



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:** October 1, 2019  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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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 (805-568-3523)  
Kimberlee Albers, Homeless Programs Manager (805-560-1090)  
**SUBJECT:** Authorize Submission of FY 2019 Continuum of Care (CoC) Program  
Applications to HUD

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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) Receive and file a report from staff on the submission of an application by the Community Services Director or designee, which included project applications, a written commitment of General Fund match in the amount of \$56,852, and all certifications, standard forms, and other related documents to the U.S. Department of Housing and Urban Development (“HUD”) for FY 2019 CoC Program Competition funding in the total amount of \$358,082 for HMIS Consolidation, Santa Barbara County CoC Planning, and Coordinated Entry System Projects (collectively, the “CoC Projects”);
- b) Authorize the Community Services Director or designee to execute 2019 CoC Program Grant Agreements and Scopes of Work with HUD for the CoC Projects in a form substantially similar to the FY2018 CoC grant agreements approved by this Board on September 11, 2018 (Attachments A-C); and
- c) 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 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.

**Summary Text:**

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: a) the 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. Recommended action a) provides a report to the Board of Supervisors on the CSD's application for \$358,082 in the FY 2019 CoC Program Competition for three renewal projects: HMIS Consolidation, Coordinated Entry System (CES) and a Santa Barbara County CoC Planning grant. Recommended action b) is requesting the Board authorize the Community Services Director or designee to execute the 2019 Continuum of Care (CoC) Program Grant Agreements for the HMIS Consolidation, Coordinated Entry System (CES) and CoC Planning grants, provided the 2019 Grant Agreements are in a form substantially similar to the FY 2018 CoC grant agreements approved by the Board on September 11, 2018 (Attachments A-C). Should the FY 2019 CoC grant agreements differ materially from the 2018 Grant Agreements, staff will return to the BOS, so that the Board can review and consider approving the FY 2019 CoC grant agreements.

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: 1) as grant administrator, the County administers funds awarded through the CoC program for the Coordinated Entry System (CES) with United Way of Northern Santa Barbara County serving as the CES Lead Agency as a subrecipient; 2) 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; and 3) as the CoC Lead Agency and 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.

**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 2019 CoC Program Competition***

The FY 2019 CoC Program Notice of Funding Availability was published on July 3, 2019. The CoC application due date into HUD was September 30, 2019. CSD staff prepared renewal applications for HMIS Consolidation and Coordinated Entry System, as well as for \$58,357 in new funding for Santa Barbara County CoC Planning, a non-renewable project. The County, as Collaborative Applicant, may

apply annually for new planning 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. Recipients and subrecipients of CoC Program funds must provide cash or in-kind match that is no less than 25 percent of the award amount. United Way of Northern Santa Barbara County will provide the match of \$32,669 for the Coordinated Entry System grant. For HMIS Consolidation and Santa Barbara County CoC Planning, CSD has budgeted \$56,852 in General Fund Contributions to satisfy the match requirement for 2019 projects. The match requirements for the 2019 CoC programs are the same as for the 2018 programs except for the Planning grant. The amount allocated to the County for planning activities in FY2019 represents an increase of approximately \$7,700 over FY2018, and thus there is an increase in the match requirement of approximately \$1,900. The anticipated requests and match amounts for renewal projects are identified in Table 1.

**Table 1: FY 2018 CoC Program Competition – Project Requests**

Project Title	Subrecipient	Description	Operating Year	Award Amount	Match Amount
Coordinated Entry System	United Way of Northern Santa Barbara County	Supports the coordination of outreach and referrals across the County and matches participants to housing and services based on disabling conditions, length of time homeless and severity of service needs.	8/1/20 – 7/31/21	\$130,675	\$32,669
HMIS Consolidation	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.	8/1/20– 7/31/21	\$169,050	\$42,263
Santa Barbara County CoC Planning	N/A	Supports planning activities related to the implementation of the CoC Program.	One-year term	\$58,357	\$14,589
<b>Total</b>				<b>\$358,082</b>	<b>\$89,521</b>
<b>General Fund Match Requirement for County</b>					<b>\$56,852</b>

All consolidated applications undergo a two-step review - first after the September 30, 2019 submission, then after preliminary awards have been announced a Technical Submission process will occur, likely in early 2020. Thus, the Board’s approval for submission of the application today is timely. Individual projects for inclusion in the consolidated application are approved first at the local level by the Local CoC, and then 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 rejected applications for projects originating in Santa Barbara County on August 26, 2019. Ranked applications were included in the CoC Consolidated Application and Project Priority Listings and submitted to HUD by the September 30, 2019 deadline 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. As the Lead Agency for the Coordinated Entry System (CES) and County subrecipient, the United Way of Northern Santa Barbara County has specific performance measures for CES, which CSD/HCD monitor and evaluate.

**Table 2: Annual Goals – Coordinated Entry System**

Goal	United Way
Number of new entry points added to CES	4
Number of trainings for entry point staff	4
Number of bi-weekly housing case conferences	24
Number of marketing/outreach contacts informing the community about CES	14
Number of new affordable housing providers recruited to provide units for permanent housing placements	5
Number of standardized assessments conducted at CES entry points	700
Number of placements into Permanent Supportive Housing through the CES	48
Number of placements into Rapid Rehousing (permanent housing) through the CES	55
Percent of placements in permanent housing (RRH and PSH) from the start of the calendar year still housed at the end of the year	80%
Number of diversions to mainstream services or homeless prevention.	300

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**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			\$ 56,852.00
State			
Federal			\$ 358,082.00
Fees			
Other:			
<b>Total</b>	\$ -	\$ -	\$ 414,934.00

Of the \$358,082 requested in 2019, CSD will retain \$233,307 to operate the county-wide HMIS, carry out CoC planning activities, and administer awarded funds. The County will pass through a total of \$124,775 for the Coordinated Entry System to the United Way of Northern Santa Barbara County to operate the project. The County was awarded \$350,308 through the 2018 competition. The difference in funding between the 2018 award and the 2019 application represents an increase of \$7,774 to the Planning grant.

Recipients and subrecipients of CoC Program funds must provide cash or in-kind match that is no less than 25 percent of the award amount. For HMIS Consolidation, Coordinated Entry System and Santa Barbara County CoC Planning, CSD has budgeted \$56,852 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. As stated, United Way of Northern Santa Barbara County will provide the match for the Coordinated Entry System grant. The County will retain 50% (\$5,900) of the allowable CoC Coordinated Entry System (CES) grant administration allowance (\$11,800) to offset administrative costs.

**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.

Pending approval of today's Recommended Actions, and once CSD has received preliminary notification of the 2019 CoC Program awards, completed the Technical Submission process and executed 2019 Grant Agreements with HUD, staff will return to the Board of Supervisors to request authorization to enter a 2019 CoC Subrecipient Agreement with the United Way of Northern Santa Barbara County for the Coordinated Entry System. The 2019 CoC Program Subrecipient Agreement will be a cost-reimbursement contract. This will allow CSD to disburse CoC Program funds to United Way of Northern Santa Barbara County for eligible incurred costs only after they demonstrate that reimbursable services were provided and substantiates the eligibility of incurred costs to the satisfaction of CSD. The CoC Program Subrecipient Agreement for Coordinated Entry System is included as Attachment D in this board letter.

**Special Instructions:**

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)

**Attachments:**

- A. CoC Program Grant Agreement for HMIS Consolidation
- B. CoC Program Grant Agreement for Coordinated Entry System (CES)
- C. CoC Program Grant Agreement for Santa Barbara County CoC Planning
- D. CoC Program Subrecipient Agreement for Coordinated Entry System

**Authored by:**

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