



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:** January 10, 2023  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department George Chapjian, Community Services Director (805) 568-2485  
Director(s)  
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523  
**SUBJECT: Approval of Amendments to Sub-Recipient Agreements for the Housing and Disability Advocacy Program (HDAP)**

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**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 the following amendments to subrecipient agreements for State of California Housing and Disability Advocacy Program (HDAP) funds with the specified subrecipients in the specified amounts, subject to annual appropriations and budget approval:
  - i. First Amendment to Subrecipient Agreement with Good Samaritan Shelter (Good Samaritan) allocating \$1,214,850 in additional funds for Outreach, Case Management, and Housing Assistance to be fully expended by June 30, 2025, for an increased total GSS Subrecipient Agreement contract amount of \$2,349,700;
  - ii. First Amendment to Subrecipient Agreement with Legal Aid Foundation of Santa Barbara County (Legal Aid) allocating \$205,000 in additional funds for disability benefits advocacy and legal services to be fully expended by June 30, 2025, for an increased total Legal Aid Subrecipient Agreement contract amount of \$490,000; and
- B. Determine that the above recommended actions are exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15378(b)(4), since the recommended actions

are government fiscal activities which do not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

The CA Dept of Social Services sent a letter, dated August 10, 2022, to every county director allocating additional funding in the amount of \$1,526,720 from the California Department of Social Services to expand the Housing Disability and Advocacy Program (HDAP) in Santa Barbara County. HDAP offers outreach, case management, housing assistance, and disability benefits advocacy including legal services. HDAP participants receive program services until a final disability benefits determination is made and the participant is stabilized in permanent housing. With the additional HDAP funding, HDAP subrecipients Good Samaritan and Legal Aid will expand their programs to provide intensive support for HDAP participants' long term housing stability and self-sufficiency.

Staff is requesting that the Board of Supervisors approve and authorize the Chair to execute the following amendments to subrecipient agreements to provide for additional funds and extend the period of performance of each agreement, subject to annual appropriations and budget approval:

1. First Amendment to HDAP Sub-recipient Agreement for outreach and case management with Good Samaritan Shelter (Good Samaritan Amendment), allocating \$1,214,850 in additional funds, modifying the scope of work, and extending the period of performance to June 30, 2025 (Attachment A); and
2. First Amendment to HDAP Sub-recipient Agreement for disability benefits advocacy services including legal services with Legal Aid (Legal Aid Amendment), allocating \$205,000 in additional funds, modifying the scope of work, and extending the period of performance to June 30, 2025 (Attachment B).

**Background:**

HDAP was established by Assembly Bill 1603 (Chapter 25, Statutes of 2016) and updated by Senate Bill (SB) 80 (Chapter 27, Statutes 2019) to assist people experiencing homelessness who are likely eligible for disability benefits by providing advocacy for disability benefits as well as housing support. HDAP has four core requirements: outreach, case management, disability advocacy, and housing assistance. The Budget Act of 2021 ([Senate Bill 129, Chapter 69, Statutes of 2021](#)) appropriated a total of \$175.0 million for HDAP in Fiscal Year (FY) 2021-22.

Santa Barbara County Community Services Department (CSD), Housing and Community Development Division (HCD) awarded funds to Good Samaritan and Legal Aid through a Notice of Funding Availability released on April 19, 2022. Subrecipient agreements reflecting such awards were approved by the Board on August 16, 2022, and both subrecipients are now providing these critically needed services.

HDAP supports participants in meeting two important program goals: securing disability benefits, and stabilizing in permanent housing. HDAP provides case management activities for participants who are experiencing homelessness, or who are at risk of homelessness, through the entire application process for disability income benefits. Trained Supplemental Security Income (SSI)/Social Security Disability Insurance (SSDI) Outreach, Access, and Recovery (SOAR) model staff support chronically homeless individuals in obtaining SSI/SSDI benefits.

**Performance Measure:**

The two subrecipients, Good Samaritan and Legal Aid (Subrecipients) provide quarterly reports to the County regarding services provided and the outcomes, or performance measures. Tables 1 and 2, below, summarize the number of persons/households served with the additional HDAP funds, as well as the performance measures for each Subrecipient.

HDAP offers housing-related financial assistance and wrap-around supportive services, including, but not limited to: interim housing, rental assistance, housing navigation, case management, security deposits, utility payments, moving costs, legal services, and credit repair. HDAP also provides outreach services and case management for connections to additional service needs, as applicable.

**Table 1: Goals and Performance Measures for Good Samaritan Shelter Outreach, Case Management and Housing Assistance**

Goals

*Outreach, Case Management and Housing Assistance*

	<b>Program Goal</b>
Number of participants enrolled	184
Number of disability applications submitted	170
Number of unsheltered homeless persons entering shelter	110
Number of homeless persons entering permanent housing (placed into units)	144
Number of individuals housed at program exit	140
Number of individuals housed one year after program exit	128

Performance Measures

*Outreach, Case Management and Housing Assistance*

% of HDAP participants with a final disability benefit determination that receive an approval	75%
% of individuals successfully placed in permanent housing	78%
% of adult participants will obtain cash/non-cash benefits at project exit	90%

HDAP offers disability benefits legal advocacy, including developing and filing completely prepared documents and coordinating with HDAP Outreach, Care Coordination, and Housing Assistance Staff, and federal and State offices relative to the disability income benefit. Subrecipients shall obtain all relevant documentation from hospitals/medical centers, physicians, clinics, employers, case managers and others to meet the necessary burden of proof of a disability income benefit recipient's disability.

**Table 2: Goals and Performance Measures for Legal Aid Disability Benefits Advocacy**

Goals

*Disability Benefits Advocacy*

	<b>Program Goal</b>
Number of participants enrolled	160
Number of disability applications submitted	150
Number of homeless persons entering permanent housing (placed into units)	144
Number of individuals housed at program exit	140
Number of individuals housed one year after program exit	128

Performance Measures

*Disability Benefits Advocacy*

% of HDAP participants with a final disability benefit determination that receive an approval	65%
% of individuals successfully placed in permanent housing	78%
% of adult participants will obtain cash/non-cash benefits at project exit	80%

**Fiscal and Facilities Impacts:**

CSD/HCD will receive an allocation of \$213,740 in HDAP funds to provide local HDAP project administration services, including implementation, oversight of the review process to select providers, contracting, project development, invoicing, monitoring, and ensuring fulfillment of all HDAP requirements. Table 3 reflects the allocations (including previous HDAP allocations) to each recipient of HDAP funds for eligible activities.

**Table 3: Housing Disability and Advocacy Program Funding Allocation Breakdown**

<b>Recipient</b>	<b>Eligible Activity</b>	<b>Amount</b>
Good Samaritan Shelter	Disability Outreach, Case Management, Housing Assistance	\$2,349,700
Legal Aid Foundation of Santa Barbara County	Disability Benefits Advocacy and Legal Services	\$490,000
Community Services	Administration	\$213,740
<b>Total</b>		<b>\$3,053,440</b>

**Fiscal Analysis:**

CSD will track all expenditures and monitor subrecipient performance and compliance with applicable laws, regulations, program guidance, and evidence-based practices. CSD will determine the eligibility of expenditures and report them to the State of California Department of Social Services (DSS) in a format specified by DSS to complete claims for reimbursement. CSD/HCD will also submit project budget

spreadsheets showing itemized costs to DSS on a quarterly basis, and provide supporting documentation for any costs upon request by DSS staff.

<b>Funding Sources</b>	<b>Current FY Cost:</b>	<b>Annualized On-going Cost:</b>	<b>Total One-Time Project Cost</b>
General Fund			
State			\$ 1,526,720.00
Federal			
Fees			
Other:			
<b>Total</b>	\$ -	\$ -	\$ 1,526,720.00

**Key Contract Risks:**

The County assumes responsibility for the administration of HDAP funds in accordance with all State requirements governing their use. HDAP program guidelines indicate that failure to comply with program requirements may result in the County being required to repay funds. The Subrecipients have prior experience operating homeless assistance projects.

HDAP funding is provided under the Subrecipient Agreements on a cost-reimbursement basis, which allows CSD to review and monitor Subrecipients’ claims for eligible costs to the extent prescribed by the State guidelines to mitigate risk. Disbursements will be made after the Subrecipients demonstrate that reimbursable services were provided and substantiate the eligibility of incurred costs to the satisfaction of CSD.

**Staffing Impacts:**

A 1.0 FTE position approved as part of the FY 2022-23 budget process is partially funded by the HDAP Administration Funds in the estimated total amount of \$106,870. The amount of HDAP funds allocated to administration will increase to \$213,740 with the additional allocation.

**Special Instructions:**

- 1) Please email an electronic copy of the Minute Order to Kimberlee Albers at [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us)
- 2) Please execute two copies of Good Samaritan Amendment (Attachment A), and Legal Aid Amendment (Attachment B) and return one executed copy to Kimberlee Albers.

**Attachments:**

- A. HDAP First Amendment Subrecipient Agreement with Good Samaritan Shelter for Outreach, Case Management, and Housing Assistance
- B. HDAP First Amendment Subrecipient Agreement with Legal Aid Foundation of Santa Barbara County Disability Benefits Advocacy and Legal
- C. HDAP Subrecipient Agreement with Good Samaritan Shelter, dated August 16, 2022
- D. HDAP Subrecipient Agreement with Legal Aid, dated August 16, 2022

**Authored by:**

Emily Allen, Housing and Community Development Division