



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.:**  
**For Agenda Of:** January 14, 2020  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors

**FROM:** Department George Chapjian, Community Services Director – (805) 568-2467  
Director(s)  
Contact Info: Dinah Lockhart, Deputy Director, Housing and Community  
Development (HCD) Division - (805) 568-3523

**SUBJECT:** Execution of Professional Services Agreement for \$40,000 with Good Samaritan Shelter for Homeless Management Information System Support Services, Ratification of the “Homeless Management Information System Capacity Building Project Grant Agreement,” and Approval of Budget Revision Request

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board to execute a Professional Services Agreement (Attachment A) that will provide funding in the amount of \$40,000 from a Homeless Management Information System Capacity Building Grant from the Department of Housing and Urban Development to Good Samaritan Shelter for Homeless Management Information System support assistance to the Santa Maria/Santa Barbara Continuum of Care for the period January 14, 2020 to June 30, 2021;
- b) Ratify the “Homeless Management Information System Capacity Building Project Grant Agreement” (Attachment C) between the County and the U.S. Department of Housing and Urban Development, which accepted Continuum of Care funding in the amount of \$133,564;
- c) Approve Budget Revision Request 0006735 (Attachment B), which allows receipt of \$133,564 in grant funds to the Community Services Department from the US Department of Housing and Urban Development to be used for capacity building activities (4/5 vote required); and
- d) 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 mechanism 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.

**Summary Text:**

Staff's recommended action is for the ratification of the approval of the "Homeless Management Information System Capacity Building Project Grant Agreement" as signed by the CSD department head (Attachment C), approval of the budget revision (Attachment B) to allow the receipt of \$133,564, and the approval of a \$40,000 Professional Services Agreement (Attachment A) with Good Samaritan Shelter (GSS). These services are part of increasing Homeless Management Information System (HMIS) bed coverage and building capacity in HMIS. The source of funds for the Professional Services Agreement is an HMIS Capacity Building grant in the amount of \$133,564.00 awarded by the U.S. Department of Housing and Urban Development (HUD) to the Santa Maria/Santa Barbara County Continuum of Care (CoC). Housing and Community Development (HCD), a division of the County's Community Services Department, acts on the County's behalf in its capacity as the lead agency and HMIS lead for the CoC. GSS will provide HMIS technical support and data entry services to new HMIS providers in the CoC. This will help build capacity, decrease data error rates, and increase HMIS bed coverage. The Professional Services Agreement will allow GSS to provide services through June 30, 2021. The budget revision allows acceptance of the increased grant award.

**Background:**

HUD made \$5 million dollars available nationwide to build capacity of the Homeless Management Information System. The funds may be invested in system administrators and users to:

- Consolidate HMIS software or databases with another CoC's HMIS
- Upgrade, customize, or configure the functionality of an existing HMIS
- Improve HMIS data quality
- Increase staff skills through trainings related to HMIS governance, data quality improvements, and data analysis

The Board of Supervisors approved submission of the HMIS capacity building application and execution of the grant agreement on January 15, 2019. The local CoC was one of 35 successful applicants nation-wide and the Community Services Director executed a grant agreement with HUD on September 30, 2019 for \$133,564, \$53,564 more than the anticipated \$80,000. HCD has 2 FTE staff administering HMIS and providing data analysis. There are now 120 HMIS end users from homeless service providers entering data into HMIS.

HMIS participation is required under various federal and state funding programs, including HUD's Continuum of Care Program (CoC Program). The CoC functions as a local planning network composed of various stakeholders such as nonprofit homeless service providers, faith-based organizations, governments, businesses, advocates, school districts, hospitals, and law enforcement. The CoC is tasked with promoting county-wide coordination and the strategic use of resources to address homelessness. In an effort to improve data collection and performance measurement, the CoC Program requires that the CoC (or its HMIS Lead Agency designee) operate a database known as HMIS to record, analyze, and transmit data regarding provision of the aforementioned housing and services to individuals and families who are homeless or at risk of homelessness. HMIS provides information for policy makers and homeless service providers on the extent and nature of homelessness. Recipients of state and federal homeless assistance funding must participate in HMIS by entering client and service data into the system. These programs include the Continuum of Care, Emergency Solutions Grant, Homeless Emergency Aid Program, California Emergency Solutions and Housing Program, Projects of Assistance in Transitions from Homelessness, Runaway and Homeless Youth, and Supportive Services for Veterans and Families.

Since 2005, the County has served as the HMIS Lead Agency with HCD administering the County’s HMIS Lead Agency role. In this role, HCD oversees day-to-day system administration, provides technical support and training, manages data quality and security, provides reporting, and ensures system integrity and availability. HMIS is also used to gather data for the Coordinated Entry System (CES). A CES requires that all CES participating providers use the same, standardized assessment to prioritize people who are most in need of homeless service assistance and then match those in need with the most appropriate provider. On May 4, 2017, the CoC Board formally decided to integrate CES standard assessment into HMIS.

On June 27, 2018, Governor Brown signed into law SB 850, which created several funding streams to assist the efforts of local jurisdictions and Continuums of Care (CoC) in addressing homelessness. The Homeless Emergency Aid Program (HEAP) was established as a flexible block grant to local jurisdiction to address immediately homelessness challenges. As the administrative entity for the Santa Maria/Santa Barbara County CoC, County’s CSD/HCD is the direct recipient and administrator of HEAP funds. HEAP sub-recipients are required to report into HMIS. The State of California is currently planning for data integration of HMIS reporting in several state funding sources to address homelessness.

**Performance Measures:**

GSS will be reimbursed for 1000 hours of services provided. The Professional Services Agreement and Scope of Work will provide County staff and HMIS end users with HMIS support services such as:

- HMIS Data Entry
- HMIS Data Review and Corrections; and
- HMIS User Support

Activity #	Activity Description	Amount
1	Upgrading, Customizing, and Configuring to meet HUD’s HMIS data and technical standards.	\$38,116
2	Improving HMIS Data Quality	\$48,548
<b>2.a</b>	<b>Good Samaritan PSA</b>	<b>\$40,000</b>
3	Training HMIS Lead staff and CoC Leadership	\$6,900
Total		\$133,564

**Contract Renewals and Performance Outcomes:**

Good Samaritan Shelter will provide crucial assistance to HCD and the County in its role as the HMIS Lead Agency. This will ensure HCD continues to administer HMIS effectively and the County fulfills its responsibilities as the HMIS Lead Agency. In turn, this will enhance the Santa Maria/Santa Barbara CoC’s opportunity to maintain and increase future programmatic grant funding allocations to local homeless assistance providers.

**Fiscal and Facilities Impacts:**

The \$133,564 needs approval of Budget Revision Request 0006735 to add appropriations to the appropriate budget object level for the professional services agreement and other grant expenses. The source of funds for the Professional Services Agreement is the Homeless Management Information Systems Capacity Building Grant.

**Fiscal Analysis:**

<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			
Federal			\$ 133,564.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 133,564.00

**Key Contract Risks:**

The Professional Services Agreement with Good Samaritan Shelter provides the terms under which the services will be provided. The Agreement also requires that GSS implement safeguards to protect information stored in HMIS.

**Special Instructions:**

Please email an electronic copy of the Minute Order and one fully executed Professional Services Agreement to Kimberlee Albers (x1090) at [kalbers@sbccsd.org](mailto:kalbers@sbccsd.org).

**Attachments:**

Attachment A – Professional Services Agreement with Good Samaritan Shelter (GSS)

Attachment B – Budget Revision Request 0006735

Attachment C - Homeless Management Information System Capacity Building Project Grant Agreement

**Authored by:**

Kimberlee Albers, Housing and Community Development Division (805-560-1090)