



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 4, 2022  
**Placement:** Administrative  
**Estimated Tme:** 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:  
Contact Info: Dinah Lockhart, Deputy Director HCD Administration Division  
(805) 568-3523  
**SUBJECT:** **Approve and Execute a Second Amendment to Extend the Term of the Professional Services Agreement with Good Samaritan Shelter for Homeless Management Information System Support Services**

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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, ratify, and authorize the Chair of the Board of Supervisors to execute a Second Amendment to the Professional Services Agreement with Good Samaritan Shelter (GSS) for Homeless Management Information System (HMIS) Support Services (Attachment A), extending the termination date of the Professional Services Agreement to June 30, 2023, at no additional cost; and
- 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)(4), finding that the project is 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, and that the actions are exempt from CEQA pursuant to Guidelines Section 15269(c) as they consist of specific actions necessary to prevent or mitigate an emergency.

**Summary Text:**

On January 14, 2020, the Chair of the Board of Supervisors executed a \$40,000 Professional Services Agreement (Attachment B) with GSS for HMIS Support Services (Professional Services Agreement). Staff is requesting that the Board of Supervisors approve, ratify, and authorize the Chair to execute the Second Amendment to the Professional Services Agreement (Second Amendment), extending the term of the Professional Services Agreement to June 30, 2023. The source of funds for the Professional Services Agreement is a HMIS Capacity Building grant awarded by the U.S. Department of Housing and Urban Development (HUD). Due to residual COVID-19 pandemic impacts on staffing and resources, HUD granted a 9-month extension to the term of the grant with a new completion date of June 30, 2023. The corresponding extension of the term of the Professional Services Agreement by virtue of the Second Amendment will allow GSS to provide ongoing HMIS technical support services. GSS services will continue to help build capacity and assist with tasks outlined in the grant for increasing HMIS bed coverage by providing data entry for new HMIS providers.

**Background:**

HUD made five million dollars in grant funding available nationwide to build capacity of the HMIS by investing in system administrators and users. The local Continuum of Care (CoC) was one of 35 successful grant applicants nation-wide, and the Community Services Director executed the HMIS Capacity Building Grant Agreement (Attachment C) with HUD on September 30, 2019, for \$133,564 in grant funds (Grant). The Professional Services Agreement allows the Community Services Department (CSD) to disburse HUD Grant funds to GSS for reimbursement of eligible incurred costs to the extent prescribed by the Professional Services Agreement.

The original term of the HMIS Capacity Building Grant Agreement was for 2 years, from September 30, 2019, until September 30, 2021. Due to COVID pandemic impacts on staffing and resources, HUD granted a one-year extension to the Grant, with a new completion date of September 30, 2022. On March 1, 2022, the Board of Supervisors ratified and approved a First Amendment to the Professional Services Agreement (Attachment D), which provided for a corresponding extension of the term of the Professional Services Agreement until September 30, 2022 (First Amendment). The First Amendment allowed GSS to continue delivering HMIS support services, although at a slower rate than anticipated due to the ongoing COVID-19 pandemic impacts on staffing and resources, with no change in the originally outlined scope of services or total cost of the Professional Services Agreement.

HUD has now granted an additional extension of the term of the Grant, with a new completion date of June 30, 2023. Accordingly, it is recommended that the Board of Supervisors approve, ratify, and authorize the Chair of the Board of Supervisors to execute the Second Amendment to the Professional Services Agreement providing for a corresponding extension of the term of the Professional Services Agreement with a new completion date of June 30, 2023, and with no change in the originally outlined scope of services or total cost of the Professional Services Agreement.

**Fiscal and Facilities Impacts:**

The extension of the term of the Professional Services Agreement has no fiscal impact, as it does not increase the amount of the Professional Services Agreement. To date, approximately \$23,000, or 57% of the original contract funding, remains. GSS is party to a Subrecipient Agreement which allows CSD to disburse HUD Grant funds to GSS for reimbursement of eligible incurred costs to the extent prescribed by the Professional Services Agreement. The County will only reimburse GSS for costs that are eligible

for reimbursement under the Professional Services Agreement and documented in a manner that is acceptable to CSD.

**Special Instructions:**

- 1) 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).
- 2) Please execute three (3) original copies of Attachment A and send to Dinah Lockhart (x3523)

**Attachments:**

Attachment A: Second Amendment to Professional Services Agreement with Good Samaritan Shelter for Homeless Management Information System Support Services

Attachment B: Professional Services Agreement with Good Samaritan Shelter for Homeless Management Information System Support Services

Attachment C: HMIS Capacity Building Grant Agreement with HUD

Attachment D: First Amendment to Professional Services Agreement with Good Samaritan Shelter for Homeless Management Information System Support Services

**Authored by:**

David Webster, HMIS System Administrator