



SOCIAL AND ECONOMIC JUSTICE COMMISSION

City Hall Council Chambers
1000 San Pablo Avenue, Albany, CA

AGENDA

TUESDAY, May 7, 2019, 7:30 PM

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES: April 2, 2019

3. PUBLIC COMMENT

For persons desiring to address the Commission on social and economic justice items not on the agenda. Please note that each speaker is limited up to three (3) minutes. The Brown Act limits the Commission ability to take and/or discuss items that are not on the agenda; therefore, such items are normally referred to staff for comment or to a future agenda.

All persons wishing to speak on an item on the agenda are to fill out speaker cards and provide to the staff liaison. Comments related to items appearing on the agenda are taken up at the time the Commission deliberates each action item. The Chair will announce when the period for public comment is open on each agenda item.

4. ANNOUNCEMENTS

Staff and Commission member announcements.

5. PRESENTATIONS

5-1. Rent Review Program – Sid Schoenfeld, Neighborhood Services Manager

5-2. Albany CARES – Annemarie Heineman, Neighborhood Service Coordinator

6. DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

6-1. Homeless Emergency Aid Program (HEAP) – Summary of Council decision.

6-2. Sugar Sweetened Beverage Tax – Summary of Council direction.

6-3. Albany Project HOPE– Commission will review the 3rd Quarter Report provided by Berkeley Food & Housing

6-4. Work Plan – Review draft and finalize Commission's next work plan for a presentation to Council on May 20, 2019.

7. FUTURE AGENDA ITEMS

Commissioners announce requests for future agenda items. No public comment will be taken on announcement of future agenda items.



SOCIAL AND ECONOMIC JUSTICE COMMISSION

City Hall Council Chambers
1000 San Pablo Avenue, Albany, CA

8. **NEXT MEETING:** Tuesday, June 4, 2019 7:30 pm, City Hall Council Chambers, 1000 San Pablo Ave.

9. **ADJOURNMENT**

NOTICE

As a general policy, the Commission/Committee/Board will not begin discussion or consideration of an agenda item after 10:00 pm.

Agendas are posted for public inspection in advance of meetings at the City Hall, the Albany Community Center, and the Albany Senior Center. Agendas and supporting documents can also be found online at: www.albanyca.org. Supporting documents and any public comments received prior to 12 noon of the meeting date will be made available for public inspection at City Hall. If you have any questions pertaining to any agenda item or meeting procedure, please contact the City Clerk's Office at 1 + (510) 528-5710 or cityclerk@albanyca.org.

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In compliance with the Americans with Disabilities Act (ADA), and State Law, if you need special assistance to participate in this meeting, please contact the City Administration Office 1 + (510) 528-5710. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102.104 ADA Title II)". Upon request, we will provide written agenda materials in appropriate alternate formats, of disability related modification or accommodation, including auxiliary aids or services to enable individuals with disabilities to participate in public meetings. Please deliver a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two (2) days before the meeting. Request should be sent to: cityclerk@albanyca.org or City Clerk, 1000 San Pablo Avenue, Albany, CA 94706.

The City of Albany is dedicated to maintaining its small town ambience, responding to the needs of a diverse community, and providing a safe, healthy and sustainable environment.



SOCIAL AND ECONOMIC JUSTICE COMMISSION

City Hall Council Chambers
1000 San Pablo Avenue, Albany, CA

MINUTES OF THE REGULAR MEETING TUESDAY, APRIL 2, 2019, 7:30 P.M.

1. **CALL TO ORDER / ROLL CALL – 7:30 PM**

Commissioners present: Downs, Kerr, Marks, Parsley, Grossman

Commissioners absent: None

Staff present: Isabelle Leduc

2. **APPROVAL OF MINUTES**

Motion to approve the minutes from the March 5, 2019 meeting with an amendment to reflect Commissioner Kerr's representation of the Commission at the Sugar-Sweetened Beverage Tax community workshop was made by Commissioner Kerr and seconded by Commissioner Downs.

AYES: Commissioners Downs, Kerr, Marks, Parsley, Chair Grossman

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried and so ordered.

3. **PUBLIC COMMENT**

4. **ANNOUNCEMENTS**

5. **PRESENTATIONS**

6. **DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**

6-1. Homeless Emergency Aid Program (HEAP) – Provide a recommendation to Council for the use of HEAP funds

Commissioners proposed and discussed programs for HEAP funding.

Motion to recommend the City Council approve the use of HEAP funds for Project HOPE programs for housing subsidies, landlord incentives, and homeless prevention and that further exploration of the installation of a public toilet be pursued was made by Chair Grossman and seconded by Commissioner Parsley.

AYES: Commissioners Downs, Kerr, Marks, Parsley, Chair Grossman

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried and so ordered.

6-2. Work Plan – Review and further develop draft of the Commission's next work plan for a presentation to Council on May 20, 2019

The Commission considered topics for inclusion in the 2019-2021 work plan.



SOCIAL AND ECONOMIC JUSTICE COMMISSION

City Hall Council Chambers
1000 San Pablo Avenue, Albany, CA

6-3. Albany Project HOPE – Review of the Berkeley Food & Housing Project scope of services

The Commission reviewed the scope of services.

6-4. Sugar-Sweetened Beverage Tax – Summary of Council study session conducted on April 1, 2019

The Commission received a report of the proposals for expenditure of the proceeds from the tax for fiscal year 2020.

6-5. Low-Income and Seniors Tax Exemptions – Receive program information and provide input on outreach

Commissioners discussed the current outreach efforts.

6-6. Commission Composition – Discussion of the possibility of requesting Council increase the members of the Commission (Marks)

Commissioners agreed to continue the item until after the City Council approves the Commission's work plan.

6-7. Commission Subcommittee Guidelines – Discussion of guidelines for the inclusion of non-members to Commission subcommittees (Grossman)

The Commission discussed the advantages and disadvantages of including non-members in subcommittees.

Motion to adopt the guidelines for inclusion of non-members in Commission subcommittees was made by Commissioner Marks and seconded by Commissioner Kerr.

AYES: Commissioners Downs, Kerr, Marks, Parsley, Chair Grossman

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried and so ordered.

7. FUTURE AGENDA ITEMS

Work Plan, Project HOPE and Albany CARES quarterly reports

8. NEXT MEETING: Tuesday, May 7, 2019, 7:30 p.m., City Hall Council Chambers

9. ADJOURNMENT: 9:26 PM

RENT REVIEW PROGRAM STATUS REPORT FOR SEJC - MAY 7, 2019

OVERVIEW

On June 4, 2018, the Albany City Council approved an ordinance that added Section 5-25 "Rent Review" to the Albany Municipal Code establishing a rent review program. The ordinance regulates most residential rental units in Albany and provides a mediation process for qualifying rent increases. Landlord participation in the rent review process is mandatory, but all recommendations are non-binding. The Rent Review ordinance and associated rent review program were effective on November 2, 2018.

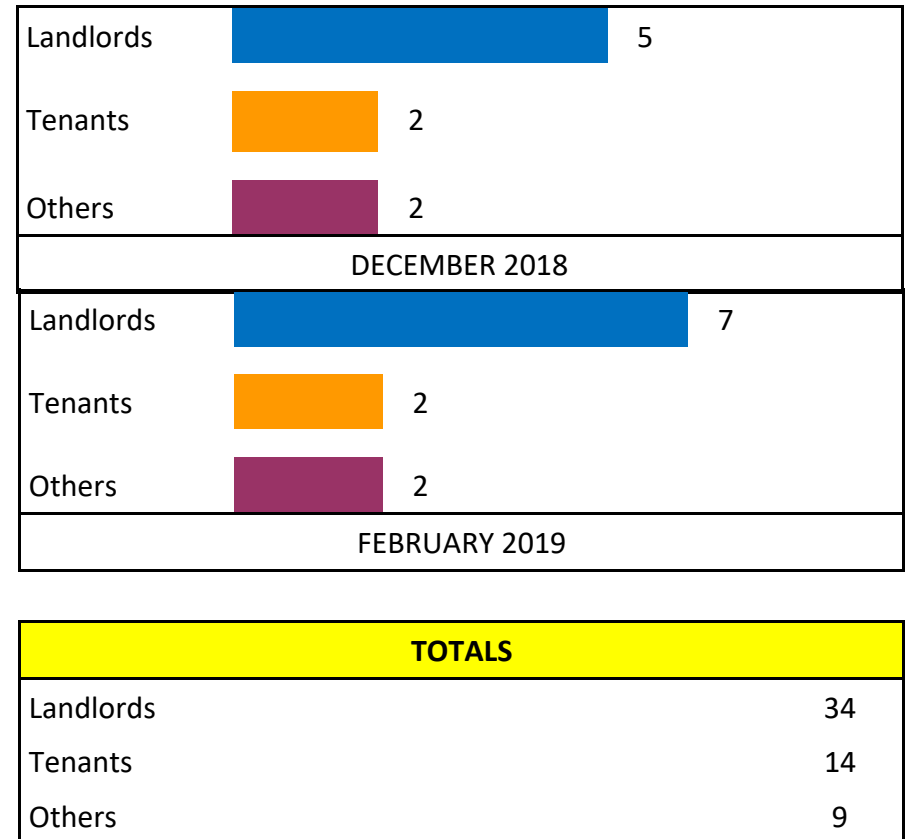
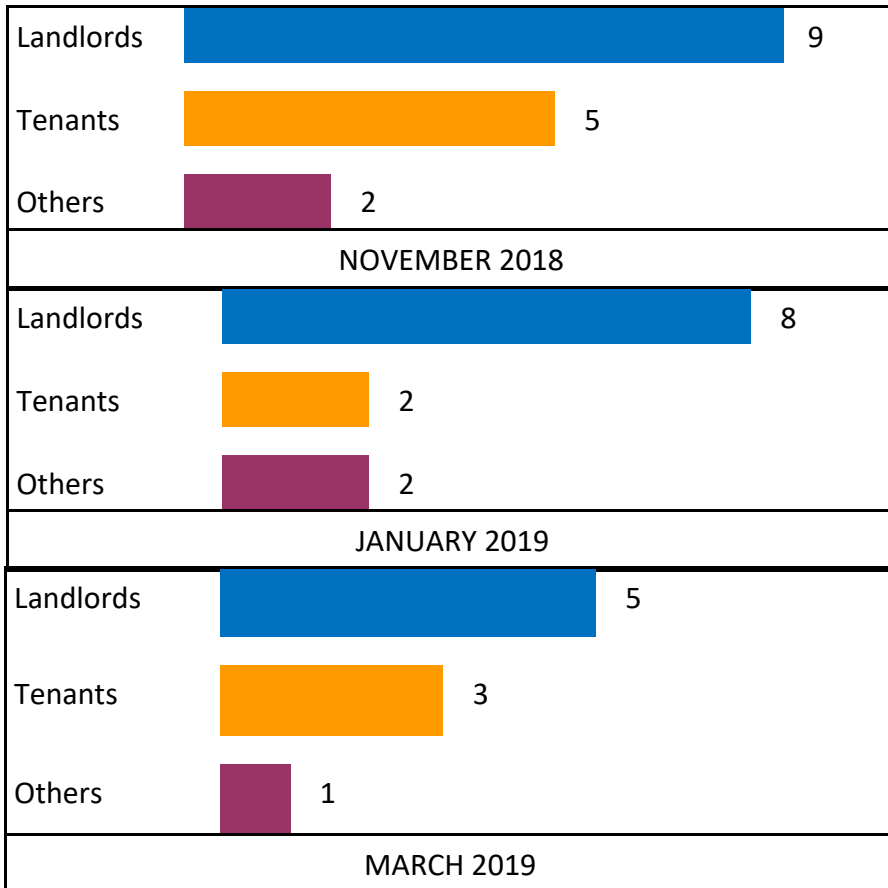
OUTREACH

The Rent Review Program outreach included:

- City-wide mailer
- Postings at City Facilities' Bulletin Boards
- Community Workshops
- City's Website
- Flyer Distribution at City Facilities
- Neighborhood Services Presentations
- City's Weekly ENews

ENGAGEMENT

Rent Review Program contacts include in-person, telephone and electronic mail for inquiries on program details and information.

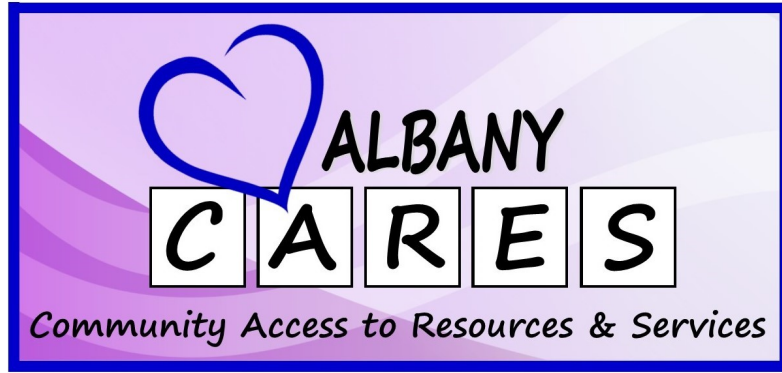


RENT REVIEW REQUESTS

The Rent Review program administrator is ECHO Housing

| | | | |
|--|--|--|----------------|
| Case # | 181101 | 181102 | 190302 |
| Intake Date | 11/28/18 | 11/19/18 | 3/29/19 |
| Base Rent / Increase amount | \$2200 / \$200 | \$2300 / \$200 | \$1895 / \$505 |
| % Increase / Proposed new rent amount | 9% / \$2400 | 9% / \$2500 | 27% / \$2400 |
| Was a Rent Review Application submitted (If no, explain) | NO - Notice was invalid. Satisfied with re-noticing | NO - Notice was invalid. Satisfied with re-noticing | YES |
| Was the case resolved at conciliation? | NA | NA | NO |
| Date of Mediation request (if applicable) | NA | NA | 04/11/19 |
| Date of Mediation | NA | NA | 04/20/19 |
| Mediation Outcome | NA | NA | TBA |
| Mediator's recommendation (if applicable) | NA | NA | TBA |

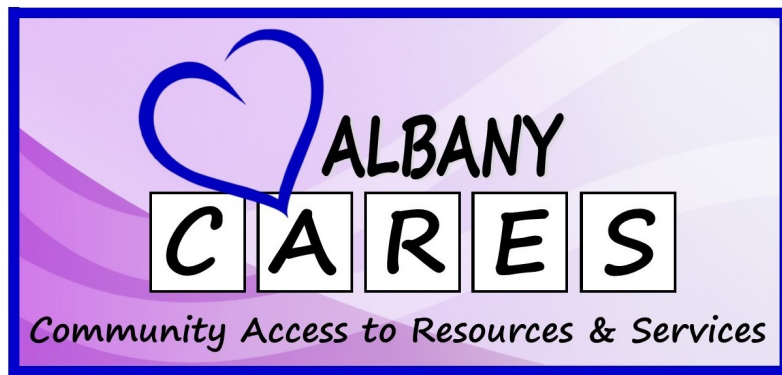
CITY OF ALBANY
SOCIAL & ECONOMIC JUSTICE COMMISSION - MAY 7, 2019



Presentation by
Annemarie Heineman - Albany CARES Director

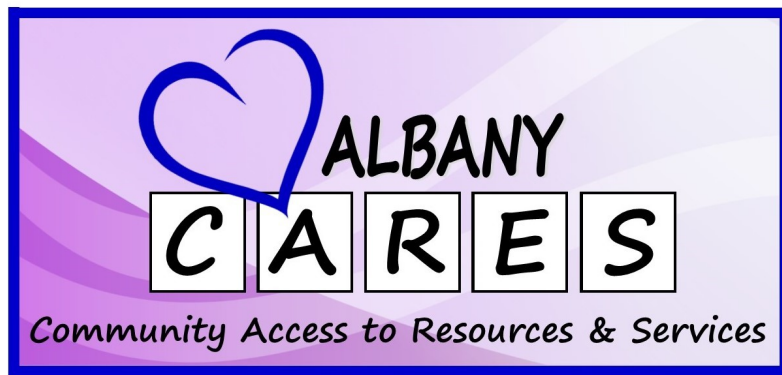
Number of Contacts January – March, 2019

| | Total |
|--|-------|
| Number of Drop In Days | 26 |
| Drop In Contacts | 65 |
| Other Contacts: emails, phone calls, other face to face | 62 |
| Total Contacts | 127 |
| Unduplicated Individuals Served | 49 |



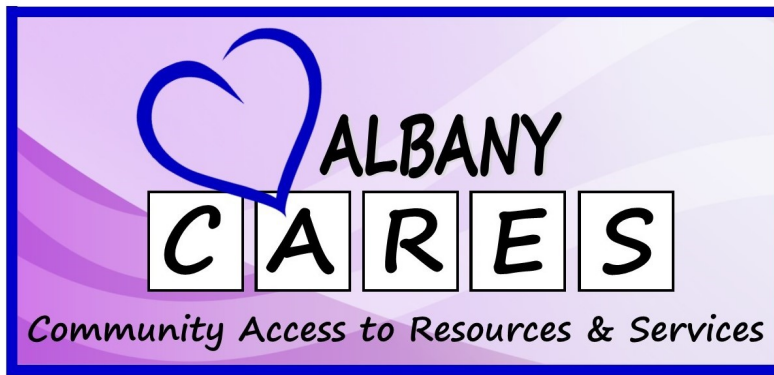
Client Demographics

| Age | |
|---------------------------------|----|
| 75+ | 16 |
| 55-74 | 16 |
| 35-54 | 8 |
| 18-34 | 2 |
| Age unknown | 7 |
| Gender | |
| Female | 37 |
| Male | 11 |
| Non-binary | 1 |
| Ethnicity | |
| European American | 20 |
| Latinx American | 6 |
| Asian American | 7 |
| African American | 4 |
| Other | 2 |
| Ethnicity Unknown | 10 |
| City of Residence | |
| Albany | 27 |
| El Cerrito | 3 |
| Berkeley | 4 |
| Richmond | 3 |
| Other (Kensington, San Leandro) | 2 |
| Out of State | 1 |
| Residence Unknown | 9 |
| Housing Situation | |
| Housed | 34 |
| Homeless | 13 |
| Housing Situation Unknown | 2 |



Services

| Main Issue | |
|---|----|
| Housing | 20 |
| Homecare | 11 |
| Financial | 8 |
| Mental Health Support/Advice | 4 |
| Medical/Mental Health Care | 4 |
| Conversation/Check Us Out | 2 |
| Level of Assistance | |
| Conversation and Advice | 12 |
| Referral | 23 |
| Research/Referral and Follow Up | 7 |
| Advocacy, Applications | 7 |
| Referred to Berkeley Food and Housing Project | 9 |
| Referred to Berkeley Mental Health | 2 |
| How Client Found Out About CARES | |
| Albany Senior Center | 18 |
| Other Albany Program, Staff | 6 |
| Neighbor/Friend | 4 |
| Showers Program | 3 |
| A-frame Sign in front of the Building | 2 |
| Meals on Wheels | 1 |
| UC Berkeley-Pathways to Care Program | 1 |



Outreach

Flyer Distribution List

| | |
|---|---|
| Solano Yogurt, Solano Avenue | Unitarian Universalist Church, Kensington |
| Flowerland, solano Avenue | Albany Bowl, San Pablo Ave |
| The Laundromat, Solano Avenue | Highlander Laundry, Solano Ave |
| The Nail Shop, across Cinema | Solano Cleaning Center |
| Info Kiosk in front of the Sunnyside Café | Laundromat, San Pablo & Washington |
| Whole Foods, San Pablo Ave | Abrams Claghorn Gallery |
| Sprouts, San Pablo Ave | Albany Community Center |
| Gordos, San Pablo Ave | Albany City Hall |
| The Junket Deli, El Cerrito Plaza | Albany Senior Center |
| Hair Dynamics Salon, Solano Ave | Albany Free Shower Program |
| The STAIRS Program, Berkeley | |

Meetings Attended or Made Presentation

| | |
|---------|---|
| 1/17/19 | Albany Police Presentation on Elder Abuse Prevention, Belmont Village |
| 1/22/19 | Albany Recreation Department |
| 1/30/19 | Alameda Point in Time Homeless Count |
| 2/5/19 | Social & Economic Justice Commission Meeting |
| 3/21/19 | Solano Avenue Association Annual Meeting |
| 3/36/19 | UC/Albany Village |

Via Email, Phone, or in Person

| | |
|---|---|
| Diverse Housing Working Group Showers Program | Albany Middle School and High School PTAs |
| Beacon Homecare | Pace Program |
| Solano Avenue Association | Meals on Wheels Recipients |
| East Bay Center for the Blind | CARES volunteer handed out flyers to homeless |
| Berkeley Mental Health | Albany Film Festival |

**CITY OF ALBANY
SOCIAL & ECONOMIC JUSTICE COMMISSION
STAFF REPORT**

Agenda Date: May 7, 2019

SUBJECT: Council Decision Summary on the California Homeless Coordinating and Financing Council – Homeless Emergency Aid Program (HEAP)

REPORT BY: Isabelle Leduc, Assistant City Manager

SUMMARY

On March 18, 2019 Council received an overview of the California Homeless Coordinating and Financing Council - Homeless Emergency Aid Program (HEAP) as administered by Alameda County. The Program is designed to provide immediate emergency assistance to address the homelessness crisis throughout California. Albany's allocation is \$338,234. Due to the aggressive deadline for the expenditure of the funds by the State there is a general concurrence in the region to use the funds on existing programs or one - time expenditures with the most potential for positive impact.

On April 15, 2019, the Council considered 2 expenditure plan options for the use of HEAP funds drafted by staff based on direction received by the Council, the recommendations received by the SEJC, and staff's discussions with representatives from Berkeley Food and Housing Project. The primary difference between the two options was whether the Council would like to continue forward with including the purchase of a public restroom unit or focus the utilization of the funding specifically on the areas of housing subsidies and homelessness prevention. Council provided direction to staff on a final expenditure plan (Attachment 1) and authorized the City Manager to enter into an agreement with Alameda County for the expenditure of HEAP grant funds.

Attachments

1. HEAP Expenditure Plan
2. City Council HEAP Staff Report – April 15, 2019

HEAP Expenditure Plan

Option 1 - Revised per Council Direction on 4/15/2019

| Activity | Amount |
|--|------------------|
| Increase housing subsidies to allow for deeper and longer subsidies for people newly housed. | \$150,000 |
| Increase housing prevention activities to keep people who are at risk of losing their housing housed. | \$79,778 |
| Allocate funds to a landlord incentive program to encourage property owners to rent to people experiencing homelessness by providing additional funds above the requested security deposits. | \$25,000 |
| Allocate funds to a flexible housing subsidy fund for move-in costs | \$25,000 |
| Encampment clean up, including any biohazards and needles with assistance from a trained contractor. | \$50,000 |
| Administration (2.5%) | \$8,456 |
| TOTAL HEAP | \$338,234 |

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: April 15, 2019

Reviewed by: NA

SUBJECT: California Homeless Coordinating and Financing Council –
Homeless Emergency Aid Program (HEAP) – Proposed Activities
for inclusion in contract with Alameda County

REPORT BY: Isabelle Leduc, Assistant City Manager
Nicole Almaguer, City Manager

SUMMARY

On March 18, 2019 Council received an overview of the California Homeless Coordinating and Financing Council - Homeless Emergency Aid Program (HEAP) as administered by Alameda County. The Program is designed to provide immediate emergency assistance to address the homelessness crisis throughout California. Albany's allocation is \$338,234. Due to the aggressive deadline for the expenditure of the funds by the State there is a general concurrence in the region to use the funds on existing programs or one - time expenditures with the most potential for positive impact. Staff is recommending that Council authorize the City Manager to enter into an agreement with Alameda County for the expenditure of HEAP grant funds. Based on input received from Council and the Social & Economic Justice Commission, staff has drafted two possible expenditure plans for the use of HEAP funds for Council's consideration.

SOCIAL & ECONOMIC JUSTICE COMMISSION RECOMMENDATION

That the Council consider allocating Homeless Emergency Aid Program funds to support Albany Project HOPE with housing subsidies, landlord incentives, homelessness prevention activities, and that further research be done on the possibility of using a portion of HEAP funds for a public toilet.

STAFF RECOMMENDATION

That the Council adopt resolution No. 2019-28 authorizing the City Manager to enter into an agreement with the County of Alameda for the expenditure of Homeless Emergency Aid Program (HEAP) grant funds in the amount \$338,234 and select one of the two expenditure plans proposed.

BACKGROUND

On March 18, 2019, Council received an overview of the California Homeless Coordinating and Financing Council Homeless Emergency Aid Program (HEAP) established by Senate Bill (SB) 850, and signed into law by Governor Brown in June 2018, to provide localities with flexible block grant funds to address their immediate homelessness challenges. The Homeless Emergency Aid Program (HEAP) provides \$500 million in one-time emergency funding to enable local governments to respond to homelessness. HEAP funds are intended to provide funding to Continuums of Care (CoCs) and large cities with populations over 330,000. Eligible uses of HEAP funds include homeless prevention activities, criminal justice diversion programs for homeless individuals with mental health needs, establishing or expanding services for homeless youth and emergency aid. The parameters of the program are intentionally broad to allow local communities to craft programs that meet the specific needs they have identified. All activities must directly benefit the target population.

The City of Albany is part of the Oakland, Berkeley/Alameda County CoC which is set to receive approximately \$24.9 million. On September 4, 2018, Council adopted resolution No. 2018-110 declaring a shelter crisis pursuant to SB 850. On October 2, 2018, the Board of Supervisors designated Alameda County as the Administrative Entity (AE) to administer HEAP for the local CoC and responsibilities for managing contracts and reporting to the State on contract expenditures, the number of homeless individuals served by program funds, and the progress towards State and local homelessness goals. Based on the HEAP distribution formula adopted by the Board of Supervisors, Albany's allocation is \$338,234.

The HEAP statute mandates that 50 percent of the awarded funds must be contractually obligated by January 1, 2020. Additionally, 100 percent of the funds must be expended by June 2021 or returned to the Business, Consumer Services and Housing Agency (BCSH). Given the aggressive State deadlines for expenditure of HEAP funds, the County is in the process of drafting agreements with cities for the use of HEAP funds and will be monitoring encumbrances of cities' funds to avoid reversion to the State. A local match will be required and is currently recommended at 30% in FY2019-2020. Details regarding eligible sources and uses of matching funds will be determined based on further discussions with the City Managers Subcommittee.

The general concurrence within the region is that all dedicated cities will work expeditiously to ensure all funding allocated will be expended, as such, there is an obligation to look towards existing programs or one-time expenditures with the most potential for positive impact.

DISCUSSION

Albany's total allocation of \$338,234 is available for programming within the following categories: Services, Rental Assistance or Subsidies, capital improvements and

Administration. A description of each category is included (Attachment 2). On March 18, 2019 the Council received a presentation regarding potential existing programs that could be augmented with the use of HEAP funds including housing subsidies, homelessness prevention, flexible housing subsidy funds, homeless encampment clean-ups and a possible one-time expenditure for the purchase of an auto cleaning public toilet. Council expressed interest in activities that provide housing and keep people housed, such as housing subsidies and homelessness prevention. An interest was also expressed in utilizing some funding for encampment clean ups. The Council also requested additional information on costs associated with the auto cleaning toilet. As part of the action, the Council referred the matter to the Social and Economic Justice Commission (SEJC) for further input. At their April 2 meeting, the SEJC considered the use of HEAP funds and recommended that the funds be used to support Albany Project HOPE with housing subsidies, landlord incentives, and homelessness prevention, and that further research be done on the possibility of using a portion of HEAP funds for a public toilet.

Based on the direction received by the Council, the recommendations received by the SEJC, and staff's discussions with representatives from Berkeley Food and Housing Project, the following two funding proposal options have been developed for Council consideration. The primary difference between the two options is whether the Council would like to continue forward with including the purchase of a public restroom unit or focus the utilization of the funding specifically on the areas of housing subsidies and homelessness prevention.

Option 1

- Increase housing subsidies to allow for deeper and longer subsidies for people newly housed (rapid re-housing).
- Increase housing prevention activities to keep people who are at risk of losing their housing housed.
- Allocate funds for landlord incentives
- Allocate funds to a flexible housing subsidy fund for move-in costs
- Encampment clean-up, including any biohazards and needles with assistance from a trained contractor.
- Administration (2.5%)

Staff has prepared a HEAP expenditure plan (Attachment 3) for this "Option 1" which outlines the potential distribution of funding among the activities selected for the use of HEAP funds.

Option 2

The Council and SEJC have expressed some level of interest in an auto cleaning public toilet. Based on staff's preliminary research, the purchase cost of a single unit is approximately \$140,000. More time is needed to identify a location and costs associated

with site preparation and installation as these costs could vary significantly depending on the site dynamics. If the Council wishes to pursue the purchase and installation of a public restroom, the Council could include the purchase cost of the auto cleaning toilet in the HEAP expenditure plan (\$140,000), and direct staff to identify location options for the unit, installation/site preparation costs, ongoing maintenance costs and potential funding sources for these costs which could possibly include Community Development Block Grant funding. This option would allocate HEAP funds to the purchase of the auto cleaning toilet and provide additional time to conduct a thorough analysis for the placement of the unit. Staff has drafted a second expenditure plan (Attachment 4) that includes the cost of the toilet “Option 2”.

ANALYSIS

The County is in the process of drafting grant agreements with cities for the use of HEAP funds. The decision-making process must continue to operate on a compressed timeline for the City to meet the upcoming State and County deadlines. A final recommendation for the use of HEAP funds is required to provide adequate time for the City to enter into an agreement with Alameda County for the expenditure of the funds.

SUSTAINABILITY IMPACT

N/A

FINANCIAL IMPACT

Funds for program costs will come from the State HEAP grant. In addition, there is a matching fund obligation of 30% that is yet to be fully defined. Further research is required to identify funding for the costs associated with site preparation and installation of the auto cleaning toilet should Council choose this option.

Attachments

1. Resolution No. 2019-28
2. HEAP Eligible Activities Description
3. HEAP Expenditure Plan Option 1
4. HEAP Expenditure Plan Option 2
5. HEAP program guidance
6. HEAP Frequently asked questions

1 **WHEREAS**, the HEAP statute mandates that 50 percent of the awarded funds must
2 be contractually obligated by January 1, 2020 and 100 percent of the funds must be
3 expended by June 2021 or returned to the Business, Consumer Services and Housing
4 Agency (BCSH); and

5
6 **WHEREAS**, due to the aggressive timeline for the expenditure of the funds there is
7 a general concurrence in the region to use the funds on existing programs or one-time
8 expenditures with the most potential for positive impact.

9
10 **NOW, THEREFORE, BE IT RESOLVED**, that the Albany City Council hereby
11 authorize the City Manager to enter into an agreement with the County of Alameda for
12 the expenditure of Homeless Emergency Aid Program (HEAP) grant funds in the amount
13 \$338,234.

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17 _____
18 ROCHELLE NASON, MAYOR
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Attachment 2

HOMELESS EMERGENCY AID PROGRAM

Description of eligible activities:

- **Services:** activities including, but not limited to street outreach, health and safety education, criminal justice diversion programs, homelessness prevention activities, and other service activities.
- **Rental Assistance or Subsidies:** activities including but not limited to housing vouchers, rapid re-housing programs, flexible housing subsidy funds, and eviction prevention strategies
- **Capital Improvements:** activities including but not limited to emergency shelter, navigation centers, transitional housing, permanent supportive housing, small/tiny houses, and improvements to current structures that serve homeless individuals and families. Some communities are discussing solutions to address homelessness and the public health crisis by using funds for handwashing stations or public toilet and shower facilities.
- **Administration:** HEAP allows no more than five percent of funds to be utilized for administrative costs related to the execution of eligible activities. Administrative costs do not include staff costs directly related to carrying out the eligible activities. Program funds shall not be used for overhead or planning activities.

Attachment 3

HEAP Expenditure Plan

Option 1

| Activity | Amount |
|--|------------------|
| Increase housing subsidies to allow for deeper and longer subsidies for people newly housed. | \$150,000 |
| Increase housing prevention activities to keep people who are at risk of losing their housing housed. | \$54,778 |
| Allocate funds to a landlord incentive program to encourage property owners to rent to people experiencing homelessness by providing additional funds above the requested security deposits. | \$25,000 |
| Allocate funds to a flexible housing subsidy fund for move-in costs | \$25,000 |
| Encampment clean up, including any biohazards and needles with assistance from a trained contractor. | \$75,000 |
| Administration (2.5%) | \$8,456 |
| TOTAL HEAP | \$338,234 |

Attachment 4

Heap Expenditure Plan

Option 2 (with auto cleaning toilet)

| Activity | Amount |
|--|------------------|
| Increase housing subsidies to allow for deeper and longer subsidies for people newly housed. | \$79,778 |
| Increase housing prevention activities to keep people who are at risk of losing their housing housed. | \$30,000 |
| Allocate funds to a landlord incentive program to encourage property owners to rent to people experiencing homelessness by providing additional funds above the requested security deposits. | \$15,000 |
| Allocate funds to a flexible housing subsidy fund for move-in costs | \$15,000 |
| Encampment clean-up, including any biohazards and needles with assistance from a trained contractor. | \$50,000 |
| Purchase of an auto cleaning single toilet unit (other funds to be identified for site preparation/ installation and ongoing maintenance) | \$140,000 |
| Administration (2.5%) | \$8,456 |
| TOTAL HEAP | \$338,234 |

HOMELESS EMERGENCY AID PROGRAM (HEAP)

Program Guidance



Edmund G. Brown Jr., Governor
Secretary Alexis Podesta, Council Chair
Ginny Puddefoot, Executive Officer

August 7, 2018



**Homeless Emergency Aid Program (HEAP) Grant
Program Guidance – August 2018**

The California Homeless Coordinating and Financing Council (HCFC) is pleased to announce the launch of the Homeless Emergency Aid Program (HEAP). HEAP is a \$500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. HEAP is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June 2018. This overview provides a program timeline with key milestones and delineates when stakeholders may expect program deliverables.

Available Funding

HEAP funding is divided into three categories for distribution.

| Category for Distribution | Funded Amount | Eligible Applicants |
|--|----------------------|---|
| Continuum of Care – Based on Point in Time Count Ranges [SB 850: Section 2, Chapter 5, 50213 (a)] | \$250,000,000 | Continuum of Care (CoC) |
| Continuum of Care – Based on Percent of Homeless Population [SB 850: Section 2, Chapter 5, 50213 (b)] | \$100,000,000 | Continuum of Care (CoC) |
| City / City that is also a County – Based on Population [SB 850: Section 2, Chapter 5, 50213 (c)] | \$150,000,000 | Large Cities (LCs) with a population over 330,000 |

Eligible Uses

HEAP funds are intended to provide funding to Continuums of Care (COCs) and large cities (LCs) with populations over 330,000, so they may provide immediate emergency assistance to people experiencing homelessness. Eligible uses include, but are not limited to the following:

- a. Homelessness prevention activities,
- b. Criminal justice diversion programs for homeless individuals with mental health needs,
- c. Establishing or expanding services meeting the needs of homeless youth or youth at risk of homelessness, and
- d. Emergency aid.

The parameters of the program are intentionally broad to allow local communities to be creative and craft programs that meet the specific needs they have identified. All activities must directly benefit the target population.

Expenditure Deadlines

The HEAP statute mandates that 50 percent of the awarded funds must be contractually obligated by January 1, 2020. Additionally, 100 percent of the funds must be expended by June 30, 2021. Unexpended funds must be returned to the Business, Consumer Services and Housing Agency (BCSH) and will revert to the General Fund. Finally, administrative costs are

capped at five percent of program funds, but this does not include staff costs directly related to carrying out program activities.

Eligible Applicants

For the HEAP program, an Administrative Entity (AE) is the CoC. The CoC is the eligible applicant for HEAP funding for the same geographic boundaries for which it administers federal Department of Housing and Urban Development CoC funds. LCs with populations over 330,000 are also eligible applicants. Please refer to the California Department of Finance [website](#) for population estimates. LC grant applicants will enter into a contract with BCSH and administer their own funds separately, however, they will still be expected to collaborate with their CoC.

Shelter Crisis Declaration

The shelter crisis declaration is required for all cities and counties within a CoC that wish to receive HEAP funds, except for CoCs with fewer than 1,000 homeless people, based on the 2017 Point in Time count. Each incorporated city must declare a shelter crisis pursuant to Chapter 7.8 (commencing with Section 8698) of Division 1 of Title 2 of the Government Code. Counties may declare a shelter crisis only for the unincorporated areas of the county. The declaration is a resolution that must be adopted by the governing body of a jurisdiction or jurisdictions within a CoC or LC. A sample resolution has been provided (see attachment A). If a CoC has fewer than 1,000 homeless people, they may submit with their application a waiver exempting all cities and the counties that are part of the CoC from declaring a shelter crisis.

Pre-Application Program Timeline

Beginning in early August, the HEAP team will begin the distribution of key program information and documents. These pre-application materials will help inform the local collaborative process and assist stakeholders as they plan their applications.

| Program Guidance, Timeline, Sample Shelter Crisis Resolution, Funding Allocations | |
|---|--|
| August 3, 2018 | The guidance document includes a program timeline, sample resolution and funding allocation spreadsheet. |
| HEAP Frequently Asked Questions | |
| August 10, 2018 | The FAQs will be updated on a regular basis on the HCFC website: http://www.bcsch.ca.gov/hcfc/ |
| Sample Application and Instructions | |
| August 17, 2018 | An application map will be released in advance of the HEAP Notice of Funding Availability (NOFA). The map will track to the application. The map, once completed will make the application process seamless. |
| August 20, 2018 | Application instructions will be distributed along with the sample application. |
| Workshops/Webinars - Application Training Documents | |
| August 13 – Ongoing | Outreach and technical assistance will be conducted by the HEAP team. A detailed schedule will be posted on the HCFC website at a later date. |

Application Timeline

Applications will be accepted immediately upon release of the Round 1 Notice of Funding Availability (NOFA) beginning on September 5, 2018. The Round 2 NOFA is planned for release on February 15, 2019. If, after the second round of awards, not all funds have been

claimed by all administrative entities, the BCSH shall, no later than June 15, 2019, work with the Department of Finance to identify an appropriate allocation methodology for a third round of awards or determine if any unallocated funds should revert to the General Fund.

| Round 1 | |
|---------------------------------------|---------------------------------|
| NOFA Release | September 5, 2018 |
| Early Applications Reviews Start*** | Starting in September 2018 |
| Early Applications Awarded | Starting in September 2018 |
| Early Distribution of Funds Begins | Starting in late October 2018 |
| | |
| Round 1 Application Cut-off Date | No later than December 31, 2018 |
| Standard Applications Awarded | No later than January 2019 |
| Standard Distribution of Funds Begins | April 2019 |
| | |
| Round 2 | |
| NOFA Release | February 15, 2019 |
| Early Applications Reviews Start*** | Starting in February 2019 |
| Early Applications Awarded | Starting in February 2019 |
| Early Distribution of Funds Begins | Starting in late March 2019 |
| | |
| Round 2 Application Cut-off Date | No later than April 30, 2019 |
| Standard Applications Awarded | No later than May 2019 |
| Standard Distribution of Funds Begins | July 2019 |

***The HEAP team, recognizing the urgent need in cities and counties, encourages early applications and will review applications, make award decisions, and disburse funds on a rolling basis, immediately upon receipt.

Application Process

HEAP applications will be received through an online portal, with supporting attachments submitted via email. There are separate applications for CoCs and LCs. The applicant (CoC or LC) must submit with the application proof that a resolution declaring a shelter crisis has been approved for all jurisdictions receiving funds. Applicants must conduct a local collaborative application process to determine how HEAP funds will be utilized in the CoC or LC. The submitting entity must also demonstrate coordination with stakeholders, including but not limited to, homeless service and housing providers, law enforcement, cities, and homeless advocates whose general service area falls within the CoC or LC. The CoC or LC in turn may make sub-awards to entities it determines are qualified to carry out the eligible activities and operate within areas with approved shelter crisis status.

Special Notes

Collaboration

CoCs and LCs must demonstrate that a local collaborative effort has been conducted prior to application submission. A collaborative process may include, but is not limited to, a public meeting, regional homeless taskforce meeting, letters of support with signatures of endorsement, an adopted homeless plan, and an adopted budget which includes HEAP funds. Proof of a public process may include sign-in sheets, meeting minutes, agendas, and public comment logs, among other items. It is important that a wide enough range of participants are consulted as part of this process. Participants should include representatives of local homeless

service provider entities, law enforcement, behavioral health, and city and county public officials.

Homeless Youth

The HEAP statute requires a minimum investment of five percent of all awards be set aside for emergency assistance for homeless youth. The HEAP team encourages and expects local CoCs and LCs to work with youth advocates and related stakeholders to consider the level of investment that makes sense for this most vulnerable segment of the target population.

Contact the Program

The HCFC will be providing ongoing technical assistance and training to support CoCs and LCs in successfully applying for and administering HEAP funds. Additional information regarding the HEAP program is available on the HCFC [website](#). To receive information releases regarding the HEAP program, please register for the program [listserv](#). If you have questions, please direct them to the HCFC inbox at HCFC@BCSH.ca.gov.

Attachment A – Sample Crisis Declaration Resolution

DRAFT

Sample Resolution:
Declaration of a Shelter Crisis

RESOLUTION NO. _____

RESOLUTION OF [insert name of local governing body, e.g. City Council or County Board of Supervisors] OF THE [insert name of jurisdiction, e.g. City or County here] _____, STATE OF CALIFORNIA declaring a shelter crisis pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code § 8698.2).

The _____ [insert name of local governing body, e.g. City Council or County Board of Supervisors] Finds:

WHEREAS, California’s Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness;

WHEREAS, The Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018);

WHEREAS, The Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code §8698.2;

WHEREAS, [insert name of city or county here] has developed a homelessness plan and undertaken multiple efforts at the local level to combat homelessness;

*WHEREAS, [insert name of city or county here] finds that **Insert the 2017 Point in Time Count for the jurisdiction** persons within the [insert name of city or county here] are homeless and living without shelter;*

REQUIRED

*WHEREAS, [insert name of city or county here] **finds that the number of homeless is significant, and these persons are without the ability to obtain shelter;***

WHEREAS, [insert name of city or county here] finds that the health and safety of unsheltered persons in the [insert City or County] is threatened by a lack of shelter;

WHEREAS, [insert name of city or county here] affirms the [insert: City’s or County’s] _____ commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities;

NOW, THEREFORE, BE IT RESOLVED BY THE [insert name of city council or county board of supervisors here] _____, CALIFORNIA, that a **shelter crisis** pursuant to Government Code §8698.2 exists in [insert name of city or county here] _____, and authorizes the [insert: City's or County's] _____ participation in the Homeless Emergency Aid Program.

Required: This is a specific term used in the code. Other terms such as shelter emergency, or homeless crisis are not sufficient.

PASSED AND ADOPTED by the [insert governing body here] _____ of the [insert name of city or county here] _____, State of California at the meeting of the said [insert Board or City Council] held on the ___ day of _____ by the following vote:

- AYES:** [insert name of local governing body]: _____
- NOES:** [insert name of local governing body]: _____
- ABSTAIN:** [insert name of local governing body]: _____
- ABSENT:** [insert name of local governing body]: _____

By: _____
_____, CHAIR PERSON
_____ [insert name of local governing body]

ATTEST:
By: _____
Date: _____

APPROVED AS TO LEGAL FORM:
By: _____
Date: _____

Attachment B – Formula Funding Estimates

| CoC Number | Jurisdiction | Total Homeless, 2017 | Percent of Total State Homeless, 2017 | Section 50213(a) Per Jurisdiction portion of \$250M | Section 50213(b) \$100M Distribution Based on Percent of Homeless Population | Total of CoC Distribution per 50213(a) and (b) | 50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b) |
|------------|---------------------------------------|----------------------|---------------------------------------|---|--|--|---|
| CA-600 | Los Angeles City & County | 55,188 | 41.100% | \$ 40,000,000.00 | \$ 41,099,807.86 | \$ 81,099,807.86 | \$ 4,054,990.39 |
| CA-601 | San Diego City & County | 9,160 | 6.822% | \$ 12,000,000.00 | \$ 6,821,668.48 | \$ 18,821,668.48 | \$ 941,083.42 |
| CA-500 | San Jose/Santa Clara City & County | 7,394 | 5.506% | \$ 12,000,000.00 | \$ 5,506,486.54 | \$ 17,506,486.54 | \$ 875,324.33 |
| CA-501 | San Francisco | 6,858 | 5.107% | \$ 12,000,000.00 | \$ 5,107,314.68 | \$ 17,107,314.68 | \$ 855,365.73 |
| CA-502 | Oakland, Berkeley/Alameda County | 5,629 | 4.192% | \$ 12,000,000.00 | \$ 4,192,049.33 | \$ 16,192,049.33 | \$ 809,602.47 |
| CA-602 | Santa Ana, Anaheim/Orange County | 4,792 | 3.569% | \$ 12,000,000.00 | \$ 3,568,715.65 | \$ 15,568,715.65 | \$ 778,435.78 |
| CA-503 | Sacramento City & County | 3,665 | 2.729% | \$ 10,000,000.00 | \$ 2,729,412.12 | \$ 12,729,412.12 | \$ 636,470.61 |
| CA-506 | Salinas/Monterey, San Benito Counties | 3,364 | 2.505% | \$ 10,000,000.00 | \$ 2,505,250.30 | \$ 12,505,250.30 | \$ 625,262.52 |
| CA-504 | Santa Rosa, Petaluma/Sonoma County | 2,835 | 2.111% | \$ 10,000,000.00 | \$ 2,111,291.50 | \$ 12,111,291.50 | \$ 605,564.57 |
| CA-608 | Riverside City & County | 2,406 | 1.792% | \$ 8,000,000.00 | \$ 1,791,805.06 | \$ 9,791,805.06 | \$ 489,590.25 |
| CA-508 | Watsonville/Santa Cruz City & County | 2,249 | 1.675% | \$ 8,000,000.00 | \$ 1,674,883.45 | \$ 9,674,883.45 | \$ 483,744.17 |
| CA-514 | Fresno City & County/Madera County | 2,016 | 1.501% | \$ 8,000,000.00 | \$ 1,501,362.84 | \$ 9,501,362.84 | \$ 475,068.14 |
| CA-609 | San Bernardino City & County | 1,866 | 1.390% | \$ 8,000,000.00 | \$ 1,389,654.30 | \$ 9,389,654.30 | \$ 469,482.71 |
| CA-606 | Long Beach | 1,863 | 1.387% | \$ 8,000,000.00 | \$ 1,387,420.13 | \$ 9,387,420.13 | \$ 469,371.01 |
| CA-603 | Santa Maria/Santa Barbara County | 1,860 | 1.385% | \$ 8,000,000.00 | \$ 1,385,185.96 | \$ 9,385,185.96 | \$ 469,259.30 |
| CA-510 | Turlock, Modesto/Stanislaus County | 1,661 | 1.237% | \$ 6,000,000.00 | \$ 1,236,985.95 | \$ 7,236,985.95 | \$ 361,849.30 |
| CA-505 | Richmond/Contra Costa County | 1,607 | 1.197% | \$ 6,000,000.00 | \$ 1,196,770.88 | \$ 7,196,770.88 | \$ 359,838.54 |
| CA-511 | Stockton/San Joaquin County | 1,542 | 1.148% | \$ 6,000,000.00 | \$ 1,148,363.84 | \$ 7,148,363.84 | \$ 357,418.19 |
| CA-512 | Daly City/San Mateo County | 1,253 | 0.933% | \$ 4,000,000.00 | \$ 933,138.71 | \$ 4,933,138.71 | \$ 246,656.94 |
| CA-509 | Mendocino County | 1,238 | 0.922% | \$ 4,000,000.00 | \$ 921,967.86 | \$ 4,921,967.86 | \$ 246,098.39 |

Attachment B – Formula Funding Estimates Continued

| CoC Number | Jurisdiction | Total Homeless, 2017 | Percent of Total State Homeless, 2017 | Section 50213(a) Per Jurisdiction portion of \$250M | Section 50213(b) \$100M Distribution Based on Percent of Homeless Population | Total of CoC Distribution per 50213(a) and (b) | 50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b) |
|------------|---|----------------------|---------------------------------------|---|--|--|---|
| CA-518 | Vallejo/Solano County | 1,232 | 0.917% | \$ 4,000,000.00 | \$ 917,499.52 | \$ 4,917,499.52 | \$ 245,874.98 |
| CA-519 | Chico, Paradise/Butte County | 1,195 | 0.890% | \$ 4,000,000.00 | \$ 889,944.74 | \$ 4,889,944.74 | \$ 244,497.24 |
| CA-613 | Imperial County | 1,154 | 0.859% | \$ 4,000,000.00 | \$ 859,411.07 | \$ 4,859,411.07 | \$ 242,970.55 |
| CA-611 | Oxnard, San Buenaventura/Ventura County | 1,152 | 0.858% | \$ 4,000,000.00 | \$ 857,921.63 | \$ 4,857,921.63 | \$ 242,896.08 |
| CA-614 | San Luis Obispo County | 1,125 | 0.838% | \$ 4,000,000.00 | \$ 837,814.09 | \$ 4,837,814.09 | \$ 241,890.70 |
| CA-507 | Marin County | 1,117 | 0.832% | \$ 4,000,000.00 | \$ 831,856.30 | \$ 4,831,856.30 | \$ 241,592.81 |
| CA-515 | Roseville, Rocklin/Placer, Nevada Counties | 979 | 0.729% | \$ 2,000,000.00 | \$ 729,084.44 | \$ 2,729,084.44 | \$ 136,454.22 |
| CA-516 | Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties | 934 | 0.696% | \$ 2,000,000.00 | \$ 695,571.87 | \$ 2,695,571.87 | \$ 134,778.59 |
| CA-513 | Visalia/Kings, Tulare Counties | 853 | 0.635% | \$ 2,000,000.00 | \$ 635,249.26 | \$ 2,635,249.26 | \$ 131,762.46 |
| CA-604 | Bakersfield/Kern County | 810 | 0.603% | \$ 2,000,000.00 | \$ 603,226.14 | \$ 2,603,226.14 | \$ 130,161.31 |
| CA-524 | Yuba City & County/Sutter County | 760 | 0.566% | \$ 2,000,000.00 | \$ 565,989.96 | \$ 2,565,989.96 | \$ 128,299.50 |
| CA-522 | Humboldt County | 759 | 0.565% | \$ 2,000,000.00 | \$ 565,245.24 | \$ 2,565,245.24 | \$ 128,262.26 |
| CA-525 | El Dorado County | 602 | 0.448% | \$ 1,000,000.00 | \$ 448,323.63 | \$ 1,448,323.63 | \$ 72,416.18 |
| CA-607 | Pasadena | 575 | 0.428% | \$ 1,000,000.00 | \$ 428,216.09 | \$ 1,428,216.09 | \$ 71,410.80 |
| CA-521 | Davis, Woodland/Yolo County | 459 | 0.342% | \$ 1,000,000.00 | \$ 341,828.15 | \$ 1,341,828.15 | \$ 67,091.41 |
| CA-520 | Merced City & County | 454 | 0.338% | \$ 1,000,000.00 | \$ 338,104.53 | \$ 1,338,104.53 | \$ 66,905.23 |
| CA-529 | Lake County | 401 | 0.299% | \$ 1,000,000.00 | \$ 298,634.18 | \$ 1,298,634.18 | \$ 64,931.71 |
| CA-526 | Tuolumne, Amador, Calaveras, Mariposa Counties | 367 | 0.273% | \$ 1,000,000.00 | \$ 273,313.57 | \$ 1,273,313.57 | \$ 63,665.68 |
| CA-517 | Napa City & County | 315 | 0.235% | \$ 1,000,000.00 | \$ 234,587.94 | \$ 1,234,587.94 | \$ 61,729.40 |
| CA-523 | Colusa, Glen, Trinity Counties | 176 | 0.131% | \$ 500,000.00 | \$ 131,071.36 | \$ 631,071.36 | \$ 31,553.57 |
| CA-612 | Glendale | 168 | 0.125% | \$ 500,000.00 | \$ 125,113.57 | \$ 625,113.57 | \$ 31,255.68 |
| CA-527 | Tehama County | 124 | 0.092% | \$ 500,000.00 | \$ 92,345.73 | \$ 592,345.73 | \$ 29,617.29 |
| CA-530 | Alpine, Inyo, Mono Counties | 121 | 0.090% | \$ 500,000.00 | \$ 90,111.56 | \$ 590,111.56 | \$ 29,505.58 |



HEAP Large Cities Allocation

| CoC Number | Jurisdiction | 50213(c) Large Cities \$150,000,000 Allocation | 50213(c) Minimum Youth Set Aside Per Large City Allocation |
|------------|---------------|--|--|
| CA-600 | Los Angeles | \$ 85,013,607.00 | \$ 4,250,680.35 |
| CA-601 | San Diego | \$ 14,110,397.95 | \$ 705,519.90 |
| CA-500 | San Jose | \$ 11,389,987.16 | \$ 569,499.36 |
| CA-501 | San Francisco | \$ 10,564,313.22 | \$ 528,215.66 |
| CA-502 | Oakland | \$ 8,671,116.82 | \$ 433,555.84 |
| CA-602 | Santa Ana | \$ 3,690,885.841 | \$ 184,544.29 |
| CA-602 | Anaheim | \$ 3,690,885.841 | \$ 184,544.29 |
| CA-503 | Sacramento | \$ 5,645,699.61 | \$ 282,284.98 |
| CA-514 | Fresno | \$ 3,105,519.90 | \$ 155,276.00 |
| CA-606 | Long Beach | \$ 2,869,833.12 | \$ 143,491.66 |
| CA-604 | Bakersfield | \$ 1,247,753.53 | \$ 62,387.68 |

HOMELESS EMERGENCY AID PROGRAM (HEAP)

Frequently Asked Questions



Edmund G. Brown Jr., Governor
Secretary Alexis Podesta, Council Chair
Ginny Puddefoot, Executive Officer

August 10, 2018



Homeless Emergency Aid Program (HEAP) Frequently Asked Questions

Shelter Crisis Declaration

Q: Who has the authority to declare a shelter crisis?

A: Government Code Chapter 7.8 Section 8698 states a government body may declare the shelter crisis. For the purpose of the HEAP program a local jurisdiction (city, county or city that is also a county) is the government body that has the authority to declare a shelter crisis.

Q: Can the county declare a shelter crisis that covers all jurisdictions within the county?

A: No. Senate Bill (SB) 850 Section 50212. (a) states, “in order to be eligible for program funds, an administrative entity shall demonstrate the following:

(1) Except as otherwise provided in subdivision (b), the jurisdiction or jurisdictions that the administrative entity represents for which funding is requested have, at the time of the award, declared a shelter crisis pursuant to Chapter 7.8 (commencing with Section 8698) of Division 1 of Title 2 of the Government Code.”

This means that each jurisdiction (city, county, or city that is also a county) that the administrative entity represents must declare a shelter crisis if it wishes to receive a share of the HEAP funding. Further clarity regarding the specific requirements surrounding declaring a shelter crisis is available in Chapter 7.8 (commencing with Section 8698) of Division 1 of Title 2 of the Government Code.

The County may declare a shelter crisis for the unincorporated areas of the county.

Q: Can a Continuum of Care declare a shelter crisis?

A: No. The only entities that may declare a shelter crisis are governing bodies. According to Government Code Chapter 7.8, Section 8698.3, (a) (1) “the governing body may declare a shelter crisis”.

Q: Can a county that has declared a shelter crisis contract with non-profit services providers or provide direct homeless services funded by HEAP in cities that have not declared a shelter crisis?

A: No. The intent of the statute is that HEAP funds are distributed to and expended in jurisdictions that have declared a shelter crisis.

Q: Do all of the counties that the administrative entity represents have to declare a shelter crisis for any funds to be awarded to the administrative entity?

A: No. SB850 Section 50212 states (b) states, “the jurisdiction or jurisdictions that the administrative entity represents for which funding is requested have, at the time of the award, declared a shelter crisis”.

This means that only the jurisdictions requesting HEAP funding through their CoC must declare a shelter crisis.

Q: Can a Joint Powers Authority that acts as the CoC declare a shelter crisis?

A: No. Each individual jurisdiction represented by a CoC where HEAP funds will be used must declare a shelter crisis.

Funding Rounds

Q: As we are developing plans for use of HEAP, some of our jurisdictions will be ready to go sooner than others. Can we submit our application(s) separately as the plans for each region are completed up until the deadline?

A: No. One application will be received per CoC and Large City per round. Keep in mind that you have a generous application window from the date the NOFA launches on 9/5/2018 through 12/31/2018 when Round 1 closes to conduct your local process.

Q: Do we lose our allocation if we don't request it all at once in one application?

A: Funds not applied for in Round 1 will be redistributed in Round 2 using the same formula distribution methodology. If a CoC fails to apply in Round 1, they will not receive the same level of allocation in Round 2 that they would have received in Round 1.

One application per funding round will be accepted. If you have jurisdictions that are not ready when the first round of funding is released, you may apply for the second round in 2019. Of course, we are encouraging all communities to prepare to apply as early as possible. The HEAP team will be conducting outreach and TA to help make that a smooth process.

Large City Application

Q: How do large cities apply for HEAP funds?

A: Large cities will complete an online application that will be released with specific instructions unique to the large cities allocation.

Q: Will the large cities share the \$150 million be allocation evenly?

A: No. The large cities funds will be allocated in proportion to the percent of homeless people in the large cities jurisdictions. Please refer to Attachment B of the HEAP Overview document. The breakout of the funds is charted there.

Uses of HEAP Funds

Q: What qualifies as “emergency aid”?

A: The statute does not specifically define emergency aid. However, we are interpreting this to mean any urgent and immediate services which includes housing that will be provided to homeless people. Broad categories of uses include, but are not limited to, shelters, shelter beds, public toilets and shower facilities, tiny shed homes, etc.

Q: Can HEAP be used for the construction of permanent supportive housing?

A: According to SB850 Section 50214. (a), “program funds shall be expended on one-time uses that address homelessness, including, but not limited to, prevention, criminal justice diversion programs to homeless individuals with mental health needs, and emergency aid.” While the statute does not specifically address construction of housing, the intent is for funds to be used for urgent needs. This is further illuminated by the declaration of shelter crisis, which allows jurisdictions to relax building and safety standards to permit flexible housing solutions to be implemented quickly. In addition, HEAP funds have a timeline for contractual obligation.

HEAP statute mandates that 50 percent of the awarded funds must be contractually obligated by January 1, 2020. Additionally, 100 percent of the funds must be expended by June 30, 2021. Unexpended funds must be returned to the Business, Consumer Services and Housing Agency (BCSH) and will revert to the General Fund. This factor should be considered when making decisions about the best use for HEAP funds. It may prove prohibitive considering the usually long timeframe for developing permanent supportive housing.

Q: What are some examples of allowable uses for the HEAP funds?

A: While the statute does not call out specific examples of the use of HEAP funds, many resources among homeless services and housing providers exist. Some communities are considering new opportunities to address homelessness and the public health crisis that surrounds being homeless. Some articles and interesting sources are as follows:

Tiny Homes – shed type housing alternatives -

<https://www.oaklandhomelessresponse.com/our-response-1>

<https://www.youtube.com/watch?v=Yh7j81iT6HA>

<https://www.compassionvillage.org/tiny-house-villages/>

Tent Communities – moveable, inexpensive, flexible

<http://www.latimes.com/local/lanow/la-me-ln-homeless-shelter-plans-20180730-story.html>

Sanitary Facilities – Toilets, showers, handwashing stations

<http://www.sandiegouniontribune.com/communities/north-county/sd-no-homeless-toilets-20171025-story.html>

<https://www.sfgate.com/news/article/Thousands-sign-petition-demanding-10-new-public-10696383.php>

<https://www.sacbee.com/news/article214375319.html>

Point in Time Count

Can the jurisdiction use a homeless count different from the HUD Point in Time (PIT) count to apply for HEAP funding?

A: No. The statute specifically recognizes the HUD PIT counts as the basis for determining the allocation structure of the program. The statute states in Section 50210(f), “Homeless point-in-time count” means the 2017 homeless point-in-time counts pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations. The PIT numbers are reflected in the allocation chart, Attachment A.



Attachment A – Formula Funding Estimates

| CoC Number | Jurisdiction | Total Homeless, 2017 | Percent of Total State Homeless, 2017 | Section 50213(a) Per Jurisdiction portion of \$250M | Section 50213(b) \$100M Distribution Based on Percent of Homeless Population | Total of CoC Distribution per 50213(a) and (b) | 50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b) |
|------------|---------------------------------------|----------------------|---------------------------------------|---|--|--|---|
| CA-600 | Los Angeles City & County | 55,188 | 41.100% | \$ 40,000,000.00 | \$ 41,099,807.86 | \$ 81,099,807.86 | \$ 4,054,990.39 |
| CA-601 | San Diego City & County | 9,160 | 6.822% | \$ 12,000,000.00 | \$ 6,821,668.48 | \$ 18,821,668.48 | \$ 941,083.42 |
| CA-500 | San Jose/Santa Clara City & County | 7,394 | 5.506% | \$ 12,000,000.00 | \$ 5,506,486.54 | \$ 17,506,486.54 | \$ 875,324.33 |
| CA-501 | San Francisco | 6,858 | 5.107% | \$ 12,000,000.00 | \$ 5,107,314.68 | \$ 17,107,314.68 | \$ 855,365.73 |
| CA-502 | Oakland, Berkeley/Alameda County | 5,629 | 4.192% | \$ 12,000,000.00 | \$ 4,192,049.33 | \$ 16,192,049.33 | \$ 809,602.47 |
| CA-602 | Santa Ana, Anaheim/Orange County | 4,792 | 3.569% | \$ 12,000,000.00 | \$ 3,568,715.65 | \$ 15,568,715.65 | \$ 778,435.78 |
| CA-503 | Sacramento City & County | 3,665 | 2.729% | \$ 10,000,000.00 | \$ 2,729,412.12 | \$ 12,729,412.12 | \$ 636,470.61 |
| CA-506 | Salinas/Monterey, San Benito Counties | 3,364 | 2.505% | \$ 10,000,000.00 | \$ 2,505,250.30 | \$ 12,505,250.30 | \$ 625,262.52 |
| CA-504 | Santa Rosa, Petaluma/Sonoma County | 2,835 | 2.111% | \$ 10,000,000.00 | \$ 2,111,291.50 | \$ 12,111,291.50 | \$ 605,564.57 |
| CA-608 | Riverside City & County | 2,406 | 1.792% | \$ 8,000,000.00 | \$ 1,791,805.06 | \$ 9,791,805.06 | \$ 489,590.25 |
| CA-508 | Watsonville/Santa Cruz City & County | 2,249 | 1.675% | \$ 8,000,000.00 | \$ 1,674,883.45 | \$ 9,674,883.45 | \$ 483,744.17 |
| CA-514 | Fresno City & County/Madera County | 2,016 | 1.501% | \$ 8,000,000.00 | \$ 1,501,362.84 | \$ 9,501,362.84 | \$ 475,068.14 |
| CA-609 | San Bernardino City & County | 1,866 | 1.390% | \$ 8,000,000.00 | \$ 1,389,654.30 | \$ 9,389,654.30 | \$ 469,482.71 |
| CA-606 | Long Beach | 1,863 | 1.387% | \$ 8,000,000.00 | \$ 1,387,420.13 | \$ 9,387,420.13 | \$ 469,371.01 |
| CA-603 | Santa Maria/Santa Barbara County | 1,860 | 1.385% | \$ 8,000,000.00 | \$ 1,385,185.96 | \$ 9,385,185.96 | \$ 469,259.30 |

Attachment A – Formula Funding Estimates Continued

| CoC Number | Jurisdiction | Total Homeless, 2017 | Percent of Total State Homeless, 2017 | Section 50213(a) Per Jurisdiction portion of \$250M | Section 50213(b) \$100M Distribution Based on Percent of Homeless Population | Total of CoC Distribution per 50213(a) and (b) | 50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b) |
|------------|---|----------------------|---------------------------------------|---|--|--|---|
| CA-510 | Turlock, Modesto/Stanislaus County | 1,661 | 1.237% | \$ 6,000,000.00 | \$ 1,236,985.95 | \$ 7,236,985.95 | \$ 361,849.30 |
| CA-505 | Richmond/Contra Costa County | 1,607 | 1.197% | \$ 6,000,000.00 | \$ 1,196,770.88 | \$ 7,196,770.88 | \$ 359,838.54 |
| CA-511 | Stockton/San Joaquin County | 1,542 | 1.148% | \$ 6,000,000.00 | \$ 1,148,363.84 | \$ 7,148,363.84 | \$ 357,418.19 |
| CA-512 | Daly City/San Mateo County | 1,253 | 0.933% | \$ 4,000,000.00 | \$ 933,138.71 | \$ 4,933,138.71 | \$ 246,656.94 |
| CA-509 | Mendocino County | 1,238 | 0.922% | \$ 4,000,000.00 | \$ 921,967.86 | \$ 4,921,967.86 | \$ 246,098.39 |
| CA-518 | Vallejo/Solano County | 1,232 | 0.917% | \$ 4,000,000.00 | \$ 917,499.52 | \$ 4,917,499.52 | \$ 245,874.98 |
| CA-519 | Chico, Paradise/Butte County | 1,195 | 0.890% | \$ 4,000,000.00 | \$ 889,944.74 | \$ 4,889,944.74 | \$ 244,497.24 |
| CA-613 | Imperial County | 1,154 | 0.859% | \$ 4,000,000.00 | \$ 859,411.07 | \$ 4,859,411.07 | \$ 242,970.55 |
| CA-611 | Oxnard, San Buenaventura/Ventura County | 1,152 | 0.858% | \$ 4,000,000.00 | \$ 857,921.63 | \$ 4,857,921.63 | \$ 242,896.08 |
| CA-614 | San Luis Obispo County | 1,125 | 0.838% | \$ 4,000,000.00 | \$ 837,814.09 | \$ 4,837,814.09 | \$ 241,890.70 |
| CA-507 | Marin County | 1,117 | 0.832% | \$ 4,000,000.00 | \$ 831,856.30 | \$ 4,831,856.30 | \$ 241,592.81 |
| CA-515 | Roseville, Rocklin/Placer, Nevada Counties | 979 | 0.729% | \$ 2,000,000.00 | \$ 729,084.44 | \$ 2,729,084.44 | \$ 136,454.22 |
| CA-516 | Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties | 934 | 0.696% | \$ 2,000,000.00 | \$ 695,571.87 | \$ 2,695,571.87 | \$ 134,778.59 |
| CA-513 | Visalia/Kings, Tulare Counties | 853 | 0.635% | \$ 2,000,000.00 | \$ 635,249.26 | \$ 2,635,249.26 | \$ 131,762.46 |
| CA-604 | Bakersfield/Kern County | 810 | 0.603% | \$ 2,000,000.00 | \$ 603,226.14 | \$ 2,603,226.14 | \$ 130,161.31 |
| CA-524 | Yuba City & County/Sutter County | 760 | 0.566% | \$ 2,000,000.00 | \$ 565,989.96 | \$ 2,565,989.96 | \$ 128,299.50 |
| CA-522 | Humboldt County | 759 | 0.565% | \$ 2,000,000.00 | \$ 565,245.24 | \$ 2,565,245.24 | \$ 128,262.26 |
| CA-525 | El Dorado County | 602 | 0.448% | \$ 1,000,000.00 | \$ 448,323.63 | \$ 1,448,323.63 | \$ 72,416.18 |
| CA-607 | Pasadena | 575 | 0.428% | \$ 1,000,000.00 | \$ 428,216.09 | \$ 1,428,216.09 | \$ 71,410.80 |

| CoC Number | Jurisdiction | Total Homeless, 2017 | Percent of Total State Homeless, 2017 | Section 50213(a) Per Jurisdiction portion of \$250M | Section 50213(b) \$100M Distribution Based on Percent of Homeless Population | Total of CoC Distribution per 50213(a) and (b) | 50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b) |
|------------|--|----------------------|---------------------------------------|---|--|--|---|
| CA-521 | Davis, Woodland/Yolo County | 459 | 0.342% | \$ 1,000,000.00 | \$ 341,828.15 | \$ 1,341,828.15 | \$ 67,091.41 |
| CA-520 | Merced City & County | 454 | 0.338% | \$ 1,000,000.00 | \$ 338,104.53 | \$ 1,338,104.53 | \$ 66,905.23 |
| CA-529 | Lake County | 401 | 0.299% | \$ 1,000,000.00 | \$ 298,634.18 | \$ 1,298,634.18 | \$ 64,931.71 |
| CA-526 | Tuolumne, Amador, Calaveras, Mariposa Counties | 367 | 0.273% | \$ 1,000,000.00 | \$ 273,313.57 | \$ 1,273,313.57 | \$ 63,665.68 |
| CA-517 | Napa City & County | 315 | 0.235% | \$ 1,000,000.00 | \$ 234,587.94 | \$ 1,234,587.94 | \$ 61,729.40 |
| CA-523 | Colusa, Glen, Trinity Counties | 176 | 0.131% | \$ 500,000.00 | \$ 131,071.36 | \$ 631,071.36 | \$ 31,553.57 |
| CA-612 | Glendale | 168 | 0.125% | \$ 500,000.00 | \$ 125,113.57 | \$ 625,113.57 | \$ 31,255.68 |
| CA-527 | Tehama County | 124 | 0.092% | \$ 500,000.00 | \$ 92,345.73 | \$ 592,345.73 | \$ 29,617.29 |
| CA-530 | Alpine, Inyo, Mono Counties | 121 | 0.090% | \$ 500,000.00 | \$ 90,111.56 | \$ 590,111.56 | \$ 29,505.58 |



HEAP Large Cities Allocation

| CoC Number | Jurisdiction | 50213(c) Large Cities \$150,000,000 Allocation | 50213(c) Minimum Youth Set Aside Per Large City Allocation |
|------------|---------------|--|--|
| CA-600 | Los Angeles | \$ 85,013,607.00 | \$ 4,250,680.35 |
| CA-601 | San Diego | \$ 14,110,397.95 | \$ 705,519.90 |
| CA-500 | San Jose | \$ 11,389,987.16 | \$ 569,499.36 |
| CA-501 | San Francisco | \$ 10,564,313.22 | \$ 528,215.66 |
| CA-502 | Oakland | \$ 8,671,116.82 | \$ 433,555.84 |
| CA-602 | Santa Ana | \$ 3,690,885.841 | \$ 184,544.29 |
| CA-602 | Anaheim | \$ 3,690,885.841 | \$ 184,544.29 |
| CA-503 | Sacramento | \$ 5,645,699.61 | \$ 282,284.98 |
| CA-514 | Fresno | \$ 3,105,519.90 | \$ 155,276.00 |
| CA-606 | Long Beach | \$ 2,869,833.12 | \$ 143,491.66 |
| CA-604 | Bakersfield | \$ 1,247,753.53 | \$ 62,387.68 |

**CITY OF ALBANY
SOCIAL AND ECONOMIC JUSTICE COMMISSION
STAFF REPORT**

Agenda Date: May 7, 2019

SUBJECT: Albany Project HOPE 3rd Quarter Report

REPORT BY: Isabelle Leduc, Assistant City Manager

STAFF RECOMMENDATION

That the Commission receive the Albany Project HOPE 3rd quarter report.

BACKGROUND

Albany Project HOPE provides outreach, engagement and housing navigation services to people experiencing homelessness in Albany. Since July 2013, the services have been provided by Berkeley Food and Housing Project (BFHP). Using Housing First and Harm Reduction principles in combination with intensive and responsive housing navigation services, BFHP has been able to house and retain housing for people who had been chronically homeless. One of the greatest reasons for this success is that case management (Housing Navigation) has been tailored to each client's unique needs. For some, crisis intervention is offered daily, others are supported through community linkages on a weekly to monthly basis.

DISCUSSION

As part of the contract with the City of Albany, BFHP provides quarterly reports which include a narrative of activities during the quarter, an update towards yearly performance measures, tracking of outreach activities and demographics information for both clients in outreach who have completed a coordinated entry system (CES) assessment and have been placed on the county prioritized list and demographics of clients in housing navigation who have completed a housing stability plan. Clients experiencing homelessness and housed clients receiving case management are included in the housing navigation demographic report. There were 17 clients in housing navigation and 9 clients in outreach during the 3rd quarter. One client has been housed, 3 have maintained housing for 6 months and 2 clients have maintained housing for 1 year. The Albany Project HOPE 3rd quarter report (Attachment 1) is included for the Commission's information.

Albany Housing Subsidy Program

Prevention usually Subsidies include paying back rent, first/last months rent and security deposit.

Housing Subsidies

Council approved funding for housing subsidies and prevention which usually consists of one-time assistance to help clients who are at risk of becoming homeless. Total funding approved is \$50,000 for Project HOPE clients which includes \$25,000 from the Alameda County Immediate Impact Grant (ACIIG) for newly housed clients. The table below provides information on housing subsidies and prevention expenditures to date.

| Funding | Amount | YTD |
|-------------------|---------------|------------|
| Housing Subsidies | \$10,000.00 | \$7,868.58 |
| Prevention | \$15,000.00 | \$2,965.00 |
| ACIIG | \$25,000.00 | 0 |

Attachments

1. Albany Project HOPE 3rd Quarter Report

Albany Project HOPE
Homeless Outreach and Engagement Program
Berkeley Food and Housing Project
Report to City Council
January - March 2019

Activities

Housing Navigation

The Albany housing navigator has continued to support the clients currently housed at 1647 14th St in Oakland. Each existing rapid re-housing (RRH) client has a completed and updated stability plan. This quarter, the Albany Housing Navigator has focused on supporting RRH clients by increasing their applications to subsidized housing. Additionally, the Housing Navigator has helped all clients to increase their income through employment in order to become financially stable. As several RRH clients are nearing the end of their housing subsidy assistance, additional attention has been given to their financial stability and long-term housing goals.

The Albany housing navigator continues to maintain contact with tenants and landlords at the 1647 14th Street unit to ensure regular payment of rent and good building maintenance. The housing navigator visits tenants at the house at least once a month. Recently, the Housing Navigator coordinated a house meeting with the landlord to address interpersonal conflicts between tenants. The meeting allowed all parties to agree on resolutions to ensure safety and stability in the house.

There were 17 clients in housing navigation this past quarter. Three of these clients have received matches to Permanent Supportive Housing through the Coordinated Entry System. The Housing Navigator is working with Berkeley Food and Housing Project's (BFHP's) Landlord Liaison to find affordable housing options for RRH. Clients have continued to receive assistance in obtaining all necessary eligibility documents for subsidized housing. This quarter, the Housing Navigator worked with clients to obtain IDs, disability verifications, and name change documents. The Housing Navigator has provided transportation to necessary appointments including with SSDI attorneys and at the Department of Rehabilitation. The Housing Navigator remains presents during appointments to ensure that client needs are met.

Outreach

This quarter, the Housing Navigator has increased outreach along Solano Ave, the Ohlone Greenway, and near the intersection of San Pablo Ave and Marin Ave. The additional focus on these locations stems from an increase in outreach requests for individuals residing near these

areas. The Albany Police Department has helped significantly with outreach requests and ensuring that clients are connected to housing services.

The Housing Navigator has continued to engage in regular outreach at the Library and Albany Shower Program. Both locations have allowed the Navigator to consistently meet new clients, as well as check in with regular contacts. The Albany CARES volunteers have also been instrumental in referring clients to services and encouraging clients to maintain contact with the Housing Navigator. Through the Albany CARES program, the Housing Navigator gained two clients for Housing Navigation and several other clients who required assistance with various services. Outreach at the Albany CARES annex has decreased due to the Housing Navigator's increased housing navigation case load. The Housing Navigator regularly connects with the Albany CARES coordinator, who often refers clients to Albany Project HOPE for housing and other services.

The Albany Housing Navigator responded to six outreach requests through the Albany Project HOPE line. Calls were made by individuals seeking services for themselves. Last quarter, the Project HOPE line received several calls from business owners and housed Albany citizens trying to connect unhoused community members to services. This quarter, the Project HOPE line did not receive any third party calls.

Predictably, there has been a decrease in new client contacts since the last quarter. Much of the outreach experience this quarter involves interactions with already assessed clients or other individuals who are known to the Housing Navigator.

Successes

Housing Navigation has seen several housing successes this quarter. The Albany Housing Navigator has identified eleven potential candidates for Rapid Rehousing. Stability plans were completed for all households and they were submitted for RRH consideration. One client has been approved for a shared housing option in Oakland and will be moving in by April 12, 2019. The client will receive move-in and rental subsidy assistance through the Albany Impact grant program. Two other RRH candidates have applied and been approved for a unit that is undergoing renovations in Stockton. The Housing Navigator is waiting to receive a move-in date for this location.

Additionally, three clients in Housing Navigation have received Permanent Supportive Housing matches through the Coordinated Entry System. These matches offer lifetime, site-specific subsidies to the matched clients. The Housing Navigator worked with all clients to complete applications and gather documents for these matches. All applications are under review by Homestretch.

Through outreach, the Housing Navigator has successfully helped several clients to attain income assistance. The Navigator linked one client to payee services that allowed him to access his SSDI income. The Albany CARES program referred two literally homeless clients with various immediate needs. Through coordination with the Homeless Action Center, the Housing Navigator assisted these two clients with accessing income and medical insurance for the first time in two years.

The Housing Navigator has helped several clients to engage more fully in their mental and physical wellness. Through Housing Stability Plans, the Navigator and client develop goals around medical insurance, annual physicals, and accessing mental health care. Many clients have completed annual physicals for the first time in years. With the Navigator's assistance, three clients have access to mental health care for the first time. Support is given through direct referrals to mental health providers, regular check-ins on the status of care access, and the creation of weekly and monthly goals around therapy attendance. The Housing Navigator also supported one individual in completing a mental-health related course required for his probation. The Navigator provided some financial assistance for course fees, and coordinated with the class facilitator to ensure client's success in the course.

Lastly, the Housing Navigator has continued to distribute Albany Project HOPE posters to businesses on San Pablo Ave and Solano Ave. Some business owners have declined to put up posters. Several other business, such as Solano Cleaning Center and Suzette's, have accepted posters to be placed in store lobbies or windows. The Navigator will continue to offer the posters to interested businesses.

Challenges

When presenting housing options, the Navigator aims to always provide a realistic expectation of wait times and how subsidies are offered. This quarter, the Housing Navigator has identified and worked with more clients who are interested in the RRH subsidy program. The primary challenge has been the issue of housing affordability in the area.

Because of the increase in RRH-interested clients this quarter, the Housing Navigator increased her focus on meeting property owners and finding housing options. Many of the clients currently referred for RRH live on fixed incomes from SSI or SSDI. The majority of landlords are offering units outside the price range of most RRH candidates, often listing units that are priced higher than the average SSI or SSDI monthly income. Several landlords have also expressed a strong preference for tenants who work. Many current RRH candidates in the Albany Project HOPE program are unable to work due to age and disability, or are still completing job training programs prior to gaining employment. One property owner has offered a low-cost, shared bedroom option (two people per room). However, this option is for men only, thus unavailable to the women who are awaiting RRH matches. Additionally, the majority of RRH candidates are hesitant to accept shared rooms due to safety concerns, or concerns about personal mental health.

The rise in RRH candidates has led to an increased focus on Housing Navigation and housing search, leading to a decreased focus in outreach activities. Last quarter, outreach work encompassed most of the Navigator's time, as outreach was necessary to identify clients interested in housing resources. Now that several candidates have been identified for RRH, the focus is now on finding appropriate housing options for clients. The Housing Navigator must remain flexible, committed to the outreach schedule and also responsive to any immediate needs that may arise for clients in Housing Navigation.

ATTACHMENT

BFHP Albany PROJECT PERFORMANCE MEASURES

Due on the 15th of each month following the quarter

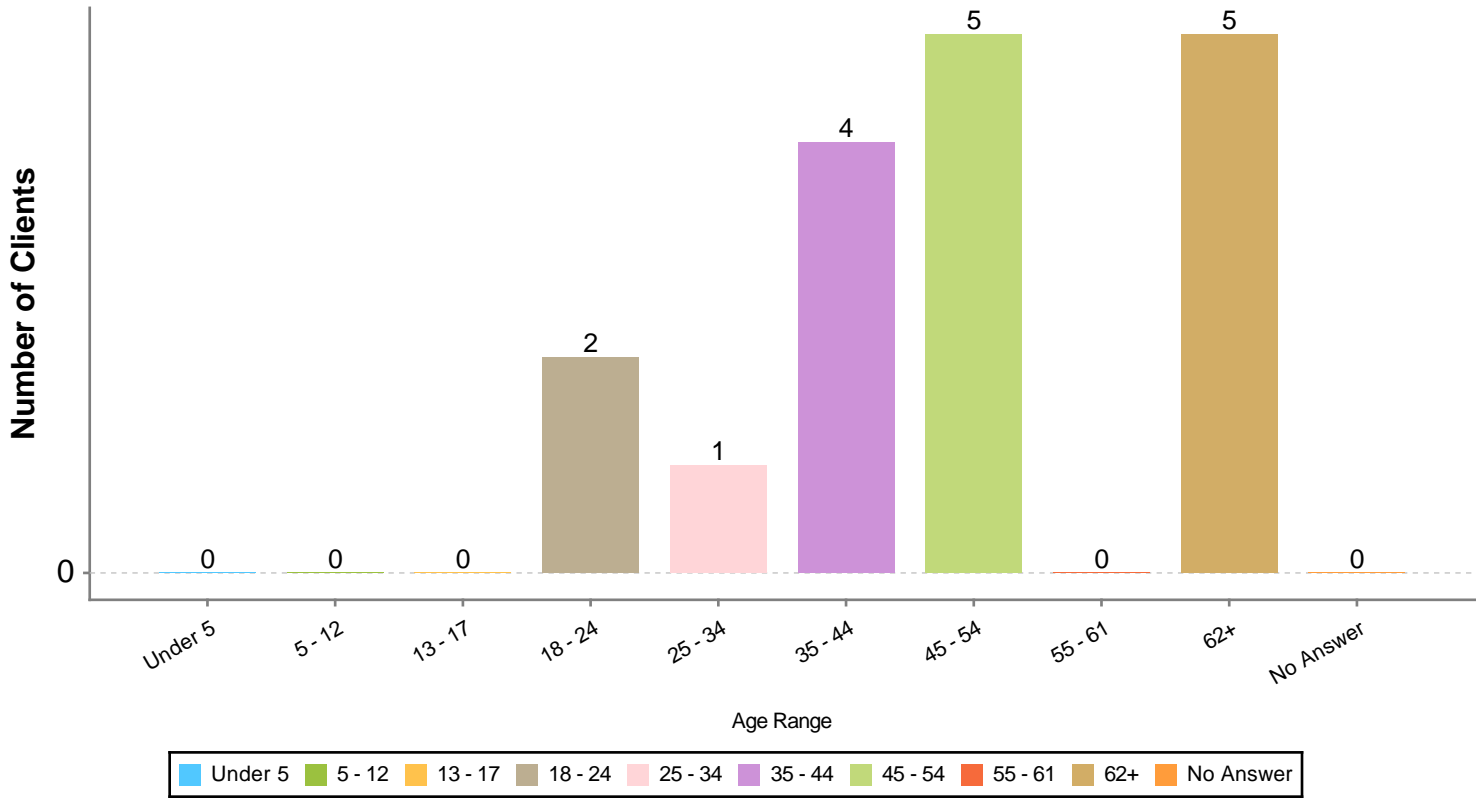
| Project Performance Measures and Targets | | | | |
|--|---------------|--------------------------------------|--------------------------------|-----------------|
| Performance Measure | Target | Progress/Activity this period | Year to date statistics | Comments |
| Outreach contacts (unduplicated contact with a new client) | 30 | 32 | 92 | |
| Performed initial intake/enrollment | 12 | 5 | 19 | |
| Number of housing case plans performed | 10 | 11 | 25 | |
| New Clients Housed | 6 | 1 | 1 | |
| Clients maintaining housing for 6 months | 4 | 3 | 3 | |
| *Clients maintaining housing for a year | 4 | 2 | 2 | |
| Clients exited from Aftercare program | 4 | 0 | 1 | |
| Clients receiving prevention | 2 | 1 | 3 | |
| | | | | |

*This measure duplicates clients in the measure above. It includes only non-exited clients.

Albany Project HOPE

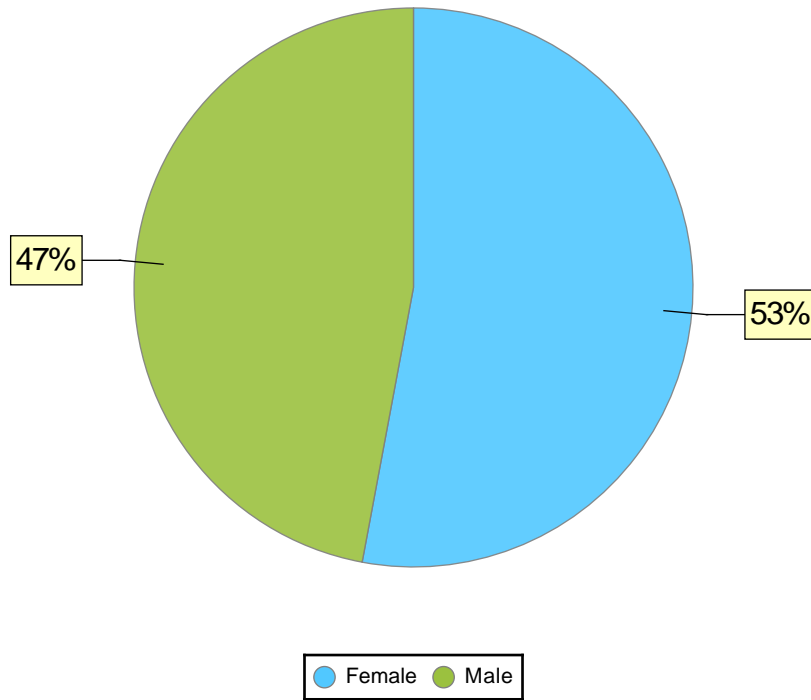
Demographic Report Housing Navigation Clients

Client Age Range Chart



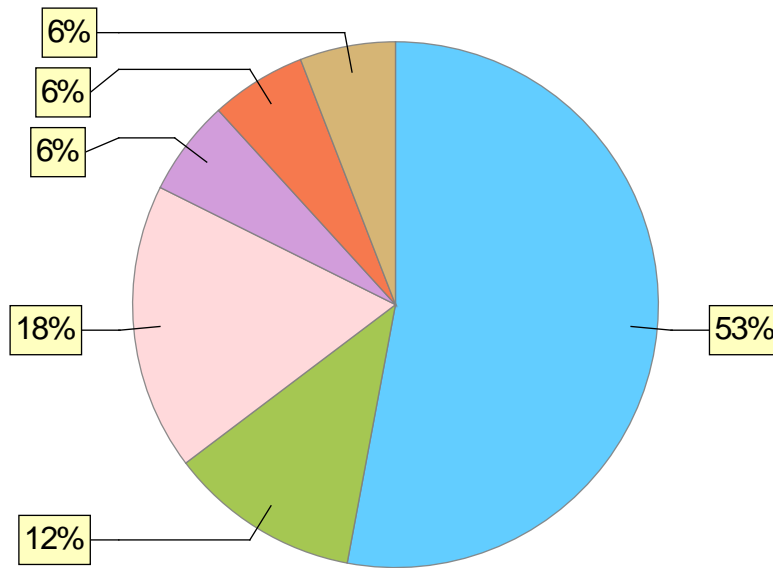
| Age Range | # of Clients |
|---------------|--------------|
| Under 5 | 0 |
| 5 - 12 | 0 |
| 13 - 17 | 0 |
| 18 - 24 | 2 |
| 25 - 34 | 1 |
| 35 - 44 | 4 |
| 45 - 54 | 5 |
| 55 - 61 | 0 |
| 62+ | 5 |
| No Answer | 0 |
| Total: | 17 |

Gender



| Gender | # of Clients |
|---|--------------|
| Female | 9 |
| Male | 8 |
| Trans Female (MTF or Male to Female) | 0 |
| Trans Male (FTM or Female to Male) | 0 |
| Gender Non-Conforming (i.e. not exclusively male or female) | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

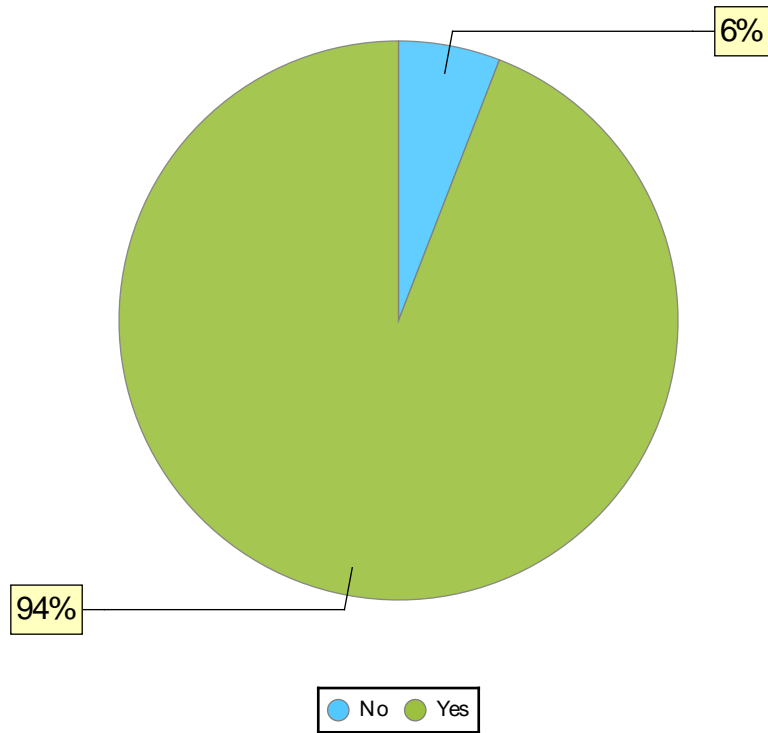
Race



● White
 ● Black or African American
 ● Multiple races
 ● Native Hawaiian or Other Pacific Islander
 ● Client Don't know / Refused
 ● No Answer

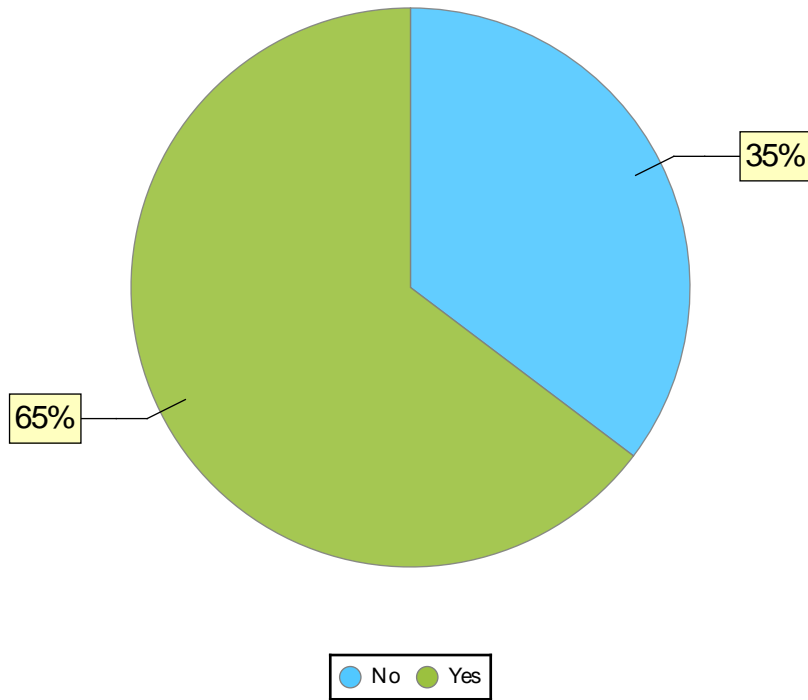
| Race Demographic | # of Clients |
|---|--------------|
| White | 9 |
| Black or African American | 2 |
| Asian | 0 |
| American Indian or Alaska Native | 0 |
| Multiple races | 3 |
| Native Hawaiian or Other Pacific Islander | 1 |
| Client Don't know / Refused | 1 |
| No Answer | 1 |
| Total: | 17 |

Disabled Demographic (Adults & HoHH) Chart



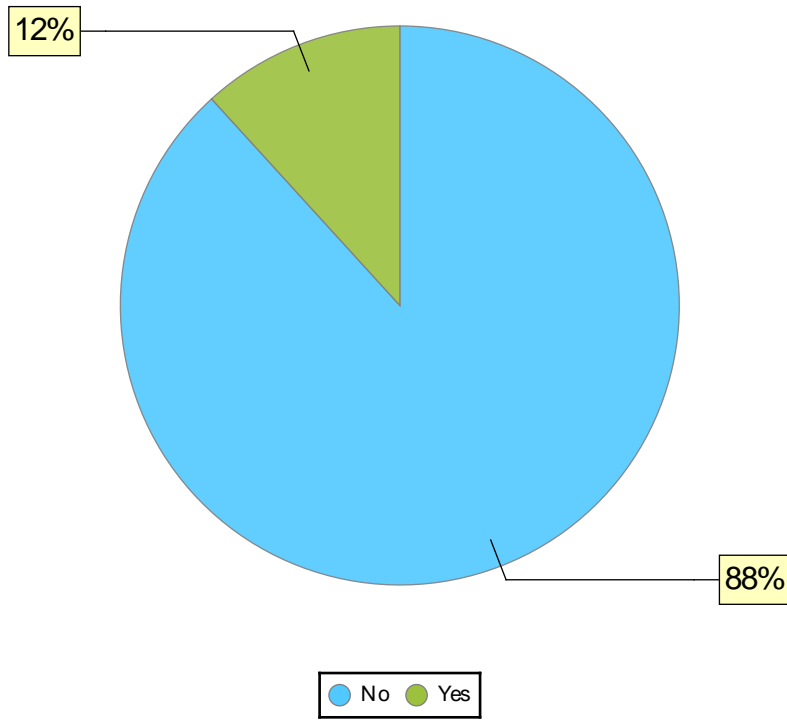
| Disabled Demographic (Adults & HoHH) | # of Clients |
|--|--------------|
| No | 1 |
| Yes | 16 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Physical Disability Chart



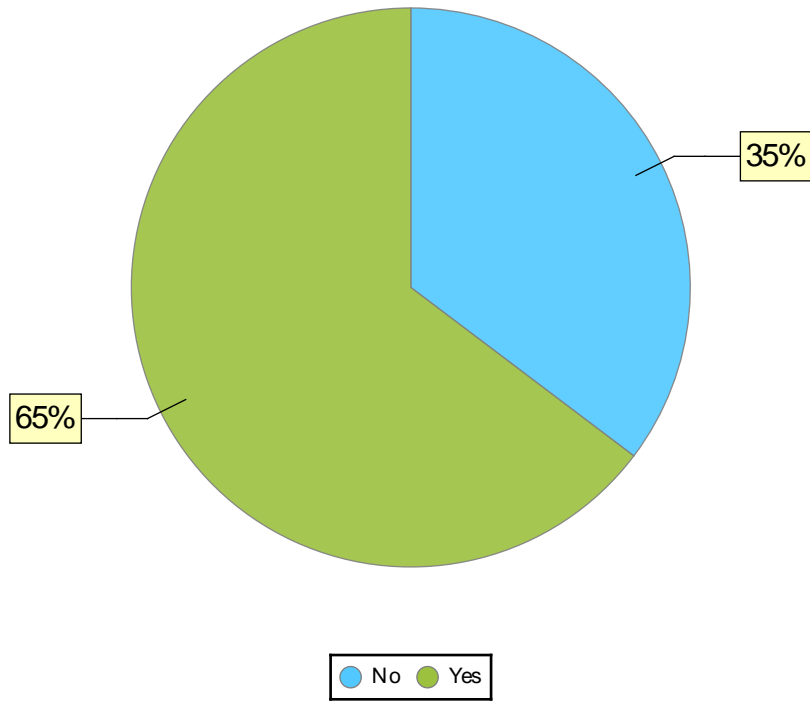
| Physical Disability | # of Clients |
|---------------------|--------------|
| No | 6 |
| Yes | 11 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Developmental Disability Chart



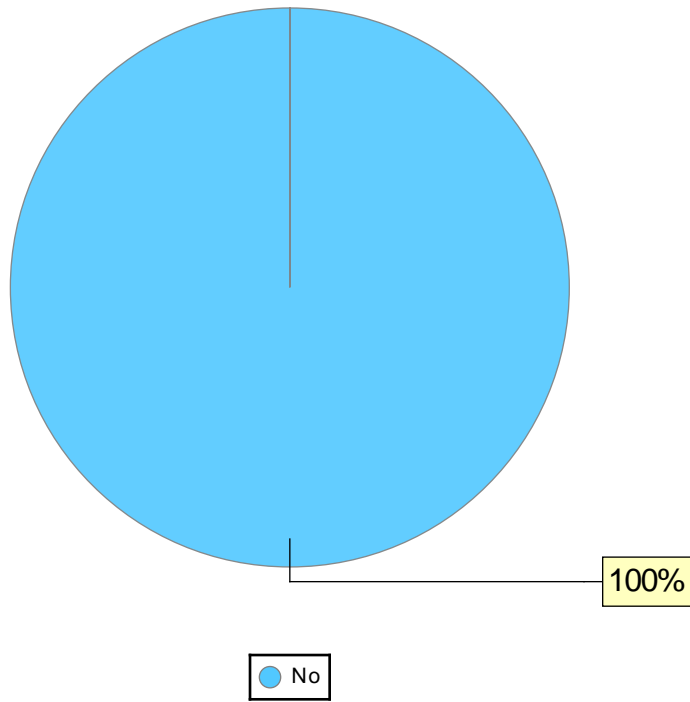
| Developmental Disability | # of Clients |
|--------------------------|--------------|
| No | 15 |
| Yes | 2 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Chronic Health Condition Chart



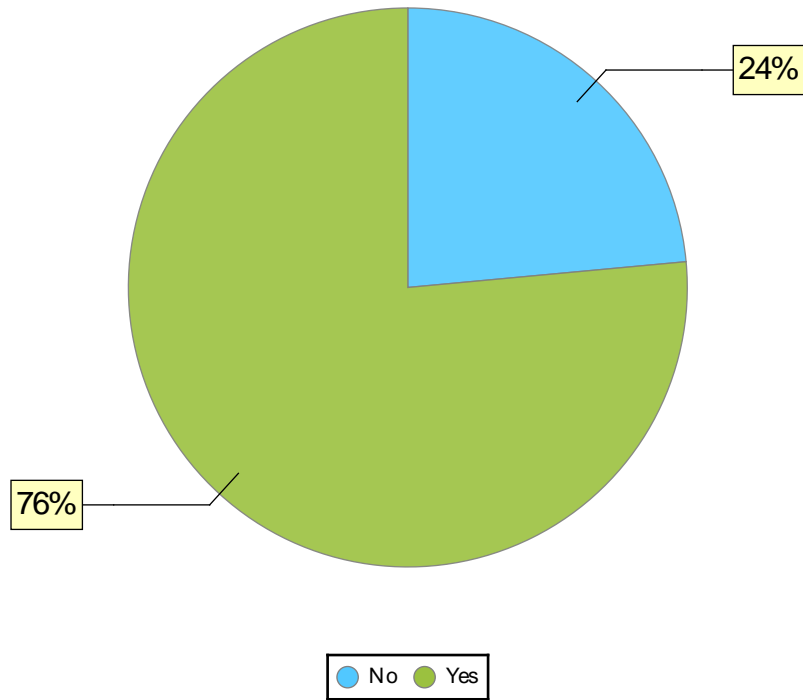
| Chronic Health Condition | # of Clients |
|--------------------------|--------------|
| No | 6 |
| Yes | 11 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

HIV/AIDS Chart



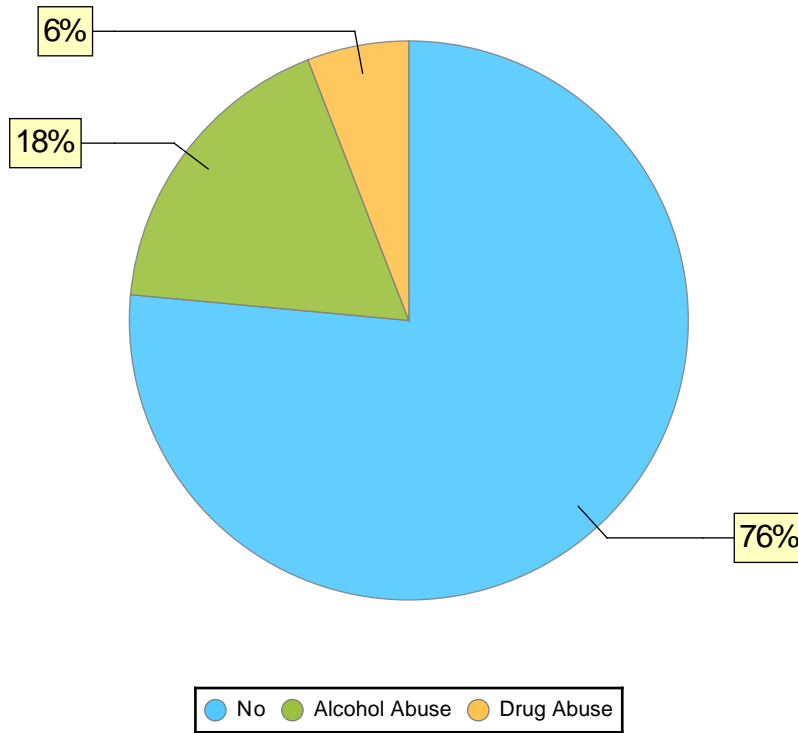
| HIV/AIDS | # of Clients |
|---------------------|--------------|
| No | 17 |
| Yes | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Mental Health Problem Chart



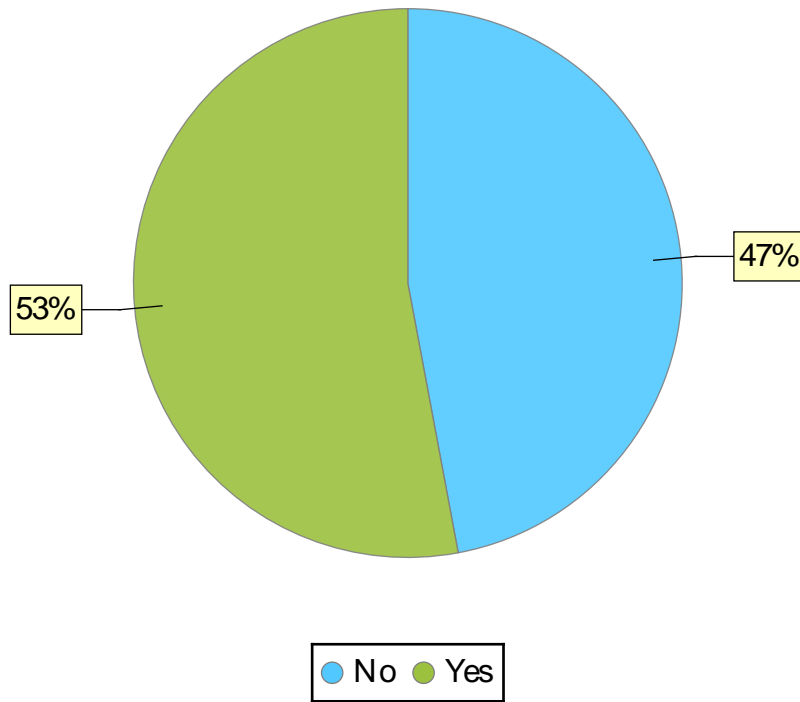
| Mental Health Problem | # of Clients |
|-----------------------|--------------|
| No | 4 |
| Yes | 13 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Substance Abuse Chart



| Substance Abuse | # of Clients |
|-----------------------------|--------------|
| No | 13 |
| Alcohol Abuse | 3 |
| Drug Abuse | 1 |
| Both Alcohol and Drug Abuse | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Chronic Homeless Demographic (Adults & HoH) Chart



| Chronic Homeless (Adults & HoH) | # of Clients |
|--|---------------------|
| No | 8 |
| Yes | 9 |
| Client Entering From the Streets, ES, or Safe Haven | # of Clients |
| No | 16 |
| Yes | 1 |
| Approximate Date Started | # of Clients |
| 365 Days or More | 9 |
| Less Than 365 Days | 6 |
| Missing | 0 |
| Not applicable | 2 |
| Times Homeless in the Past Three Years | # of Clients |
| One Time | 8 |
| Two Times | 2 |
| Three Times | 2 |
| Four or more times | 3 |
| Client doesn't know | 0 |

Client Demographics Report

CA-502 Alameda County/Oakland

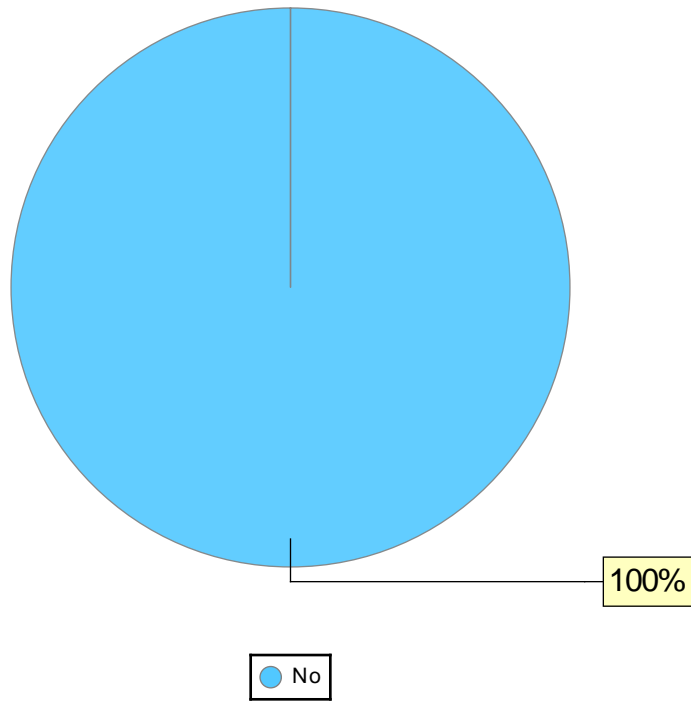
Date Range: 01/01/2019 AND 03/31/2019

Veteran: All

Client Project Stays: All active

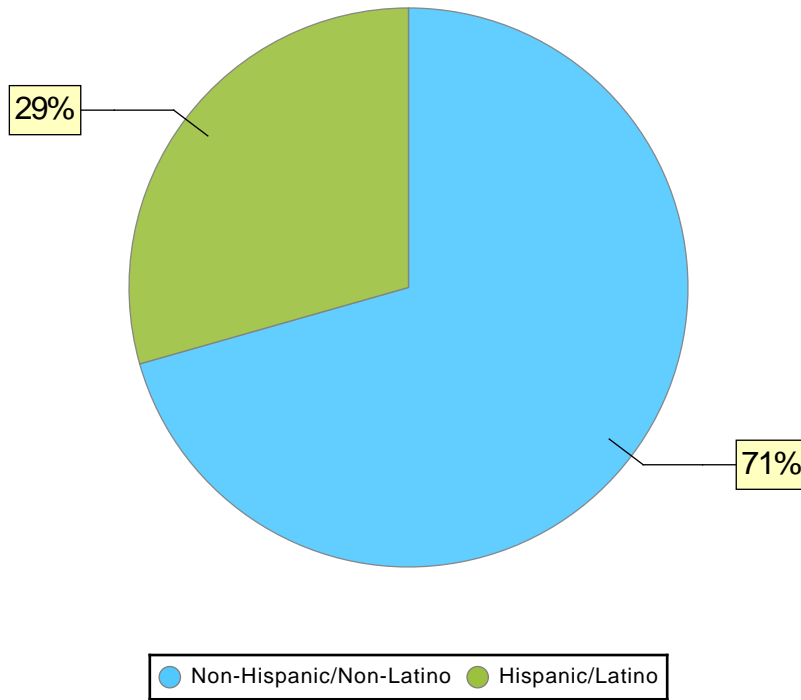
| Times Homeless in the Past Three Years | # of Clients |
|---|--------------|
| Client refused | 0 |
| No Answer | 2 |
| Total Months Homeless in the Past Three years | # of Clients |
| One month (this time is the first month) | 0 |
| Two Months | 2 |
| Three Months | 1 |
| Four Months | 0 |
| Five Months | 1 |
| Six Months | 0 |
| Seven Months | 2 |
| Eight Months | 0 |
| Nine Months | 0 |
| Ten Months | 0 |
| Eleven Months | 0 |
| Twelve Months | 0 |
| More than 12 Months | 9 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Not Applicable | 2 |
| Total: | 17 |

Veteran Status - Adults Only



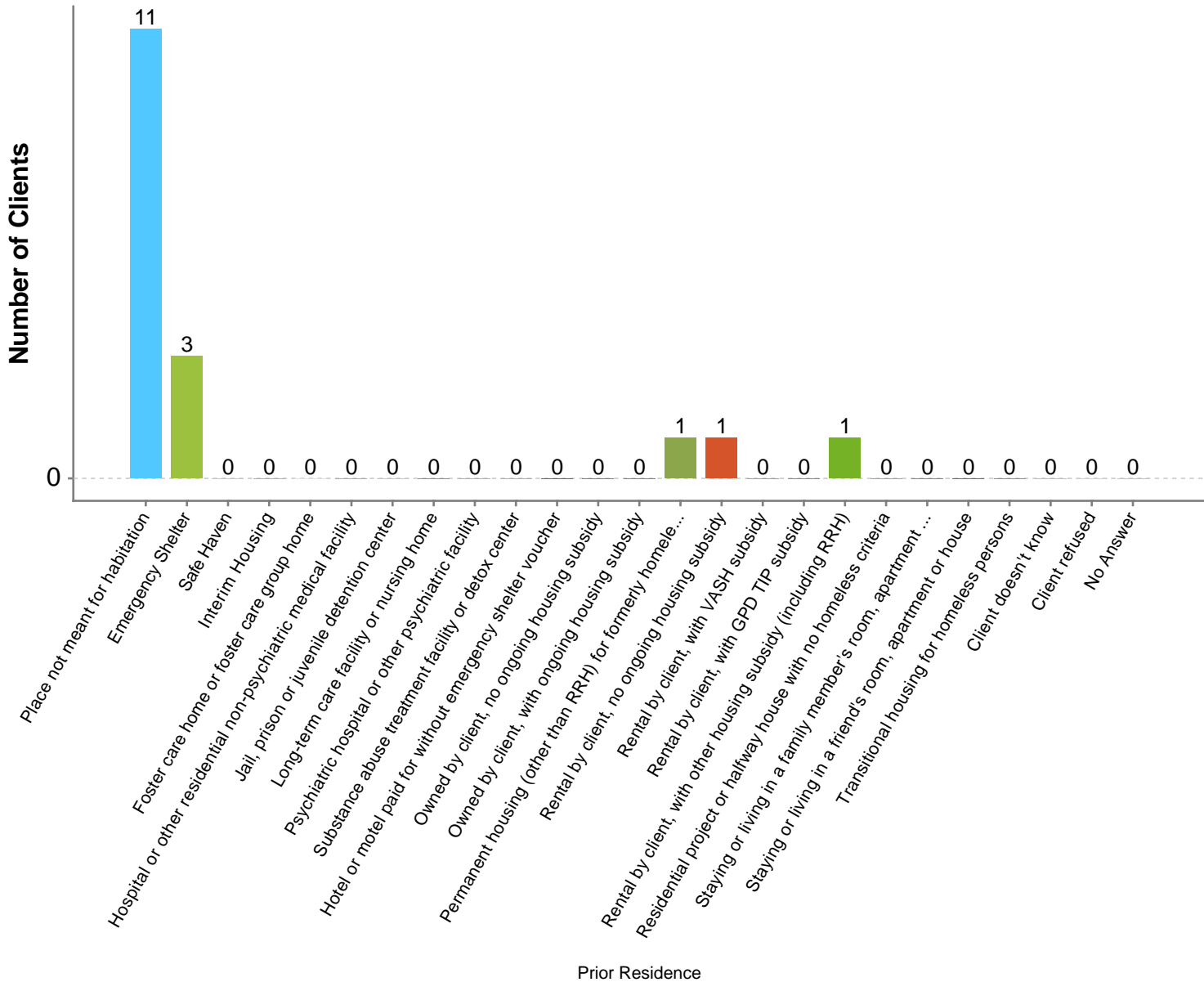
| Veteran Demographic | # of Clients |
|---------------------|--------------|
| No | 17 |
| Yes | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Hispanic Ethnicity Demographic



| Hispanic Ethnicity Demographic | # of Clients |
|--------------------------------|--------------|
| Non-Hispanic/Non-Latino | 12 |
| Hispanic/Latino | 5 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Prior Living Situation (Adults & HoHH) Chart



| | | | |
|--|---|--|-----------------|
| Place not meant for habitation | Emergency Shelter, including hotel/motel paid for with voucher | Safe Haven | Interim Housing |
| Foster care home or foster care group home | Hospital or other residential non-psychiatric medical facility | | |
| Jail, prison or juvenile detention center | Long-term care facility or nursing home | Psychiatric hospital or other psychiatric facility | |
| Substance abuse treatment facility or detox center | Hotel or motel paid for without emergency shelter voucher | | |
| Owned by client, no ongoing housing subsidy | Owned by client, with ongoing housing subsidy | | |
| Permanent housing (other than RRH) for formerly homeless persons | Rental by client, no ongoing housing subsidy | | |
| Rental by client, with VASH subsidy | Rental by client, with GPD TIP subsidy | Rental by client, with other housing subsidy (including RRH) | |
| Residential project or halfway house with no homeless criteria | Staying or living in a family member's room, apartment or house | | |
| Staying or living in a friend's room, apartment or house | Transitional housing for homeless persons | Client doesn't know | Client refused |
| No Answer | | | |

| Prior Living Situation (Adults & HoHH) | # of Clients |
|--|--------------|
|--|--------------|

Client Demographics Report

CA-502 Alameda County/Oakland

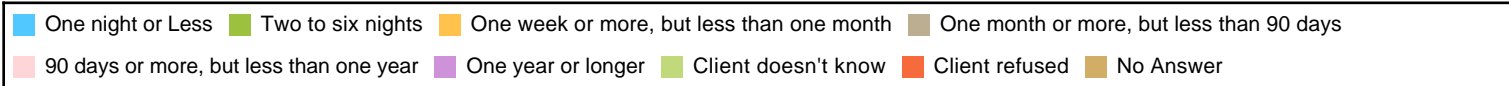
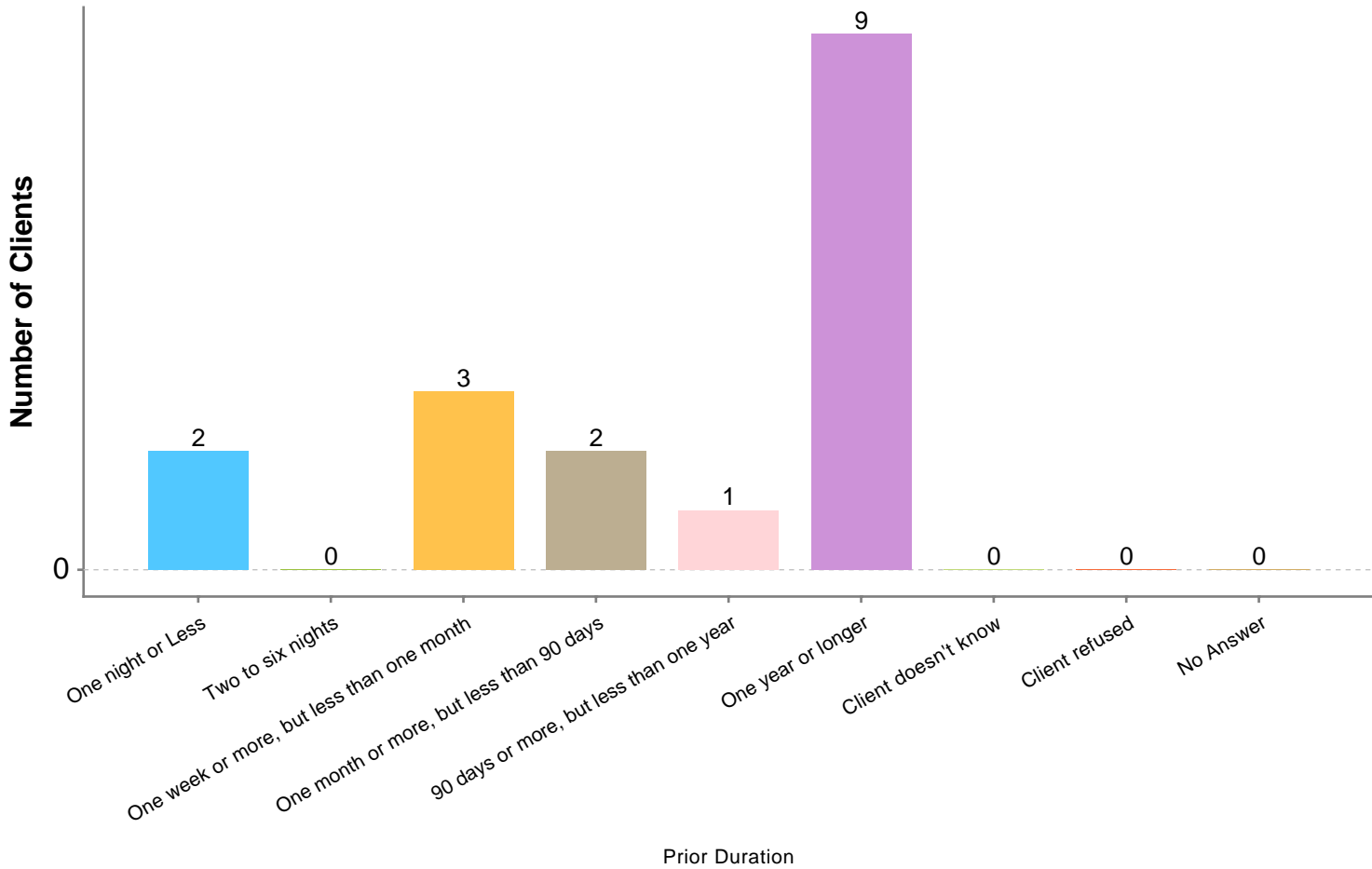
Date Range: 01/01/2019 AND 03/31/2019

Veteran: All

Client Project Stays: All active

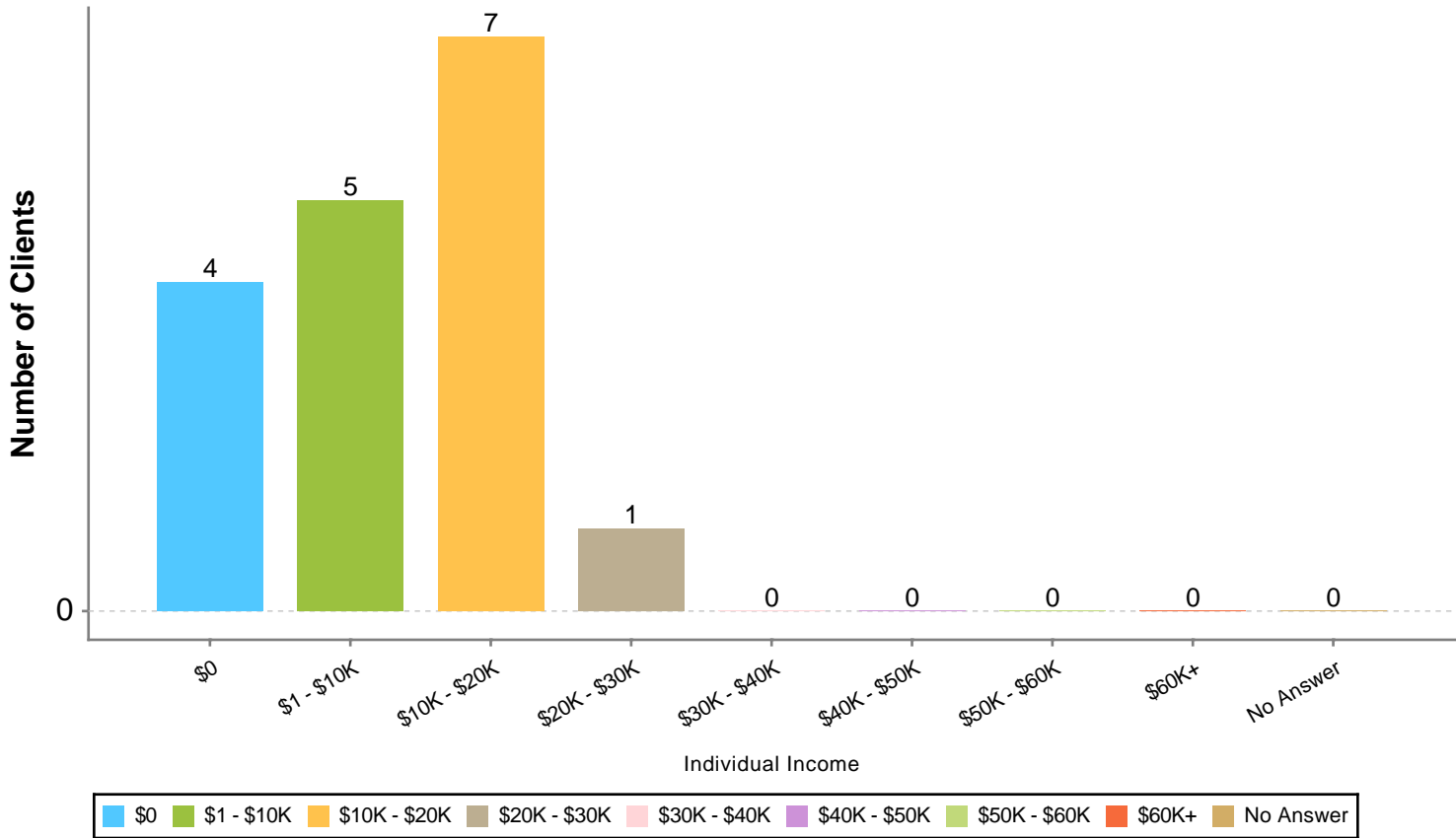
| Prior Living Situation (Adults & HoHH) | # of Clients |
|--|--------------|
| Place not meant for habitation | 11 |
| Emergency Shelter, including hotel/motel paid for with voucher | 3 |
| Safe Haven | 0 |
| Interim Housing | 0 |
| Foster care home or foster care group home | 0 |
| Hospital or other residential non-psychiatric medical facility | 0 |
| Jail, prison or juvenile detention center | 0 |
| Long-term care facility or nursing home | 0 |
| Psychiatric hospital or other psychiatric facility | 0 |
| Substance abuse treatment facility or detox center | 0 |
| Hotel or motel paid for without emergency shelter voucher | 0 |
| Owned by client, no ongoing housing subsidy | 0 |
| Owned by client, with ongoing housing subsidy | 0 |
| Permanent housing (other than RRH) for formerly homeless persons | 1 |
| Rental by client, no ongoing housing subsidy | 1 |
| Rental by client, with VASH subsidy | 0 |
| Rental by client, with GPD TIP subsidy | 0 |
| Rental by client, with other housing subsidy (including RRH) | 1 |
| Residential project or halfway house with no homeless criteria | 0 |
| Staying or living in a family member's room, apartment or house | 0 |
| Staying or living in a friend's room, apartment or house | 0 |
| Transitional housing for homeless persons | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Prior Living Duration (Adults & HoHH) Chart



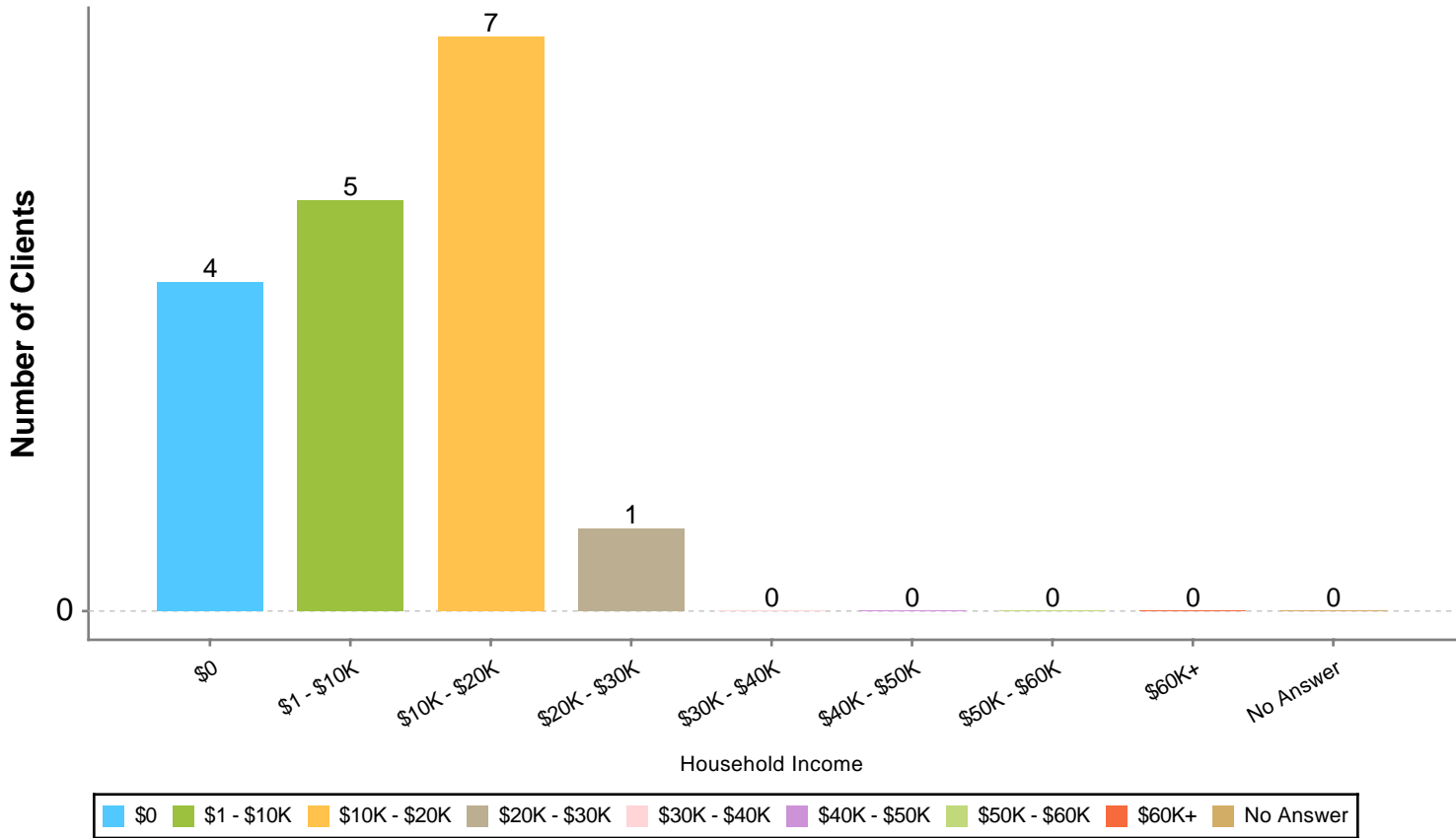
| Prior Living Duration (Adults & HoHH) | # of Clients |
|---|--------------|
| One night or Less | 2 |
| Two to six nights | 0 |
| One week or more, but less than one month | 3 |
| One month or more, but less than 90 days | 2 |
| 90 days or more, but less than one year | 1 |
| One year or longer | 9 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Individual Income (Adults & HoHH) Chart



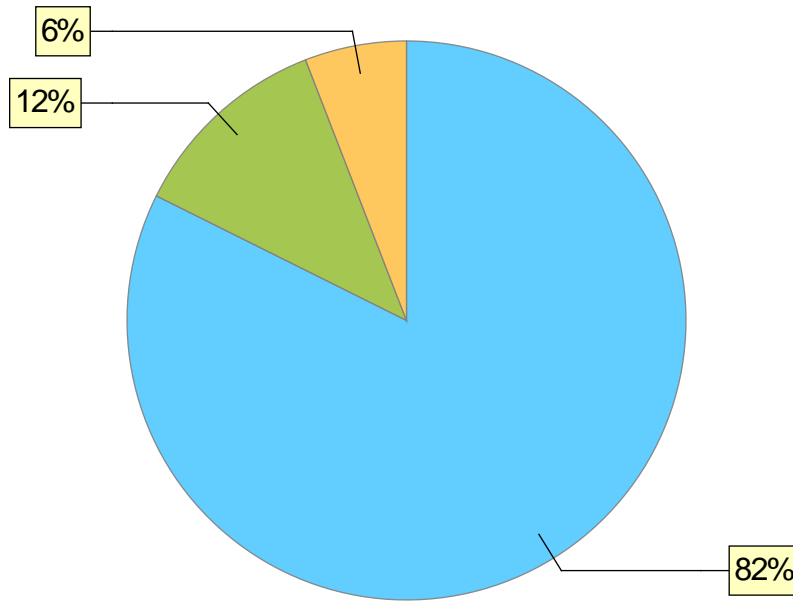
| Individual Income (Adults & HoHH) | # of Clients |
|-------------------------------------|--------------|
| \$0 | 4 |
| \$1 - \$10K | 5 |
| \$10K - \$20K | 7 |
| \$20K - \$30K | 1 |
| \$30K - \$40K | 0 |
| \$40K - \$50K | 0 |
| \$50K - \$60K | 0 |
| \$60K+ | 0 |
| No Answer | 0 |
| Total: | 17 |

Household Income Chart



| Household Income | # of Clients |
|------------------|--------------|
| \$0 | 4 |
| \$1 - \$10K | 5 |
| \$10K - \$20K | 7 |
| \$20K - \$30K | 1 |
| \$30K - \$40K | 0 |
| \$40K - \$50K | 0 |
| \$50K - \$60K | 0 |
| \$60K+ | 0 |
| No Answer | 0 |
| Total: | 17 |

SSN Validity Chart



● Full SSN Reported ● Approximate or partial SSN reported ● Client doesn't know

| SSN Validity | # of Clients |
|-------------------------------------|--------------|
| Full SSN Reported | 14 |
| Approximate or partial SSN reported | 2 |
| Client doesn't know | 1 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 17 |

Client Demographics Report

CA-502 Alameda County/Oakland

Date Range: 01/01/2019 AND 03/31/2019

Veteran: All

Client Project Stays: All active

Programs

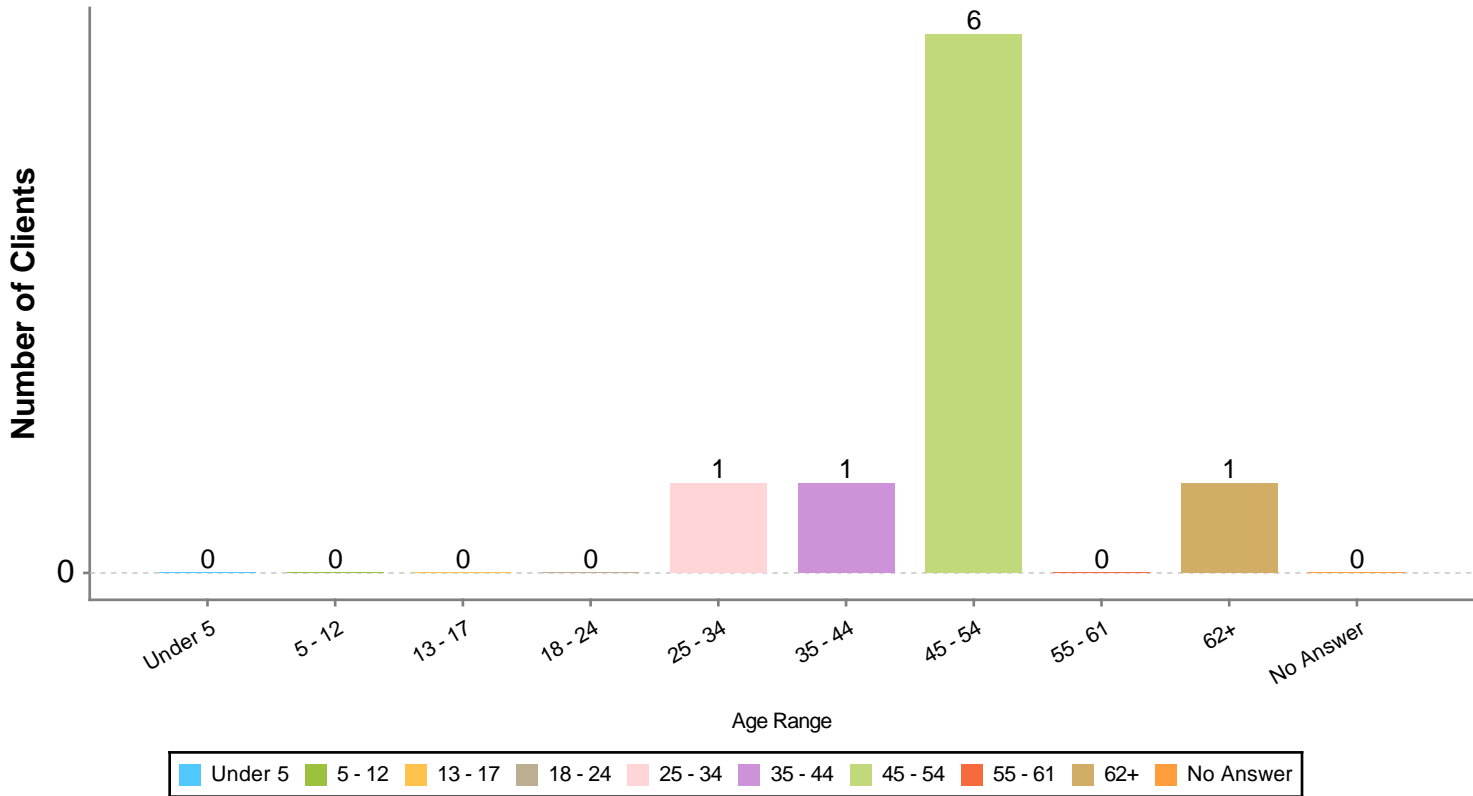
Services Only

[BFHP - Berkeley Food and Housing Project] BFHP-NA-SSO-Albany Housing Navigation-Alb

Albany Project HOPE

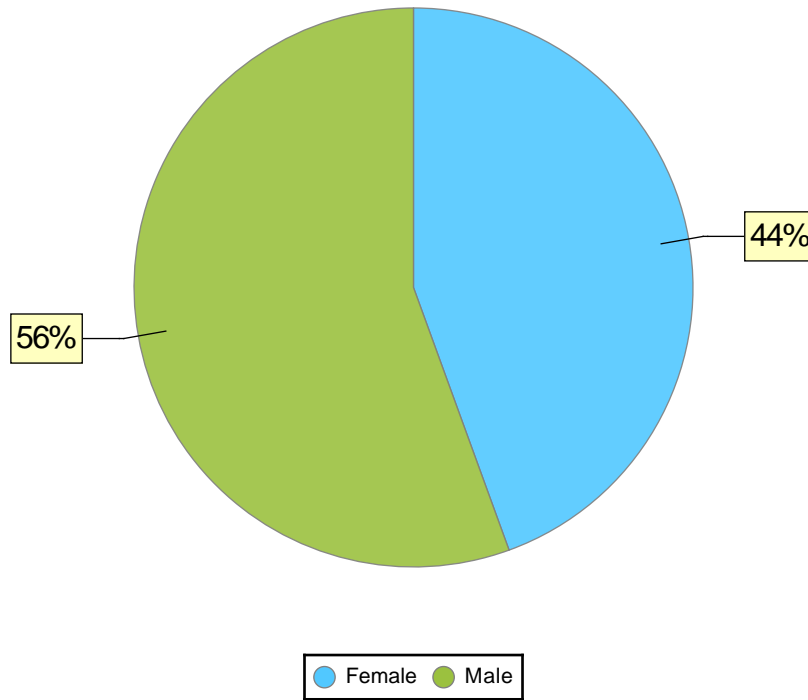
Demographic Report Outreach Clients

Client Age Range Chart



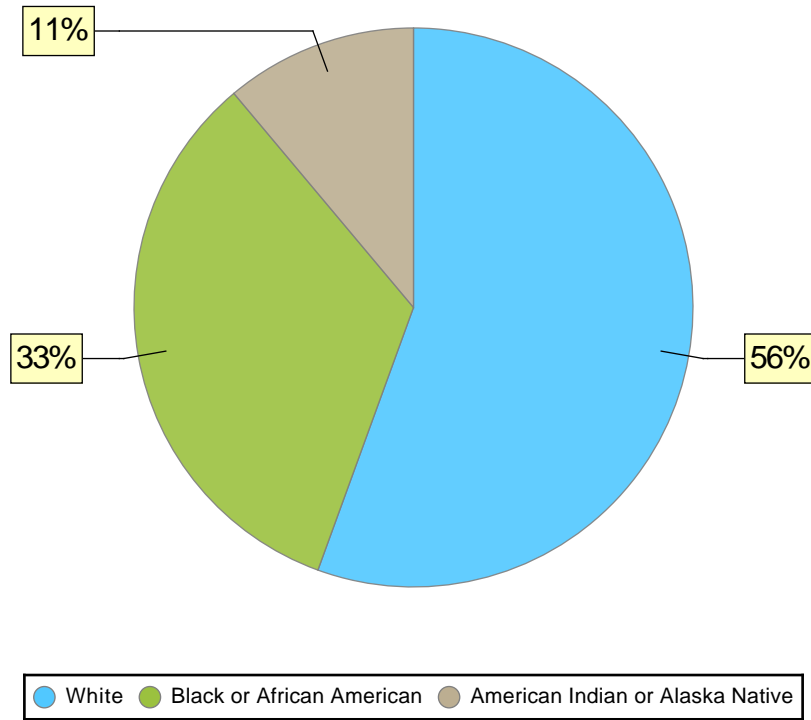
| Age Range | # of Clients |
|---------------|--------------|
| Under 5 | 0 |
| 5 - 12 | 0 |
| 13 - 17 | 0 |
| 18 - 24 | 0 |
| 25 - 34 | 1 |
| 35 - 44 | 1 |
| 45 - 54 | 6 |
| 55 - 61 | 0 |
| 62+ | 1 |
| No Answer | 0 |
| Total: | 9 |

Gender



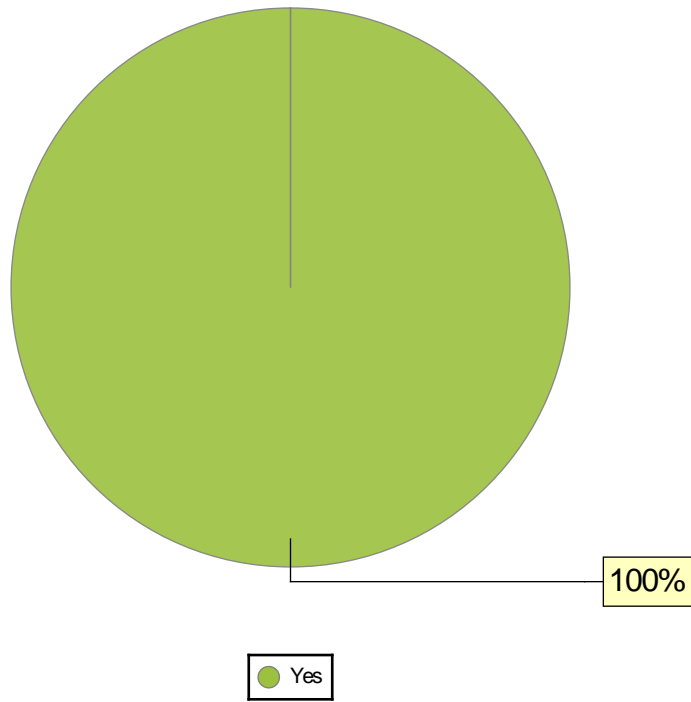
| Gender | # of Clients |
|---|--------------|
| Female | 4 |
| Male | 5 |
| Trans Female (MTF or Male to Female) | 0 |
| Trans Male (FTM or Female to Male) | 0 |
| Gender Non-Conforming (i.e. not exclusively male or female) | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Race



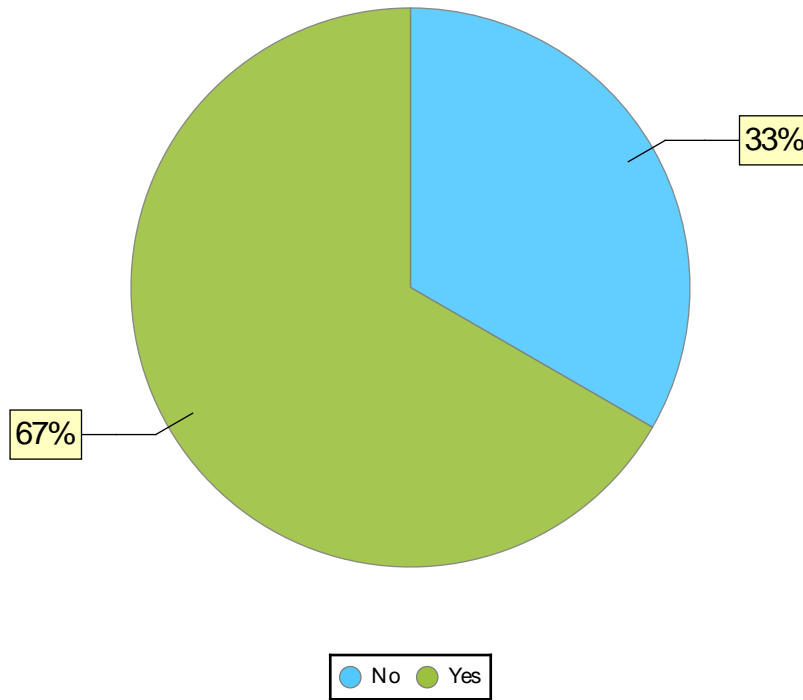
| Race Demographic | # of Clients |
|---|--------------|
| White | 5 |
| Black or African American | 3 |
| Asian | 0 |
| American Indian or Alaska Native | 1 |
| Multiple races | 0 |
| Native Hawaiian or Other Pacific Islander | 0 |
| Client Don't know / Refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Disabled Demographic (Adults & HoHH) Chart



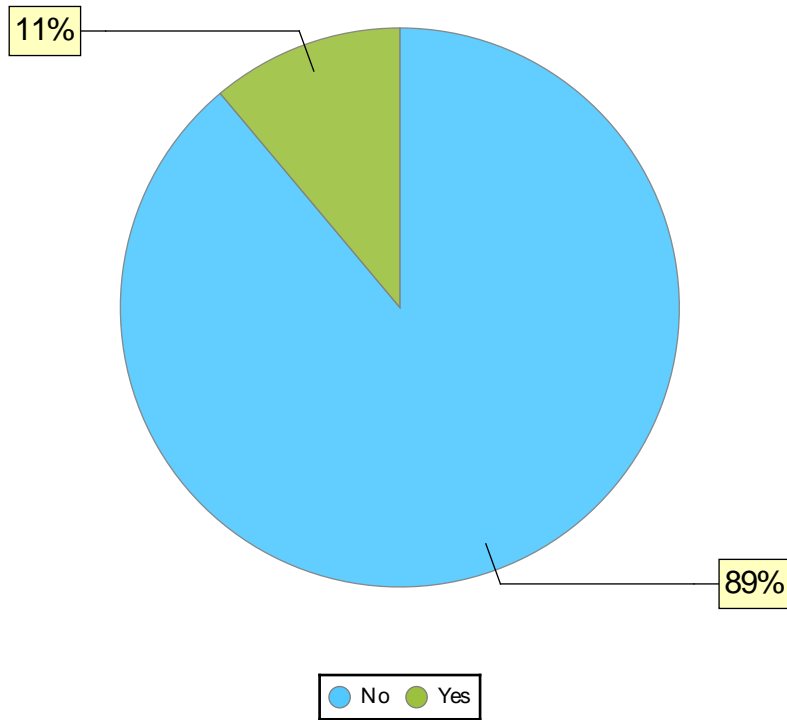
| Disabled Demographic (Adults & HoHH) | # of Clients |
|--|--------------|
| No | 0 |
| Yes | 9 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Physical Disability Chart



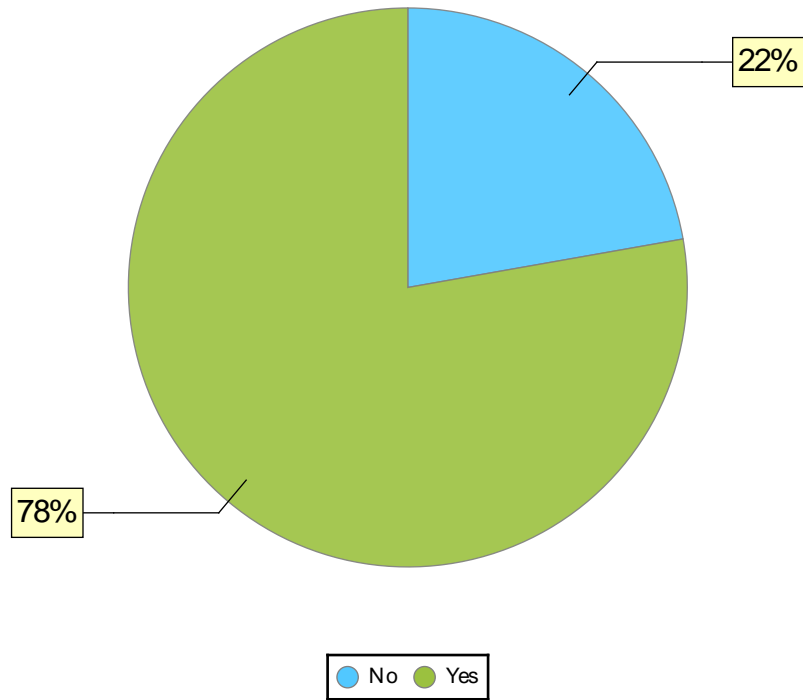
| Physical Disability | # of Clients |
|---------------------|--------------|
| No | 3 |
| Yes | 6 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Developmental Disability Chart



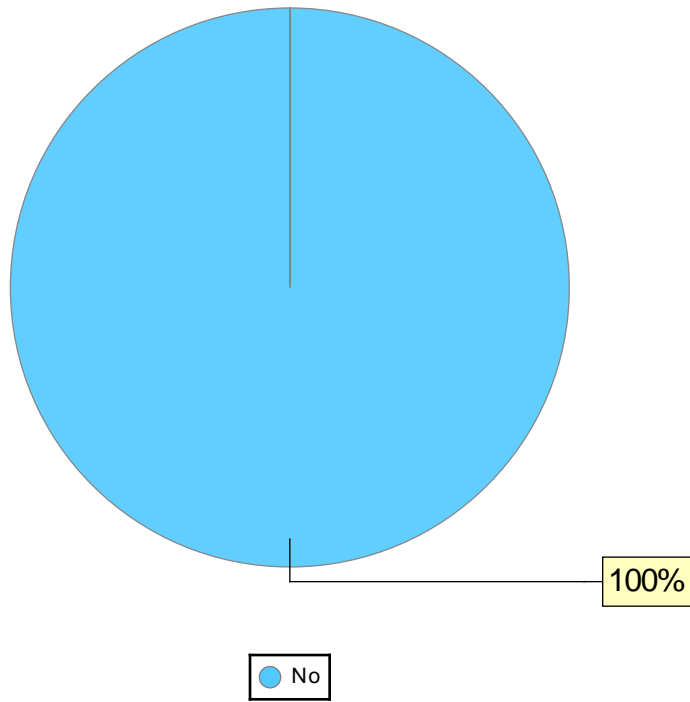
| Developmental Disability | # of Clients |
|--------------------------|--------------|
| No | 8 |
| Yes | 1 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Chronic Health Condition Chart



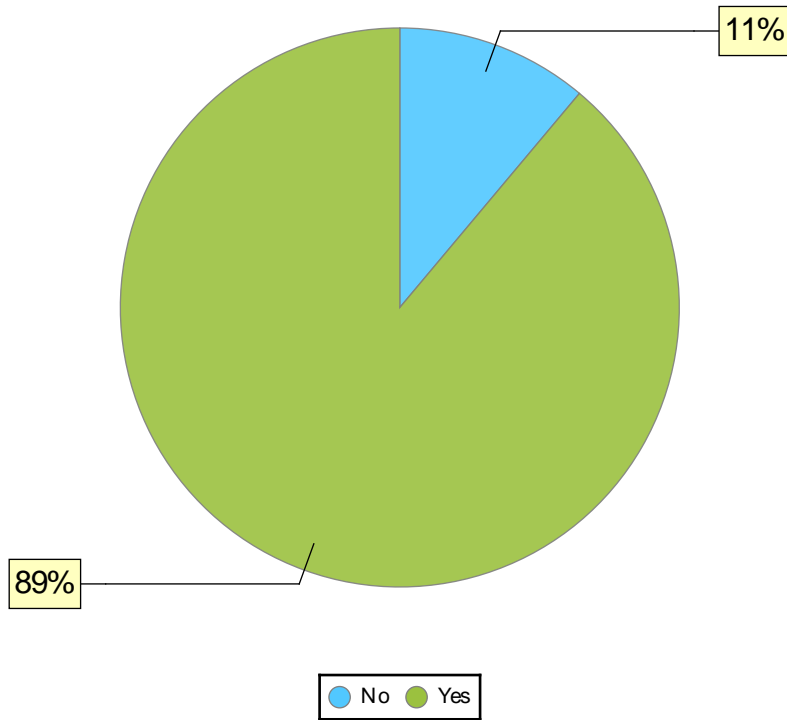
| Chronic Health Condition | # of Clients |
|--------------------------|--------------|
| No | 2 |
| Yes | 7 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

HIV/AIDS Chart



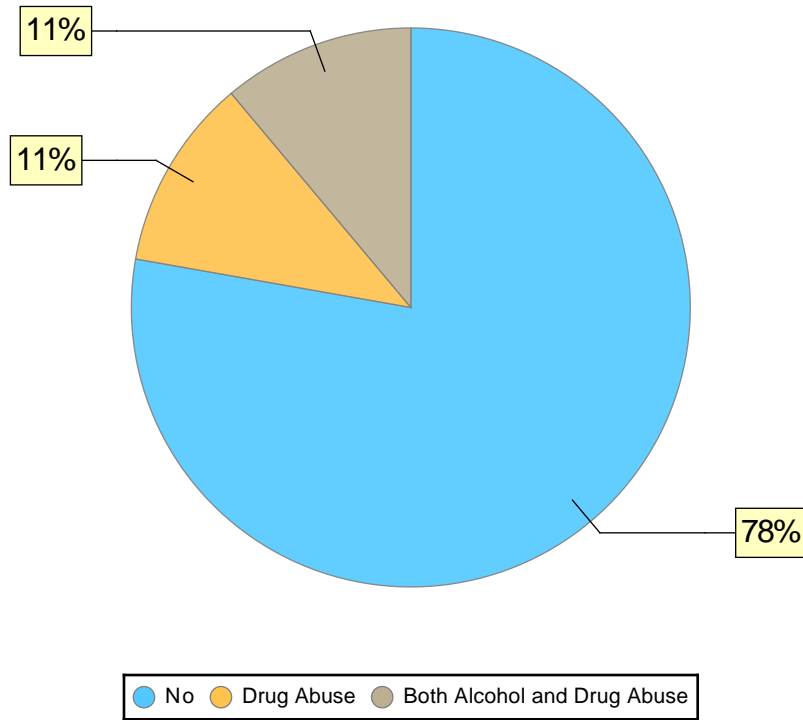
| HIV/AIDS | # of Clients |
|---------------------|--------------|
| No | 9 |
| Yes | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Mental Health Problem Chart



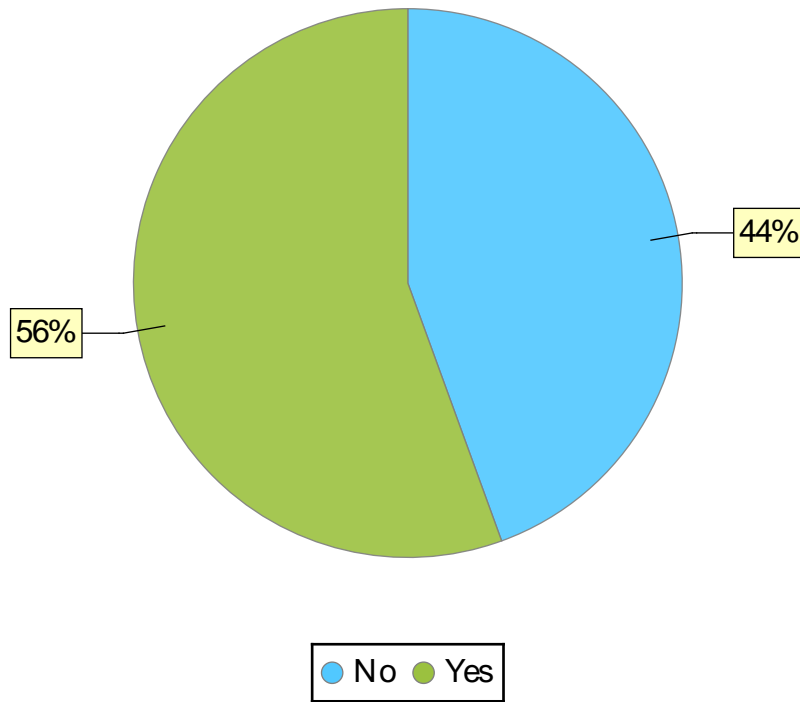
| Mental Health Problem | # of Clients |
|-----------------------|--------------|
| No | 1 |
| Yes | 8 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Substance Abuse Chart



| Substance Abuse | # of Clients |
|-----------------------------|--------------|
| No | 7 |
| Alcohol Abuse | 0 |
| Drug Abuse | 1 |
| Both Alcohol and Drug Abuse | 1 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Chronic Homeless Demographic (Adults & HoH) Chart



| Chronic Homeless (Adults & HoH) | # of Clients |
|--|---------------------|
| No | 4 |
| Yes | 5 |
| Client Entering From the Streets, ES, or Safe Haven | # of Clients |
| No | 9 |
| Yes | 0 |
| Approximate Date Started | # of Clients |
| 365 Days or More | 5 |
| Less Than 365 Days | 4 |
| Missing | 0 |
| Not applicable | 0 |
| Times Homeless in the Past Three Years | # of Clients |
| One Time | 5 |
| Two Times | 0 |
| Three Times | 2 |
| Four or more times | 1 |
| Client doesn't know | 0 |

Client Demographics Report

CA-502 Alameda County/Oakland

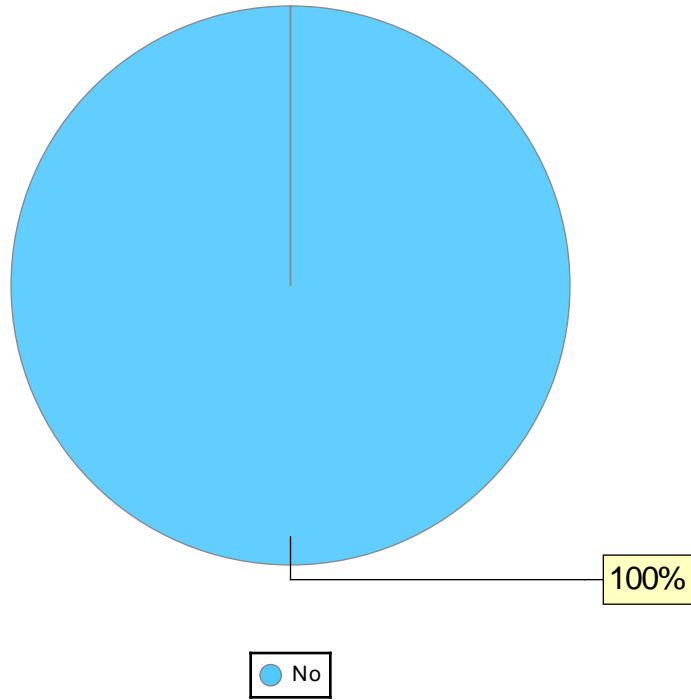
Date Range: 01/01/2019 AND 03/31/2019

Veteran: All

Client Project Stays: All active

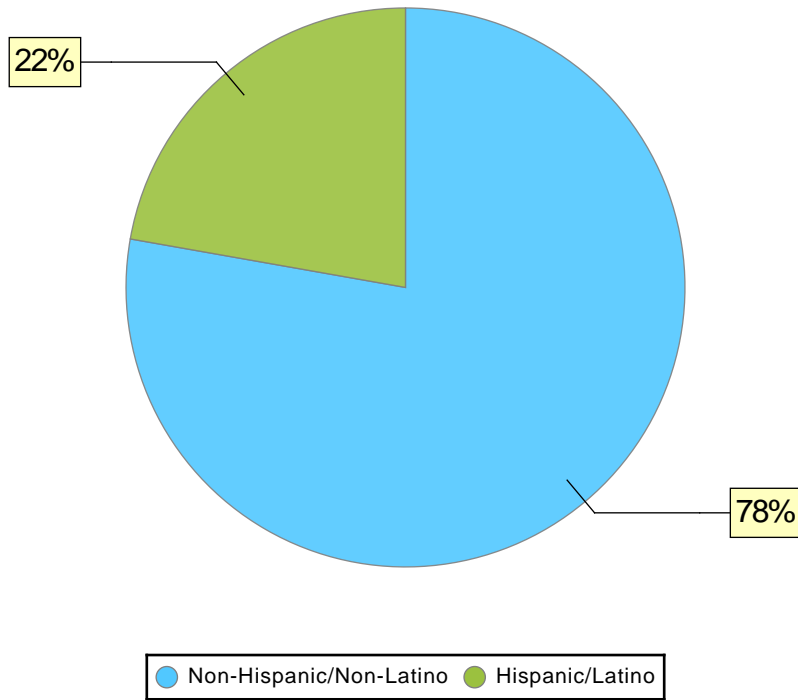
| Times Homeless in the Past Three Years | # of Clients |
|---|--------------|
| Client refused | 0 |
| No Answer | 1 |
| Total Months Homeless in the Past Three years | # of Clients |
| One month (this time is the first month) | 1 |
| Two Months | 0 |
| Three Months | 0 |
| Four Months | 0 |
| Five Months | 1 |
| Six Months | 1 |
| Seven Months | 0 |
| Eight Months | 0 |
| Nine Months | 0 |
| Ten Months | 0 |
| Eleven Months | 0 |
| Twelve Months | 0 |
| More than 12 Months | 5 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 1 |
| Not Applicable | 0 |
| Total: | 9 |

Veteran Status - Adults Only



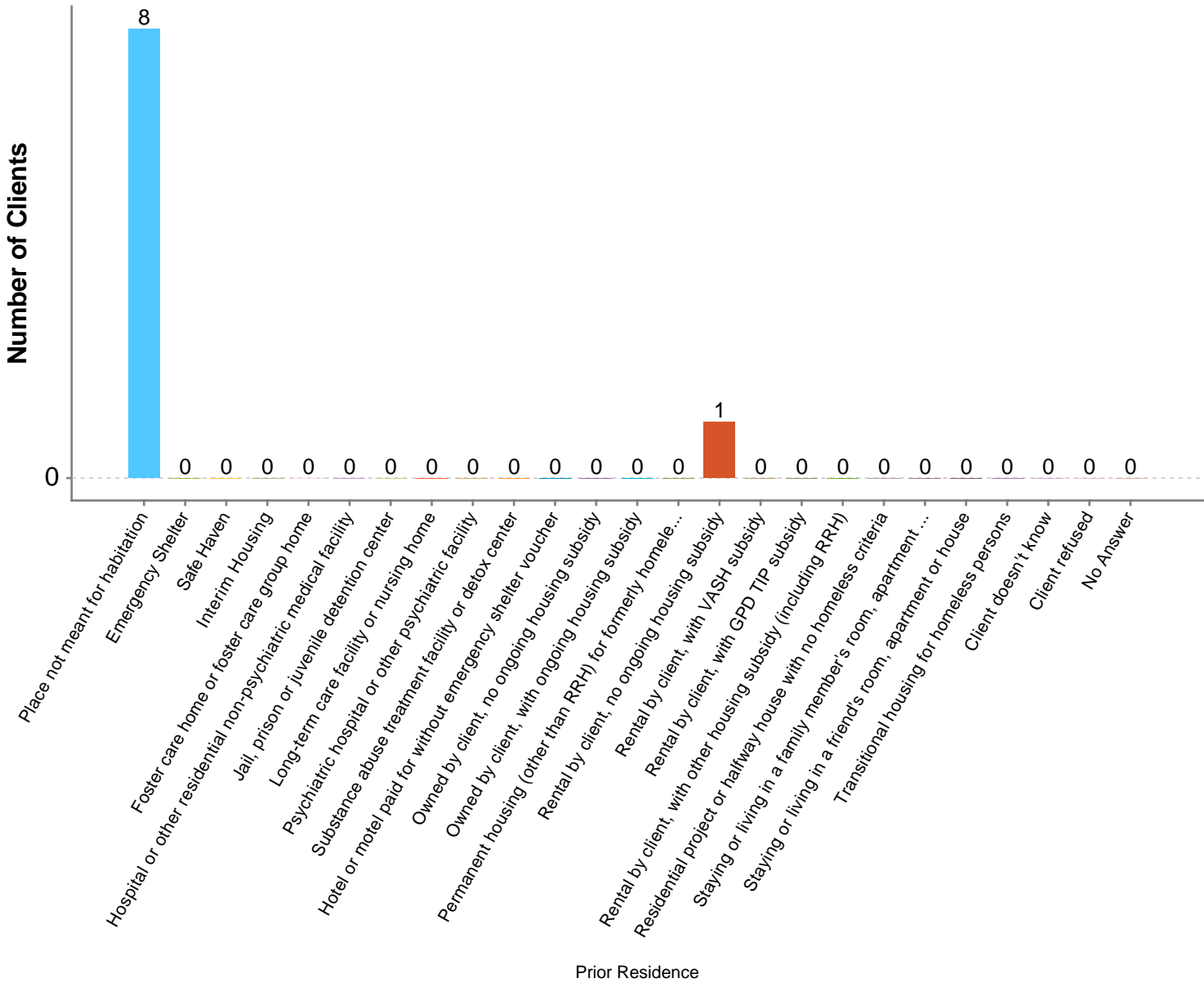
| Veteran Demographic | # of Clients |
|---------------------|--------------|
| No | 9 |
| Yes | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Hispanic Ethnicity Demographic



| Hispanic Ethnicity Demographic | # of Clients |
|--------------------------------|--------------|
| Non-Hispanic/Non-Latino | 7 |
| Hispanic/Latino | 2 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Prior Living Situation (Adults & HoHH) Chart



| | | | |
|--|---|--|-----------------|
| Place not meant for habitation | Emergency Shelter, including hotel/motel paid for with voucher | Safe Haven | Interim Housing |
| Foster care home or foster care group home | Hospital or other residential non-psychiatric medical facility | | |
| Jail, prison or juvenile detention center | Long-term care facility or nursing home | Psychiatric hospital or other psychiatric facility | |
| Substance abuse treatment facility or detox center | Hotel or motel paid for without emergency shelter voucher | | |
| Owned by client, no ongoing housing subsidy | Owned by client, with ongoing housing subsidy | | |
| Permanent housing (other than RRH) for formerly homeless persons | Rental by client, no ongoing housing subsidy | | |
| Rental by client, with VASH subsidy | Rental by client, with GPD TIP subsidy | Rental by client, with other housing subsidy (including RRH) | |
| Residential project or halfway house with no homeless criteria | Staying or living in a family member's room, apartment or house | | |
| Staying or living in a friend's room, apartment or house | Transitional housing for homeless persons | Client doesn't know | Client refused |
| No Answer | | | |

| Prior Living Situation (Adults & HoHH) | # of Clients |
|--|--------------|
|--|--------------|

Client Demographics Report

CA-502 Alameda County/Oakland

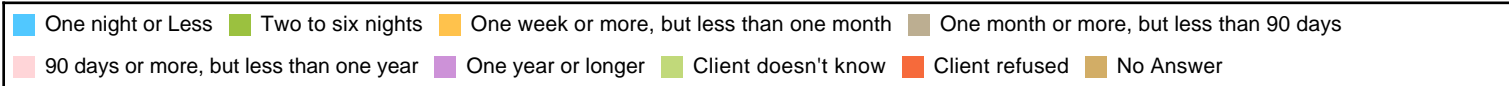
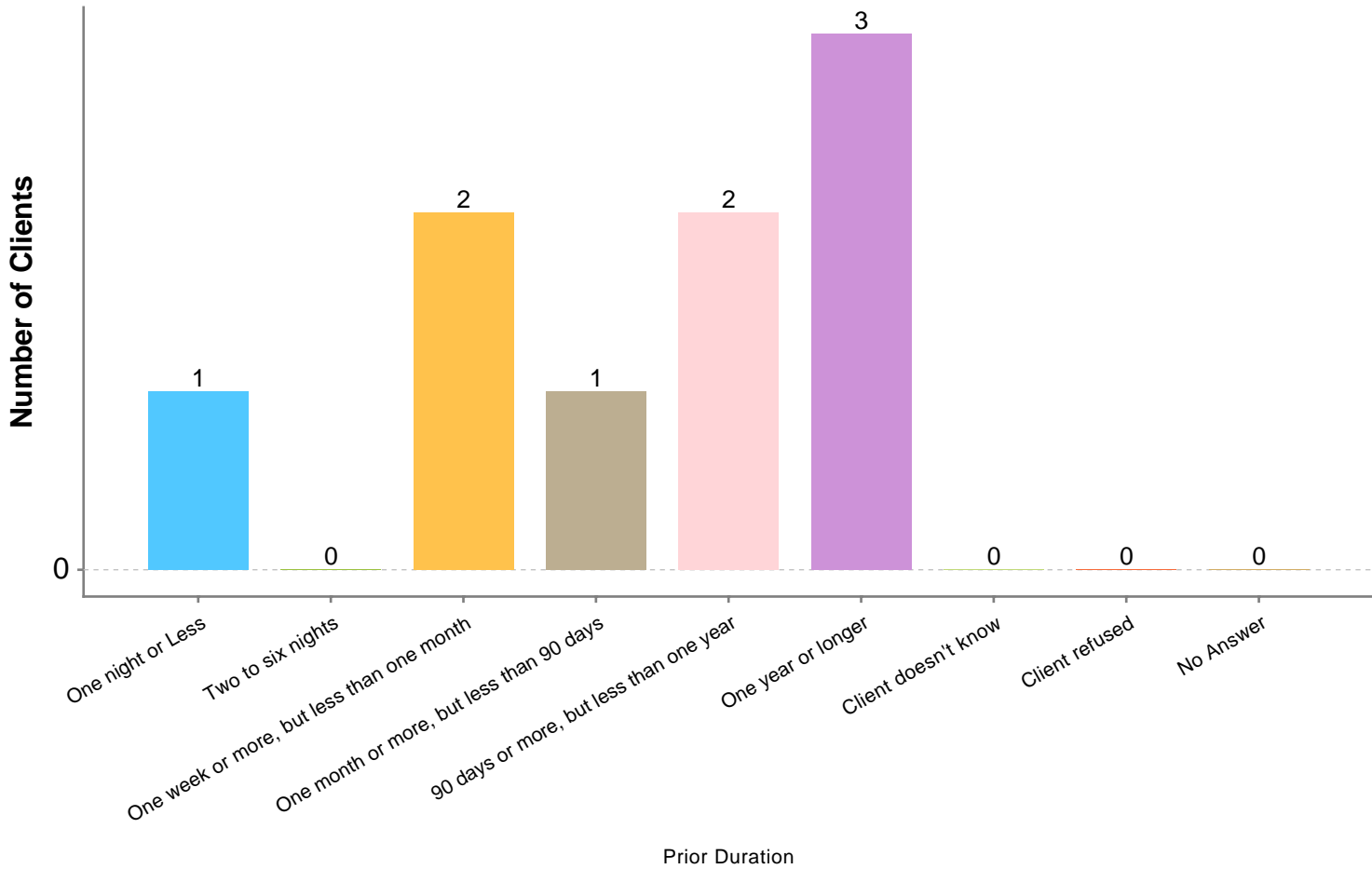
Date Range: 01/01/2019 AND 03/31/2019

Veteran: All

Client Project Stays: All active

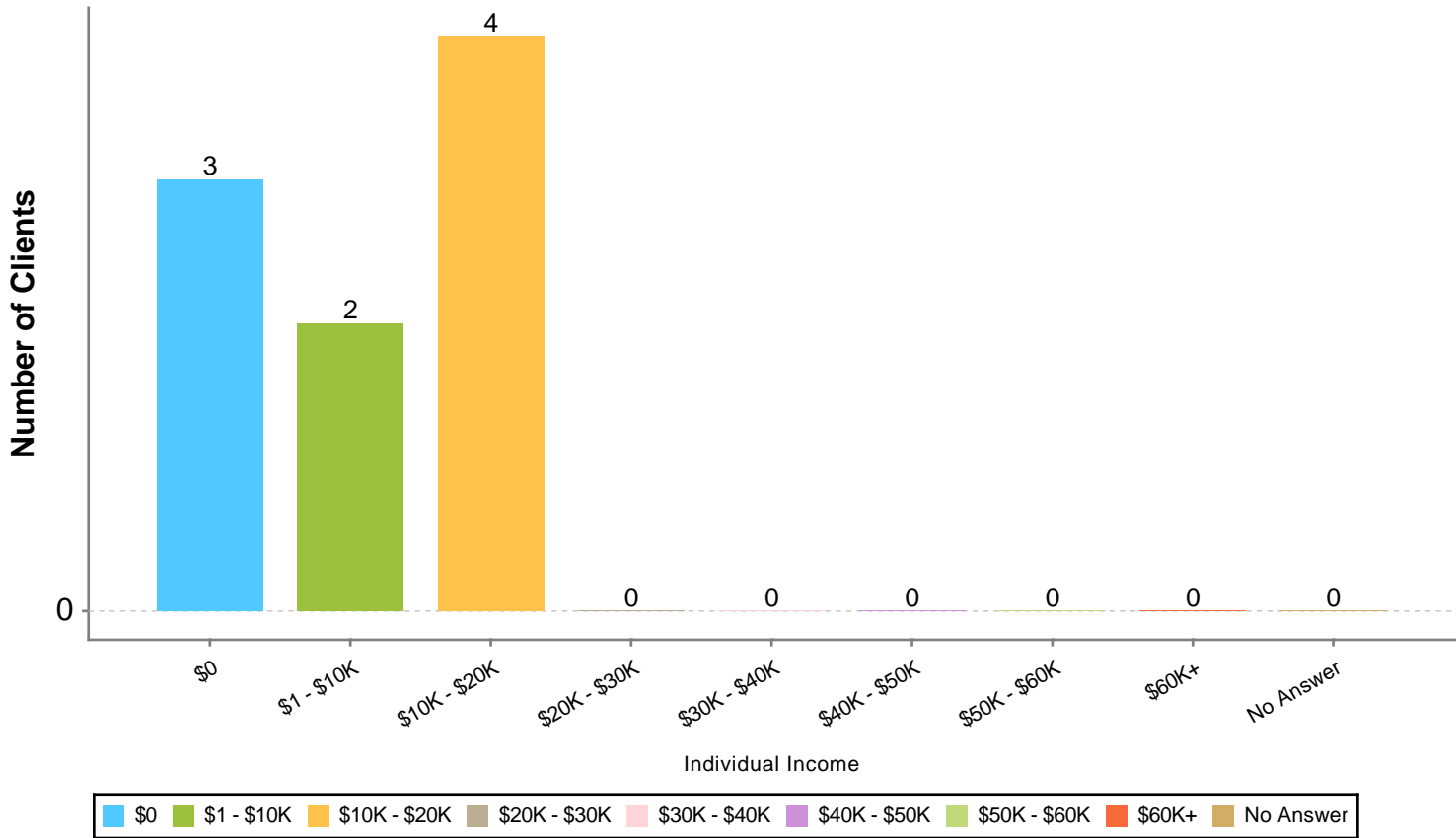
| Prior Living Situation (Adults & HoHH) | # of Clients |
|--|--------------|
| Place not meant for habitation | 8 |
| Emergency Shelter, including hotel/motel paid for with voucher | 0 |
| Safe Haven | 0 |
| Interim Housing | 0 |
| Foster care home or foster care group home | 0 |
| Hospital or other residential non-psychiatric medical facility | 0 |
| Jail, prison or juvenile detention center | 0 |
| Long-term care facility or nursing home | 0 |
| Psychiatric hospital or other psychiatric facility | 0 |
| Substance abuse treatment facility or detox center | 0 |
| Hotel or motel paid for without emergency shelter voucher | 0 |
| Owned by client, no ongoing housing subsidy | 0 |
| Owned by client, with ongoing housing subsidy | 0 |
| Permanent housing (other than RRH) for formerly homeless persons | 0 |
| Rental by client, no ongoing housing subsidy | 1 |
| Rental by client, with VASH subsidy | 0 |
| Rental by client, with GPD TIP subsidy | 0 |
| Rental by client, with other housing subsidy (including RRH) | 0 |
| Residential project or halfway house with no homeless criteria | 0 |
| Staying or living in a family member's room, apartment or house | 0 |
| Staying or living in a friend's room, apartment or house | 0 |
| Transitional housing for homeless persons | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Prior Living Duration (Adults & HoHH) Chart



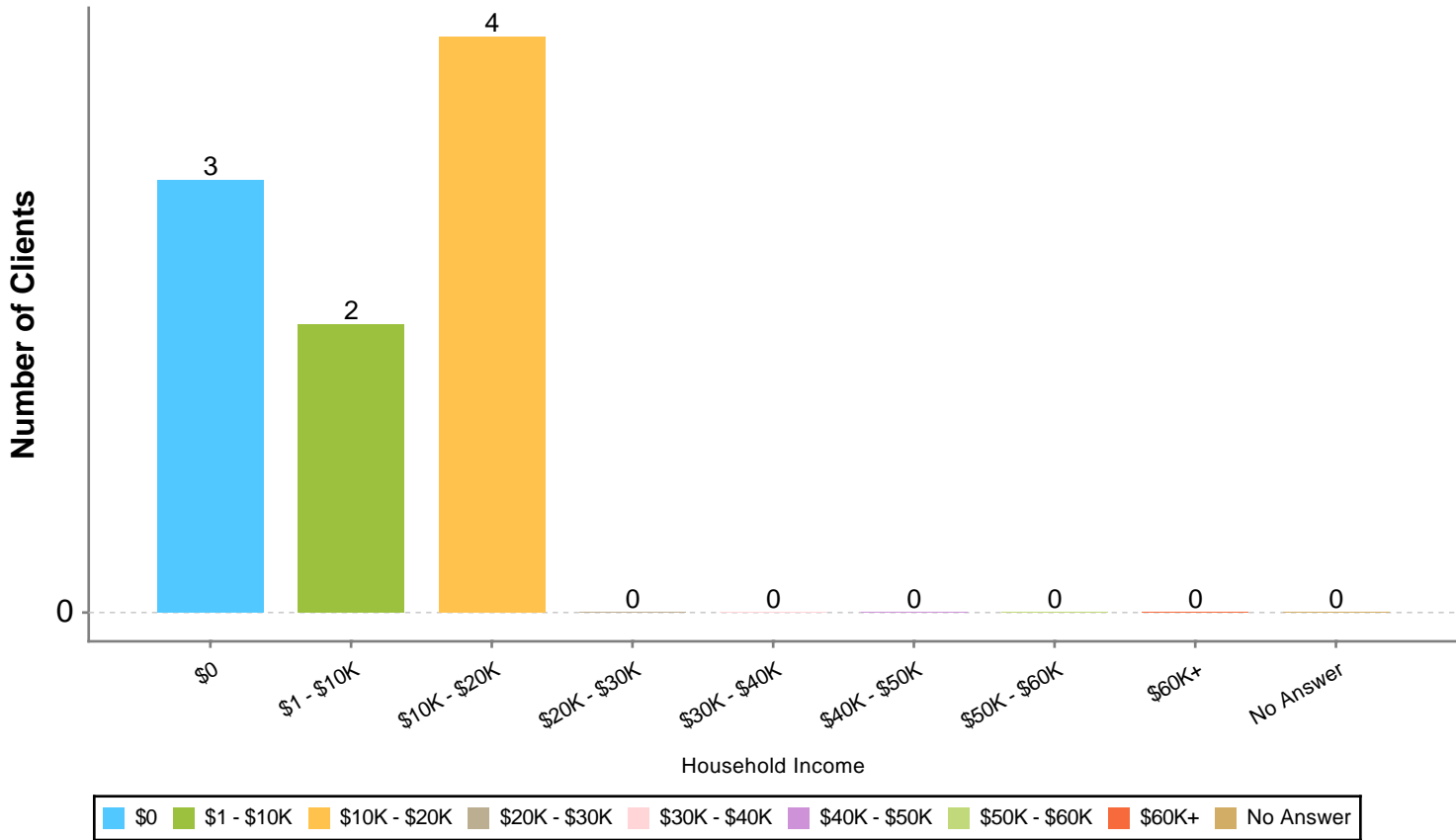
| Prior Living Duration (Adults & HoHH) | # of Clients |
|---|--------------|
| One night or Less | 1 |
| Two to six nights | 0 |
| One week or more, but less than one month | 2 |
| One month or more, but less than 90 days | 1 |
| 90 days or more, but less than one year | 2 |
| One year or longer | 3 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Individual Income (Adults & HoHH) Chart



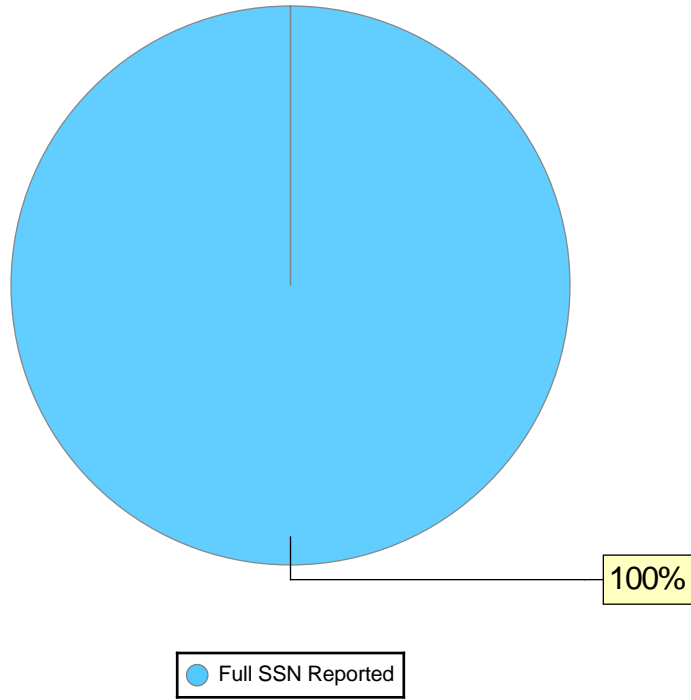
| Individual Income (Adults & HoHH) | # of Clients |
|-------------------------------------|--------------|
| \$0 | 3 |
| \$1 - \$10K | 2 |
| \$10K - \$20K | 4 |
| \$20K - \$30K | 0 |
| \$30K - \$40K | 0 |
| \$40K - \$50K | 0 |
| \$50K - \$60K | 0 |
| \$60K+ | 0 |
| No Answer | 0 |
| Total: | 9 |

Household Income Chart



| Household Income | # of Clients |
|------------------|--------------|
| \$0 | 3 |
| \$1 - \$10K | 2 |
| \$10K - \$20K | 4 |
| \$20K - \$30K | 0 |
| \$30K - \$40K | 0 |
| \$40K - \$50K | 0 |
| \$50K - \$60K | 0 |
| \$60K+ | 0 |
| No Answer | 0 |
| Total: | 9 |

SSN Validity Chart



| SSN Validity | # of Clients |
|-------------------------------------|--------------|
| Full SSN Reported | 9 |
| Approximate or partial SSN reported | 0 |
| Client doesn't know | 0 |
| Client refused | 0 |
| No Answer | 0 |
| Total: | 9 |

Client Demographics Report

CA-502 Alameda County/Oakland

Date Range: 01/01/2019 AND 03/31/2019

Veteran: All

Client Project Stays: All active

Programs

Street Outreach

[BFHP - Berkeley Food and Housing Project] BFHP-NA-SO-Albany Outreach-Alb

**CITY OF ALBANY
SOCIAL AND ECONOMIC JUSTICE COMMISSION
STAFF REPORT**

Agenda Date: May 7, 2019

SUBJECT: 2019-2021 Work Plan Final Draft

REPORT BY: Isabelle Leduc, Assistant City Manager

STAFF RECOMMENDATION

That the Commission complete the Commission work plan to support the Council Strategic Plan.

BACKGROUND

All standing Advisory Bodies develop a work plan for submittal to the City Council. The work plan is reviewed by the Advisory Body annually in January. Advisory Bodies are encouraged to focus on a reasonable number of work plan items to accomplish, recognizing the potential workload associated with each item. Additionally, Advisory Body work plans are to focus on furthering the Strategic Plan Goals identified by the City Council.

Per City Council action on February 17, 2015, the Council changed the practice of reviewing advisory body work plans annually to reviewing every two years. The review of the work plans is intended to highlight recent accomplishments and outline priority focus areas for each of the Advisory Bodies. Council will be reviewing work plans in early spring 2019.

DISCUSSION

On March 5 and April 2, 2019, the Commission reviewed the first draft of the 2019-2021 work plan, outlined accomplishments and discussed future work plan items to support the Council Strategic Plan. The Commission discussed the inclusion of a diversity report card and inclusivity impact report. Member Kerr has provided descriptions of each program proposed (Attachments 1 & 2). The draft 2019-2021 work plan (Attachment 1) has been edited to include all items discussed at both meetings. Further input received this evening will be included in the final version of the SEJC work plan to be presented before Council on May 20, 2019.

FINANCIAL IMPACT

None

Attachments

1. 2019-2021 SEJC Work Plan Final Draft



CITY OF ALBANY SOCIAL AND ECONOMIC JUSTICE COMMISSION

2019- 2021 Work Plan

Approved by the Social and Economic Justice Commission:

Approved by the City Council:

Background

The following work plan identifies recent accomplishments, and priority work items for the upcoming work plan period. The work plan includes items identified as priority projects within the City Council's Strategic Plan. The Social and Economic Justice Commission shall review the work plan each year in January to identify accomplishments and ensure continued focus on completing work plan items. Work plans are presented to the Council every two years, and if a change is needed to the work plan outside of that schedule, the Social and Economic Justice Commission shall submit a "Request for Amendment to Advisory Body Work Plan" Form for review by the City Council.

Social and Economic Justice Commission Purpose

The charge of this Commission is to research, analyze, discuss and evaluate a broad range of data and opinions on social and environmental issues affecting the welfare of the residents of Albany as inhabitants of both a local and a global community, and make recommendations to the City Council on positions and/or actions to take to address these issues.

Recommendations to the City Council shall state the relevance, important and/or particular impact that the issue has on the welfare of the residents of Albany.

Recent Initiatives and Accomplishments

- Reviewed and evaluated Albany Project HOPE based on performance measures included in quarterly reports and annual presentation by BFHP staff;
- Reviewed progress towards Housing Element policies with Community Development Staff;
- Proposed and provided input on Rent Review program draft ordinance;
- Provided a recommendation to the Council on health and wellness programs to be developed with sugar-sweetened beverage tax revenue;
- Provided input on outreach efforts (postcard) regarding information on low income/senior tax exemptions;
- Proposed, implemented and evaluated a Resource Center Pilot Program. Resource Center was in operation between Sept. 2017-Jan. 2018. Provided a recommendation to the City Council to fund a part-time position and space at the Senior Youth Annex for weekly drop-in consultations with residents in need;
- Provided a recommendation to Council for the development of a diversity and inclusivity survey and action plan.

2019-2021 Policy Review and Initiatives

COUNCIL STRATEGIC PLAN GOAL 1 - Foster a Healthy and Sustainable Urban Village

Objective 2. Promote Housing Availability & Quality

- 1) Review of progress towards Housing Element policies with Community Development Staff once per year.
- 2) Review all new multi-family housing proposals for affordability needs of the community.
- 3) Investigate funding sources, State and Regional Housing initiatives to increase affordable housing in Bay Area and implications for Albany
- 4) Receive updates regarding Rent Review program and provide report and recommendations to Council in November 2019 on program effectiveness, changes, if needed and tenant protections.

COUNCIL STRATEGIC PLAN GOAL 2 - Engage Our Diverse Community

Objective 1. Connect with and Engage the Community

- 1) Receive updates regarding the Albany CARES program and provide recommendation to Council in December 2019.
- 2) Review and evaluate Albany Project HOPE based on performance measures included in quarterly reports provided by BFHP and the annual presentation by BFHP staff/Project HOPE Case Manager.
- 3) Provide input on outreach efforts regarding information on low income/senior tax exemptions.
- 4) Provide input on ways to equalize burden on future and existing measures.

Objective 3. Continue to Promote Communitywide Inclusivity

- 1) Identify service needs to support aging in place including steps toward an aging in place strategic plan.
- 2) Develop a model for an annual Albany diversity report card and a survey on inclusivity.
- 3) Develop a model for an Inclusivity/Social Justice impact report to be part of Council review of proposed legislation and initiatives.

Objective 4. Promote Health and Wellness

- 1) Provide a recommendation to the Council on health and wellness programs to be developed with sugar-sweetened beverage tax revenue where the matter is discussed (Council Study Session).

To: Bart Grossman (Chair SEJC)

From: Judy Kerr SEJC Commissioner 2019-20

Date: March 9, 2019

Subject: DRAFT Diversity Report Recommendation to Council DRAFT

Overview: The annual work-plan for the SEJC in alignment with the overall Council strategic plan includes “Objective 2.2 Continue to Promote Communitywide Inclusivity”. Diversity reports are currently being used by some government based agencies and service providers, by non-profit agencies, and by for-profit industries to track and measure the success of efforts to increase diversity within a specific agency. We are proposing that the City of Albany adopt an annual diversity report card. Aggregate data will be collected during a one week period each June. Findings will be reviewed and efforts at improving diversity within the city will be applied. Ongoing measures will occur annually.

Definitions (Merriam Webster):

Diversity is the condition of having or being composed of differing elements: VARIETY
Especially: the inclusion of different types of people (such as people of difference races
or cultures: in a group or organization.

Inclusion is a relation between two classes that exists when all the members of the first are also members of the second.

Objective: Measuring diversity and monitoring inclusion will enhance transparency and communication within the city. Fostering diversity and inclusion can also be seen as one entry point in the broader goal of increasing civic engagement and participation community.

Methodology: The diversity report card, as proposed, will be look at five aspects of the diversity in the city. The first aspect is diversity within the composition of the elected officials. The second will look at the composition of appointed officials serving on commissions and ad-hoc committees. The third aspect will be a look at part time and full time employed staff. The fourth aspect will measure diversity within city volunteers. Finally the fifth aspect will review program participants in all city sponsored programs occurring within the measurement period. A one week snapshot will provide a point in time measure of diversity. Data points for each of the above aspects will include age, sex, race, ethnicity, disability status, gender preference, primary language, economic status, education level, and family status. Aggregate data will be collated and compared to current census reports for the city of Albany. Success within each aspect will be measured as a percentage current available census data.

Responsible Parties: City staff department heads will have primary responsibility in completing data sheets. Data entry and analysis could be done by staff, volunteer/intern or contract. Projected total time to collect and analyze data and prepare report is 120-160 hours per year costing out to roughly \$5000. SEJC and Council will have primary responsibility in review report and making recommendations for improved inclusion.

Example Data Collection Sheet:

1.**age** 0-5y 6-10y 11-18y 18-26y 26-40y 40-55y 55-65y 65-75y 75-85y over 85

decline to state

2.**sex** M F non-binary declines to state

3.**race** Asian/pacific islander Hispanic African American White Other decline to state

4.**disability status** Mobility impairment visual impairment hearing impairment mental impairment other or decline to state

5.**sexual orientation** opposite sex same sex, non-binary, other or decline to state

6.**primary language** English, Spanish, Chinese (Mandarin) Chinese

(Yue/Cantonese) Chinese (Wu/Shanghainese) Japanese, Tagalog other or decline to state

7. **economic status household income** <\$20K/yr \$20-40K/year \$40-60K/year \$60-80K/year \$80-100K/year \$100-120K/year \$120-180K/year \$180-\$250K/year over \$250K/year decline to state

8. **education level** some high school, some college, undergraduate degree, graduate degree, post graduate degree decline to state or not applicable

9. **housing status** living alone, living with partner/spouse, family with minor children, multiple generation household, single head of household, living with unrelated housemates unhoused other or decline to state

Example Data Set:

| | 0-5y | 6-10y | other or decline to state | opposite sex | same sex, | non-binary, | other or decline to state |
|-------------------------------------|---------------------|-----------------------------|------------------------------|--------------------------------|---------------------------|----------------------------------|------------------------------------|
| 1.age | | | | | | | |
| 2.sex | | | | | | | |
| 3.race | | | | | | | |
| 4.disability status | | | | | | | |
| 5.sexual orientation | | | | | | | |
| 6.primary language | | | | | | | |
| 7. economic status household income | | | | | | | |
| 8. education level | some high school, | some college, | undergraduate degree, | graduate degree, | post graduate degree | | |
| | decline to state or | not applicable | | | | | |
| 9. housing status | living alone, | living with partner/spouse, | family with minor children, | multiple generation household, | single head of household, | living with unrelated housemates | unhoused other or decline to state |

References:

[http://www.societyfordiversity.org/wp-content/uploads/2017/07/The-Diversity-Report-](http://www.societyfordiversity.org/wp-content/uploads/2017/07/The-Diversity-Report-Card.pdf)

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[http://www.nationalcivicleague.org/wp-content/uploads/2017/11/Kimbrough-2017-](http://www.nationalcivicleague.org/wp-content/uploads/2017/11/Kimbrough-2017-National-Civic-Review-1.pdf)

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<https://diversity.ucsf.edu/reports-data/diversity-data>

<https://www.diversityreports.org/>

<https://www.atlassian.com/diversity/survey/2018>

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To: Bart Grossman (Chair SEJC)

From: Judy Kerr Commissioner 2019-20

Date: March 15, 2019

Subject: DRAFT Proposal for “Inclusivity Impact Report” – Council Strategic Plan Goal 2.0

Overview: The SEJC has, in alignment with the City Council, a work-plan objective to “Continue to Promote Communitywide Inclusivity”. In support of that goal the SEJC should consider a recommendation to Council to direct staff to include an “Inclusivity Impact Report” in each staff report. The Inclusivity Impact Report can include reference to data from the five aspects of the diversity report card if that approach is ultimately adopted. The inclusivity impact report will include an assessment potential impact on the residents of the city based on age, sex, race, disability status, sexual orientation, primary language, economic status, education level, and housing status.

Objective: To create a process that will assure that consideration is given to inclusion in each staff report prepared for Albany City Council.

Methodology: A narrative review of the proposed policy or legislation being discussed in a staff report (based on information available to staff at the time of the report) related to above classes of city residents will be included in each staff report. The estimated impacted is not presumed to be comprehensive or data driven but rather a reflection of available information. It will create the opportunity and reminder to reflect on impacts

that are currently not included in staff reports. It is expected that the length of the “Inclusivity Impact Report” would be no longer than 1-2 paragraphs in most instances.

Responsible Parties: All staff persons responsible for writing a staff report at the request of council.