

**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
CDBG Committee**

1. **Program Name:** Hospitality House / DIGS Program

2. **Agency Name:** Porchlight, Inc.

3. **Requested Amounts:** 2011: \$98,683
 2012: \$100,257 **Prior Year Level: \$96,391**

4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

- | | |
|--|--|
| <input type="checkbox"/> A. Housing – Owner – occupied housing | <input checked="" type="checkbox"/> J. Improvement of services to homeless and special populations |
| <input type="checkbox"/> B. Housing – Housing for homebuyers | <input type="checkbox"/> X. Access to Resources |
| <input type="checkbox"/> D. Housing – Rental housing | <input type="checkbox"/> K. Physical improvement of community service facilities |
| <input type="checkbox"/> E. Business development and job creation | |
| <input type="checkbox"/> F. Economic development of small businesses | |
| <input type="checkbox"/> L. Revitalization of strategic areas | |

6. **Anticipated Accomplishments (Proposed Service Goals)**

Hospitality House (HH) staff will provide housing counseling to 2,000 individuals; 75% or 1,500 individuals will obtain or maintain stable housing.

HH staff will provide employment and/or income assistance to 1,000 individuals; 20% or 200 individuals will find full time employment.

175 households will receive financial assistance to obtain or maintain housing; 80% will maintain housing at 6 months and 70% will maintain housing at 12 months.

7. **To what extent does the proposal meet the Objectives of the Community Development Program Goals and Priorities for 2011-2012?**

Staff Comments: Outcome objective J. Stabilization or improvement of the housing situation of homeless or near homeless individuals. Financial assistance and support services will assist households to obtain employment, successfully apply for benefits, and obtain or maintain housing meeting the CD objective.

8. **To what extent is the proposed program design and work plan sufficiently detailed to demonstrate the ability to result in a positive impact on the need or problem identified?**

Staff Comments: Porchlight staff have had many years experience in providing funds from a variety of sources with various attached rules and regulations; they have a track record of sound fiscal management as well as providing services to those in need. Porchlight indicated that a biennial survey found that 85% of Hospitality House customers were satisfied with the service(s) they received. In 2009, Porchlight was awarded an additional \$50,000 in city funds as a result of an RFP process. These additional funds have increased the number of people that they can serve.

9. **To what extent does the proposal include objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**

Staff Comments: Porchlight and the CDBG Office have been fine-tuning the program outcomes over the years and have determined that the outcomes as specified in their proposal are both measureable and indicative of their ability to positively impact the lives of persons in need.

10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

Staff Comments: Hospitality House lead staff has many years experience working with the target population; new staff have been added which have added to the ability to effectively serve their clients as is possible within their financial constraints and high need.

11. **To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

Staff Comments: Porchlight uses a reasonable amount of funds from this contract to provide housing counseling and general administration for the program. The majority of the funds are used to make payments to third parties to help people obtain housing or maintain current housing.

12. **To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?**

Staff Comments: Porchlight programs utilize a large number of volunteers to operate. Hospitality House has utilized volunteer student interns in providing services, as well as operating the food program and clothing and warehouse operations. Volunteers are also used on a regular basis to provide improvements to the physical building housing HH operations.

13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?

Staff Comments: The HH program is housed at 1490 Martin Street, just off Fish Hatchery Road and accessible by public transportation. Porchlight provides transportation or bus tickets to shelter residents to access HH services which are provided in a handicapped accessible building. Many HH services include telephone intake so that persons are not necessarily required to physically come to the building.

14. To what extent does the proposal meet the technical and regulatory requirements and unit cost limits as applicable? To what extent is there clear and precise proposal information to determine eligibility?

Staff Comments: Porchlight has a history of complying with regulations required in by funders.

15. To what extent is the site identified for the proposed project appropriate in terms of minimizing negative environmental issues, relocation and neighborhood or public concerns?

Staff Comments: Porchlight has successfully operated at their current location for many years.

16. Other comments:

Questions:

17. Staff Recommendation

Not recommended for consideration

Recommend for consideration

Recommend with Qualifications

Suggested Qualifications: