



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Community Services
Department No.: 057
For Agenda Of: February 7, 2017
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department George Chapjian, Community Services Director (805-568-2467)
Director(s)
Contact Info: Dinah Lockhart, Deputy Director (805-568-3523)
A.J. Quinoveva, Sr. Housing Programs Specialist (805-560-1090)
SUBJECT: Execution of State of California Emergency Solutions Grants Program Agreements

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board of Supervisors to execute subrecipient agreements for the distribution of State of California Emergency Solutions Grant Program (State ESG) funds with the following providers in the specified amounts:
 - i) \$280,000 to Good Samaritan Shelter for the Emergency Shelter and Rapid Re-housing project (Attachment A);
 - ii) \$160,000 to Transition House for the Emergency Shelter and Rapid Re-housing project (Attachment B);
 - iii) \$110,516 to Carrillo Counseling Services, Inc. for the Safe Parking and Homeless Outreach Program (Attachment C);
 - iv) \$110,000 to PATH Santa Barbara for the PATH Santa Barbara Street Outreach and Emergency Shelter project (Attachment D); and
- b) Determine that the recommended actions are not the acceptance and approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), finding that the project is a creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and direct staff to file a Notice of Exemption (Attachment E).

Summary Text:

The Board is being asked to approve and authorize the Chair to execute four State of California Emergency Shelter Grant (ESG) Program subrecipient agreements with local homeless service providers. On July 12, 2016 the Board approved recommendations from the Santa Maria/Santa Barbara County Continuum of Care (CoC) Review and Rank Committee for the distribution of State ESG funds to four homeless provider agencies. The Board also authorized the County Executive Officer or her designee(s) to execute all agreements, certifications, standard forms, and other related documents required for the acceptance and administration of State ESG. The final application with recommended subrecipients was submitted to the State Housing and Community Development (HCD) Department on July 12, 2016. On December 1, 2016 the County received the State ESG Standard Agreement (Attachment F), which includes the terms and conditions by which the State ESG funds must be administered. For the 2016 operating year, the State HCD awarded the County \$679,210 in State ESG funds, of which \$18,694 will be retained by the County for administration. The term of the subrecipient agreements begin on the date the subrecipient agreements are executed by the Chair and end on October 31, 2018. All Program funds must be expended by July 21, 2018. The State ESG Program's terms and conditions are included in the subrecipient agreement between the County and the subrecipient agencies, and in Exhibit I of the subrecipient agreement ("State Terms and Conditions").

Pursuant to direction provided by the Board of Supervisors on May 3, 2016 and approval of the Fiscal Year 2016-17 Recommended Budget, \$46,000 in General Fund contributions have been allocated to support CSD in its administration of State ESG funds for .5 Full Time Equivalent (FTE) position.

Background:

State Emergency Solutions Grant Program (ESG)

ESG is a federally-funded program that seeks to address the needs of individuals and families who are homeless or at risk of homelessness. Eligible activities include: street outreach, emergency shelter, rapid re-housing, homelessness prevention, and Homeless Management Information System (HMIS). Prior to 2016, State HCD competitively awarded its allocation of ESG funds statewide to units of local government and private nonprofit organizations to support homelessness assistance and homelessness prevention projects located in non-entitlement areas, or areas not covered by a metropolitan city or urban county. Following a program re-design in 2016, State HCD now distributes State ESG funds on a formula basis through two funding pools: (1) "Continuum of Care Allocation" for service areas that contain a city or county that receives ESG funds directly from HUD and (2) "Balance of State Allocation" for service areas that do not contain such a city or county. The Santa Maria/Santa Barbara County Continuum of Care (CoC) Service Area, which is the geographic area located within the boundaries of Santa Barbara County, qualifies under the "Continuum of Care Allocation" funding pool, as the County receives an allocation of ESG funds directly from HUD.

On March 30, 2016, State HCD approved the County as the Administrative Entity (AE) for State ESG funds for the CoC Service Area. The Board of Supervisors accepted the AE designation on May 3, 2016. As AE, the County is responsible for complying with federal and state requirements governing the administration of State ESG funds.

Funding Process

In response to a May 9, 2016 Notice of Funding Availability (NOFA) issued by the County's Community Services Department (CSD) to solicit applications for State ESG funds, eight (8)

applications requesting a total of \$1,569,567 were submitted by the deadline of May 23, 2016; one application requesting \$100,000 was withdrawn after submission.

CSD convened the CoC Review and Rank Committee on June 3, 2016 to evaluate applications submitted. The Board approved the following funding recommendations of the CoC Review and Rank Committee on July 12, 2016:

Table 1: Funding Approvals by Application

Applicant	Project Title	Component	Component (\$)	Award (\$)
Good Samaritan Shelter	Emergency Shelter & Rapid Re-housing	ES	170,000	280,000
		RRH	100,000	
		HMIS	10,000	
Transition House	Emergency Shelter and Rapid Rehousing	ES	90,000	160,000
		RRH	60,000	
		HMIS	10,000	
Carrillo Counseling Services, Inc.	Safe Parking and Homeless Outreach Program	RRH	110,516	110,516
PATH Santa Barbara	PATH Santa Barbara Emergency Shelter	ES	110,000	110,000
Total			660,516	660,516

Award amounts are summarized by component in Table 2.

Table 2: Funding Award by Component

Component	Award (\$)
Emergency Shelter (ES)	370,000
Rapid Re-housing (RRH)	270,516
Homeless Management Information System (HMIS)	20,000
Total	660,516

Subrecipient Agreement

The subrecipient agreement identifies the terms and conditions by which the State ESG funds must be administered. On page 5, Section VI (“General Conditions”) the agreement indicates the subrecipient is subject to federal, state, and County requirements. The agreement also includes nine (9) attachments which detail the Scope of Services (Exhibit A), Budget and Payment Procedures (Exhibit B), Expenditure Summary and Payment Request (ESPR) Exhibit C), Quarterly Status Report (Exhibit D), Federal Terms and Conditions (Exhibit E), Indemnification and Insurance Requirements (Exhibit F), Certification of Standards for Financial Management Systems (Exhibit G), Federal Award Identification Information (Exhibit H), and State Terms and Conditions (Exhibit I).

Performance Measures:

The four subrecipients will provide quarterly reports to the County on services provided. The following tables summarize project outcomes according to goals and performance measures. Program design, funding allocations, and the characteristics of homeless individuals and households served by each subrecipient vary and impact the project outcome percentages and numbers of persons and households served.

Table 3: Goals

Goal	Good Samaritan Shelter	Transition House	Carrillo Counseling Services	PATH Santa Barbara
Emergency Shelter				
Total unduplicated number of persons served	900	315		500
Total unduplicated number of households served	200	90		500
Rapid Re-housing				
Total unduplicated number of persons served	90	195	300	
Total unduplicated number of households served	30	60	225	

Table 4: Performance Measures

Measure	Good Samaritan Shelter	Transition House	Carrillo Counseling Services	PATH Santa Barbara
Emergency Shelter				
% of participants will move into transitional housing at project exit	20	10		20
% of participants will move into permanent housing at project exit	50	73		20
% of adult participants will obtain earned income at project exit	40	64		20
% of adult participants will obtain cash/non-cash benefits at project exit	60	72		20
% of participants who move into transitional housing or permanent housing will remain housed for 3 months	60	80		95
Rapid Re-housing				
% of participants will move into permanent housing at project exit	100	88	20	
% of adult participants will obtain earned income at project exit	50	70	15	
% of adult participants will obtain cash/non-cash benefits at project exit	100	94	15	
% of participants will remain in permanent housing for 6 months	75	75	100	

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 46,000.00		
State	\$ 679,210.00		
Federal			
Fees			
Other:			
Total	\$ 725,210.00	\$ -	\$ -

State HCD has allocated \$679,210 in State ESG funds to the CoC Service Area for the 2016 operating year. Of that amount, \$660,516 will be distributed to providers for the delivery of eligible activities. The balance, or \$18,694, will be retained by CSD for administration. Pursuant to direction provided by the Board of Supervisors on May 3, 2016 and approval of the Fiscal Year 2016-2017 Recommended Budget, \$46,000 in General Fund contributions have been allocated to support CSD in its administration of State ESG funds.

Key Contract Risks:

The County assumes responsibility for the administration of State ESG funds in accordance with all federal and state requirements governing their use. In addition, it would be held liable if it or any provider to which it sub-grants State ESG funds is found to be non-compliant with applicable requirements. Good Samaritan Shelter Inc., Transition House, Carrillo Counseling Services, Inc. and PATH Santa Barbara all have prior experience operating federally-funded homeless assistance projects successfully.

The State ESG Program Subrecipient Agreement is a cost-reimbursement contract. This allows CSD to disburse federal funds to the aforementioned State ESG Program Subrecipients for eligible incurred costs to the extent prescribed by the Agreement. The County will only reimburse State ESG Program Subrecipients for costs that are eligible under the Agreements and documented in a manner that is acceptable to the CSD. CSD staff will assess the performance of the State ESG Program Subrecipients to determine if services are adequately provided. The County will provide payment after demonstration that reimbursable services were provided.

Special Instructions:

- 1) Please email an electronic copy of the Minute Order to A.J. Quinoveva at quinoveva@co.santa-barbara.ca.us.
- 2) Please execute three (3) original copies of each of the following documents and send to A.J. Quinoveva (x1090):
 - a. FY 2016-2018 State ESG Subrecipient Agreement for \$280,000 with Good Samaritan Shelter for Emergency Shelter and Rapid Re-housing project;
 - b. FY 2016-2018 State ESG Subrecipient Agreement for \$160,000 with Transition House for Emergency Shelter and Rapid Re-housing project;
 - c. FY 2016-2018 State ESG Subrecipient Agreement for \$110,516 with Carrillo Counseling Services, Inc. for the Safe Parking and Homeless Outreach Program; and
 - d. FY 2016-2018 State ESG Subrecipient Agreement for \$110,000 with PATH Santa Barbara Street Outreach and Emergency Shelter project.

Attachments:

- A. FY 2016-2018 State ESG Subrecipient Agreement for \$280,000 with Good Samaritan Shelter for Emergency Shelter and Rapid Re-housing project;
- B. FY 2016-2018 State ESG Subrecipient Agreement for \$160,000 with Transition House for Emergency Shelter and Rapid Re-housing project;
- C. FY 2016-2018 State ESG Subrecipient Agreement for \$110,516 with Carrillo Counseling Services, Inc. for the Safe Parking and Homeless Outreach Program; and
- D. FY 2016-2018 State ESG Subrecipient Agreement for \$110,000 with PATH Santa Barbara for Emergency Shelter project.
- E. CEQA Notice of Exemption
- F. State of California ESG Standard Agreement