

Part II. Administrative Entity Response Form (Response From)

Instructions

- A. Interested jurisdictions seeking designation as an Administrative Entity (AE) to administer ESG funds in their Service Area must return this Response Form, including Sections I through IV and the certifications contained in Appendices A and B, by the deadline. The AE should work with the Continuum of Care to complete Sections III and IV and the certification in Appendix B. If a completed Response Form is not received by the deadline, HCD will inform the Continuum of Care of their option to receive a portion of the allocation for Rapid Re-housing activities pursuant to State Regulation 8402 (e) (2)(B).
- B. Note the following submittal details:
- **Response Forms will only be accepted via electronic mail.**
 - Submit 1 PDF copy of the Response Form to ESG@hcd.ca.gov by February 29, 2016.
 - Responses should keep the original pagination. If an answer does not fit within the space provided, use an additional page and place directly behind the original page. If additional pages are needed, use extended page numbers (i.e. page 4-1, 4-2, etc.).
- C. HCD staff will evaluate and notify the jurisdiction of any questions and may request modifications or additional information.
- D. If you have any questions, contact MeLisa Adams, HCD NOFA Representative, through email at ESG@hcd.ca.gov or by calling (916) 263-1656.

Section I– Administrative Entity Information

Administrative Entity (AE) Name of Jurisdiction: County of Santa Barbara	
Administrative Entity (AE) Responsible Department: Community Services	
AE Primary Contact: First, Middle and Last Names: Anacleto Joseph Quinoveva	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other
Title: Housing Program Specialist, Sr.	Department: Community Services
Area Code and Phone No.: Fax No.: 805-560-1090 805-560-1091 (Fax)	E-Mail Address: AQuinoveva@co.santa-barbara.ca.us
Address: 123 E. Anapamu St., Second Floor	City, State and Zip: Santa Barbara, CA 93101
AE Secondary Contact: First, Middle and Last Names: Dinah Denise Lockhart	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other
Title: Deputy Director, Housing and Community Development	Department: Community Services
Address: 123 E. Anapamu St., Second Floor	City, State and Zip: Santa Barbara, CA 93101

Section II– Administrative Entity Qualifications

- Is the proposed AE a unit of general purpose local government that has administered ESG funds as a HUD entitlement during at least one of the past five years? Yes No
- If answering No to #1, please answer the following:
 - Is the only ESG HUD entitlement jurisdiction in your CoC Service Area a city?
 Yes No

b. Is the City unwilling or unable to administer the State ESG funds?

Yes No

c. If answering Yes to 2.a. and 2.b., are you proposing to use a county agency that has administered another federal homelessness, housing, community development, or human services program during at least one of the past five years?

Yes No

d. If answering Yes to #2.b., list program name, administering agency and year/s administered (**Limit 1000 characters**)

3. Does the proposed AE have any ESG unresolved monitoring finding/s with HUD or the Department?

Yes No

If yes, list the ESG monitoring findings and describe how and by when your agency intends to resolve the finding/s. (**Limit 1000 characters**)

4. Briefly describe how your agency, as the AE, will collaborate with the Continuum of Care in determining which ESG-eligible activities to fund, in selecting providers, and in administering funds.

(Limit 1000 characters) The County of Santa Barbara (County) will consult the Continuum of Care (CoC) to determine the (1) unmet needs of the service area, which will inform the eligible activities to be prioritized for funds; (2) criteria by which projects will be selected for funds; and (3) performance benchmarks by which selected projects will be assessed. The County will solicit project proposals from eligible providers; project proposals will be evaluated and selected by the Review and Rank Committee (RRC) with final adoption by the County's Board of Supervisors. A standing committee of the CoC comprised of impartial and non-conflicted community members, the RRC engages in the selection of projects requesting funds under the CoC Program and has evaluated applications for ESG funds made available by the State that originate in the service area for "need for funds." The County will report the performance of ESG-funded providers to the CoC and work with the CoC to improve project performance as necessary.

Please note: The provider selection process must comply with the requirements set forth in Section 8403 of the State Regulations and Appendix A: Statement of Certifications.

Section III– Continuum of Care Information

Continuum of Care (CoC) Name: Santa Maria/Santa Barbara County CoC	
CoC Number: CA-603	County(ies) Served: Santa Barbara County
CoC Primary Contact: First, Middle and Last Names: Anacleto Joseph Quinoveva	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other
Title: Housing Program Specialist, Sr.	Department: County of Santa Barbara Community Services Department
Area Code and Phone No.: 805-560-1090	E-Mail Address: AQuinoveva@co.santa-barbara.ca.us
Address: 123 E. Anapamu St., Second Floor	City, State and Zip: Santa Barbara, CA 93101

1. Continuum of Care Qualifications

a. HUD funding: (Check all that apply)

- Applied for the FY 2015 CoC Program NOFA
- Awarded Funds in the FY 2014 CoC Program NOFA
- Awarded Funds in the FY 2013 CoC Program NOFA

If the CoC was not awarded CoC funds in FY 2013 **or** 2014, provide the website link to its FY 2015 CoC Program NOFA application.

- b. Indicate whether the following is currently in place or will be in place by the time activities are implemented. Note: the Appendix B CoC Certification confirms that these will be in place by the time the activity is implemented.

	<i>In Place</i>	<i>Will be in Place</i>
CoC Conflict of Interest Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Written Standards for ESG-funded Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operational HMIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coordinated Entry	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Does your CoC recommend the entity proposed in this Response Form to serve as the AE?

Yes No

Submit copy of the CoC approval of the proposed AE as an attachment, (may be from Executive Director or Board of Directors). (**Attachment A**)

Section IV– Rapid Re-Housing Activities in Geographically Contiguous CoC Service Area

1. Does the proposed AE intend to administer funds for a geographically contiguous Continuum of Care that is eligible to receive funds in the Balance of State Allocation?

Yes No

If “Yes”, attach the request letter from the neighboring CoC, (may be from Executive Director or Board of Directors).

Administrative Entity Solicitation of Interest
(Continuum of Care Allocation only)

2. Indicate whether each of the following is currently in place or will be in place by the time activities are implemented in the neighboring CoC. Note: the Appendix B CoC Certification confirms these will be in place by the time the activity is implemented.

	<i>In Place</i>	<i>Will be in Place</i>
CoC Conflict of Interest Policy	<input type="checkbox"/>	<input type="checkbox"/>
Written Standards for ESG-funded Activities	<input type="checkbox"/>	<input type="checkbox"/>
Operational HMIS	<input type="checkbox"/>	<input type="checkbox"/>
Coordinated Entry	<input type="checkbox"/>	<input type="checkbox"/>

Provide an explanation of how the AE will address administration activities if these systems differ from its own Service Area.

(Limit 1000 characters)

Some questions in Section III BOS form should also be here

Appendix A: Administrative Entity Statement of Certifications

In accordance with the federal and State ESG regulations, the AE ensures it will comply with the following:

Standard Agreement. The Administrative Entity shall enter into a Standard Agreement with the Department and perform the following:

- (1) Receive and administer up to two allocations of annual federal ESG funding per application cycle, conditioned on availability of federal funds;
- (2) Carry out identified eligible activities that adhere to Core Practices through selected providers;
- (3) Provide for matching funds as required by 24 CFR 576.201;
- (4) Enter into a written agreement with providers of funded activities governing the implementation of activities, including but not limited to eligible use of funds, funds disbursement, activity reporting, performance evaluation, monitoring, and termination;
- (5) Monitor the performance of all contractors, including selected providers, and those they subcontract with to carry out ESG-eligible activities, to ensure compliance with federal and State ESG requirements;
- (6) Provide timely reports to the Department using a format and method prescribed by the Department; and
- (7) In all other ways administer ESG funding to ensure compliance with federal and State ESG requirements and the Standard Agreement.

ESG Services provided to eligible persons in Nonentitlement areas. Through the use of coordinated entry and other means, all funded activities will be made available to non-entitlement areas of the Service Area. The Administrative Entity shall facilitate outreach and access to reach populations in the Nonentitlement areas and shall evaluate participation from these areas at least annually.

Provider Selection. The AE shall select providers qualified to deliver eligible activities in the Service Area through a process that is consistent with (1) through (8) below, and inform the Department of selected providers and activities. The Administrative Entity shall:

- (1) Conduct fair and open competitions which avoid conflict of interest;
- (2) Follow procurement requirements of 24 CFR Part 84;
- (3) Evaluate provider capacity and experience, including the ability to deliver services in Nonentitlement areas;
- (4) Evaluate eligibility and quality of services, including adherence to core practices pursuant to Section 8409 of the State Regulations;
- (5) Utilize data and consider community input to identify unmet needs;

Administrative Entity Solicitation of Interest
(Continuum of Care Allocation only)


- (6) Prioritize activities that address the highest unmet need, considering other available funding and system-wide performance measures;
- (7) Consider project-level performance measures when evaluating proposals; and
- (8) Collaborate with the Continuum of Care.

Participation in Coordinated Entry. As required by 24 CFR 576.400(d), the AE will ensure ESG service providers utilize the CoC's Coordinated Entry system.

Rapid Re-housing. The AE shall ensure that no less than 40 percent of the funds awarded on an annual basis shall be used for Rapid Re-Housing activities.

ESG Compliance. The CoC shall provide information that demonstrates compliance with any of the program requirements when requested by the Department.

CoC Collaboration. The CoC and the AE shall enter into a written agreement that specifies the roles and responsibilities of each entity to ensure compliance with federal and State ESG requirements. They shall collaborate to the maximum extent feasible in determining Eligible activities, selecting providers, and administering the ESG funds.

STATEMENT OF CERTIFICATIONS	
George Chapjian	Community Services Director
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE
	
AUTHORIZED REPRESENTATIVE SIGNATURE	
2/24/16	
DATE	

Appendix B: Continuum of Care Statement of Certifications

Separate Certifications are to be completed by 1) the CoC of the AE; and 2) the neighboring COC of the AE if the AE will be administering Rapid Re-housing funding.

In accordance with the federal and State Regulations governing the ESG Program, CoCs participating in the Continuum of Care Allocation will comply with the following:

Recommend Administrative Entity. The CoC certifies that it recommends the AE in this Response Form.

Written Agreement. The CoC and AE shall enter into a written agreement that specifies the roles and responsibilities of each entity to ensure compliance with federal and State ESG requirements. The CoC and AE shall collaborate to the maximum extent feasible in determining Eligible activities, selecting providers, and administering the ESG funds.

Required Systems in Place. Consistent with the answers provided in Section III of the Response Form, the CoC has developed or will develop the following items by the time the CoC submits its provider funding recommendations.

- a. *Conflict of Interest Policy.* The CoC has conflict of Interest policies in place that meet HUD requirements
- b. *Written Standards for Funded Activity.* The CoC has adopted Written Standards for all Eligible activities proposed to be carried out with ESG funds

HMIS. The CoC has an HMIS system that is fully compliant with the HUD data and technical standards.

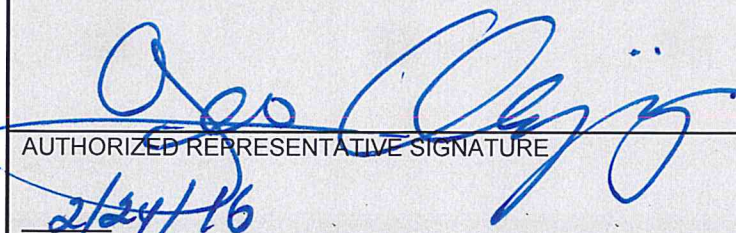
Coordinated Entry. The CoC has or will have a Coordinated Entry system in place that meets the requirements of 24 CFR 576.400 (d), and associated HUD requirements and guidance.

STATEMENT OF CERTIFICATIONS	
Christie Alarcon	Chair, Santa Maria/Santa Barbara County CoC Board
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE
	
AUTHORIZED REPRESENTATIVE SIGNATURE	
<u>2-22-16</u>	
DATE	

Appendix C: AE Certification of Response Form Information

I, George Chapjian, am authorized to apply on behalf of County of Santa Barbara and attest that all information contained in this Response Form is accurate and complete to the best of my knowledge.

All information contained in this Response Form is acknowledged to be public information and I authorize the Department of Housing and Community Development to contact any or all of the parties listed in this proposal.

CERTIFICATION OF RESPONSE FORM INFORMATION	
George Chapjian	Community Services Director
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE
	
AUTHORIZED REPRESENTATIVE SIGNATURE	
<u>2/24/16</u>	
DATE	

Attachment A

Santa Maria/Santa Barbara County Continuum of Care

123 E. Anapamu St., Second Floor • Santa Barbara, CA 93101 • 805-568-3520 • 805-560-1091 (Fax)

Department of Housing and Community Development
NOFA Section – ESG Program
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833

February 18, 2016

To Whom It May Concern:

The Santa Maria/Santa Barbara County Continuum of Care recommends the County of Santa Barbara Community Services Department (County CSD) to serve as the Administrative Entity for the Service Area covered by CA-603 Santa Maria/Santa Barbara County Continuum of Care. The Santa Maria/Santa Barbara County Continuum of Care and County CSD will collaborate to the maximum extent feasible to determine activities eligible under the Emergency Solutions Grants (ESG) Program, select providers to carry out eligible activities, and administer funds awarded under the ESG Program.

Please contact me at c_alarcon@ci.lompoc.ca.us or 805-875-8245 should you have any questions.

Sincerely,



Christie Alarcon

Chair, Santa Maria/Santa Barbara County Continuum of Care Board
Community Development Program Manager, City of Lompoc Economic & Community Development Department