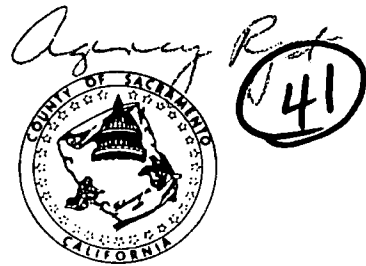
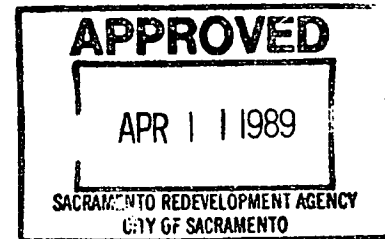




**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



April 11, 1989



Redevelopment Agency of the
City of Sacramento and
Sacramento City Council
Sacramento, California

Honorable Members In Session:

SUBJECT: Program Evaluations of Homeless and CDBG Funded Programs

SUMMARY

This report (1) recommends approval of the attached Request for Proposals (RFP); and (2) authorizes the Acting Executive Director to award a contract for a sum not to exceed \$50,000 (comprised of \$20,000 of Community Development funds and \$30,000 of Community Development Block Grant (CDBG) funds), to the consultant selected pursuant to the RFP.

BACKGROUND

As you may recall, the 1988-1990 CDBG Three-Year Plan called for an evaluation of CDBG-funded public service programs (including the Human Rights/Fair Housing Commission) in order to determine their effectiveness in meeting needs of the low-income population, the continuing need for the services, and funding levels necessary to maintain effective provision of services.

The current Homeless Program, initiated on July 1, 1986, is one of the fastest growing programs within the Agency. While we believe that we offer a quality program, evaluation is necessary to maintain quality during this time of rapid growth.

The attached RFP outlines the scope of services for a combined evaluation of CDBG public services and the homeless programs. It is anticipated that the consultant selected will be able to deliver the completed evaluation in time for incorporation into the 1990 CDBG Priority Statement.

4-11-89
All Districts

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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Sacramento, California
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The Agency's Homeless Program and CDBG public services are composed of numerous program components operated under contract with many private non-profit agencies. Listed below are those agencies and their Agency-administered funding sources. A complete description of the programs can be found on pages four through seven of the attached RFP.

PROVIDER AND PROGRAM

FUNDING SOURCE

Women Escaping a Violent
Environment (WEAVE)
(Shelter for abused spouses
and their children)

CDBG
Stewart B. McKinney
Homeless Assistance Act
County General Fund

South Area Emergency Housing
Center (SAEHC)
(Shelter for homeless families
and homeless single women)

CDBG
Stewart B. McKinney
Homeless Assistance Act
Community Services Block
Grant
Downtown Tax Increment
County General Funds

Transitional Living and
Community Support (TLCS)
(Shelters for the homeless
mentally ill)

CDBG
Stewart B. McKinney
Homeless Assistance Act

Resources for Independent Living
(RIL)
(Transitional housing for severely
physically disabled clients)

Transitional Housing
Demonstration Program

Lutheran Social Services (LSS)
(Home management and social
adjustment training for re-
fugees and Homeless Transi-
tional Housing Program)

CDBG
Stewart McKinney Homeless
Assistance Act
Downtown Tax Increment

Traveler's Aid (TA)
(After-hour emergency services
for homeless)

Stewart B. McKinney
Homeless Assistance Act
Downtown Tax Increment

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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Interfaith Service Bureau (ISB)
(Church sponsorship for
families leaving Transitional
Housing Program)

Stewart B. McKinney
Downtown Tax Increment

Salvation Army
(Single men's shelter, Winter
Overflow Program and National
Guard Armory Winter Program)

Stewart B. McKinney
Homeless Assistance Act
County General Funds

Volunteers of America (VOA)
(Public Inebriate
Drop-In Center, SHARE, and
Bannon St. Emergency Shelter)

Stewart B. McKinney
Homeless Assistance Act
County General Funds

Human Rights/Fair Housing
Commission (HR/FHC)
(Human Rights/Fair Housing
Assistance)

CDBG
County General Funds
City General Funds

Shared Housing (SAIL)
(Matching homeowners with
homeseekers)

CDBG
Area Four Agency on Aging
California State Department
of Housing and Community
Development

Community Information Center
(CIC)
(Housing referral program)

CDBG

A review committee composed of SHRA staff (CDBG and Homeless Programs), a Housing and Redevelopment Commission member, and a representative of the U.S. Department of Housing and Urban Development, will review proposals and be responsible for recommending firms to be placed on the list for consideration for the contract award. The Acting Executive Director of the Agency will have final judgement regarding award of the contract.

FINANCIAL CONSIDERATIONS

This report recommends allocating \$15,000 of 1989 County CDBG funds (Cost Center: L08200, Organization: 2555, Account: 4222), \$15,000 of 1989 City CDBG funds (Cost Center: L04200 Organization: 2555, Account: 4222), and \$20,000 of Community Development Consultant funds (Cost Center A00100, Organization: 2410, Account: 4222) to fund a consultant to complete this evaluation.

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MBE/WBE EFFORTS

The Agency will advertise this (RFP) at the Minority Business Opportunity Center (MBOC), run advertisements in minority newspapers and mail announcements to MBE/WBE firms certified by the Sacramento Housing and Redevelopment Agency (SHRA).

ENVIRONMENTAL REVIEW

None required.

VOTE AND RECOMMENDATION OF COMMISSION

At its meeting of April 3, 1989, the Sacramento Housing and Redevelopment Commission adopted a motion recommending approval of the attached resolutions. The votes were as follows:

AYES: Amundson, Moose, Simon, Strong, Wooley, Yew, Wiggins

NOES: None

ABSENT: Sheldon, Simpson

POLICY IMPLICATION

This recommendation is in keeping with the Agency policy of conducting periodic evaluations of programs and was approved as part of the overall three-year (1988-90) CDBG strategy adopted in August 1987. Further, it is consistent with the policy and resolutions which have established the various components of the Homeless Program.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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Page Five

RECOMMENDATION

The staff recommends adoption of the attached resolutions which:
(1) recommend approval of the attached Request for Proposals
(RFP); and (2) authorize the Acting Executive Director to award a
contract, for a sum not to exceed \$50,000 (Comprised of Community
Services and Community Development Block Grant (CDBG) funds), to
the consultant selected pursuant to the RFP.

Respectfully submitted,



ANDREW J. PLESCIA
Acting Executive Director

TRANSMITTAL TO COUNCIL:



WALTER J. SLIPE, City Manager

Contact Person: Stephen Whitney-Wise, 440-1327
Maxine Cornwell, 440-1322

0335N

RESOLUTION NO. 89-031

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF



APPROVING REQUEST FOR PROPOSALS AND AUTHORIZING EXECUTION OF A CONTRACT FOR EVALUATION OF AGENCY HOMELESS AND CDBG FUNDED PUBLIC SERVICE PROGRAMS

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: That the Request for Proposals to evaluate the CDBG-funded public service programs and the programs operated by private non-profit agencies funded through the Agency's Homeless Program, is approved in the form attached hereto.

Section 2: The Acting Executive Director is authorized to enter into a contract with the selected evaluation consultant for a sum not to exceed \$50,000, which sum shall be comprised of \$20,000 of Community Development funds and \$30,000 of Community Development Block Grant (CDBG) funds.

CHAIR

ATTEST:

ASSISTANT SECRETARY

1100WPP2(282)

RESOLUTION NO. 89-282

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APPROVED
BY THE CITY COUNCIL

APPROVING REQUEST FOR PROPOSALS AND AUTHORIZATION
EXECUTION OF A CONTRACT FOR EVALUATION OF AGENCY
HOMELESS AND CDBG FUNDED PUBLIC SERVICE PROGRAMS
AUG 11 1989
OFFICE OF THE
CITY CLERK

BE IT RESOLVED BY THE SACRAMENTO CITY COUNCIL:

Section 1: That the Request for Proposals to evaluate the CDBG-funded public service programs and the programs operated by private non-profit agencies funded through the Agency's Homeless Program, is approved in the form attached hereto.

Section 2: The Acting Executive Director is authorized to enter into a contract with the selected evaluation consultant for a sum not to exceed \$50,000, which sum shall be comprised of \$20,000 of Community Development funds and \$30,000 of Community Development Block Grant (CDBG) funds.

MAYOR

ATTEST:

CITY CLERK

41

REQUEST FOR PROPOSALS
HOMELESS/CDBG-FUNDED PUBLIC SERVICE PROGRAM EVALUATION

APPROVED
BY THE CITY COUNCIL

APR 11 1989

OFFICE OF THE
CITY CLERK

INTRODUCTION AND GENERAL INFORMATION

Sacramento Housing and Redevelopment Agency is soliciting proposals from qualified consultants and consulting firms for program evaluation of its homeless programs and Community Development Block Grant (CDBG) funded public service programs. The overall purpose of the evaluation is (1) to determine if program objectives are being met, if there is a continuing need for the activities, and what funding levels are necessary to maintain effectiveness of service, and (2) to make program recommendations for more effective provision of services.

The Community Development Block Grant (CDBG) Program is a federal grant program which is administered by the Sacramento Housing and Redevelopment Agency (SHRA) on behalf of the City and the County of Sacramento. The primary objective of the program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of low and moderate income. The federal regulations which govern CDBG funding place a limit of 15% of the total grant on yearly expenditures for "public service activities." Because of this limitation, the City and County have established objectives for the public service activities in order to meet local goals.

The Homeless Program, established as an Agency Program in 1988, is designed as a continuum of social services and housing programs to enable willing homeless people to end their homelessness. Emergency shelters, transitional housing units, and permanent housing placement coupled with various social services and employment opportunities make up the greater portion of the Agency's Homeless Program. Reflecting the growth in the national crisis of homelessness, the Agency Homeless Program has expanded from one staff person and a budget of \$250,000 in 1984, to seven staff members and a budget of \$2,000,000 in 1989. The Program reflects the complexity and sophistication necessary to deal with a problem of such nature.

SCOPE OF SERVICES

At a minimum, the evaluation should address:

- 1. How the programs meet the needs of low income persons. (In the case of the Human Rights/Fair Housing Commission, this would include how the program meets statutory objectives of the CDBG program);
- 2. The continuing need for the activity;
- 3. Funding levels necessary to maintain effective provision of services, including staff and hard costs (operations, consumables, etc.); and
- 4. The efficiency of general program operations and delivery of services.

In order to meet the above objectives, the review and analysis should include but not be limited to:

- 1. Outreach efforts to the community by the service provider;
- 2. Client intake and processing procedures;
- 3. Organization goals and policies;
- 4. Cost effectiveness (cost per case):
 - a) Staff - number of positions, responsibilities, effectiveness, workload;
 - b) Operations - budget, listing of hard costs, cost per unit;
- 5. Input from providers (directors and staff), board members, other service providers in the community (networking, referrals, duplication of services, etc.), and program beneficiaries; and
- 6. Success rates of clients after receipt of services.

A maximum of Fifty Thousand Dollars (\$50,000) is available for this consultant contract which must cover the cost of salaries, travel, reimbursable expenses, and final report preparation.

The programs which are to be evaluated are as follows:

Housing Outreach Maintenance Education -- This program is operated by Lutheran Social Services (LSS) and provides assistance, primarily in the area of home management, to low-income persons/families. A focus of the program is the refugee community. Services include information and referral, survival English, and basic home management skills. Assistance is provided both individually and in groups. (CDBG)

Information and Referral (Community Information Center - SHRA) -- The program links people in need of assistance with agencies and resources which provide such assistance. CDBG funds are utilized for the housing referral clearinghouse portion of the program. (CDBG)

Human Rights/Fair Housing Commission (HR/FHC) -- This program provides assistance on issues relating to human rights and fair housing. Services include education, mitigation of complaints, research and analysis of human rights/fair housing issues, etc. (CDBG)

Women Escaping a Violent Environment (WEAVE)--Funds are provided to WEAVE through the County Welfare Department. WEAVE provides emergency shelter, food, counseling, transportation, legal services, and financial assistance for battered women and their children. (CDBG and Homeless)

Shared Housing (SAIL-SHRA)--This program assists in identifying housing suitable for occupancy by shared households and attempts to place seniors with others in shared housing arrangements. (CDBG)

South Area Emergency Housing Center (SAEHC) -- This program consists of two components: the first provides emergency living facilities for up to thirteen families per night and the second component provides shelter to single women without housing or alternative resources. Supportive services such as meals, day care, transportation, casework services, information and referral, and household necessities are also provided. (CDBG and Homeless)

Homeless Program for the Mentally Ill--This program, operated by Transitional Living and Community Support (TLCS), provides emergency shelter and transitional housing for 51 homeless mentally ill persons. Funding provides for general operational costs, casework, and housing. (CDBG and Homeless)

PROPOSAL AND SUBMITTAL FORMAT

A written response to the Request for Proposals (RFP) is being solicited. Six (6) copies are due by 5:00 p.m. on May 11, 1989 at the office of:

Joan Roberts
Agency Clerk
Sacramento Housing and Redevelopment Agency
630 I Street, Third Floor
Sacramento, CA 95814

Responses to the RFP are to be in the following format and are not to exceed 15 pages:

- I. Cover and/or transmittal letter, executed by an authorized signatory of your firm or the individual contractor submitting the proposal; not to exceed one (1) page.
- II. A detailed statement of the professional services to be provided, including the approaches and methods to be used; not to exceed five (5) pages.
- III. A detailed statement of relevant experience, including a list of relevant clients or employers; a brief description of work performed and dates of employment. Include the names and phone numbers of persons who can be contacted regarding the firm's experience. Not to exceed three (3) pages.
- IV. Detailed statement of relevant experience and qualifications of key personnel in your firm who would be assigned to project; not to exceed three (3) pages.
- V. Describe your firm's affirmative action/equal employment program and identify your current mix of female and minority employees in relation to your entire work force. Please specify whether the firm is a minority or female owned business as certified by the SHRA and/or Cal Trans; not to exceed one (1) page.
- VI. Detailed cost and fee proposals, including hourly rates; not to exceed two (2) pages.

Selection of a consultant will be based on the quality of the responses received and the costs proposed, along with any additional materials or information specifically requested by the Agency.

PROPOSAL AND SUBMITTAL FORMAT

A written response to the Request for Proposals (RFP) is being solicited. Six (6) copies are due by 4:00 p.m. on April 19, 1989 at the office of:

Joan Roberts
Agency Clerk
Sacramento Housing and Redevelopment Agency
630 I Street, Third Floor
Sacramento, CA 95814

Responses to the RFP are to be in the following format and are not to exceed 15 pages:

- I. Cover and/or transmittal letter, executed by an authorized signatory of your firm or the individual contractor submitting the proposal; not to exceed one (1) page.
- II. A detailed statement of the professional services to be provided, including the approaches and methods to be used; not to exceed five (5) pages.
- III. A detailed statement of relevant experience, including a list of relevant clients or employers; a brief description of work performed and dates of employment. Include the names and phone numbers of persons who can be contacted regarding the firm's experience. Not to exceed three (3) pages.
- IV. Detailed statement of relevant experience and qualifications of key personnel in your firm who would be assigned to project; not to exceed three (3) pages.
- V. Describe your firm's affirmative action/equal employment program and identify your current mix of female and minority employees in relation to your entire work force. Please specify whether the firm is a minority or female owned business as certified by the SHRA and/or Cal Trans; not to exceed one (1) page.
- VI. Detailed cost and fee proposals, including hourly rates; not to exceed two (2) pages.

Selection of a consultant will be based on the quality of the responses received and the costs proposed, along with any additional materials or information specifically requested by the Agency.

The Agency reserves the right to reject any and all proposals submitted; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity in the proposal submission and review process. Only those firms or individuals judged by the Agency to demonstrate suitable competence in the service area will be considered for the contract award.

SELECTION CRITERIA

Competitors for the contract for Consultant Services will be the firms determined most qualified according to the following criteria:

- 1. Understanding of the work to be done. 20%
- 2. Previous experience in the field of program evaluation, particularly with similar organizations. 20%
- 3. Quality of the proposed work plan. 20%
- 4. Ability to effectively communicate and interact with program providers, SHRA staff, etc. 15%
- 5. Cost of services. 15%
- 6. Minority or Women's Business Enterprise Affirmative Action and Equal Opportunity Plan 10%

A review committee composed of SHRA staff (CDBG and Homeless Programs), a Housing and Redevelopment Commission member, and a representative of the U.S. Department of Housing and Urban Development, will review proposals and be responsible for recommending firms to be placed on the list for consideration for the contract award. The Acting Executive Director of the Agency will have final judgement regarding award of the contract.

Additional questions may be asked of those submitting proposals and formal interviews may be conducted as well. Firms or individuals who have submitted proposals will be notified of any additional requested information or interviews after the written proposals have been evaluated.

The Agency retains the right to reject any and all proposals. A decision may be made on the basis of an evaluation of the written proposals only. If no interviews are necessary, the written proposals will constitute one hundred percent (100%) of the selection decision.

TENTATIVE SCHEDULE

Sacramento Housing and Redevelopment Agency issues Request For Proposal (RFP)	April 19, 1989
Response to RFP due	May 11, 1989
Review of proposals and selection of most qualified individual/firm	May 31, 1989
Enter into contract	June 7, 1989
Draft report	August 25, 1989
Final report due (Original and 50 copies)	September 20, 1989

CONTACT PERSONS

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 CDBG Program Manager
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 630 I Street
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 (916) 440-1322

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