



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jacky Morales-Ferrand

**SUBJECT:** SEE BELOW

**DATE:** March 17, 2016

Approved

*D. D. Syl*

Date

*3/17/16*

**SUBJECT: GRANT AGREEMENT WITH PROJECT WEHOPE TO OPERATE THE ESSENTIAL SERVICES MOBILE HYGIENE PROGRAM**

## RECOMMENDATION

Approve a Grant Agreement between the City of San José and WeHOPE, a California nonprofit public benefit corporation, also known as Project WeHOPE, in the amount of \$350,000, from March 1, 2016 through June 30, 2017, to provide mobile hygiene services to homeless persons in San José under the Essential Services Program.

## OUTCOME

The City Council's approval of this Grant Agreement will support a response plan that will provide immediate essential services to the homeless population in San José through the implementation of a mobile hygiene program.

## BACKGROUND

The City Council continues to express concern about the need to provide immediate street-based services to homeless persons throughout San José. The 2015 biennial homeless census and survey counted 4,063 homeless persons in San José. Out of the total 4,063 individuals, 69% were unsheltered (living on the streets, in abandoned or storage structures, vehicles, or homeless encampments). Thirty-three percent of survey respondents cited the lack of clothing or shower facilities as the biggest barrier to obtaining and/or maintaining employment. The City desires to implement a mobile hygiene program in San José for homeless persons to increase access to showers and laundry.

In June 2015, the Housing Department released a Request for Proposals (RFP) for an Essential Services Program. The scope of the RFP was to provide homeless persons in San José with Essential Services including the following core services: A safe parking program; a mobile or

site-based shower and sanitation program; and a warming center program. The Housing Department did not receive any responses but had several organizations express interest after the deadline. Due to renewed interest, the Housing Department released a revised RFP on December 1, 2015 with a proposal due date of January 6, 2016. The scope of the amended RFP included operation of a mobile hygiene program.

The City received two qualified responses to the RFP by the due date. On January 11, 2016, a rating panel consisting of staff from the City of San José, the City of Mountain View, and the Santa Clara County Office of Supportive Housing met to evaluate the proposals. Using specific rating criteria, proposals were evaluated based on the program description, organizational capacity, budget, goals, and outcomes. After meeting with both agencies on January 15, 2016 to ask clarifying questions, the evaluation panel recommended entering into a contract with Project WeHOPE (Dignity On Wheels) in the amount of \$350,000 to operate a mobile hygiene program. Housing Department staff is still working with the second applicant and city staff on a proposed safe parking program.

## **ANALYSIS**

The Essential Services Mobile Hygiene Program will provide unsheltered persons throughout San José with access to mobile shower and laundry facilities. One of the barriers to securing housing and employment is the lack of cleaning facilities available to the unhoused population. Homeless individuals living in their cars, in encampments, and on the street have limited or no access to showers or laundry facilities. A program that allows homeless people to maintain good hygiene has many positive impacts on a person's dignity, confidence, and ability to become housed and/or employed.

Project WeHOPE will deploy its Dignity On Wheels mobile shower and laundry trailer to strategic sites throughout San José. Dignity On Wheels will provide up to 30 showers and 18 small loads of laundry six days per week at pre-designated locations. The goal is to provide services to at least 100 unduplicated persons. Clients will receive provisional towels, bath mats, footwear, and clothing (for laundry clients only), which must be returned after use. Shower clients will be offered hygiene kits, which include socks, shampoo, conditioner, soap/body wash, toothbrush, toothpaste, deodorant, and mouthwash. Clients will have the opportunity to work with Dignity on Wheels staff to assess unmet needs and access community resources.

Project WeHOPE has been managing an emergency homeless shelter since 2009. Bringing a new and unique service to homeless persons at five different sites in San Mateo County and northern Santa Clara County, the first Dignity On Wheels trailer became operational in the fall of 2015. The Mobile Hygiene Program will expand the services provided by Dignity On Wheels, which include showers, laundry, clothing, hygiene kits, services assessments, and resource referrals to San José.

Payments under the Housing Department's grant agreements are usually made on a reimbursement basis. Due to the amount of the award and the size of the agency's budget, the City will provide a one-time payment at the start of the contract in the amount of \$56,000 to cover start-up costs and the first two months of expenses. Payments for the remainder of the agreement term will be provided monthly upon receipt of documentation of expenses for the previous month.

### **EVALUATION AND FOLLOW-UP**

The Housing Department will continue to provide progress updates to the Neighborhood Services and Education Committee on specific elements of the Essential Services Program.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the March 29, 2016 Council Meeting.

### **COORDINATION**

Preparation of this report was coordinated with the City Attorney's Office and the City Manager's Budget Office.

### **COMMISSION RECOMMENDATION**

At its May 14, 2015 meeting, the Housing and Community Development Commission voted unanimously to accept the Housing Trust Fund Expenditure Plan for FY 2015-16. The Plan included funding for essential services to assist homeless individuals.

### **FISCAL/POLICY ALIGNMENT**

This action is consistent with the City's Consolidated Plan 2015-2020, adopted by the City Council on May 5, 2015, and with the City's Adopted Housing Element 2014-2023 in that the action provides services to very low-income households.

**COST SUMMARY IMPLICATIONS**

1. **AMOUNT OF RECOMMENDATION:** \$350,000 Grant Agreement
2. **SOURCE OF FUNDING:** Housing Trust Fund (440)
3. **FISCAL IMPACT:** Funding in the amount of \$4,430,000 has been previously appropriated in the Housing Trust Fund (440) for Housing and Homeless Projects.

**BUDGET REFERENCE**

The table below identifies the fund and appropriation proposed to fund the actions recommended as part of this Memorandum.

Fund #	Appn #	Appn. Name	Total Appn	Contract Amount	2015-2016 Adopted Operating Budget	Last Budget Action (Date, Ord. No.)
440	2453	Housing and Homeless Projects	\$4,430,000	\$350,000	XI-46	6/23/15 Ord. 29589

**CEQA**

Not a Project, File No. PP10-066(e), Agreements and Contracts.

/s/  
JACKY MORALES-FERRAND  
Director of Housing

For information contact Ray Bramson, Homelessness Response Manager, at (408) 535-8234.