



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:** June 15, 2021  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:**  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department George Chapjian, Community Service Director 805-568-2485  
Director(s)  
Contact Info: Dinah Lockhart, Deputy Director 805-568-3523  
Kimberlee Albers, Homeless Assistance Programs Manager, 805-560-1090

**SUBJECT:** Homeless Housing, Assistance and Prevention (HHAP) Round II Subrecipient Agreements for the Santa Maria/Santa Barbara County Continuum of Care and the County of Santa Barbara Allocations

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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 of Supervisors to execute sub-recipient agreements for the distribution of State of California Homeless Housing, Assistance and Prevention (HHAP) Round II funding from the Santa Maria/Santa Barbara County Continuum of Care (CoC) funding allocation and the County of Santa Barbara allocations with the following providers in the specified amounts:
  - a. \$76,179.40 to Youth and Family Services YMCA, a branch of the Channel Islands YMCA for My Home First (Attachment A); and
  - b. \$76,179.40 to Fighting Back Santa Maria Valley for Youth & Young Adult Homeless Services (Attachment B).
- b) Determine that the recommended actions are not the approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5) and 15378(b)(4), finding that the recommended actions consist of administrative or fiscal activities of governments that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

The Board of Supervisors approved the application for and acceptance of HHAP Round II funds on January 12, 2021. The State awarded \$1,004,973 in HHAP Round II funding to the Santa Maria/Santa Barbara County Continuum of Care (CoC), and \$899,512 in HHAP Round II funding to the County of Santa Barbara, for a total of \$1,904,485. The CoC and County staff worked collaboratively to address critical gaps in the system of care. Funding was dedicated to shelter diversion, development of a Crisis Respite Navigation Center located in South County, outreach and coordination to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing, and allowed administrative and system support costs.

Staff is requesting that the Board of Supervisors approve and authorize the Chair to execute two State of California Homeless Housing, Assistance and Prevention (HHAP) sub-recipient agreements with local homeless service providers. The agreements before the Board of Supervisors today represent funding awarded to the CoC and County as a Youth Set-Aside totaling \$152,358.80.

1. HHAP Sub-recipient Agreement for \$76,179.40 to Youth and Family Services YMCA, a branch of the Channel Islands YMCA for My Home First; and
2. HHAP Sub-recipient Agreement for \$76,179.40 to Fighting Back Santa Maria Valley for Youth & Young Adult Homeless Services.

HCD staff will return to the Board to approve and execute agreements as future programs and projects which fall under other eligible uses are ready to proceed.

The recommended actions approve funding recommendations from the CoC Review and Rank Committee and approved by the CoC Board for the distribution of these funds; County HCD is the administrative entity for the CoC. The term of the sub-recipient agreements begins on July 1, 2021 and all program funds must be expended by June 30, 2024. These two sub-recipient agreements represent projects ready for immediate implementation.

**Background:**

The 2019-20 California State Budget included significant investments in both housing and homelessness. HHAP Round II is a \$300 million one-time investment allocated to the 44 Continuums of Care, the 13 large cities, and 58 Counties. Allocations were based on the 2019 Point in Time Count of persons experiencing homelessness.

The program requires grantees to expend funds on eligible uses in an evidence-based framework that address and prevent homelessness. The funding recommendations are reflective of the CoC's local funding review process. As lead agency and Administrative Entity (AE), the County's roles are limited to issuing the NOFA (Notice of Funding Availability), verifying projects meet basic threshold criteria, training the Rank and Review (R & R) members, facilitating the CoC R & R Committee meeting and approval of the CoC Board, and administering the grants.

Staff from the Housing and Community Development Division of the Community Services Department (CSD/HCD) facilitated community outreach, gathered funding amounts for housing and services dedicated to homelessness in Santa Barbara County for a 12-month period, and analyzed recent state and federal investments to address homelessness. Housing and shelter needs identified were based on a gaps analysis conducted which included system modeling using data from the Homeless Management Information System (HMIS), the Coordinated Entry System (CES), Point in Time (PIT) Count and other

data sources. These critical steps assisted both the CoC and County to identify eligible uses and meet threshold criteria for the CoC and County to apply for the HHAP funds. The CoC Board established local priorities for HHAP funding at their meeting held on January 7, 2021, and the Board of Supervisors approved the application for, and acceptance of, HHAP funds on January 12, 2021.

**Discussion**

On April 20, 2021, the State of California announced the County had been awarded \$1,004,973 in HHAP Round II funding on behalf of the local CoC, and \$899,512 in HHAP Round II funding as a county. Program funds will be retained by the County and used for administrative costs, strategic homelessness planning, infrastructure development Coordinated Entry System (CES), and Homeless Management Information System (HMIS) support. The remaining HHAP Round II allocation is to be used to conduct eligible HHAP Round II activities based on County proposed use, the recommendations of the CoC R&R Committee, the concurrence of the Santa Maria/Santa Barbara County CoC Board, and the approval of the Board of Supervisors. A summary of the funds awarded is outlined in Table 1:

**Table 1: HHAP Funds Awarded by State**

HHAP Funding Categories	CoC	County	Total
<b>Allocation</b>	<b>\$ 1,004,973.00</b>	<b>\$ 899,512.00</b>	<b>\$ 1,904,485.00</b>
Youth Set-Aside (8%)	\$ 80,397.84	\$ 71,960.96	\$ 152,358.80
Plan & Infrastructure (5%)	\$ 50,248.65	\$ 44,975.60	\$ 95,224.25
Administrative (7%)	\$ 70,348.11	\$ 62,965.84	\$ 133,313.95
<b>Remaining</b>	<b>\$ 803,978.40</b>	<b>\$ 719,609.60</b>	<b>\$ 1,523,588.00</b>

HHAP Award Recommendations	CoC	County	Total
<b>Available Funds - Youth Set-Aside (8%)</b>	<b>\$ 80,397.84</b>	<b>\$ 71,960.96</b>	<b>\$ 152,358.80</b>

HCD staff will return to the Board to approve and execute agreements as future programs and projects which fall under other eligible uses are ready to proceed.

On March 8, 2021, CSD/HCD released a Notice of Funding Availability (NOFA), which included funds available, application timeline, program overview, objective and eligible uses, program requirements, and application ranking criteria. The application deadline was April 8, 2021. The CoC established a Review and Rank Committee to review applications and make funding recommendations to the CoC Board based on the process outlined in the CoC Governance Charter. The CoC Review & Rank (R&R) Panel reviewed applications online and met electronically on April 22, 2021 to make funding recommendations. The R&R Committee scored projects based on: applicant capacity; project design and approach, including commitment and plans to address racial disparities; financial capacity, feasibility and sustainability; past performance; and coordination and collaboration. Projects are informed by a best practice framework focused on moving homeless individuals and families into permanent housing and ensuring those individuals and families to maintain their permanent housing. CoC Board members who were not affiliated with nor representing any organization applying for funding, met on May 6, 2021, and approved the funding recommendations of the R&R Panel without changes.

A summary of all of the HHAP Round II funding recommendations is provided in Table 2:

**Table 2: HHAP Round II Funding Recommendations\***

Organization Name / Application Title	Project Title	Recommended Award
Fighting Back Santa Maria Valley	Youth & Young Adult Homeless Services	\$ 76,179.40
Youth and Family Services YMCA, a branch of the Channel Islands YMCA	My Home First	\$ 76,179.40

\*Approval of Sub-recipient Agreements for these projects requested in this Board letter.

The two projects recommended for funding represent local priorities decided by the CoC:

- Youth set-aside for outreach and coordination to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing.

The sub-recipient agreement identifies the terms and conditions by which the HHAP Round II funds must be administered. On page 5, Section VI (“General Conditions”) the agreement indicates the sub-recipient is subject to federal, state, and county requirements. The agreement also includes seven (7) attachments which detail the Scope of Services (Exhibit A), Budget and Payment Procedures (Exhibit B), Expenditure Summary and Payment Request (ESPR) (Exhibit C), Quarterly Status Report (Exhibit D), Indemnification and Insurance Requirements (Exhibit E), Certification of Standards for Financial Management Systems (Exhibit F), and State Terms and Conditions (Exhibit G).

The services provided through the two Sub-recipient Agreements before the Board today are summarized in Table 3 below. The two providers will provide quarterly reports to the County regarding services provided and the outcomes, or performance measures, which have been mandated by the State. Table 3 summarizes the number of persons/households served and instances of service, as well as the outcomes/performance measures for each project. Program design, funding allocations, and the characteristics of individuals and households served by each sub-recipient vary and impact the project outcome percentages and numbers of persons and households served.

**Table 3: Goals – Services to be Provided, Individuals/Households Served, and Performance Measures\***

\*All grantees will be responsible for additional or refined measures according to State reporting guidance not yet released.

Youth and Family Services YMCA

a. Goals

SUBRECIPIENT will provide the following levels of services during the term of the Agreement:

Metric	Goal
Unduplicated number of homeless youths or youths at imminent or at risk of homelessness to be served	220

b. Performance Measures

SUBRECIPIENT will meet the following performance measures during the term of the Agreement:

Metric	Goal
<b>Total number of youths entering permanent housing (placed into units)</b>	30
<b>% of youths successfully placed in permanent housing</b>	14%
<b>% of project participants entering permanent housing that will retain permanent housing at 1 year</b>	75%

Fighting Back Santa Maria Valley

c. Goals

SUBRECIPIENT will provide the following levels of services during the term of the Agreement:

Metric	Goal
<b>Unduplicated number of homeless youths or youths at imminent or at risk of homelessness to be served</b>	110

d. Performance Measures

SUBRECIPIENT will meet the following performance measures during the term of the Agreement:

Metric	Goal
<b>Number of unsheltered homeless persons entering shelter</b>	35
<b>Number of homeless households entering permanent housing (placed into units)</b>	10
<b>% of households successfully placed in permanent housing</b>	60%
<b>Total number of youths entering permanent housing (placed into units)</b>	40
<b>% of youths successfully placed in permanent housing</b>	60%
<b>% of adult participants will obtain earned income at project exit</b>	35%
<b>% of adult participants will obtain cash/non-cash benefits at project exit</b>	50%
<b>% of project participants entering permanent housing that will retain permanent housing at 1 year</b>	50%

**Fiscal and Facilities Impacts:**

Community Services will administer \$1,904,485 in HHAP Round II funding to address homelessness in Santa Barbara County. HHAP Round II is a multi-year grant of one-time state funds to be expended by June 30, 2026. These funds are currently available for distribution to providers for the delivery of eligible activities.

**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			\$ 152,358.80
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ 152,358.80

**Key Contract Risks:**

CSD administers federal and state funding programs on behalf of the County and the CoC. As the recipient of state and federal funds, the County is responsible for ensuring that funds are used in accordance with all applicable requirements. HHAP Round II program guidelines indicate that failure to comply with program requirements may result in the County being required to repay funds. Sub-recipients selected have prior experience operating homeless assistance projects.

The Program Subrecipient Agreements will be on a cost-reimbursement basis. This allows CSD to review and monitor sub-recipients for eligible costs to the extent prescribed by the state guidelines to mitigate risk. Disbursements will be made after the sub-recipients demonstrate that reimbursable services were provided and substantiate the eligibility of incurred costs to the satisfaction of CSD.

**Staffing Impacts:**

None.

**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 (2) original copies of each of the following documents and send to Kimberlee Albers:
  - 1) HHAP Sub-recipient Agreement for \$76,179.40 to Youth and Family Services YMCA, a branch of the Channel Islands YMCA for My Home First; and
  - 2) HHAP Sub-recipient Agreement for \$76,179.40 to Fighting Back Santa Maria Valley for Youth & Young Adult Homeless Services.

**Attachments:**

- A. HHAP Sub-recipient Agreement for \$76,179.40 to Youth and Family Services YMCA, a branch of the Channel Islands YMCA for My Home First; and
- B. HHAP Sub-recipient Agreement for \$76,179.40 to Fighting Back Santa Maria Valley for Youth & Young Adult Homeless Services.

**Authored by:**

Lucille Boss, Housing and Community Development Division (805-568-3533)

**cc:**