



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: July 17, 2018  
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)  
**SUBJECT:** Continuum of Care Program 2017 Grant Agreements/Scopes of Work and  
Coordinated Entry System Subrecipient Agreement

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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) Authorize the Community Services Director or designee to execute the 2017 Continuum of Care (CoC) Program Grant Agreements and Scopes of Work with the U.S. Department of Housing and Urban Development (HUD) that provide funds for the following projects:
  - i) \$104,767 for the County's operation of the Homeless Management Information System (HMIS) (Attachment A);
  - ii) \$64,283 for the County's HMIS Expansion I (Attachment B);
  - iii) \$48,449 for the County's Santa Barbara County CoC Planning project (Attachment C);
  - iv) \$130,675 for the Continuum of Care Coordinated Entry System operated by the United Way of Northern Santa Barbara County (Attachment D); and
- b) Approve 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 E) in the amount of \$124,775 (less \$5,900 for County administration) for the period beginning August 1, 2018 and ending July 31, 2019;

- c) Authorize the Community Services Director or designee to execute the 2017 CoC Program Grant Agreement with HUD in the amount of \$23,364 for Good Samaritan Shelter's Clean and Sober Living Program (Attachment F) and simultaneously execute a Grant Agreement Amendment between HUD, the County and Good Samaritan Shelter naming Good Samaritan Shelter as the direct grantee with HUD (Attachment G)
- 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.

**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 and families. As the Collaborative Applicant for the Santa Maria/Santa Barbara County CoC, the County submitted application for CoC Program funding in September 2017 and was awarded a total of \$1,733,165 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 four programs. As the CoC Lead Agency, the County will administer a Planning project grant which provides support for the County's efforts in the planning and oversight of the local CoC. Also, as the CoC Lead Agency, the County will administer funds awarded through the CoC Program for the local Continuum of Care's Coordinated Entry System (CES), a HUD-mandated assessment and referral system which is operated by the United Way. As the Homeless Management Information System (HMIS) Lead Agency, the County manages the operations of the county-wide HMIS and received CoC Program funds through two renewal grants to support it. Per HUD direction, only Scopes of Work will be executed for the two renewal HMIS programs.

In past years, the County also served as the grant administrator for Good Samaritan Shelter's Clean and Sober Living Program, passing funds through to Good Samaritan Shelter for the operation of the program. On March 20, 2018 the Board of Supervisors approved the execution of a Grant Agreement Amendment between the County, HUD and Good Samaritan Shelter naming Good Samaritan Shelter as the direct grantee with HUD for the 2016 and subsequent grant years. However, technical issues at the federal level have necessitated that for the 2017 grant year HUD must issue a CoC Program Grant Agreement with the County, which will be simultaneously amended to name Good Samaritan Shelter as the direct grantee with HUD, releasing the County from any administrative responsibilities. Should Good Samaritan Shelter receive funding for the Clean and Sober Living Program in the upcoming 2018 CoC Program competition, they will automatically be the direct grantee.

Recommended action a) allows CSD to accept CoC Program funds awarded to it in the FY 2017 CoC Program Competition. Recommended action b) facilitates the pass-through of a portion of funds to the United Way for the CES. Recommended action c) authorizes CSD to simultaneously sign and amend a grant agreement with HUD that will allow Good Samaritan Shelter to operate as the direct grantee for the Clean and Sober Living 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 (e.g., CES), Homeless Management Information System (HMIS), and for eligible communities, homelessness prevention. Additionally, CoC Program funds may be used to support CoC planning activities, and the management and oversight of the local CoC.

***FY 2017 CoC Program Competition Awards***

Pursuant to authorization granted by the Board of Supervisors on September 12, 2017, the Community Services Department (CSD) applied for CoC Program funds in the FY 2017 CoC Program Competition for four projects, which are identified in Table 1. CSD was notified of its selection for funding for HMIS, HMIS Expansion I, Santa Barbara County CoC Planning, and CoC Coordinated Entry System (CES) on January 11, 2018. HUD issued CSD grant agreements and/or scopes of work for the aforementioned projects in May and June of 2018. CSD is seeking authority from the Board of Supervisors to execute these grant agreements/scopes of work in order to accept the grants and access awarded funds.

**Table 1: FY 2017 CoC Program Competition – Awarded Projects**

| <b>Att.</b>  | <b>Project Title</b>               | <b>Subrecipient</b>                    | <b>Description</b>   | <b>Operating Year</b> | <b>Award Amount</b> |
|--------------|------------------------------------|--|--|-----------------------|---------------------|
| A            | 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 | 8/1/18 – 7/31/19      | \$104,767           |
| B            | HMIS Expansion I                   | N/A                                    | Supports the participation of organizations and projects new to the county-wide HMIS   | 12/1/18 – 11/30/19    | \$64,283            |
| C            | Santa Barbara County CoC Planning  | N/A                                    | Supports planning activities related to the implementation of the CoC Program  | One-year term<br>TBD  | \$48,449            |
| D            | SM/SB CoC Coordinated Entry System | 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   | 8/1/18- 7/31/18       | \$130,675           |
| <b>Total</b> |                                    |  |  |                       | <b>\$348,174</b>    |

***Subrecipient Agreement for CES with United Way of Northern Santa Barbara County***

On October 6, 2017, the County issued a Request for Qualifications (RFQ) to identify a Coordinating Agency for the CoC’s Coordinated Entry System, which was implemented countywide in January, 2018. Coordinated Entry Systems (CES) are a HUD requirement for all CoC Program and Emergency Solutions Grant (ESG) Program recipient agencies such as the County of Santa Barbara. The United

Way submitted a comprehensive response to the RFQ which was reviewed and approved by the local CoC Board. On January 23, 2018 the Board of Supervisors approved a Memorandum of Understanding (MOU) between the County and the United Way outlining the roles and responsibilities of these parties in the implementation of the CES. One of the responsibilities of the County outlined in the MOU was, as CoC Collaborative Applicant and State ESG Administrative Entity, to submit applications for funding in support of CES as available through these programs. During the 2017 CoC funding competition, the County submitted a successful funding application 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.

HUD has not prescribed any goals for the CES itself. However, the United Way will be reporting quarterly on goals and performance measures including: progress on implementing CES entry points, trainings, housing case conferences, recruiting new housing providers to participate in CoC programs, number of standardized assessments conducted, number of referrals to permanent housing and rapid rehousing providers, and number of households referred through CES and placed in housing.

**Table 2: 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   | 45         |
| Number of marketing/outreach contacts informing the community about CES  | 60         |
| Number of new affordable housing providers recruited to provide units for permanent housing placements                           | 8          |
| Number of standardized assessments conducted at CES entry points   | 1400       |
| Number of placements into Permanent Supportive Housing through the CES   | 18         |
| 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        |

***Grant Agreement and Amendment with HUD and Good Samaritan Shelter***

In past years, the County also served as the grant administrator for Good Samaritan Shelter’s Clean and Sober Living Program, passing funds through to Good Samaritan Shelter for the operation of the program. On March 20, 2018 the Board of Supervisors approved the execution of a Grant Agreement Amendment between the County, HUD and Good Samaritan Shelter naming Good Samaritan Shelter as the direct grantee with HUD for the 2016 and subsequent grant years. However, technical issues at the federal level have necessitated that for the 2017 grant year HUD must issue a CoC Program Grant Agreement with the County, which will be simultaneously amended to name Good Samaritan Shelter as the direct grantee with HUD, releasing the County from any administrative responsibilities. Should Good Samaritan Shelter receive funding for the Clean and Sober Living Program in the 2018 CoC Program competition, they will automatically be the direct grantee. At this time staff is recommending Board authorization for CSD to simultaneously sign and amend a grant agreement with HUD that will

allow Good Samaritan Shelter to operate as the direct grantee for the Clean and Sober Living Program and releasing the County from any administrative responsibilities.

**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           |                         |                                  | \$ 54,376.00                       |
| State                  |                         |                                  |                                    |
| Federal                |                         |                                  | \$ 348,174.00                      |
| Fees                   |                         |                                  |                                    |
| Other:                 |                         |                                  |                                    |
| Total                  | \$ -                    | \$ -                             | \$ 402,550.00                      |

**Narrative:**

CSD was awarded a total of \$348,174 in the FY 2017 CoC Program Competition. Of that total and under the recommended actions, CSD will retain \$223,399 to operate the county-wide HMIS, carry out CoC planning activities, and administer awarded funds and pass \$124,775 to the United Way to operate the CES project.

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. For HMIS, HMIS Expansion I, and Santa Barbara County CoC Planning, CSD has budgeted \$54,376 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.

Funds awarded for the Good Samaritan Shelter’s Clean and Sober Living Program are not included in this analysis since they will not pass-through the County nor is the County responsible for any administrative activities or match.

**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. At their June 19, 2018 meeting, the Board of Supervisors requested a summary of current County funding to the United Way. This is provided as Attachment H.

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](mailto: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 E) and return two (2) originals to Dinah Lockhart (x3523).

**Attachments:**

- A. CoC Program Scope of Work for HMIS
- B. CoC Program Scope of Work for HMIS Expansion I
- C. CoC Program Grant Agreement for Santa Barbara County CoC Planning
- D. CoC Program Grant Agreement for CES
- E. CoC Program Subrecipient Agreement for CES
- F. CoC Program Grant Agreement for the Clean and Sober Living Program
- G. CoC Program Grant Agreement Amendment for Clean and Sober Living Program
- H. Current County Funding to the United Way of Northern Santa Barbara County

**Authored by:**

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