



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: August 13, 2019
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 Program 2018 Coordinated Entry System Subrecipient Agreement and MOU with the United Way of Northern Santa Barbara County

County Counsel Concurrence

As to form:

Other Concurrence: Risk Management

As to form:

Auditor-Controller Concurrence

As to form:

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair of the Board of Supervisors to execute a CoC Program Subrecipient Agreement with the United Way of Northern Santa Barbara County (United Way) for the Continuum of Care Coordinated Entry System (Attachment A) in the amount of \$124,775 for the period beginning August 1, 2019 and ending July 31, 2020;
- b) Approve, and authorize the Chair of the Board of Supervisors to execute a Memorandum of Understanding (MOU) between the County and the United Way of Northern Santa Barbara County (United Way) designating the United Way as the Coordinated Entry System (CES) Coordinating Agency and outlining their respective roles and responsibilities related to CES maintenance and growth (Attachment B); and,
- c) 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.

Summary Text:

The Coordinated Entry System (CES) is an assessment and housing referral system. The CES prioritizes limited housing resources and is mandated by state and local funders, including HUD. The United Way of Northern Santa Barbara County is the subrecipient of HUD Continuum of Care Program Competition Funds through the County of Santa Barbara to administer the Coordinated Entry System for the Santa Maria/Santa Barbara County CoC. The Coordinated Entry System has been in operation for 18 months, with significant strides made in the standardization of policies and procedures and number of individuals and families experiencing homelessness evaluated and connected to services.

United Way of Northern Santa Barbara County provides street outreach through their Americorps members and staff to assess persons experiencing homelessness to be entered into the CES. A universal assessment tool is used to prioritize homeless individuals and families for services. Other critical activities that are part of CES include developing and maintaining a county-wide by-name prioritized list for housing interventions, facilitating referrals, matching CES participants to housing interventions, conducting extensive public outreach for awareness, hosting provider trainings and bi-monthly case conferencing. The United Way has experience managing federal funds and programs, including Americorps, which enhance the cost-effectiveness of CES activities.

Recommended action “a” facilitates the pass-through of a portion of HUD CoC Program Competition funds to the United Way for the maintenance and growth of the Coordinated Entry System.

As CES is now out of the implementation phase, a need arose to revise the MOU to refine responsibilities and maintenance tasks. Recommended action “b” approves a revised Memorandum of Understanding (MOU) and modifies the agreement between the County of Santa Barbara and the United Way of Northern Santa Barbara County and re-designates the United Way as the CES Coordinating Agency and outlines the roles and responsibilities with respect to the maintenance and growth of the Santa Barbara County CES. No funds are awarded through this MOU.

Background:

Sub-recipient Agreement

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 and families. As the Collaborative Applicant for the Santa Maria/Santa Barbara County CoC, the County submitted application for CoC Program funding in September 2018 and was awarded a total of \$1,995,819 for various activities aimed at addressing homelessness countywide. Most of these funds are awarded directly to local non-profit organizations and public agencies; however, the County is the direct grantee for three programs, including the local Continuum of Care’s Coordinated Entry System. Service providers in the County who currently receive HUD Continuum of Care funds, Federal or State ESG funds and/or Homeless Emergency Aid program funds are required to participate in CES.

The guiding principles of a CES include:

- Low-barrier, low-threshold points of entry that take into consideration transit issues and regional preferences, and will meet people where they are, which may include but not be limited to: through street outreach teams, emergency shelters, warming centers, health care providers, behavior health care providers, jails, information lines/211, veterans services providers, and drop-in and warming centers.
- A standardized assessment tool and process across all points of access. The assessment will be made available via multiple methods, such as over the phone, in person at entry points and in the field.

- A prioritization scheme developed by the community to prioritize, based on vulnerability and need, homeless individuals and families for access to housing resources including permanent supportive housing, rapid rehousing, and emergency services.
- Regular housing conference meetings to ensure coordination among participating providers and expediting housing readiness, placement and retention.
- Reliance on the HMIS, a centralized database managed by the County.
- A strong communication and affirmative marketing plan to educate consumers, providers and the community about CES.
- Strategies to address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, victims of trafficking, and homeless youth.
- Coordination with other systems of care within Santa Barbara County, including but not limited to the health and behavioral health care systems, the criminal justice system, educational institutions, and providers of government and private mainstream resources.

Pursuant to authorization granted by the Board of Supervisors on September 11, 2018, the Community Services Department (CSD) submitted a successful funding application for CoC Program funds in the FY 2018 CoC Program Competition for CES in the amount of \$130,675. Of that amount, \$11,800 is allocated for project administration. Per HUD guidelines, the County will retain 50% of the administration funding, or \$5,900. At this time, staff is recommending Board approval for the Chair to execute a subrecipient agreement with the United Way in the amount of \$124,775, which represents \$118,875 in service dollars and \$5,900 in administration funding. The United Way will be responsible for documenting the provision of the required 25% match amount of \$32,669.

Table 1: FY 2018 CoC CES Funds Awarded

Att.	Project Title	Recipient	Subrecipient	Description	Operating Year	Award Amount	Amount passed to United Way NSBC
A	SM/SB CoC Coordinated Entry System	County of Santa Barbara	United Way of No. Santa Barbara County	Supports the coordination and operation of the HUD-mandated CES – a countywide assessment and referral system to prioritize vulnerable populations and link them with appropriate services and housing	8/1/19-7/31/20	\$130,675	\$124,775 ¹
Total						\$130,675	\$124,775

Please see Attachment C for a full list of County funds received by the United Way of Northern Santa Barbara County. Additionally, United Way of Northern Santa Barbara County receives funds from several incorporated cities within Santa Barbara County.

The United Way reports quarterly on goals and performance measures including: progress on increasing the geographic coverage of CES entry points, trainings, housing case conferences, recruiting new housing providers to participate in CoC programs, number of CES clients who were assisted in becoming “document ready” for housing,

¹ \$130,675 less \$5,900 in administrative fees retained by the County.

number of referrals to permanent housing and rapid rehousing providers, and number of households referred through CES and placed in housing.

CES accomplishments for the 2018-19 CES contract include:

- The establishment of 7 physical entry points;
 - 2 in Santa Barbara, 1 in Isla Vista, 1 in Santa Maria, 1 in Lompoc, 1 in Santa Ynez Valley, and 1 in Carpinteria.
- The establishment of 3 veteran focused entry points;
 - 1 in Santa Barbara, 1 in Santa Maria, and 1 in Lompoc.
- 2,061 people experiencing homelessness interviewed by outreach teams to connect them with housing and supportive services.
- 24 individuals were connected with a Permanent Supportive Housing unit and 128 were matched with a Rapid Re-Housing voucher.
- Recruitment, training, and enrollment of over 22 CES participating providers;
- Development of a “Homelessness 101” course to build public awareness and political will to develop long-term solutions;
- Quarterly Funders’ Collaborative meetings to develop strategies, test ideas, and coordinate efforts of funders and policy makers.

The 2019-20 Subrecipient agreement goals (Table 2) builds on these accomplishments and modifies them to reflect the more established nature of the current Coordinated Entry System. A key limitation of the current CES is that very few available housing interventions are available for matching and referral. The increased outreach efforts and goal of 5 new affordable housing providers is designed to combat that fact.

Table 2: 2019-2020 Goals – Coordinated Entry System

Goal	United Way
Number of new entry points added to CES	4
Number of trainings for all entry point staff	4 (1 per quarter)
Twice monthly housing case conferences	24
Number of marketing/outreach contacts informing the community, providers, and clients 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 housing using Rapid Re-Housing, VASH, or other voucher program through the CES	55
Percent of permanent housing placements that maintain housing for 6 months from move-in date	80%
Number of diversions to mainstream services or homeless prevention.	300

MOU

In January, 2018, after a public RFQ, the County and the United Way of Northern Santa Barbara County signed an MOU that outlined the roles and responsibilities of the County and United Way with respect to the implementation of the Santa Barbara County Coordinated Entry System (CES).

During the first year of operation, The United Way has successfully implemented CES and reached many of the goals set forth in the original MOU, including:

- Implementing written CES policies and procedure as required under 24 CFR 578.23(c)(9) and (11) and CPD-17-01 among entry point providers, CoC program recipients, and ESG recipients.
- Identifying entry point locations and developing entry point MOU’s with providers to establish staffing levels and CES protocols resulting in the Recruitment, training, and enrollment of over 22 CES participating providers.
- Developed an affirmative marketing plan/advertising strategy to inform the community-at-large, the service provider network, and consumers about CES and how to access it. Development of a “Homelessness 101” course to build public awareness and political will to develop long-term solutions;
- Develop and maintain a housing priority list based on scores from a standardized assessment tool. This ever evolving list was discussed at bi-weekly case conferencing meeting and the methods of maintenance and prioritization were further refined as CES evolved.

If the United Way of Northern Santa Barbara County is unable to carry out the responsibilities of successfully maintaining and growing CES, the CoC is still responsible for ensuring the continued operation of the CES and could request that the County take on that responsibility. No funds are awarded through this MOU, however once funds become available for the activities of the CES Coordinating Agency, sub-recipient grant agreements will be brought to the Board of Supervisors for consideration. HUD does not require the submission of the executed MOU to confirm the designation of a Coordinating Agency; however the executed MOU may be submitted as an attachment to future CoC funding grant applications as substantiating documentation that the local CoC has carried out HUD’s requirement of implementing CES in the local CoC geographic area.

Fiscal and Facilities Impacts:

Budgeted: Yes

Funds for the CES Coordinating Agency include \$90,000 in General Funds from the County Executive Office’s budget already received by the United Way to help fund homeless outreach activities. For FY 2019, The United Way Home for Good program has been awarded \$130,675 in CoC Program Competition funds to further the growth and success of the CES. In addition, the CSD/HCD has a Homeless Assistance Program Manager position which oversees all federal, state, and local grants funds directed to homeless programs. Currently, this position oversees all homeless programs administered by CSD/HCD including the activities of the CES Coordinating Agency.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
Federal			\$ 124,775.00
Other:			
Total	\$ -	\$ -	\$ 124,775.00

CSD was awarded \$130,675 and administer awarded funds and will pass \$124,775 to the United Way to operate the CES project, with \$5,900 retained for Administrative purposes.

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. The United Way of Northern Santa Barbara County will provide the entire \$32,669 cash match for the CES project.

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. The United Way of Northern Santa Barbara County has prior experience operating federally-funded assistance projects. A summary of current County funding to the United Way is provided as Attachment C.

The CoC Program Subrecipient Agreement is a cost-reimbursement contract. This allows CSD to disburse CoC Program funds to the United Way for eligible incurred costs to the extent prescribed by the CoC Program Subrecipient Agreement. Disbursements will be made after the United Way 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 Agreement with the United Way for the CES project (Attachment A) and return two (2) originals to Dinah Lockhart (x3523).

Attachments:

- A. CoC Program Subrecipient Agreement for CES
- B. MOU between the United Way and the County of Santa Barbara
- C. Current County Funding to the United Way of Northern Santa Barbara County

Authored by:

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