

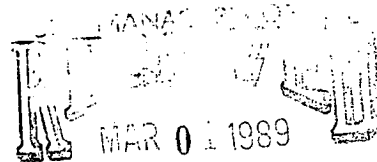


**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



7

March 7, 1989



Budget and Finance Committee
of the City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: Request for Proposal for Shared Housing Funds - City
and County

SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the Housing Authority of the City of Sacramento.

RECOMMENDATION

The staff recommends approval of the attached resolution approving the proposal for funds.

Respectfully submitted,

Andrew J. Plescia
ANDREW J. PLESCIA
Acting Executive Director

TRANSMITTAL TO COMMITTEE:

Jack R. Crist

JACK R. CRIST
Deputy City Manager

Attachment



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



7

March 7, 1989

Housing Authority of the
City of Sacramento

Honorable Members in Session:

SUBJECT: Request for Proposal for Shared Housing Funds

SUMMARY

Recommendation to authorize the Acting Executive Director to submit a proposal for grant and to accept and execute grant contract upon receipt of the grant award from the California Department of Housing and Community Development (HCD) to provide senior citizens shared housing services.

BACKGROUND

The Agency has received a request for proposal from the State Department of Housing and Community Development for funding a senior citizens' shared housing program. Seniors Allied in Living (SAIL) is the alternative housing program of the Sacramento Housing and Redevelopment Agency. HCD has previously awarded funds to SAIL from July 1, 1987 - June 30, 1989, in the amount of \$18,000. For fiscal years 1989-1991, SAIL has prepared a proposal for a conservative amount of \$19,000 which reflects realistic expectations of the program. The following are the goals of the two-year proposal: SAIL shall assist 160 elderly individuals in finding other senior citizens or nonseniors with whom to share existing housing units. In addition, 600 units (contacts) of counseling and referral will be provided to individuals applying for shared housing services.

ENVIRONMENTAL REVIEW

There is no environmental review necessary because there is no physical project proposed by the recommended actions.

FINANCIAL DATA

Funding for HCD's Senior Citizens' Shared Housing Program (SCSHP) was authorized by SB 19 (Mello). The Budget Act of 1986 authorized funds from the California Housing Trust Fund to be used for the purposes of the SCSHP.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

7

This proposal requests \$19,000 from HCD for a two-year period. Matching funds of \$97,102 are required from Community Development Block Grant (CDBG) funds and the Area 4 Agency on Aging. The SAIL budget for year 1989 would be amended to retain one part-time Community Services Specialist I. This temporary position is currently filled and will be suspended as of June 30, 1989, unless this new two-year grant is awarded. This would represent a renewal of previous funding.

Amendments would be made as follows:

Organization: 4100
Fund: 352
Cost Center: A09170

| | 1989 Budget | Additional Proposed | Total |
|---------------------|----------------|------------------------|---------|
| Employee Services | \$4,950 | \$4,500 | \$9,450 |
| Services & Supplies | --- | 250 | 250 |
| | \$4,950 | \$4,750 | \$9,700 |

POLICY IMPLICATION

The actions proposed in this staff report are consistent with previously approved policy and there are no policy changes being recommended.

MBE/WBE REPORTS

The actions recommended in this report have no impact on MBE/WBE policy.

VOTE AND RECOMMENDATION OF COMMISSION

At its meeting of March 1989, the Sacramento Housing and Redevelopment Commission recommended that you take the above action. The votes were as follows:

AYES:

NOES:


ABSENT:

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

RECOMMENDATION

The staff recommends adoption of the attached resolution authorizing submission of the proposal and execution of the contract upon receipt of the grant award.

Respectfully submitted,


ANDREW J. PLESCIA
Acting Executive Director

TRANSMITTAL TO COUNCIL

Walter J. Slipe
City Manager

CONTACT PERSON

Eve Silverman, Housing & Redevelopment Assistant, 440-1301.

7

RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF

APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT FOR GRANT TO PROVIDE
SENIOR CITIZENS' SHARED HOUSING PROGRAM

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF
SACRAMENTO:

Section 1. The Acting Executive Director is hereby authorized to submit an application, accept funds, execute contracts and any amendments thereto, to secure a grant of funds for the Seniors Allied in Living program from the Senior Citizens' Shared Housing Program of the State of California Department of Housing and Community Development ("HCD").

Section 2. If and when said application is approved by HCD, the Agency Community Services Division budget for fiscal year 1989 shall be amended accordingly.

CHAIR

ATTEST:

SECRETARY

1100WPP2(261)

7

APPLICATION

SENIOR CITIZENS SHARED HOUSING PROGRAM

1. Applicant Name: Housing Authority of the City of
Sacramento Housing
Housing Authority of the County of
Sacramento

Address: SAIL-Shared Housing
452 I Street
Sacramento, California 95814
Contact Person: Eve Silverman Phone: 440-1301

Project Service Area: Sacramento County

State Senate/Assembly Districts served and names of elected officials.

State Senate 1st District - John Doolittle
State Senate 5th District - John Garamendi
State Senate 6th District - Leroy Greene
State Assembly 5th District - Tim Leslie
State Assembly 6th District - Lloyd Connelly
State Assembly 7th District - Norm Waters
State Assembly 10th District - Phil Isenberg

Type/amount of grant requested: \$19,000 Match-up Program

Currently funded by HCD SCSHP - July 1987 to June 1989.
Previously funded by HCD SCSHP - July 1984 to June 1986.

2. GEOGRAPHIC DATA:

The target area served by SAIL is that territory encompassed by the City and County of Sacramento. Residents from surrounding areas without shared housing programs - west Placer, east Yolo and similar counties - are served, incidentally, as target area residents may wish to relocate to out-of-county nearby areas, or out-of-area residents may wish to relocate to Sacramento City or County. (See attachment #1)

3. NEED*

Demographic Information

Census data from 1980 indicated a population total for Sacramento of over 783,000. The Housing Assistance Program (HAP), Programs and Financing Strategy of June, 1988 estimates the population at 947,400 in 1987. An additional 45,900 persons are projected for 1990. Sacramento County, as part of the Sacramento Metro Statistical Area, is the 10th fastest growing metropolitan area (of over 1 million persons) in the country, according to Chase Econometrics (June 1986). The elderly 60+ population from the 1980 census as identified by the Area 4 Agency on Aging's "Profile of Sacramento County's Elderly Population" was 108,122. The HAP plan identifies the elderly over 65 as the fastest growing group in the county. This represented a 66% increase from the 1970's and an additional increase of 55% for the 1980's.

Elderly Rental Households

As a group, elderly 62+ renters are among the lowest income segments of the population. Seventy percent (70%) of the 19,348 elderly rental households had incomes of less than \$10,000 in 1979. Forty-five percent (45%) of all elderly rental households paid greater than thirty percent (30%) of their income for rent. Of the rental households, sixty-five percent (65%) (10,204) lived alone. Fair market rents for 1 and 2-bedroom units are \$434 and \$519, respectively (minus a HUD-determined utility allowance). As market rate rentals continue to increase, the low income elderly are literally priced out of the affordable rental market.

Elderly Homeowner Households

Census data indicate that 47,000 Households were headed by a person over 65. Sixty-seven percent (67%) of these were homeowners. Many elderly homeowners are caught in a unique dilemma. Sixty-six percent (66%) of all elderly homeowners own their home free and clear. They can be categorized as "house-rich, cash-poor". A person with \$100,000 equity may be living on a small fixed income which may barely be sufficient for meeting basic needs. Rising utility costs plus maintenance fees can deplete a householder's income to the point where food and medications are unaffordable.

Frail Elderly

In 1984, the Land Economics Group prepared an analysis of frail elderly needs in Sacramento County. This research group utilized the Marin County Department of Human Services definition as "frail elderly are those whose chronic illness has reached such a magnitude that it interferes with the activities of daily living and interferes with or prohibits independent functioning."

7

Some research findings were:

- estimates of frail elderly range from approximately 18,000 - 36,000. By year 1990, the range will be 24,000 - 47,000
- the 115 licensed residential care facilities (representing 1,875 beds) were providing room and board and assist with bathing, dressing, transportation, health maintenance and supervision of prescribed medication.

An estimated 293 to 370 units per year are needed between 1984 and 1990 to satisfy the demand for frail elderly housing. Even without the projected increase in the elderly population from 1980 to 1990, the current supply of frail elderly housing merits expansion to satisfy the level of pent-up demand.

Implications

Shared housing programs provide an affordable housing alternative, utilizing existing housing stock. It assists the low income renter find affordable housing, the home owner gain financial benefits, and the frail elder receive supportive services.

An elderly person living alone frequently ages to the point of isolation and deterioration requiring unwanted and premature institutionalization. This is avoidable through shared housing, where contact and informal "gatekeeping" occur to enable autonomous functioning.

* All statistical information was gleaned from the June 1988 Housing Assistance Program, Programs and Financing Strategy, unless otherwise noted.

4. ORGANIZATION

The Community Services Division of the Sacramento Housing and Redevelopment Agency has, since 1974, operated several major area programs primarily oriented to senior citizens.

A. Community Information Center and Alternative Housing Services.

1. Community Information Center (1981), the designated senior information and referral program for the area, is also the County-designated generic information and referral system, with a computerized database of over 1,600 services.

2. Housing Referral Clearinghouse (1984), a single source point of information for low-cost and subsidized housing in the area.

7

3. SAIL-Shared Housing program (1982), has provided referrals for shared housing opportunities for seniors and other persons based upon compatibility factors.

4. Gateway Services (1988) staff provide assessment, assistance and organizing services to the Agency's elderly and family housing program residents (previously organized and named Tenant Services, since 1979).

5. Agency staff are stationed at the Sacramento County Department of Social Services, in the Adult Protective Services (1985) and AFDC/GA Units (1987) providing professional information and referral services to the Department.

B. Foster Grandparent Program (1974) utilizes low income senior volunteers to provide supportive services to children with special needs.

C. Senior Companion Program (1975) utilizes low income senior volunteers to render person to person services which support the independence of adults in residential centers, independent living skills programs, frail at-risk elderly persons wishing to remain at home, and high functioning older residents of SNF's and adult day healthcare centers.

D. Sacramento Elderly Nutrition Program (1974) operates a central kitchen, twenty elderly nutrition sites providing 900 noon meals, and delivers over 400 home-delivered meals daily.

E. RSVP - Retired Senior Volunteer Program (1984) provides meaningful volunteer assignments for seniors 60+.

Revenue sources for Sacramento Housing and Redevelopment Agency (SHRA) are intergovernmental, property taxes, rental income, interest income, proceeds of debts and miscellaneous sources. The total 1989 operating budget is 57.6 million.

SHRA employs 340 permanent staff. The Community Services Division employs 54 full time staff and 32 part time personnel; SAIL consists of 2 full time permanent staff and 2 part time staff (A Coordinator, 1 full time Community Services Specialist I (CSS I) and 2 part time CSS I's).

5. PROGRAM DESCRIPTION

A. Administrative Management of Programs.

The SAIL Program is coordinated by a Housing & Redevelopment Assistant, who directs the day-to-day activities and the line staff - Community Services Specialists I. The Program Coordinator is supervised by the Program Manager - Community Services.

7
Job descriptions and resumes are attached (Attachment #2a).

B. The Matching Process.

SAIL proposes to match 160 senior citizens by enabling a change from living alone to sharing housing with another individual of the same, or different age groups. These individuals, as well, will be provided with counseling, information and referral and mediation services on entry, match point, exit, and on as-needed basis.

Potential homesharers are provided with a written "Self Questionnaire". They fill out an initial information sheet and application, and are interviewed by a Community Services Specialist. Screening is performed, and references checked.

1. Outreach Activities Identifying Sharers.

Potential homesharers are recruited through weekly articles in the local Senior Spectrum weekly newspaper, radio and television spots, referral from the Housing Referral Clearinghouse (part of the county-wide Information and Referral service, co-located with the SAIL office), other social service and community based organizations, university and college housing offices, church organizations and "gatekeepers", including home healthcare, medical, legal and other professionals likely to deal with elders. SAIL staff are present at meetings, mail brochures, attend conferences and network meetings, and maintain at least monthly contact with appropriate agencies. Staff presentations are made periodically at senior centers, all Senior Nutrition Sites, and other programs where elders gather.

2. Forms, Flyers and Brochures (Attachment #3a)

3. Counseling Assistance.

Counseling covers the benefits and potential problems of sharing, supportive assistance in the decision-making process, match meetings and match agreements, problem solving and mediation. Generally, such procedures occur in the SAIL offices, in person, or by phone, but may take place in-home or other location, if required.

4. Information and Referral

The SAIL Program is co-located with the Community Information Center (CIC), the county-designated information and referral program. From the CIC database, SAIL participants may be linked to support services which may augment or assist to solidify a successful match. Often, home-delivered meal programs, support groups, and senior transportation programs are the types of services needed to provide additional help at home.

5. Placement Procedures

Placement is facilitated by use of a client assessment sheet listing critical match areas. This assessment sheet is entered into a computer which is used to assist in the matching process. Up to 30 compatibility factors are compared between a homeseeker and unmatched home providers. The ten best referrals to the homeseeker are identified.

Once potential referrals are identified, staff review files and then make referrals. Depending on the ability to function autonomously and expressed preference, the potential sharer may be given several others to contact, be put in contact via phone, or an arrangement made for a facilitated match meeting. One or more meetings may take place. Clients are encouraged to do as much as they can themselves, with the necessary level of support by SAIL staff, and to establish ownership and responsibility over their own match. Once a match is made, a trial period of two weeks is stipulated. Homeseekers sign a guest lodger form to acknowledge this procedure.

6. Follow-Up Assistance

Follow-up may include any contact relevant to the match process such as checking the status of a match referral. A specific type of follow-up-- monitoring of existing matches is conducted monthly for matches with seniors. Though generally by telephone, follow-up may also be by home visit, if circumstances dictate. Clients are encouraged to call when a change of circumstances occurs, or advise or counseling is sought.

C. During the past three calendar years, 210 seniors were matched through SAIL:

1986 = 79 seniors
1987 = 70 seniors
1988 = 61 seniors

Of those, 94 (1986 = 33; 1987 = 37; 1988 = 24) were frail elderly needing services. This corresponds to nearly 45%. It is anticipated that the frail elderly population served will continue to be at least 40%.

6. NOT APPLYING FOR SHARED GROUP RESIDENCE

7. MATCH-UP GRANT

A. We are currently operating a match-up program.

B. Funding for 1989-91 will permit the continuation of a part-time (19 hours/week) position. This enables program coverage for the week when coupled with the other part-time position.

C. Senior citizens counseled and matched.

| | 1st qtr | 2nd qtr | 3rd qtr | 4th qtr | 5th qtr | 6th qtr | 7th qtr | 8th qtr | 2-Year Goal |
|----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------|
| Seniors Matched | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 160 |
| Non-Seniors Matched | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 160 |
| % Senior of Total People Matched | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| Frail Elderly Matched | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 64 |

D. Housing Costs Saving Projected.

An analysis of previous statistics indicates significant reduction of housing costs for parties to shared housing, as well as other costs savings to clients and taxpayers. Some of these derive from institutionalization prevented by enabling elders to remain in their own home by mitigating social, home maintenance and economic factors of frail elders.

7

Utilizing existing, under used housing stock (homes on the tax role owned by a single person or couple) to match low- and low-moderate income persons seeking housing is also cost-effective in Sacramento. Public and other subsidized housing have waiting lists, and in addition to the initial construction cost - \$45,000 per unit or more monthly costs for subsidized housing include the actual subsidy payment, and in public housing, the cost of maintenance and management. These costs generally exceed \$250 monthly. A match in shared housing has a one-time placement cost, and occasional counseling and support is minimal.

Finally, the homeseeker generally economizes in the cost of rent, and in service matches may pay no cash rent at all. Homeowners benefit from cash rent and utilities payments, or in service matches frequently experience savings in being able to remain at home rather than become institutionalized. The cost of institutionalization is frequently over \$1,200 per month, paid either by the individual or by the taxpayer. Services bought through use of home health agencies, for example, cost considerably more than minimum wage payments and are often unaffordable.

E. Source of Matching Funds

The current SAIL shared housing program is funded by Community Development Block Grant funds (\$50,000 per annum), and Older Americans Act Title III Social Service funds (\$8,300 per annum). The Block Grant funds target low income persons and allow service with other than elderly, and the Older Americans Act funds enable in-depth service matching for frail elders with others willing to exchange In-Home Support Services for room and board.

8. PROPOSED PROGRAM - GROUP RESIDENCE GRANT

Not applying for Group Residence Grant.

BUDGET - MATCH-UP PROGRAM GRANT

This budget should be for the two-year grant term.

1. Line Item Budget

| BUDGET ITEM | SCSHP Grant Funds | Other Funds | TOTAL |
|--|--------------------|--------------------|---------------------|
| Personnel Services | | | |
| 1. Salaries | \$17,481.00 | \$76,234.00 | \$93,715.00 |
| 2. Fringe Benefits | 1,399.00 | 20,868.00 | 22,267.00 |
| 3. Total Personnel | 18,880.00 | 97,102.00 | 115,982.00 |
| Non-Personnel | | | |
| 1. Space Rent | | | |
| 2. Utilities | | | |
| 3. Telephone | | | |
| 4. Travel | | | |
| 5. Equipment | | | |
| Office | | | |
| Other (specify) | | | |
| 6. Materials (Purchased) | | | |
| Office | | | |
| Other (Specify) | | | |
| 7. Postage | | | |
| 8. Production of Information Materials | | | |
| Printing | | | |
| Supplies | | | |
| 9. Contract Services | | | |
| 10. Other Costs (specify) | | | |
| | 120.00 | | 120.00 |
| 1. Total, Non-Personnel | 120.00 | | 120.00 |
| TOTAL BUDGET | \$19,000.00 | \$97,102.00 | \$116,102.00 |

7

9C - SALARY CHART - MATCH-UP PROGRAM GRANT

On the following chart list all staff positions in your organization that you intend to pay with HCD funds. If positions are not paid fully by HCD or if a position is not full-time, show the percentage of time to be paid by HCD. "LENGTH OF HIRE" refers to the length of time, in months, you intend to pay the person with HCD funds. "MONTHLY SALARY" refers to the amount of the staff person's monthly salary to be paid by HCD; "TOTAL HCD SALARIES" should be the same amount at Item (1) Personnel-Salaries in the SCSHP column of 9A - BUDGET.

| SHARED HOUSING POSITIONS (Title) | % TIME | LENGTH OF HIRE | MONTHLY SALARY (EXCLUDE BENEFITS) | TOTAL \$ TO POSITION |
|----------------------------------|----------|----------------|-----------------------------------|----------------------|
| CSS I | .475 FTE | 24 mos. | \$728.00 | \$17,481.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL HCD SALARIES | | | | |

9D - MATCHING SOURCE(S) - MATCH-UP PROGRAM GRANT

Source of funds noted in matching column of 9A - BUDGET. Please show only these funds used for match-up program-related activities of organization.

| SOURCE | DATE | | PURPOSE | AMOUNT |
|--------|-------|------|---------------------|-------------|
| | BEGIN | END | | |
| CDBG | 7-89 | 6-91 | Alternative Housing | \$87,102.00 |
| A4AA | 7-89 | 6-91 | Alternative Housing | 10,000.00 |
| | | | | |
| | | | | |
| | | | | |

10. FINANCIAL STATEMENT (see attachment #4)

11. NON-ENGLISH SPEAKING ASSISTANCE

SAIL has personnel available who are fluent in speaking and writing Spanish, Tagalog and French. Other Sacramento Housing and Redevelopment Agency staff are available to translate Toisan, Cantonese, Vietnamese, Hindi, Japanese, and other languages. American Sign Language interpreters are available through the NorCal Center on Deafness. Arrangements for other language speakers are made with specific cultural service groups and language banks available through the Volunteer Center and Red Cross. SAIL has available a TDD.

12. ARTICLES OF INCORPORATION

The SAIL program is operated by the Sacramento Housing and Redevelopment Agency, a unit of local government which includes the Housing Authority of the City of Sacramento, Housing Authority of the County of Sacramento, the Redevelopment Agency of the City of Sacramento and the Redevelopment Agency of the County of Sacramento. The Agency is supervised by the appointed Sacramento Housing and Redevelopment Commission; its governing bodies are the City Council of the City of Sacramento and the Board of Supervisors of the County of Sacramento.

There are no Articles of Incorporation for the Sacramento Housing and Redevelopment Agency because it is a public body. (See By-Laws Attachment #5)

13. RESOLUTION

A resolution will be forthcoming from the Sacramento City Council and Sacramento County Board of Supervisors.

14. NONDISCRIMINATION

Affirmative Action/Equal Employment Opportunity Policy is included in Personnel Rules.

15. SUMMARY OF REQUIRED ATTACHMENTS

1. Target Area Map
- 2a. Job Descriptions/Resumes/Organizational Charts
- 3a. Outreach Fliers/Forms
4. Financial Statement
5. By-Laws
6. Resolution - forthcoming