



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:** April 4, 2023  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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

**SUBJECT:** Execution of Professional Services Agreement for \$80,848 with Fighting Back Santa Maria Valley for grant support services required by the Youth Homelessness Demonstration Program Planning Grant from the U.S. Department of Housing and Urban Development (HUD).

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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 to execute a Professional Services Agreement (Attachment A) that will provide funding in the amount of \$80,848 from the Youth Homelessness Demonstration Program Planning Grant from the U.S. Department of Housing and Urban Development to Fighting Back Santa Maria Valley (FBSMV) for Youth Homelessness Demonstration Program compensation of youth and FBSMV staff contributing to development of the Coordinated Community Plan, Notice of Funding Opportunity (NOFO), recruitment of Review and Rank Committee, Project Monitoring, and Youth Action Board (YAB) attendance and management (Professional Services Agreement);
- b) Authorize the Community Services Director, or designee, to authorize and execute amendments to the Professional Services Agreement within the limits set forth therein; 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 project is a creation of government funding mechanism 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 Youth Homelessness Demonstration Program (YHDP), administered by the U.S. Department of Housing and Urban Development (HUD), has provided funding to 16 selected “YHDP Communities” nationwide to develop and implement a coordinated community approach to prevent and end youth homelessness. The population to be served by this demonstration program is youth experiencing homelessness, including unaccompanied and pregnant or parenting youth, where no member of the household is older than 24 years of age. The County of Santa Barbara has been selected as a Round 6 YHDP site. HUD will award \$5,167,564 in funds to address youth homelessness to projects identified by the Santa Maria/Santa Barbara County Continuum of Care Youth Action Board (YAB). Ten percent (10%) of the funding (\$516,756) has been allocated as non-renewable planning funds to support the first 3 years of the program.

HUD has prioritized the empowerment, compensation, and professional development of Youth members of the YAB and those on the Coordinated Community Plan (CCP) Planning Committee. The 3-year projection approved by this Board on December 13, 2022 for the Planning funds included youth compensation for drafting the Coordinated Community Plan, evaluating project applications, and monitoring selected projects.

Staff’s recommended action is to approve and authorize the Chair of the Board to execute a Professional Services Agreement (Attachment A) that will provide funding in the amount of \$80,848 from the YHDP Planning Grant to FBSMV for YHDP compensation for youth and FBSMV staff contributing to development of the Coordinated Community Plan, Notice of Funding Opportunity, recruitment of Review and Rank, Project Monitoring, and Youth Action Board attendance and management.

The source of funds for the Professional Services Agreement is the YHDP Planning grant in the amount of \$516,756 awarded by HUD to the County’s Community Services Department, Housing and Community Development Division (CSD/HCD), which acts as the lead agency for the CoC. FBSMV will provide administrative support for the compensation of youth and young adults identified as contributors for the YHDP program and youth participating in the Youth Action Board. Contracting with FBSMV for these YHDP administrative requirements will help build FBSMV’s capacity, decrease the County’s administrative burden, and increase youth participation. The Professional Services Agreement will allow FBSMV to provide services through June 30, 2024.

**Background:**

HUD has awarded approximately \$72 million to the selected YHDP Communities, with grant awards ranging from \$1 million to \$15 million per community, based on the service area’s youth population size and poverty rate. Once the YHDP Communities are selected by HUD, they must develop and implement a coordinated community plan, which includes specific structural components, including: 1) statement of need; 2) list of community stakeholders, 3) discussion of vision and action steps; 4) potential new projects; 5) governance structure; and, 6) signatures of official representatives from key systems. YHDP funding is renewable under the Continuum of Care Program and requires cost sharing, matching, or leveraging matched with no less than 25 percent of funds or in-kind contributions from other sources as described in 24 CFR 578.73.

CSD/HCD is the Collaborative Applicant for the Santa Maria/Santa Barbara County CoC. In that role, CSD/HCD applies for HUD funding to support the delivery of housing and services to homeless and formerly homeless individuals, administers the Homeless Management Information System (HMIS) which collects data submitted by homelessness assistance programs, and implements CoC Program activities in Santa Barbara County.

The demonstration has seven primary objectives:

- Build national momentum.
- Promote equity in the delivery and outcomes of homeless assistance.
- Highlight the importance of youth leadership.
- Evaluate the coordinated community approach.
- Expand capacity.
- Evaluate performance measures.
- Establish a framework for Federal program and Technical Assistance collaboration.

CSD/HCD staff, as the Collaborative Applicant, is working with the CoC, the Youth Action Board Committee, and local community groups to prepare the Coordinated Community Plan. The Youth Action Board Committee is a group of community leaders between the ages of 14-24. The YAP is a subcommittee of the CoC, and has convened since 2018. Fighting Back Santa Maria Valley has been instrumental in the facilitation of the YAB and YHDP planning committee.

**Performance Measures:**

FBSMV will be reimbursed for completing specific performance measures: selecting and reimbursing youth for their time spent developing the Coordinated Community Plan, administration of Notice of Funding Opportunity, convening of a Review and Rank process, Project Monitoring, and convening Youth Action Board meetings, taking attendance, and meeting management.

Activity #	Activity Description	Amount
1	Youth Contributors Compensation	\$39,000
2	General YAB Compensation	\$6,000
3	FBSMV Staff Compensation	\$35,848
Total		\$80,848

**Contract Renewals and Performance Outcomes:**

Fighting Back Santa Maria Valley will provide crucial assistance to HCD and the County in its role in planning and carrying out the Youth Homelessness Demonstration Program. This will ensure HCD effectively utilized YHDP Planning funds and the County fulfills its responsibilities as the Collaborative Applicant for YHDP and CoC Funds. In turn, this will enhance the Santa Maria/Santa Barbara CoC's opportunity to maintain and increase future programmatic grant funding allocations to local homeless assistance providers.

**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			
Federal			\$ 80,848.00
Fees			
Other:			
<b>Total</b>	\$ -	\$ -	\$ 80,848.00

**Key Contract Risks:**

The County assumes responsibility for the administration of YHDP Planning funds in accordance with all federal requirements governing their use. In addition, it would be held liable if it or any provider to which it sub-grants funds is found to be non-compliant with applicable requirements. Fighting Back Santa Maria Valley has successfully operated State and/or federally-funded homeless assistance projects in the past.

**Special Instructions:**

Please email an electronic copy of the Minute Order and one fully executed Professional Services Agreement to Kimberlee Albers (x1090) at [kalbers@countyofsb.org](mailto:kalbers@countyofsb.org).

**Attachments:**

Attachment A – Professional Services Agreement with Fighting Back Santa Maria Valley (FBSMV)

**Authored by:**

Jett Black-Maertz, Housing and Community Development Division