

DATE ISSUED: November 20, 2001

REPORT NO. 01-254

ATTENTION: Land Use and Housing Committee
Agenda of November 28, 2001

SUBJECT: Cortez Hill Family Facility Operator

SUMMARY

Issues -

- 1) Should the City Council accept the results of the competitive selection process for the Cortez Hill Homeless Family Facility operator?
- 2) Should the City Council direct the Manager to enter into exclusive negotiations and contract with the YWCA to operate the Cortez Hill Homeless Family Facility?

Manager's Recommendations -

- 1) Accept the results of the competitive selection process for the Cortez Hill Homeless Family Facility operator.
- 2) Direct the Manager to enter into exclusive negotiations and contract with the YWCA to operate the Cortez Hill Homeless Family Facility.

Other Recommendations - None.

Fiscal Impact - The fiscal impact for year round operations is approximately \$779,000 of which \$549,500 have City, County and State fund allocations. The \$230,000 gap will be covered by the joint fund raising efforts of the City and provider. Potential sources include city tobacco funds, county funds, state/federal grants, Workforce Partnership grants and private donations. The fiscal impact for the purchase, rehabilitation and new construction of the facility is approximately \$4,880,000. The following funds are available: \$2,660,000 HUD Section 108 loan, \$1,500,000 Centre City Development Corporation, \$500,000 State Housing grant, \$210,000 Bosa Development gift and \$10,000 J. Peter Block Company gift.

BACKGROUND

After City Council approved the concept of a year round, case managed facility for homeless families, and identifying the former Days Inn as a potential site, staff began to hold informational and feedback meetings with the Cortez Hill community. During the November 29, 2000

meeting, community members overwhelmingly supported the siting of the program at the former Days Inn and voted to have St. Vincent de Paul single sourced as the operator. Staff moved forward with the recommendation and processed a single source memorandum. However, an interested provider challenged this action through the Department of Housing and Urban Development (HUD). HUD officials contacted the City and required a competitive process be undertaken for program operations as federal funds were being utilized for the acquisition of the facility and there were other interested and qualified providers available. The competitive process began earlier this year.

DISCUSSION

The federal/state grant proposal process was the initial model utilized to select a provider because it is less cumbersome to potential providers and would be a more timely process. This model consists of soliciting letters of interest & qualifications for programmatic and operational services. Responses would be reviewed and scored by a selection panel in accordance with specific criteria. Finally, the panel would select the provider who best meets the needs and budget of the City. After receiving three responsive and competitive proposals, the process was expanded to include interviews and site visits to ensure a thorough and credible review was conducted prior to making a final recommendation to City Council. The proposers were Alpha Project, St. Vincent de Paul and YWCA.

A six person panel consisting of three (3) representatives from the Cortez Hill Community, one (1) County representative, one (1) Regional Task Force on the Homeless representative and one (1) City staff representative. Each member reviewed the proposals, toured each of the facilities and participated in the interviews. Each element of the process was independently scored and results were compiled for final review, discussion and deliberation. Several meetings were held and facilitated by the Homeless Services Coordinator with the exception of the final selection meeting which was facilitated by the Community Services Division Deputy Director.

The criteria for proposal review and scoring included: years of experience, history and collaboration, program description, offsite intake and assessment plan, goals/outcomes, case manager to client ratio, additional support services provided, strategies for housing placements, fund-raising, resource development and leveraged dollars, budget and workforce reports. The criteria for scoring interviews included: experience with families, ability to transition families into housing (transitional or permanent), Cortez Hill Community support strategies, fund-raising ability, and enthusiasm. Finally, tours were scored in accordance with program knowledge, environment and facility maintenance. Each panel member scored and submitted their results independently. The results were compiled and a final meeting was held to discuss and consider all of the written material, interviews, site visits and member concerns. The panel deliberated for approximately two hours and selected the YWCA as the recommended operator of the Cortez Hill Family Facility. Staff supports this recommendation. Attachment 1 provides details of the proposal submittals, interview, site visit results and panel member comments.

The appropriate environmental review, proposed amendments to the Community Plan and Planned District Ordinance (PDO) and conditional permit requests have been submitted and approved. We anticipate the rehabilitation of the building to begin mid December with a

completion scheduled for May 2002 with families moving into the facility in June. In the interim, families will continue to be housed at the 12th and Broadway site with the YWCA transitioning as the operator by December 15, 2001. The new building is anticipated to be completed by December 2002. Attachment 2 are the most recent drawings of the facility rehabilitation and new construction.

ALTERNATIVES

None.

<p>Respectfully submitted,</p> <p>Debra Fischle-Faulk, Deputy Director Community and Economic Development</p>		<p>Hank Cunningham, Director Community and Economic Development</p> <hr/> <p>Approved: Bruce Herring Deputy City Manager</p>
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Note: Attachment 2 is not available in electronic format. A copy of the attachment is available for review in the Office of the City Clerk.

- Attachments: 1. [Selection Criteria Matrix](#)
 2. Cortez Hill Facility Drawings