REPORT IN BRIEF

This report transmits the Human Services Resource Allocation Process (HSRAP) Allocations Committee funding recommendations for fiscal year 2005-07 (Attachment A), the Human Relations Commission’s HSRAP Priority of Needs for fiscal year 2005-07 (Attachment B), the Human Relations Commission’s HSRAP funding recommendations (Attachment C) and the proposal summaries submitted for funding consideration (Attachment D).

The funding recommendations will provide $1,214,910 to fifteen programs for a two-year contract. In past years, the HSRAP allocation has included a Consumer Price Index (CPI) increase for the recommended agencies. Due to the continued downturn in the economy, staff continues to recommend a temporary suspension of the CPI increase to the recommended agencies and an additional HSRAP funding decrease of 5 percent. This will result in a $63,943 decrease to the HSRAP base budget for 2005-07.

This report discusses funding criteria, funding rationale and current human service priorities. This report also reviews coordination efforts with the Community Development Block Grant (CDBG) process.
RECOMMENDATION

Staff recommends that the Finance Committee recommend to Council that:

1. The funding allocations, as recommended by staff and the HSRAP Allocations Committee (Attachment A), be included in the fiscal year 2005-07 Community Services Department contract budget.

2. The City Manager or his designee be authorized to execute the Human Services contracts and any other necessary documents concerning the contracts.

BACKGROUND

The City’s Human Relations Commission (HRC) participates in identifying human service needs through the information provided by the community at the HRC monthly meetings and by hosting community forums. The needs assessment activities assist in establishing bi-annual priorities of human service needs for the Palo Alto community. The Allocations Committee comprised of Human Services staff, Planning Department staff and an HRC Commissioner, reviews and analyzes the merits of funding requests and provides funding recommendations based on established funding criteria and the bi-annual priority of needs. The HSRAP Allocations Committee recommendations are reviewed by the City administration and are then forwarded to Council for consideration and approval.

The funding process included the following seven components:

1. Staff and the HRC conducted three needs assessment activities and a citywide forum on landlord/tenant education issues. County and local needs assessment documents were utilized to assess human service needs in the community.

2. Staff sent out a letter of interest during the request of proposal period between October 12, 2004 to December 10, 2004 to recruit any non-profit service providers who would be interested in providing the sole source services that include:
   - Senior Services
   - Child Care Subsidy Program for Low Income Families
   - Food Distribution
   - Mediation Services

Every five years staff sends out the letter of interest to insure that other non-profits may have an opportunity to compete for the City contracts for these services. City staff did not receive a response from any other non-profit agencies demonstrating a desire to submit a proposal for these services.

Project Sentinel, Avenidas, Palo Alto Community Child Care and Second Harvest Food Bank, which provide mediation, senior services, child care subsidies and food respectively will continue to be sole source contract agencies because they meet the criteria as set forth in CMR:118:99, “Proposed Human Services Resource Allocation Process (HSRAP) Implementation Plan;” i.e. consideration for on-going services may be considered when the service meets the City of Palo Alto target population needs as described in the City’s Comprehensive Plan or Consolidated Plan. Services to seniors, children, youth, conflict/resolution and food were established as priority needs. The two-year programs
proposals will be reviewed and contracts will be renewed contingent upon meeting performance objectives and standards.

3. The HRC established an annual Priority of Needs for the community that provided guidance for funding recommendations. (Attachment B). HSRAP funding requests were reviewed to determine if they addressed the community Priority of Needs established by the HRC for fiscal year 2005-07. Proposals that did not address the priority of needs were removed from further funding consideration. Funding requests are for a two-year period only.

4. The Request for Proposals (RFP) process has been expanded to a wider distribution base in order to reach a more diverse and a greater pool of providers. The RFP was made available online to increase accessibility to the document.

5. The HSRAP and the CDBG processes were coordinated to maximize resources and streamline the City’s human services funding approach. Coordination involved specifying what funding requests each fund would entertain, adopting the same request for proposal schedule and conducting a joint bidder’s workshop for interested non-profit providers.

**DISCUSSION**

Council policy, enacted in 1993 (CMR143:93), limits available funds to $1,214,910 which represents a 5 percent decrease and does not include a CPI for fiscal year 2005-07 for the HSRAP base budget. Sole source agencies are recommended for $914,457. The funding recommendations were as follows:

- Avenidas, which provides a comprehensive system of services to senior citizens, was recommended for $420,216.
- Palo Alto Community Child Care (PACCC), which administers the City subsidy for child care to low-income families, was recommended for $425,720.
- Second Harvest Food Bank, which is the sole provider for food in Santa Clara County and the City of Palo Alto, was recommended for $7,372.
- Palo Alto Mediation Program, which provides mediation services to Palo Alto and implements the Mandatory Response Program that is part of the City’s Mandatory Discussion of Disputes between Landlords and Tenants Ordinance, was recommended for $61,149.

The funding for HSRAP requests is $300,453. Eleven non-profit agencies are recommended for HSRAP funding. They are as follows:

1. Adolescent Counseling Service is recommended for $90,000 to provide comprehensive services to students and families in the Palo Alto Unified School District’s secondary schools.

2. Alliance for Community Care is recommended for $24,000 for the homeless outreach program in Palo Alto. The Outreach Program will provide emergency on-call services to City departments, libraries, community centers and local homeless service providers.

3. Community Association for Rehabilitation is recommended for $40,353 to provide a wide range of support services to people with disabilities. These services include day
center support services, child care for the developmentally delayed child, employment services for the disabled, a creative recreation program and a therapeutic aquatic program for autistic and developmentally disabled children and their families.

4. May View Community Health Center is recommended for $17,000 to provide medical and health care services to Palo Alto’s homeless and very low-income residents.

5. Senior Adult Legal Assistance is recommended for $8,800 to provide Palo Alto seniors with legal advice counseling sessions at Avenidas Senior Center and at Stevenson House, an affordable senior housing complex in South Palo Alto.

6. Bay Area Community Resources-Youth Community Service is recommended for $12,000 to provide community service opportunities for youth in the community and also with local non-profit agencies.

7. Community Health Awareness Council’s Outlet Program is a new crisis counseling and sensitivity training services for Lesbian, Gay, Bisexual, Transgender, Questioning Teens. The program targets Palo Alto teens in 12 Palo Alto Unified School District schools and is recommended for $9,000.

8. Community Technology Alliance (CTA) is recommended for $12,300 to provide access to subsidized housing units in Palo Alto and Santa Clara County through its searchable website, Housing SCC. In addition, CTA will continue to provide voicemail to Palo Alto’s non-profit agencies serving the homeless population.

9. La Comida de California is recommended for $33,000 to provide hot meals for Palo Alto’s senior citizens. The agency provides a hot lunch at the Avenidas Senior Center and Stevenson House five days a week. La Comida also provides a hot lunch every Wednesday at the Senior Friendship Day Program at Cubberley Community Center.

10. InnVision/Urban Ministry is recommended for $36,000 to provide hot meals to the homeless and low-income people in Palo Alto. The meals are provided in local churches and synagogues six times per week.

11. Support Network for Battered Women is recommended for $18,000 to provide crisis intervention, legal advocacy and shelter to victims of domestic violence.

**ALTERNATIVES TO STAFF RECOMMENDATION**

At its March 10, 2005 meeting, the City of Palo Alto’s Human Relations Commission (HRC) put forth an alternate proposal as follows (Attachment C).

- Increase Palo Alto Community Child Care (PACCC) by $40,000 for a funding level of $465,720 and increase Youth Community Services (YCS) by $5,000 for a funding level of $17,000.

- The $45,00 allocated to these two programs would be realized by decreasing the funding for Avenidas. The HRC is recommending $375,216 for 2005/07 for Avenidas Senior Services.
The City Council provide, from its reserve, one-time monies of $31,000 over a two-year period to InnVision/Urban Ministry of Palo Alto, bringing the total allocation to $67,000.

The Palo Alto Mediation Program charge for mediation services for the Mandatory Mediation Program and seek guidance from the City Attorney’s Office to pursue these fees for service.

**RESOURCE IMPACT**
The HSRAP funding recommendations will provide $1,214,910 in General Fund support to 15 programs, eleven HSRAP agencies and four sole source agencies. The HSRAP funding recommendation of $1,214,910 is reflected in the Community Services Department’s proposed budget for 2005-07.

**TIMELINE**
Upon approval by the City Council, staff will finalize the agency contracts and funding will begin July 1, 2005.

**ENVIRONMENTAL REVIEW**
This program is not a project as defined by the California Environmental Quality Act (CEQA); and is not subject to CEQA requirements.

**ATTACHMENTS**
Attachment A: HSRAP 2003-05 Allocations Committee Funding Recommendations
Attachment B: Human Relations Commission HSRAP Priority of Needs FY 2003-05
Attachment C: Human Relations Commission HSRAP Recommendations
Attachment D: Proposal Summary Sheets

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All HSRAP Applicants