Department of Housing and Community Development ("Department") is authorized to provide up to \$57 million under the Local Housing Trust Fund ("LHTF") Program from the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) (as described in Health and Safety Code section 50842.2 et seq. (Chapter 365, Statutes of 2017 (SB 3))) ("Program").

WHEREAS, the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") dated 04/30/2020 under the LHTF Program.

WHEREAS, Applicant is an eligible Local or Regional Housing Trust Fund applying to the Program to administer one or more eligible activities using Program Funds.

WHEREAS, the Department may approve funding allocations for the LHTF Program, subject to the terms and conditions of H&S Code Section 50842.2, the LHTF Program Guidelines, NOFA, Program requirements, the Standard Agreement and other related contracts between the Department and LHTF award recipients.

WHEREAS, the County, by its agent, the Sacramento Housing and Redevelopment Agency, (Agency) wishes to submit an application to obtain from the Department an allocation of LHTF funds in the amount of up to \$1,000,000.

WHEREAS, the proposed action does not constitute a project under CEQA pursuant to Guidelines Section 15378(b)(4). The National Environmental Policy Act (NEPA) does not apply.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF SACRAMENTO THAT:

Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action, as stated above, are found to be true and accurate and are hereby approved and adopted.

Section 2. If the County of Sacramento ("Applicant") receives an award of LHTF funds from the Department pursuant to the above referenced LHTF NOFA, it represents and certifies that it will use all such funds on Eligible Projects in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including, without limitation, all rules and laws regarding the LHTF Program, as well as any and all contracts Applicant may have with the Department ("Eligible Project").

Section 3. The County of Sacramento hereby authorizes the Sacramento Housing and Redevelopment Agency ("Agency") to act as the manager in connection with the Department's funds to Eligible Projects pursuant to the above-described Notice of Funding Availability in an amount not to exceed \$1,000,000 (the "LHTF Award").

Section 4. Applicant hereby agrees to match on a dollar for dollar basis the LHTF Award pursuant to Guidelines Section 104. Applicant hereby agrees to utilize matching funds on a dollar-for-dollar basis for the same Eligible Project for which Program Funds are used, as required by HSC Section 50843.5(c).

Section 5. Pursuant to Attachment 1 and the Applicant's certification in this resolution, the LHTF funds will be expended only for Eligible Projects and consistent with all program requirements.

Section 6. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, H&S Section 50842.2 and LHTF Program Guidelines.

Section 7. Applicant delegates authority to the Agency to submit an application to the Department on behalf of and in the name of the Applicant to participate in the LHTF Program in response to the NOFA issued on April 30, 2020 for a funding allocation of up to \$1,000,000 to match the County's Housing Trust and Affordable Housing Ordinance Funds and provide subsidies for new construction of rental housing for extremely-low and very-low income households.

Section 8. If the application for funding is approved, Applicant delegates authority to the Agency to receive funding from the Department on behalf of and in the name of the Applicant, and to administer the such funds for eligible activities in the manner presented in the application as approved by the Department and in accordance with program regulations and guidelines.

Section 9. Agency, through its authorized designee, is authorized to execute the LHTF Program Application, the LHTF Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the LHTF Award to Applicant, as the Department may deem appropriate.

Section 10. If the application for funding is approved, the Agency's budget is hereby amended to incorporate any LHTF funding up to \$1,000,000 for the Multifamily Lending Program.

Approval Of 2020 Local Housing Trust Fund Application

Page 4

On a motion by Supervisor _____, seconded by Supervisor _____, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 14th day of July, 2020, by the following vote, to wit:

AYES: Supervisors,

NOES: Supervisors,

ABSENT: Supervisors,

ABSTAIN: Supervisors,

RECUSAL: Supervisors,
(PER POLITICAL REFORM ACT (§ 18702.5.))

Chair of the Board of Supervisors
of Sacramento County, California

(SEAL)

ATTEST: _____
Clerk, Board of Supervisors

Attachment 1

Summary of Use of Funding

Program Funds and Matching Funds will be used for permanent loans to subsidize the new construction of multifamily rental housing. The Sacramento Housing and Redevelopment Agency (Agency) will retain five percent of Program Funds for program administration. The remainder of the Program Funds (95 percent) will be used on a dollar for dollar match basis with locally-generated housing trust fund dollars to support the development of affordable rental housing in unincorporated Sacramento County.

All project funding mentioned above will be used to support households at or below 60 percent of area median income. A minimum of 30 percent of program funds will be used to support households at or below 30 percent of Area Median Income.



June 17, 2020

**Sacramento Housing and
Redevelopment Commission
Sacramento, CA**

Honorable Members in Session:

SUBJECT:

Update on Emergency Bridge Housing at the Grove

SUMMARY:

The attached report is submitted to you for review and recommendation prior to consideration by the City of Sacramento.

RECOMMENDATION:

Staff recommends approval of the recommendations outlined in this report.

Respectfully Submitted



LA SHELLE DOZIER
Executive Director

Attachment



**REPORT TO HOUSING AUTHORITY
AND COUNCIL**
City of Sacramento
915 I Street, Sacramento, CA 95814-2671
www.CityofSacramento.org

Discussion
June 30, 2020

**Chair and Members of the Housing Authority Board
Honorable Mayor and Members of the City Council**

Title: Update on Emergency Bridge Housing at the Grove

Location/Council District: District 2

Recommendation: Oral Presentation only - receive and file

Contact: Sarah O'Daniel, Director of HCV and Homeless Innovations, (916) 440-1397,
La Shelle Dozier, Executive Director, (916) 440-1319, Sacramento Housing and
Redevelopment Agency

Presenter: Sarah O'Daniel, Director of HCV and Homeless Innovations, (916) 440-
1397, Sacramento Housing and Redevelopment Agency

Department: Sacramento Housing and Redevelopment Agency

Description/Analysis

Issue Detail: On February 18, 2020, the Housing Authority Board approved the development of an emergency initiative to house unsheltered transitional aged youth (TAY) in double occupancy sleeping cabins on Grove Avenue in Council District Two. This initiative was developed on short notice to meet Governor Newsom's 100-day challenge and respond to the Shelter Crisis Declaration of January 14, 2020.

After approval, SHRA staff moved quickly to establish these cabins, trailers for office space, and hygiene facilities on private property that is adjacent to St Paul's Church (church) on 2787 Grove Avenue.

Through this initiative emergency bridge housing will be provided for unsheltered TAY between the ages of 18-24 who enter through a youth centric coordinated entry system and receive robust wrap around services coordinated by First Step Communities (FSC) that focus on a housing first, trauma informed care model.

Focusing on TAY allows the operator to provide housing, support them with case management and help them become self sufficient. This strategy also helps the community address the concerns of the homeless youth early in their lives and prevent them from being part of the future chronic homeless population.

At full build out the sleeping cabin community, utilizing other land owned by the church, will have 50 double occupancy cabins for 80-100 TAY providing shelter and wrap around services with the goal of transitioning them to stable housing within four to six months. The initial startup phase is to house 48 TAY in 24 sleeping cabins (with double occupancy).

On April 7, 2020, SHRA staff sought guidance from City Council on whether to proceed with this initiative in light of the current pandemic and the need to review all homeless initiatives that are underway. The Mayor and City Council requested the project to be put on hold for 30 days.

On April 21, 2020, SHRA staff was requested by the City Council to bring this item back for review earlier than the original 30 days. At that time, staff was asked to proceed with the project and continue construction.

Given the current pandemic and the need for social distancing, double occupancy for homeless TAY couples and single occupancy for the remaining cabins will be required. Once the pandemic subsides, double occupancy in all cabins may be permitted with the goal of future expansion of the project.

Project Status

All site preparation is completed and 24 cabins and office and community trailers are on site. Underground electrical lines have been connected to all cabins and each cabin has heating and air conditioning. Water service and sewer lines are connected to the restroom trailers. Fencing currently surrounds the property. Finally, security cameras and lighting have been installed throughout the property. Staff will present the latest operational update at the Housing Authority/Council meeting.

Policy Considerations: This initiative is consistent with the Homeless Services Funding Plan approved by Council on April 23, 2019 and the Governors Executive Order N-23-20 to reduce street homelessness, break down barriers to homeless individuals accessing health care and other critical services, and to increase housing options for those experiencing homelessness. It is also consistent with the City's declaration of a shelter crisis pursuant to Government Code Section 8698.2.

Economic Impacts: Not applicable.

Environmental Considerations: This low barrier navigation project is not a discretionary action subject to the California Environmental Quality Act (CEQA) pursuant to Government Code §§ 65660 & 65662, and is exempt as a project necessary to mitigate an emergency pursuant to CEQA Guidelines §15269(c).

Sustainability Considerations: The Emergency Bridge Housing sleeping cabin community is a pilot program. Upon evaluation and review, the pilot may be considered for scaling up or replicating for another sleeping cabin community to be operated in a different City Council District with a goal of self-sufficiency.

Committee/Commission Action: At its June 17, 2020 meeting, the Sacramento Housing and Redevelopment Commission received an update on this initiative.

Rationale for Recommendation: Through this initiative, up to 48 TAY may be temporarily housed, receive critical services, and be connected to stable housing as part of the re-housing efforts. The goal is to provide the services needed to help the youth become self sufficient and prevent them from becoming part of the chronic homeless population in Sacramento.

Financial Considerations: There are no financial considerations with this staff report. The initial startup to launch 24 sleeping cabins for up to 48 youth is approximately \$5.6 million for construction and operation costs. This also includes funds for outreach and re-housing services to stably house the TAY in the community.

LBE - MWBE and Section 3 requirements: Not applicable as this initiative is funded through state funding.

Respectfully Submitted by:


LA SHELLE DOZIER
Executive Director

Attachments

1-Description/Analysis



June 17, 2020

**Sacramento Housing and
Redevelopment Commission
Sacramento, CA**

Honorable Members in Session:

SUBJECT:

Implementation of the Meadowview Navigation Shelter

SUMMARY:

The attached report is submitted to you for review and recommendation prior to consideration by the City of Sacramento.

RECOMMENDATION:

Staff recommends approval of the recommendations outlined in this report.

Respectfully Submitted


LA SHELLE DOZIER
Executive Director

Attachment



**REPORT TO COUNCIL AND
HOUSING AUTHORITY
City of Sacramento**
915 I Street, Sacramento, CA 95814-2671
www.CityofSacramento.org

Discussion
June 30, 2020

**Honorable Mayor and Members of the City Council
Chair and Members of the Housing Authority Board**

Title: Implementation of the Meadowview Navigation Shelter

Location/Council District: Districts 5 and 8

Recommendation: 1) **Pass a Motion by two-thirds vote** waiving Sacramento City Code Section 4.04.020 and Council Rules of Procedure (Chapter 7, Section E.2.d) mandating that unless waived by a 2/3 vote of the City Council, all labor agreements and all agreements greater than \$1,000,000 shall be made available to the public at least ten (10) days prior to council action; 2) adopt a **Housing Authority Resolution:** a) amending the Housing Authority's budget in the amount of \$7,035,660; b) authorizing the Executive Director, or her designee, to increase the Housing Authority's head count by two full-time employees; c) authorizing the Executive Director, or her designee, to negotiate, enter into and execute an Amendment to the Master Administrative Service Agreement with the City to include the operation of the Meadowview Navigation Shelter; d) authorizing the Executive Director, or her designee, to enter into and execute a professional services contract and related documents with Next Move, the selected shelter operator for the Meadowview Navigation Shelter; and e) making related findings; and 3) adopt a **City Council Resolution:** a) providing \$7,035,660 in funding for a two year period; \$6,146,830 million from the State Homeless Housing, Assistance and Prevention (HHAP) funds, and \$888,830 from City Designated Funds to the Housing Authority for the Meadowview Navigation Shelter; b) approving an amendment to the Housing Authority budget in the amount of \$7,035,660; c) authorizing the City Manager, or his designee, to negotiate, enter into and execute an Amendment to the Master Administrative Service Agreement with the Housing Authority to include the operation of the Meadowview Navigation Shelter; and d) making related findings.

Contact: Sarah O'Daniel, Director of Homeless Innovations (916) 440-1397, Sacramento Housing and Redevelopment Agency, La Shelle Dozier, Executive Director (916) 440-1319, Sacramento Housing and Redevelopment Agency

Presenters: Sarah O'Daniel, Director of Homeless Innovations (916) 440-1397, Sacramento Housing and Redevelopment Agency

Department: Sacramento Housing and Redevelopment Agency (SHRA)

Description/Analysis

Issue Detail: While homelessness is a personal journey for each individual, it impacts the entire community. The City of Sacramento has invested a significant amount of resources to increase the access and availability of shelter beds, services and permanent housing to those experiencing homelessness.

Despite this significant effort, homelessness is still very prevalent in Sacramento. According to the 2019 Sacramento County Point in Time Report, 2,800 persons within the City are experiencing unsheltered homelessness. In addition, from 2017-19 there was an overall 19 percent increase in homelessness. In 2019 approximately 10 percent of overall calls for service in the City of Sacramento (40,707 out of 391,470 calls) were related to a homeless issue.

In late 2018, Mayor Steinberg challenged Council members to identify opportunities to expand re-housing shelter programs in their districts. On April 23, 2019, the City Council approved a Homeless Services Funding plan to allocate funds towards housing the homeless at Capitol Park Hotel and some scattered site shelters.

On August 27, 2019, City staff brought forward options to allocate \$7.8 million towards homeless initiatives and the City Council voted to move forward with implementing the Meadowview and the X Street Navigation Shelters.

On September 24, 2019, the City Council requested a plan to house the homeless. On October 22, 2019, the Housing Authority of the City of Sacramento (Housing Authority) presented a Five-Point Homeless Plan that included the following temporary and permanent housing options: 1) Scattered Sites model, 2) Safe Parking Program, 3) Sleeping Tents/Cabins, 4) Motel Conversions and 5) Permanent Supportive Housing.

On December 3, 2019 a follow up Council meeting was held to discuss funding the options presented at the October 22nd council meeting. At this meeting SHRA was requested to oversee the operations of the Meadowview Navigation Shelter (Meadowview Shelter).

On December 5, 2019, Governor Newsom signed a 100-Day Challenge to California cities and counties, replicating a successful national model to jumpstart action to fight homelessness. The City of Sacramento adopted a Declaration of a Shelter Crisis on January 14, 2020.

On February 18, 2020 the Housing Authority staff presented a plan to house up to 48 homeless transitional aged youth (TAY) in 24 cabins on Grove Avenue. Currently all site work is completed and the first TAY guests were housed on June 10, 2020.

Despite this emergency housing and many other shelter, re-housing and permanent supportive housing options in the City, there is still a significant need to house many more homeless who are still living on the streets and in encampments scattered throughout the City.

Meadowview Shelter

In August 2019, the Council directed City staff to move forward with a homeless shelter in Meadowview located at 2812 Meadowview Road which would house up to 100 women and children. City staff would lead the construction of a 100 x 60 Sprung Structure with accompanying restrooms, showers and administrative space. Daily meals would be provided and pets would be allowed on the property. Since that meeting it was decided that only adult homeless women would be sheltered at this site and SHRA would oversee the administration of the shelter operations.

The goal of the Meadowview shelter is to house unsheltered homeless women, understand their barriers to housing, stabilize them with services, link them to income resources as necessary, and help them find suitable stable housing. The shelter would operate from a housing first, low-barrier approach to provide services and housing support. Priority would be given to women living in the surrounding area.

The cost for construction and operations (for two years) is anticipated as follows:

Meadowview Shelter	Proposed Funding		Beds	Due/Open Date
	Amount	Source		
Construction	\$4.29 million \$473,591	HEAP Measure U funds		July 2020
Operations (2 Years)	\$6 million \$120,000	HHAP Funds City Funds	100	July 2020
Administration (2 Years)	\$146,830 \$768,830	HHAP City Funds		

Construction for the project was funded by State Homeless Emergency Aid Program (HEAP) and Measure U funds and approvals were received on December 11, 2018, September 24, 2019 and December 10, 2019 for various phases of construction. Funds are currently being utilized for design, permitting, fees, inspections, management, and construction costs. Work is being led by City Public Works staff and construction is currently underway. The site is expected to be ready by July of 2020.

The City in partnership with Housing Authority staff applied for and received \$6 million of state HHAP funds for the operation of this shelter and associated administrative funds for a two-year period. An additional \$120,000 is requested to fund utility costs that were not anticipated as the City was originally slated to oversee the administration of this shelter which is located on city property.

The breakdown of anticipated (two-year) operational costs is:

Operations	Two Year Budget
Operator Contract	\$3,600,000
Re-Housing funds	\$1,440,000
Facility Maintenance	\$280,000
Trailer rentals	\$80,000
Outreach	\$600,000
Utility costs	\$120,000
Sub total	\$6,120,000
Administration	
Staffing and Benefits	\$737,574
Operational Oversight	\$178,086
Sub total	\$915,660

Before the transition of the project to the Housing Authority, the City issued a Request for Proposals for an operator in November 2019 and Next Move was chosen as the service operator. Staff recommends entering into a contract with Next Move to start operations at the site.

Policy Considerations: The actions recommended in this report are consistent with the Shelter and Re-Housing Strategy Report presented to Council on April 23, 2019 and the Homeless Services Funding Plan that was presented to Council on August 27, 2019. Recommendations are also consistent with the Governors Executive Order N-23-20 to reduce street homelessness, break down barriers to homeless individuals accessing health care and other critical services, and to increase housing options for those experiencing homelessness.

Economic Impacts: Not applicable.

Environmental Considerations: This low barrier navigation project is not a discretionary action subject to the California Environmental Quality Act (CEQA) pursuant to Government Code §§ 65660 & 65662, and is exempt as a project necessary to mitigate an emergency pursuant to CEQA Guidelines §15269(c).

Sustainability Considerations: Not applicable.

Rationale for Recommendation: The City of Sacramento has declared a shelter crisis emergency indicating that there are not enough beds to serve individuals experiencing homelessness and shelter beds need to be made available as soon as possible. The United States Interagency Council on Homelessness recommends that “shelters must be low barrier, focus on assessment and triage, and intentionally link to permanent housing resources so that people move through to housing quickly”. The Housing Authority’s significant experience in providing housing and services to people in need throughout Sacramento makes the agency a natural partner to administer the shelter operations and re-housing strategy for people experiencing homelessness in Sacramento.

Financial Considerations: It will cost \$7,035,660 to operate the Meadowview Shelter over a two year period. This includes funding Next Move to operate and maintain the site, coordinate/provide case management, meals, partner with other medical/service provider entities, outreach efforts, coordinated entry process into the shelter and a robust re-housing fund. It also includes \$120,000 for utility costs over a two year period that was not originally anticipated when the City was planning to oversee the operations on City property. In addition, staff is working diligently on this project since spring 2020, to ensure operations will commence smoothly upon completion of construction. Therefore costs for Housing Authority staff to oversee operations of the site are also included in this budget.

LBE - M/WBE and Section 3 requirements: Minority and Women’s Business Enterprise requirements will be applied to all activities to the extent required by federal funding to maintain that federal funding. Section 3 requirements will be applied to the extent as may be applicable.

Respectfully Submitted by:


LA SHELLE DOZIER
Executive Director

Attachments

- 1-Description/Analysis
- 2-Resolution – City Council
- 3-Resolution – Housing Authority
- 4-Scope of Work

RESOLUTION NO. 2020-

Adopted by the Sacramento City Council

On date of

OPERATION OF MEADOWVIEW NAVIGATION SHELTER

BACKGROUND

- A. At any point in time, approximately 2,800 persons within the city are experiencing unsheltered homelessness, according to the 2019 Homelessness in Sacramento County Point in Time Report.
- B. The City Council has heard extensive testimony on the impacts of homelessness on persons without shelter as well as on the community at large.
- C. On September 24, 2019, the City Council requested a Five Point Plan of homeless strategy options for discussion.
- D. On October 22, 2019, the City Council was presented with a Five Point Plan that included the following options: 1) Scattered sites; 2) Safe parking Program; 3) Sleeping Tents/Cabins; 4) Motel Conversion; and 5) funding to increase permanent supportive housing, which the City Council requested further refinement and coordination with the City Manager.
- D. On December 3, 2019, recommendations were presented to the City Council on how to implement the Five Point Plan with various funding streams and discussed the need for site control in order to initiate an array of shelter programs.
- E. On December 5, 2019, Governor Gavin Newsom challenged California Cities to take action to house 100 unsheltered individuals within 100 days.
- F. On January 14, 2020, the City Council declared a Shelter Crisis Emergency under California Government Code Title 2, Division 1, Chapter 7.8 including in particular sections 8698, 8698.1, and 8698.2.
- G. The City Manager was directed to prepare an interim ordinance if required to streamline zoning regulations for privately-owned or operated shelters, including zoning administrator approval of conditional use permits for shelters, allowing small temporary shelters by right on sites with an approved assembly use, and streamlining approval of city-sponsored shelters on private property that may otherwise require zoning approvals.
- H. The City of Sacramento identified a city-owned parcel of land to set up operations of the Meadowview Navigation Shelter. It is located at 2812 Meadowview Road and entails a Sprung structure that can temporarily sleep up to 100 guests.

- I. In addition to providing shelter beds, the low-barrier Meadowview Navigation Shelter will include meals, case management and wrap around services, restrooms, and showers facilities, which will be operated by a selected shelter provider for up to two years.
- J. This low barrier navigation project is not a discretionary action subject to the California Environmental Quality Act (CEQA) pursuant to Government Code §§ 65660 & 65662, and is exempt as a project necessary to mitigate an emergency pursuant to CEQA Guidelines §15269(c).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. All of the evidence having been duly considered, the facts as presented and stated above, including the environmental facts and findings, as stated above, are found to be true and correct.
- Section 2. The City will provide \$7,035,660 of funding to the Housing Authority of the City of Sacramento (Housing Authority), of which \$6,146,830 will be State Homeless Housing, Assistance and Prevention funds and \$888,830 of funding will be from City funds.
- Section 3. The City Manager, or his designee, is authorized to negotiate, enter into and execute an Amendment to the Master Administrative Service Agreement with the Housing Authority to include the operation of the Meadowview Navigation Center, and to enter into and execute any contracts and related documents, in a form approved by the City Attorney, for the purpose of operating the Meadowview Navigation Shelter.
- Section 4. The City Manager, or his designee, is authorized to insure coverage of the Sprung Structures, property, and other liabilities.

RESOLUTION NO. 2020-

Adopted by the Housing Authority of the City Sacramento

On date of

OPERATION OF MEADOWVIEW NAVIGATION SHELTER

BACKGROUND

- A. At any point in time, approximately 2,800 persons within the city are experiencing unsheltered homelessness, according to the 2019 Homelessness in Sacramento County Point in Time Report.
- B. The City Council of Sacramento (City Council) has heard extensive testimony on the impacts of homelessness on persons without shelter as well as on the community at large.
- C. On September 24, 2019, the City Council requested a Five Point Plan of homeless strategy options for discussion.
- D. On October 22, 2019, the City Council was presented with a Five Point Plan that included the following options: 1) Scattered sites; 2) Safe parking Program; 3) Sleeping Tents/Cabins; 4) Motel Conversion; and 5) funding to increase permanent supportive housing, which the City Council requested further refinement and coordination with the City Manager.
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- F. On January 14, 2020, the City Council declared a Shelter Crisis Emergency under California Government Code Title 2, Division 1, Chapter 7.8 including in particular sections 8698, 8698.1, and 8698.2.
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- H. The City of Sacramento identified a city-owned parcel of land to set up operations of the Meadowview Navigation Shelter. It is located at 2812

Meadowview Road and entails a Sprung structure that can temporarily sleep up to 100 guests.

- I. In addition to providing shelter beds, the low-barrier Meadowview Navigation Shelter will include meals, case management and wrap around service, restrooms, and showers facilities, which will be operated by a selected shelter provider for up to two years.
- J. This low barrier navigation project is not a discretionary action subject to the California Environmental Quality Act (CEQA) pursuant to Government Code §§ 65660 & 65662, and is exempt as a project necessary to mitigate an emergency pursuant to CEQA Guidelines §15269(c).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO (Housing Authority) RESOLVES AS FOLLOWS:

- Section 1. All of the evidence having been duly considered, the facts as presented and stated above, including the environmental facts and findings, as stated above, are found to be true and correct.
- Section 2. The Executive Director, or her designee, is authorized to amend the Housing Authority's budget in the amount of \$7,035,660 for the purpose of funding the costs for operating the Meadowview Navigation Shelter.
- Section 3. The Executive Director, or her designee, is authorized to add an additional two (2) full-time employees to support the administration of the Meadowview Navigation Shelter.
- Section 4. The Executive Director, or her designee, is authorized to negotiate, enter into and execute an Amendment to the Master Administrative Service Agreement with the City to include the operation of the Meadowview Navigation Center, and to enter into and execute any contracts and related documents, in a form approved by Agency Counsel, for the purpose of operating the Meadowview Navigation Shelter.
- Section 5. The Executive Director, or her designee, is authorized to enter into and execute a Professional Services contract with a shelter operator for a term of up to 24 months, and any other documents that may be needed to engage the shelter operator, in a form approved by Agency Counsel, for the purpose of operating the Meadowview Navigation Shelter.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (SHRA)
NEXT MOVE HOMLESS SERVICES, INC. (NEXT MOVE)
SCOPE OF SERVICES**

SERVICE LOCATION

Meadowview Navigation Center
Sacramento, CA 95822

FUNDING

The State of California awarded the City of Sacramento \$5.04 million for the operations of the Meadowview Navigation Center (Center) to house up to 100 homeless women. The Sacramento City Council authorized:

- Sacramento Housing and Redevelopment Agency (SHRA) to oversee the management and the oversight of the operations and re-housing activities at the Center as outlined in the *Administrative Services Agreement* listing the associated terms and responsibilities for these activities;
- SHRA to enter into and execute a contract with the selected shelter operator Next Move on behalf of the City of Sacramento (City) utilizing State of California Homeless Housing Assistance and Prevention Program (HHAP) funds.

OVERALL STATEMENT OF WORK

Homelessness is an issue that impacts communities without regard to geographic or political boundaries and for which there is no single answer or approach. Shelters play a significant role in addressing homelessness and are necessary to create a systemic approach to addressing homelessness which includes the housing first model. The City and SHRA recognize the important transitional role that emergency shelters play in moving people out of homelessness and into permanent and stable housing. To that end, the City and SHRA jointly applied for and received State HHAP funds to operate a shelter for up to 100 homeless women at 2700 Meadowview Road. Based on a competitive Request for Proposal award, SHRA is contracting with Next Move as the on-site operator to ensure that:

- Shelter beds and services are available daily for women beginning on _____ for a term of 12 months with an option to extend for an additional 12 months. SHRA, in its sole and absolute discretion, may exercise this option to extend the term any time prior to the expiration of the contract.

Key elements must be followed on a daily basis:

- The Center must ensure a consistent quality of care to operate a low barrier, “housing first” emergency shelter to unsheltered women (also referred to as guests) throughout Sacramento City; and
- Services at the Center must be primarily focused on helping the guests obtain stable housing.

DESCRIPTION OF SERVICES

Next Move will operate the Center to provide up to 100 beds and services to individual adult women with priority for women on the streets on/near Meadowview Road who are experiencing literal homelessness, defined as having a primary night time residence that is a public or private place not meant for human habitation. Working in partnership with other agencies, Next Move will provide robust case management and other pertinent services and assist guests to secure on-going, stable housing.

Next Move will be contracted at the onset of operations to support the daily activities at the site. They will provide shelter, food, laundry services, case management, behavioral health, employment and re-housing assistance at the site. Some services will be provided directly by the operator onsite while other services may be provided off site.

Intake

Next Move will not accept walk up referrals. Referrals will be provided by Sacramento Steps Forward (SSF) through Coordinated Entry (CE) based on the priorities of this shelter operation. Eligible guests are adults aged 18 or older, who identify as a woman, who are able to provide self-care (able to independently feed, clothe, toilet, ambulate), who are experiencing literal homelessness as defined by having a primary night time residence that is a public or private place not meant for human habitation.

First priority will be for homeless women in the area surrounding Meadowview. Intake of guests shall occur each day between 9am and 6pm. Referrals outside of those hours will need to wait until the next available intake period.

To the extent possible, Next Move will work in a manner in accordance to the “Housing First” approach which reduces barriers to guest entry and shall not deny entry to the Center based on suspicion of substance abuse, insobriety, or criminal background, unless a guest poses an imminent threat to themselves, staff, or other guests. The Center shall not deny entrance to anyone based on race, color, religion, sex), national origin, age (40 or older), disability or genetic information.

Next Move must not deny a referral but must bring any concerns immediately to the attention of SHRA. This should be an unusual event as the Center is “Housing First” focusing on filling vacant beds. Staff welcomes the guests “as they are”, and seeks to engage them in ongoing services using best practices.

Next Move must ensure that daily occupancy records and bed counts are available. Every effort will be made to ensure that all available beds are occupied every night and that there isn’t a vacancy rate of more than 5%, once the Center is fully operational.

Upon entry, data on all guests will be entered into the Sacramento County Homeless Management Information System (HMIS) in real time. HMIS entry and exit printout must be kept in guest files. Homeless certification must be kept in the guest’s file.

I. Facility

The Center will be utilized to shelter homeless women and provide services that will support the guests’ efforts to find and maintain permanent housing and employment. Next Move may partner with external providers to more effectively support the needs of the guests. Next Move staff and SHRA will mutually notify each other when additional services are brought on-site.

II. Case Management

Case Management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet individual needs. In this context, case management and supportive services are designed to focus on housing needs and assist the individual to become stably housed. Critical components in the provision of case management services include the following:

- **Housing First:** An approach that prioritizes providing people experiencing homelessness with permanent and stable housing as quickly as possible and then providing services as needed to promote housing stability and individual well-being.
- **Harm Reduction:** An approach aimed at reducing the risks and harmful effects associated with substance use and addictive behaviors: for the person, the community and society as a whole, without requiring abstinence. A Harm Reduction approach recognizes that consumers can be at different stages of recovery and that effective interventions should be tailored to each consumer’s stage.
- **Trauma Informed Care:** A strengths-based framework that is grounded in an understanding of and responsiveness to the impact of trauma, while emphasizing physical, psychological, and emotional safety for providers and survivors.
- **Guest Centered:** Approaching the care, goals and interventions of a guest based on their unique identified need for services.
- **Culturally Competent:** Ability to honor, understand, and respect beliefs, lifestyles, attitudes, and behaviors demonstrated by diverse groups of people, and to diligently

act on that understanding. It includes knowledge of one's own cultural values, and ability to consistently function with members of other cultural groups.

A SHRA staff person will work on-site at the Center to support Next Move staff and facilitate collaboration and communication between all partnering organizations and guests.

Next Move shall coordinate the efficient delivery of services to each guest. To ensure this consistent delivery of high quality supportive services, case management services will include but not be limited to the following:

- Referral Procedures: Establish referral and follow up procedures to confirm guests connect to services to which they are referred. Documentation of referrals made, and referral confirmation must be maintained in their files.
- Warm handoffs: When referrals are made, the Next Move caseworker will facilitate a "warm handoff" by communicating with staff from the referred agency to introduce the guest.
- Health and Wellness referrals: Ensure guests are linked to and assisted in accessing medical health, mental health, and any needed alcohol and other drug services to address barriers to housing. It is preferable that some of these services are provided onsite.
- Mainstream Benefits: Establish procedures for screening guests at program entry and intake for eligibility to mainstream benefits. Assist guests with obtaining income and/or establishing benefits. This includes coordinating the completion and submission of applications for public benefits and entitlements (e.g., general assistance, SNAP, SSI/SSDI, veteran benefits), health insurance benefits (e.g., Medi-Cal, Medicare, Covered California, etc) and other sources of financial assistance.

III. Data

The State of California, the City of Sacramento and SHRA will be requesting data in various formats to meet their individual reporting requirements. Every effort will be made to limit data collection to those items contained within HMIS. It is highly recommended that Next Move staff is trained to use electronic devices (phones, tablets or laptops) to collect data in real-time. This ensures timely and accurate data is immediately collected and available.

Next Move must identify a staff contact person for data collection and reports. This staff person will coordinate with SHRA on a regular basis to ensure accurate numbers and measures are provided for all reports.

IV. Housing Services

The purpose of the Center is to help women who are experiencing homelessness by providing a safe place to shelter and receive supportive services, with the ultimate goal of obtaining stable housing. Upon entry, Next Move will work closely with guests to understand and address barriers to receive stable housing. Housing services include, but are not limited to:

- Establishing relationships with landlords;
- Advocating for guests as renters;
- Teaching guests to be rent-ready;
- Providing security deposits;
- Providing guests with tools on how to maintain safe, healthy and sustainable housing;
- Providing case management to guests needing services to address barriers to stable housing (i.e., health and wellness, public benefits, employment, medical care, transportation, etc.).

Rehousing efforts should be a daily focus for every guest and staff person at the Center.

V. Facility Operations

Next Move will:

- Ensure safe and clean sleeping accommodations.
- Ensure guests maintain clean linens.
- Ensure that the Center is staffed 24-hours a day, seven days a week.
- Ensure the entire property is maintained and kept free of health and safety concerns.
- Ensure guests' pets remain in the designated area and that guests are providing necessary care.

VI. Meals

Next Move will provide three (3) daily meals as well as access to beverages and snacks as needed. Meals must be nutritionally adequate in accordance with U.S. Department of Agriculture guidelines.

VII. Security and On-site Support

Next Move will:

- Ensure that all staff are visually identifiable.
- Provide private on-site space for case managers and other service providers to meet with guests.

- Prevent weapons, illegal drugs or alcohol from being brought onto the property.
- Coordinate site security and facilitate uniform and effective program entry and property searches, as appropriate.

VIII. **Written Policies and Procedures**

Next Move will work in partnership with SHRA in the development of, and compliance with a Guest Intake Packet which includes, but is not limited to:

- Guest Rights and Responsibilities
- Program Policies
- Campus Policies
- Supportive Services Policies
- Administrative Policies

All policies and procedures are subject to review and mutual agreement by SHRA and Next Move.

All policies and procedures must be guest-centered to minimize barriers to access services and also prevent/minimize exits from the program due to rule violations.

IX. **Visitors**

The Center has a “No Visitors” policy.

X. **Budget**

Line item transfers between budget categories may be requested. All proposed changes must be requested and approved in writing by SHRA before any transfer can take place and this change cannot result in the total budget exceeding the maximum total contract amount. Line item changes may result in requesting permission from the City and/or the state. No change can be implemented without written permission from SHRA.

For this agreement, the indirect cost rate will be capped at 7% of the total program expenses, in accordance with the terms of the HHAP funding requirements.

XI. **Invoicing**

Next Move shall submit a monthly invoice to SHRA by the fifteenth (15th) day of the following month. Reimbursement requests are to be on Next Move letterhead and executed by a Next Move authorized staff person.

Eligible costs for reimbursement are defined by the HHAP grant.

XII. Record-Keeping

Next Move will comply with all reporting requirements in the HHAP application.

HMIS records are to be maintained in accordance with the requirements of SSF's HMIS policies.

Next Move shall maintain guest files for five years from project closeout. Records pertaining to this program will be made available upon request by SHRA.

XIII. Critical Incident Reports

Upon the occurrence of any reportable event(s) identified below, Next Move shall notify SHRA staff in writing within 24 hours.

Reportable Event:

- a. Death of any guest from any cause.
- b. Any facility-related injury of any guest which requires medical treatment, excluding basic First Aid.
- c. All cases of communicable disease reportable under Section 2502 of Title 17, California Code of Regulations, shall be reported to the local health officer in addition to the State of California, Department of Health Care Services (DHCS, and SHRA.
- d. Poisonings.
- e. Catastrophes such as flooding, tornado, earthquake, or any other natural disaster.
- f. Fires or explosions that occur in or on the premises.
- g. Violence between guests.
- h. Any time law enforcement or EMT personnel respond to a resident on campus.
- i. When a guest is exited for non-compliance.

Specific Information to Provide:

- a. Guest's name
- b. Date, time, and nature of event.
- c. Witnesses
- d. Consequences

XIV. Expected Outcomes

Next Move is expected to produce the following outcomes required by the State of California Homeless Housing Assistance and Prevention Program (HHAP):

- Reduce the number of women experiencing unsheltered homelessness by at least 40% (or 413 individuals) over two years.
- Exit guests from the Center to stable housing within six months.

- Exit at least 70% of guests to a non-homeless destination (permanent housing, transitional housing, treatment, rapid re-housing, re-unification, self-resolves housing crisis).
- Exit at least 50% of guests to permanent housing (150 annually).
- Improve income for guests through employment and/or access to cash benefits.
- Improve guests' non-cash benefit utilization (such as health insurance).
- Average of no more than five percent vacancy rate per night.
- Serve a minimum of 300 unique guests annually.
- Serve 90% of total annual enrollment from literal unsheltered homelessness.

Next Move will continue to collaborate with SHRA, SSF, and other SHRA-approved participating service providers to increase the number of guests exiting to permanent and stable housing.



June 17, 2020

**Sacramento Housing and
Redevelopment Commission
Sacramento, CA**

Honorable Members in Session:

SUBJECT:

Sacramento Housing and Redevelopment Agency Budget Overview

SUMMARY:

The attached report is submitted to you for review and recommendation prior to consideration by the City of Sacramento.

RECOMMENDATION:

Staff recommends approval of the recommendations outlined in this report.

Respectfully Submitted



LA SHELLE DOZIER
Executive Director

Attachment



**REPORT TO HOUSING AUTHORITY
AND CITY COUNCIL
OF THE CITY OF SACRAMENTO
915 I Street, Sacramento, CA 95814-2671
www.CityofSacramento.org**

**Oral Presentation
June 30, 2020**

**Honorable Mayor and Members of the City Council
Chair and Members of the Housing Authority Board**

Title: Sacramento Housing and Redevelopment Agency 2020 Budget Overview

Location/Council District: Citywide

Recommendation: Oral Presentation only – no specific recommendation

Contact: La Shelle Dozier, Executive Director, 916-440-1319; Susana Jackson, Chief Financial Officer, 916-440-1373; Sacramento Housing and Redevelopment Agency

Presenters: Susana Jackson, Chief Financial Officer, 916-440-1373, Sacramento Housing and Redevelopment Agency

Department: Sacramento Housing and Redevelopment Agency

Description/Analysis

Issue Detail: Along with other state and local agencies, the COVID-19 pandemic has brought uncertainty and increased costs to the Sacramento Housing and Redevelopment Agency (Agency). Fortunately for the Agency and the populations we serve, the federal government passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act on March 27, 2020, which will have a positive impact on the overall revenue and expenditure outlook for the remaining fiscal year.

The CARES Act funding that the Agency will receive includes additional Housing Choice Voucher Administration funding (HCV), additional Public Housing Operating Subsidy, as well as Community Development Block Grant funding (CDBG), Emergency Solutions Grant funding (ESG) and Housing for Persons with AIDS funding (HOPWA).

Additionally the Agency has applied for Federal Emergency Management Agency (FEMA) funding through the California Office of Emergency Services, (CalOES) and is preparing a project application for submittal to Cal OES which will hopefully offset some of the administrative costs incurred while responding to the worldwide pandemic. The following chart details the additional funding provided to the Agency:

Sacramento Housing and Redevelopment Agency 2020 Budget Overview

City Housing Authority	
Amount	Source
\$ 1,086,000.00	HUD - Public Housing Subsidy

County Housing Authority	
\$ 667,000.00	HUD - Public Housing Subsidy
\$ 1,900,000.00	HUD - Public Housing Subsidy
\$ 2,567,000.00	Total Additional County Funding

Sacramento Housing & Redevelopment Agency	
TBD	FEMA Funding

Looking forward to the 2021 Agency budget, Staff plans to present a status quo/roll forward budget for approval on July 28, 2020.

Policy Considerations: None

Economic Impacts: Not applicable

Environmental Considerations: This is an informational presentation only and is not subject to CEQA pursuant to CEQA Guidelines Section 15378.

Sustainability Considerations: None

Commission Action: On June 17, 2020, the Sacramento Housing and Redevelopment Commission received the information contained in this report.

Rationale for Recommendation: Not applicable.

Financial Considerations: None

LBE - M/WBE and Section 3 requirements: Not applicable

Respectfully Submitted by:


LA SHELLÉ DOZIER
Executive Director



June 17, 2020

**Sacramento Housing and
Redevelopment Commission
Sacramento, CA**

Honorable Members in Session:

SUBJECT:

Sacramento Housing and Redevelopment Agency 2020 Budget Overview

SUMMARY:

The attached report is submitted to you for review and recommendation prior to consideration by the County of Sacramento.

RECOMMENDATION:

Staff recommends approval of the recommendations outlined in this report.

Respectfully Submitted


LA SHELLE DOZIER
Executive Director

Attachment

**COUNTY OF SACRAMENTO
CALIFORNIA**

For the Agenda of:
July 14, 2020
10:15am

To: Board of Supervisors and Housing Authority

Through: Navdeep S. Gill, County Executive
Bruce Wagstaff, Deputy County Executive, Social Services Agency

From: La Shelle Dozier, Executive Director, Sacramento Housing and Redevelopment Agency

Subject: Sacramento Housing and Redevelopment Agency 2020 Budget Overview

District(s): All

RECOMMENDED ACTION

Receive and file

BACKGROUND

Along with other state and local agencies, the COVID-19 pandemic has brought uncertainty and increased costs to the Sacramento Housing and Redevelopment Agency (Agency). Fortunately, for the Agency and the populations we serve, the federal government passed the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27th 2020, which will have a positive impact on the overall revenue and expenditure outlook for the remaining fiscal year.

CARES Act funding which the Agency will receive includes additional Housing Choice Voucher Administration funding, additional Public Housing Operating Subsidy, as well as Community Development Block Grant funding (CDBG), Emergency Solutions Grant funding (ESG) and Housing for Persons with Aids funding (HOPWA).

Additionally the Agency has applied for Federal Emergency Management Agency (FEMA) funding through the California Office of Emergency Services, (CalOES) and is preparing a project application for submittal to Cal OES which will hopefully offset some of the administrative costs incurred while responding to the worldwide pandemic. The following chart details the additional funding provided to the Agency:

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\$ 667,000.00	HUD - Public Housing Subsidy
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\$ 2,567,000.00	Total Additional County Funding

Sacramento Housing & Redevelopment Agency	
TBD	FEMA Funding

Looking forward to the 2021 Agency budget for 2021, staff plans to present a status quo/roll forward budget for approval on July 28, 2020.

COMMISSION ACTION

On June 17, 2020, the Sacramento Housing and Redevelopment Commission received the information contained in this report.

POLICY CONSIDERATIONS

None

ENVIRONMENTAL REVIEW

This is an informational presentation only and is not subject to CEQA pursuant to CEQA Guidelines Section 15378.

M/WBE/SECTION 3 CONSIDERATIONS

Not applicable

FINANCIAL ANALYSIS

None

Respectfully Submitted,

APPROVED
NAVDEEP S. GILL,
County Executive


LA SHELLE DOZIER, Executive Director
Sacramento Housing and
Redevelopment Agency

By: _____
BRUCE WAGSTAFF
Deputy County Executive