



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: September 12, 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)
SUBJECT: Continuum of Care (CoC) Program Fiscal Year 2016 Grant Agreements and Applications for the Fiscal Year 2017 CoC Program Competition

County Counsel Concurrence

As to form:

Other Concurrence: Risk Management

As to form:

Recommended Actions:

That the Board of Supervisors:

- a) Authorize the Community Services Director or designee to execute the 2016 Continuum of Care (CoC) Program Grant Agreements with the U.S. Department of Housing and Urban Development (HUD) that provide funds for the following projects:
 - i) \$21,913 for Good Samaritan Shelter's Clean and Sober Living project (Attachment A);
 - ii) \$104,767 for the County's operation of the Homeless Management Information System (HMIS) (Attachment B);
 - iii) \$64,283 for the County's HMIS Expansion I (Attachment C);
 - iv) \$63,786 for Good Samaritan Shelter's Lompoc Transformative Housing project (Attachment D); and
 - v) \$52,823 for the County's Santa Barbara County CoC Planning project (Attachment E);
- b) Approve and authorize the Chair of the Board of Supervisors to execute a CoC Program Subrecipient Agreement with Good Samaritan Shelter for Clean and Sober Living in the amount of \$21,318 for the period beginning February 1, 2017 and ending January 31, 2018 (Attachment F) and a CoC Program Subrecipient Agreement with Good Samaritan Shelter for the Lompoc Transformative Housing Program (LTHP) in the amount of \$61,700 for the period beginning October 1, 2017 and ending September 30, 2018 (Attachment G);

Auditor-Controller Concurrence

As to form:

- c) Authorize the Community Services Director or designee to submit project applications, written commitment of General Fund match in the amount of \$87,044, and all certifications, standard forms, and other related documents to the Santa Maria/Santa Barbara County CoC and HUD for Clean and Sober Living, HMIS, HMIS Expansion I, Lompoc Transformative Housing, Santa Barbara County CoC Planning, and Coordinated Entry, for the FY 2017 CoC Program Competition; and
- d) Determine that the recommended actions do not constitute projects subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), finding that the projects are 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 H).

Summary Text:

The U.S. Department of Housing and Urban Development (HUD) competitively awards funds through the Continuum of Care (CoC) Program for the provision of housing and support services to homeless individuals. The Santa Maria/Santa Barbara County CoC, the homelessness assistance planning body for Santa Barbara County, is responsible for the implementation of the CoC Program, although it must designate other entities to carry out certain activities. The County of Santa Barbara (County) serves multiple roles with respect to the local implementation of the CoC Program. As grant administrator, the County administers funds awarded through the CoC Program for Good Samaritan Shelter's Clean and Sober Living and Lompoc Transformative Housing projects, a responsibility the County has had since 2001. As the Homeless Management Information System (HMIS) Lead Agency, the County manages the operations of the county-wide HMIS and applies for funds through the CoC Program to support it. As the Collaborative Applicant, the County performs tasks critical to the local implementation of the CoC Program, such as preparing the Consolidated Application for the annual CoC Program Competition and evaluating outcomes of projects funded through the CoC Program.

The Community Services Department (CSD), on behalf of the County, applies annually to the Santa Maria/Santa Barbara County CoC and HUD for CoC Program funds to support the a) delivery of transitional housing and permanent supportive housing to homeless and formerly homeless individuals, respectively; b) the collection of data on individuals assisted by federally-funded homelessness assistance programs; and c) overall implementation of the CoC Program in Santa Barbara County. In the Fiscal Year (FY) 2016 CoC Program Competition, the County was awarded a total of \$307,572 for five renewal projects: Clean and Sober Living, HMIS, HMIS Expansion I, Lompoc Transformative Housing, and Santa Barbara County CoC Planning. Funding for the Clean and Sober Living (\$21,318) and Lompoc Transformative Housing (\$61,700) projects, a total of \$83,018 will be passed to Good Samaritan Shelter for the delivery of housing and services. CSD intends to apply for a continuation of funds for the same projects in the FY 2017 CoC Program Competition. CSD also intends to apply for one new project for Coordinated Entry in order implement required HUD program elements under the CoC program.

Recommended action a) allows CSD to accept CoC Program funds awarded to it in the FY 2016 CoC Program Competition. Recommended action b) facilitates the pass-through of a portion of funds to Good

Samaritan Shelter. Recommended action c) authorizes CSD to apply for funds in the FY 2017 CoC Program Competition.

Background:

Authorized by the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, the CoC Program is designed to assist homeless individuals and provide them with the services needed to help them move into transitional and permanent housing with the goal of long-term stability. Funds awarded through the CoC Program may be used to pay for the costs of establishing and operating projects under five program components: permanent housing, transitional housing, supportive services only, Homeless Management Information System (HMIS), and for eligible communities, homelessness prevention. Additionally, CoC Program funds may be used to support CoC planning activities, such as evaluating outcomes of projects funded by the CoC Program and monitoring for and enforcing compliance among recipients and subrecipients.

FY 2016 CoC Program Competition Awards

Pursuant to authorization granted by the Board of Supervisors on June 7, 2016, the Community Services Department (CSD) applied for CoC Program funds in the FY 2016 CoC Program Competition for five projects, which are identified in Table 1. CSD was notified of its selection for funding for Clean and Sober Living, HMIS, HMIS Expansion I, Lompoc Transformative Housing, and Santa Barbara County CoC Planning on December 20, 2016; HUD issued CSD grant agreements for the aforementioned projects in April and May 2017. CSD is seeking authority from the Board of Supervisors to execute these grant agreements in order to accept the grants and access awarded funds.

Table 1: FY 2016 CoC Program Competition – Awarded Projects

Att.	Project Title	Subrecipient	Description	Operating Year	Award Amount
A, F	Clean and Sober Living	Good Samaritan Shelter	Supports the delivery of permanent supportive housing in the Santa Maria area to formerly homeless individuals who are disabled and have histories of chronic substance abuse and mental illness	2/1/17 – 1/31/18	\$21,913
B	HMIS	N/A	Supports the operation of the county-wide HMIS—an information technology system used to collect data on homeless individuals assisted by federally-funded projects—administered by CSD on behalf of the County of Santa Barbara as the designated HMIS Lead Agency	8/1/17 – 7/31/18	\$104,767
C	HMIS Expansion I	N/A	Supports the participation of organizations and projects new to the county-wide HMIS	12/1/17 – 11/30/18	\$64,283
D	Lompoc Transformative Housing	Good Samaritan Shelter	Supports the delivery of transitional housing and supportive services to homeless families in the Lompoc area	10/1/17 – 9/30/18	\$63,786
E	Santa Barbara County CoC Planning	N/A	Supports planning activities related to the implementation of the CoC Program	One-year term	\$52,823

Total	\$307,572
--------------	------------------

Subrecipient Agreements with Good Samaritan Shelter

CSD serves as the grant administrator of CoC Program funds awarded for Good Samaritan Shelter’s Clean and Sober Living and Lompoc Transformative Housing projects. As administrator, CSD performs grant management and compliance oversight activities, including project monitoring and annual performance reporting. Good Samaritan Shelter, as subrecipient, is responsible for carrying out the projects in accordance with federal requirements and the terms of the CoC Program Subrecipient Agreement.

Clean and Sober Living and Lompoc Transformative Housing provide housing with supportive services to homeless and formerly homeless individuals in northern Santa Barbara County. Housed in two single family residences in the Santa Maria area, Clean and Sober Living is a 16-bed permanent supportive housing project that serves formerly homeless individuals who are disabled and have histories of chronic substance abuse and mental illness. Clean and Sober Living was awarded \$21,913 for the period beginning February 1, 2017 and ending January 31, 2018 and, of that amount, \$595 will be retained by CSD for grant administration and \$21,318 will be passed to Good Samaritan Shelter for project operations. Lompoc Transformative Housing, a 19-bed transitional housing project that serves homeless families, was awarded \$63,786 for the period beginning October 1, 2017 and ending September 30, 2018 and of that amount, \$2,086 will be retained by CSD for grant administration and \$61,700 will be passed to Good Samaritan Shelter for project operations.

CSD currently seeks approval of the CoC Program Subrecipient Agreement for Clean and Sober Living and for the Lompoc Transformative Housing Project (LTHP). Staff is currently working with Good Samaritan to resolve County monitoring findings in order to transfer the grants from the County to Good Samaritan Shelter. Subject to HUD approval, such an action would shift grant administration for Clean and Sober Living and for the LTHP from CSD to Good Samaritan Shelter, thereby eliminating the County’s role in grant management and compliance oversight activities for this particular project. While a resolution of the County’s monitoring findings is not a HUD requirement to transferring grant administration back to Good Samaritan, the resolution will lay the foundation for on-going compliance under direct HUD administration. The grant transfer will be affected by Good Samaritan executing a new grant agreement with HUD, with the County transferring its responsibility as ‘direct’ recipient to Good Samaritan, which is currently a ‘subrecipient’ to the County for the Clean and Sober Living and LTHP grants. Once the new grant agreements are signed between Good Samaritan and HUD, the County will terminate its subrecipient grant agreements with Good Samaritan for the two grants and the County’s grant agreements with HUD for those two projects, and administrative responsibilities, will also terminate. This will not, however, abrogate any provisions under the existing subrecipient agreements involving project and fiscal monitoring, and recordkeeping responsibilities, which continue for a period of five (5) years after the term of the subrecipient agreement. The effective date of such a transfer, should it be approved by HUD, is anticipated to be after the close of the FY 2017 CoC Program Competition, a more detailed discussion of which follows. Until then, CSD will need to execute the CoC Program Grant Agreement for Clean and Sober Living and for the Lompoc Transformative Housing Project and apply for CoC Program funds for the projects in the upcoming competition to facilitate the continuation of funds. The County completed a HUD compliance monitoring of Clean and Sober Living and LTHP in June 2017. While the final monitoring report has not been issued, findings related to

program design, client documentation, and misclassification of line item expenses was identified. Staff believes the resolution of these monitoring findings will be completed in the next 60 days.

FY 2017 CoC Program Competition

CSD intends to apply in the FY 2017 CoC Program Competition for a continuation of funds for Clean and Sober Living, HMIS, HMIS Expansion I, and Lompoc Transformative Housing. The anticipated request amounts for renewal projects are identified in Table 2.

Table 2: FY 2017 CoC Program Competition – Renewal Project Requests

Project Title	Request Amount
Clean and Sober Living	\$21,913
HMIS	\$104,767
HMIS Expansion I	\$64,283
Lompoc Transformative Housing	\$63,786
Total	\$254,749

CSD also intends to apply for new funding for Santa Barbara County CoC Planning, a non-renewable project and for two potentially renewable projects, Coordinated Entry System (CES), and HMIS Expansion II.

Table 3: FY 2017 CoC Program Competition – New Project Requests

Project Title	Request Amount
CoC Planning	\$48,449
New CES	\$130,675
Total	\$179,124

The New CES project will provide funding to support the activities of a CES Lead Agency, which will be selected through a future Request For Proposals (RFP) process. If funded, the County anticipates executing a subrecipient agreement with organization selected through the competitive RFP process to carry out the functions of the CES Lead Agency. The proposed project will fund a CES program director, who will be an employee of the agency selected.

The County, as Collaborative Applicant, may apply annually for new funding on behalf of the Santa Maria/Santa Barbara County CoC (Local CoC) to support planning activities related to the CoC Program; the Collaborative Applicant is the only entity allowed to apply for such funding. CSD, on behalf of the County as Collaborative Applicant, intends to apply for \$48,449 which is the maximum amount allowable for Santa Barbara County CoC Planning. Recipients, or subrecipients, of CoC Program funds must provide cash or in-kind match that is no less than 25 percent of the award amount. Good Samaritan Shelter will provide cash match for Clean and Sober Living and for the LTH Project. For HMIS, HMIS Expansion I, Coordinated Entry and Santa Barbara County CoC Planning, CSD has budgeted \$87,044 in General Fund Contributions to satisfy the match requirement for 2017 projects.

The FY 2017 CoC Program Notice of Funding Availability was published on July 14, 2017. The CoC application due date into HUD is September 28, 2017. CSD staff submitted applications for the identified projects to the Local CoC for review and ranking, prior to submission to HUD.

All applications will undergo a two-step review, first at the local level by the Local CoC, and second at the national level by HUD. A CoC Review and Rank Committee appointed by the Santa Maria/Santa Barbara County CoC Board to act on behalf of the Local CoC reviewed, ranked or reject applications for projects originating in Santa Barbara County on August 21, 2017. Ranked applications will be included in the CoC Consolidated Application and Project Priority Listings and submitted to HUD for funding consideration.

Performance Measure:

The Local CoC evaluates the performance of CoC Program-funded projects that provide housing and/or services to homeless and formerly homeless individuals according to the following measurement areas: project performance (e.g., number of persons exiting to or remaining in permanent housing and number of adults with earned income at follow-up or project exit), utilization and cost effectiveness, and timely expenditure of funds. In addition, Clean and Sober Living must serve, at a minimum, 16 formerly homeless individuals during the project’s operating year and the Lompoc Transformative Housing Project will provide 6 formerly homeless persons with transitional housing.

CSD will monitor the project’s performance throughout its operating year using data inputted into HMIS by Good Samaritan Shelter staff.

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			\$ 120,463.00
State			
Federal			\$ 307,572.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 428,035.00

Narrative:

CSD was awarded a total of \$307,572 in the FY 2016 CoC Program Competition. Of that total and under the recommended actions, CSD will retain \$222,468 to operate the county-wide HMIS, carry out CoC planning activities, and administer awarded funds and pass \$21,318 for Clean and Sobering Living and \$61,700 for Lompoc Transformative Housing to Good Samaritan Shelter, to operate the projects.

Recipients, or subrecipients, of CoC Program funds must provide cash or in-kind match that is no less than 25 percent of the award amount. Good Samaritan Shelter will provide cash match for Clean and Sober Living and for the LTH Project. For HMIS, HMIS Expansion I, and Santa Barbara County CoC Planning, CSD has budgeted \$120,463 in General Fund Contributions to satisfy the match requirement. Funds will be used to support CSD staff costs incurred for HMIS, and CoC Planning activities.

Key Contract Risks:

The CoC Program is a federally-funded program subject to associated federal requirements. As the recipient of federal funds, the County is responsible for ensuring that CoC Program funds are used in

accordance with CoC Program requirements. CSD has experience administering CoC Program funds and funds awarded under other HUD programs on behalf of the County. Good Samaritan Shelter has prior experience operating federally-funded homelessness assistance projects, including those funded by the CoC Program.

The CoC Program Subrecipient Agreement is a cost-reimbursement contract. This allows CSD to disburse CoC Program funds to Good Samaritan Shelter for eligible incurred costs to the extent prescribed by the CoC Program Subrecipient Agreement. Disbursements will be made after Good Samaritan Shelter demonstrates that reimbursable services were provided and substantiates the eligibility of incurred costs to the satisfaction of CSD.

Special Instructions:

Please email an electronic copy of the Minute Order to Dinah Lockhart at dlockhart@co.santa-barbara.ca.us. Please execute three (3) originals of the CoC Program Subrecipient Agreements for Clean and Sober Living (Attachment B) and Lompoc Transformative Housing (Attachment D) and return two (2) originals to Dinah Lockhart (x3523).

Attachments:

- A. CoC Program Grant Agreement for Clean and Sober Living
- B. CoC Program Grant Agreement for Lompoc Transformative Housing
- C. CoC Program Grant Agreement for HMIS
- D. CoC Program Grant Agreement for HMIS Expansion I
- E. CoC Program Grant Agreement for Santa Barbara County CoC Planning
- F. CoC Program Subrecipient Agreement for Clean and Sober Living
- G. CoC Program Subrecipient Agreement for Lompoc Transformative Housing
- H. CEQA Notice of Exemption

Authored by:

Dinah Lockhart, Housing and Community Development Division (805-568-3523)