

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	May 23, 2011
	Agenda Item No.	28
	Roll Call No.	<u>11-891</u>
	Communication No.	<u>11-323</u>
	Submitted by:	Phil Delafield, Community Development Director

AGENDA HEADING:

Amending the contract procedures for HUD Supportive Housing Program (SHP) and Shelter Plus Care (S+C) Projects.

SYNOPSIS:

In order to prioritize staff time and reduce administrative costs attendant to the development and approval of HUD contracts, a modified procedure for approval of SHP and Shelter Plus Care activities operated by both City departments and nonprofit sub-recipients is proposed.

FISCAL IMPACT:

Amount: Not quantifiable. The City administers over 55 Department of Housing and Urban Development (HUD) funded Consolidated Plan projects operated by city departments and public/private agencies. The proposed processing time would be reduced, which, in turn, would improve operational efficiencies.

Funding Source: U.S. Department of Housing and Urban Development Programs

ADDITIONAL INFORMATION:

In March of 1996, the City Council approved the City Manager’s recommendation to modify the procedures to implement HUD – funded Consolidated Plan projects. A substantial reduction in processing time was achieved by authorizing the City Manager to approve work programs and contracts for projects contained in the Consolidated Plan that was already reviewed and adopted by the City Council.

The City Manager is now requesting that a similar authorization be granted to facilitate the processing and approval of work programs, written agreements, HUD grant agreements, and close outs of SHP and Shelter Plus Care projects. Annually, the Council receives and acts on the Polk County Housing Continuum’s (PCHC) recommendations for prioritizing SHP and Shelter Plus Care funds for various homeless assistance programs. After review of proposals submitted by non-profit homeless agencies, the PCHC submits their funding recommendations to the City Council for review and approval. This year the Council will also receive the recommendations of the Homeless Coordinating Council regarding priorities and funding allocations. The Council then takes final action on the SHP application and directs that it be submitted to HUD. Since the Council has several opportunities to review and act on the priorities and funding of SHP and S+C programs, adoption of the recommended procedure to have the

City Manager approve the individual work programs and other routine actions will save time and administrative costs.

PREVIOUS COUNCIL ACTION(S):

Date: March 18, 1996

Action: Adopt procedures to reduce the cost of processing CDBG-funded projects.

Roll Call Number: 96-1034

Moved by Phillips to receive, file and approve. Approved 6-1 (Vlassis absent)

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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