RECOMMENDATION
Staff and the Human Relations Commission (HRC) recommend that the Finance Committee recommend to Council that:
1. The funding allocations, as recommended by the City Council for 2007-09 (Attachment A), be included in the fiscal year 2008-09 Cubberley & Human Services Division’s contract budget.
2. The City Manager or his designee is authorized to execute year two of the two-year contract, which was first approved in June 2007.

BACKGROUND
Since 1983, the HSRAP process has identified community service needs to determine City funding for human services (CMR:147:83). 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. Cubberley Community Center and Human Services Division staff and the HRC conducted meetings on health care, child care and immersing needs in the community as part of the HRC’s regular monthly meetings. County and local needs assessment documents were utilized to assess human service needs in the community.
3. The HRC established and adopted an annual Priority of Needs for the community that provided guidance for funding recommendations. (Attachment B).

4. The Request for Proposals (RFP) process has been expanded to a wider distribution base in order to reach a more diverse and 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.

6. Avenidas, Palo Alto Community Child Care and Second Harvest Food Bank, which provide senior services, child care subsidies and food respectively, are 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”. Designation as a sole source contract agency 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 program proposals will be reviewed as they are received and contracts will be renewed contingent upon meeting performance objectives and standards.

7. HSRAP funding requests, for a two-year period, were reviewed to determine if they addressed the community Priority of Needs established by the HRC for fiscal year 2007-2009. Proposals that did not address the priority of needs were removed from further funding consideration.

**DISCUSSION**

Council policy, enacted in 1993 (CMR143: 93), limits available funds to $1,168,897 for fiscal years 2007-2009 for the HSRAP base budget. This does not include any CPI adjustment. Sole Source Agencies are recommended for $868,444. The funding recommendations are as follows:

- **Avenidas**, which provides a comprehensive system of services to senior citizens, is recommended to receive $427,670.
- **Palo Alto Community Child Care (PACCC)**, which administers the City subsidy for child care to low-income families, is recommended to receive $433,271.
- **Second Harvest Food Bank**, which is the sole provider for food in Santa Clara County to non-profit agencies such as La Comida, Food Pantry, and InnVision’s Family Brown Bag Program, to distribute to extremely low and low income seniors, families and the homeless population. This program is recommended to receive $7,503.

The remaining available funding for HSRAP requests is $300,453. Ten non-profit agencies are recommended for HSRAP funding in fiscal year 2008-09 as follows:

1. **Adolescent Counseling Service** is recommended to receive $93,100 to provide comprehensive counseling services to students and families in the Palo Alto Unified School District’s secondary schools.

2. **Abilities United** (formerly Community Association for Rehabilitation) is recommended to receive $42,153 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.
3. Community Health Awareness Council’s Outlet Program provides 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 to receive $10,000.

4. Community Technology Alliance (CTA) is recommended to receive $12,700 to provide internet 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.

5. Downtown Streets Team Inc. is recommended to receive $37,700 to provide funding to train homeless participants in job skills and intensive job search and to work with the Palo Alto Police Department, downtown merchants, the Palo Alto Downtown Business and Professional Association and other agencies in addressing homeless issues.

6. La Comida de California is recommended to receive $34,000 to provide hot meals for Palo Alto’s senior citizens. The agency provides hot lunches at the Avenidas Senior Center and Stevenson House, an affordable senior housing complex in South Palo Alto, five days a week. La Comida also provides hot lunches every Wednesday as part of the Senior Friendship Day Program at Cubberley Community Center.

7. May View Community Health Center is recommended to receive $18,000 to provide medical and health care services to Palo Alto’s homeless and very low-income residents.

8. Momentum for Mental Health is recommended to receive $27,000 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.

9. Senior Adult Legal Assistance is recommended to receive $9,000 to provide Palo Alto seniors with legal advice counseling sessions at Avenidas Senior Center and at Stevenson House.

10. Youth Community Service is recommended to receive $16,800 to provide community service opportunities for youth in the community and also with local non-profit agencies.

**TIMELINE**

Upon approval by the City Council, the contract period will be July 1, 2008 through June 30, 2009.

**RESOURCE IMPACT**

The HSRAP funding recommendations will provide $1,168,897 in General Fund to support 13 programs provided through ten HSRAP agencies and three sole source agencies. The HSRAP funding from the General Fund is reflected in the Community Services Department’s proposed budget for 2008-09.

**ENVIRONMENTAL REVIEW**

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

**ATTACHMENTS**

Attachment A: HSRAP 2007-09 City Council Funding Recommendations
Attachment B: Human Relations Commission HSRAP Priority of Needs FY 2007-09