



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.:
For Agenda Of: February 27, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department George Chapjian, Community Services Department, 805-568-2467
Director
Contact Info: Dinah Lockhart, Deputy Director, Housing and Community
Development (HCD) Division

SUBJECT: Execution of Professional Services Agreement for \$64,000 with HomeBase for
Continuum of Care Program Implementation

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) Approve and authorize the Chair of the Board to execute a Professional Services Agreement (Attachment A) that will provide funding in an amount not to exceed of \$64,000 from salary savings and unexpended federal Continuum of Care (CoC) Planning Grant funds to HomeBase/The Center for Common Concerns, a California-based nonprofit agency, for Continuum of Care technical services for the period March 1, 2018 to June 30, 2018;
- b) Approve Budget Revision Request 0005526 (Attachment B) which transfers appropriations of \$64,000 from Salaries and Benefits to Services and Supplies to be used towards HomeBase's consulting services; and
- c) Determine that the recommended actions to no 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 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, and direct staff to file a Notice of Exemption (Attachment C)

Summary Text:

Staff's recommended action is for the approval of a \$64,000 Professional Services Agreement (Attachment A) with HomeBase/The Center for Common Concerns, a California-based, nonprofit agency

providing public sector agencies with technical assistance to develop programs which respond to and reduce, the incidence of homelessness. The attached scope of work (SOW) identifies four key components of work which will be accomplished: 1) Provide Coordinated Entry System (CES) transition assistance as the United Way of Northern Santa Barbara County (United Way) takes on responsibility to implement CES among the network of homeless and housing agencies implementing the Continuum of Care (CoC); 2) Provide CoC Lead Agency Transition Assistance by providing administrative support services to the local Santa Maria/Santa Barbara County CoC (local CoC); 3) Carry out planning activities in concert with the local CoC to respond to the FY 2018 CoC Notice of Funding Availability (NOFA), and prepare and submit an annual application to the U.S. Department of Housing and Urban Development (HUD) for over \$1.7 million in competitive Continuum of Care (CoC) funds; and 4) Provide On Call technical assistance to the local CoC agencies, the United Way and to County HCD staff as the local CoC implements the Coordinated Entry System (CES) Program and other federal and state mandates governing the use of homeless assistance funds. The County has an existing Professional Services Agreement with HomeBase for \$99,600 covering July 1, 2017 through February 28, 2018. The new Professional Services Agreement with HomeBase is for a not to exceed amount of \$64,000 and will allow HomeBase to provide services from March 1, 2018 through June 30, 2018. HCD is currently recruiting for a Homeless Programs Manager position. Should the position be filled in the next several months, the contract with HomeBase may be reduced, revised, or terminated as staff will be able to carry out tasks that would have been provided by HomeBase under this contract.

Background:

Since 1998 County HCD has administered federal, state and local grant programs for low- and moderate-income households including homeless individuals and families. As discussed in staff's 12/12/17 staff report on the HMIS system, these programs provide an important and increasing source of grant funding to the Santa Barbara county region. For example, annual CoC award amounts are approximately \$1.7 million, State Emergency Solutions Grant (ESG) approximately \$821,000, and Veterans Administration Supportive Services for Veteran Families (VA SSVF) approximately \$3 million. State and federal grant programs are governed by complex regulations on program administration and reimbursement procedures. Furthermore, the federal Continuum of Care (CoC) Program and the operation of the Homeless Management Information System (HMIS) and the Coordinated Entry System (CES) program have significant technical regulations and protocols that are continually being revised and updated by HUD and the State. Many programs – such as the State No Place Like Home (NPLH) program require communities to have both an active HMIS and CES program as a prerequisite to qualify for funding. Implementation of HMIS, and the CES require a robust community planning process, involving stakeholders to implement complex HUD policies at the local level, discussion, dialogue, and resolution of technical issues.

Homebase/The Center for Common Concerns, is a California-based, nonprofit agency which provides technical assistance to local government and nonprofit agencies to develop community-wide solutions to reducing and eliminating homelessness. HomeBase first assisted the County in 2006 with the development of the Ten Year Plan to End Homelessness, and again in 2016 to provide training to Continuum of Care agencies on System Performance Measures (SPM). HUD requires communities to approve SPM relevant to the local community, based on data collected in HMIS, as a snapshot of the demographics of the homeless population served and their outcomes. Most recently, in 2017, HomeBase oversaw the successful completion and submission of the County's 2017 CoC funding application, in which the County was awarded \$1.73 million, which was \$65,364 more than received in the prior year. County HCD has an existing contract with HomeBase for \$99,600 for the period 7/1/17 through 2/28/18

which covered preparing the 2017 CoC application, and implementing the CES Program with Open HMIS by the required HUD deadline of 1/23/18. The new professional services agreement with HomeBase for \$64,000 would run from 3/1/18 through 6/30/18.

Discussion:

With the February 2017 announcement that the Central Coast Collaborative (C3H) would no longer be able to carry out CoC Lead Agency responsibilities in the administration of the HUD CoC program, coupled with staffing vacancies in the County's Housing and Community Development Division, staff contracted with HomeBase beginning in July 2017 to provide immediate assistance to CoC agencies in order to maintain grant funding, fulfill grant requirements and carry out project monitoring.

A key grant requirement for federal CoC, ESG, VA SSVF and State ESG and NPLH funding was for the local Santa Maria/Santa Barbara County CoC be compliant with HUD's CES initiative. In January 2017, HUD issued new requirements for all CoC's nationwide to coordinate existing homeless services, shelter, and permanent supportive housing using a CES. The HUD CE System strongly emphasizes a Housing First approach that centers on providing homeless people with housing quickly, without requiring sobriety or cessation of drug use as a condition of housing, and then providing services as needed.

HomeBase provided training to local providers on the benefits of utilizing the same standardized assessment tool (the Vulnerability Index-Service Prioritization Decision Assistance Tool, or VI-SPDAT) to prioritize people who are most in need of homeless service assistance and then match those in need with the most appropriate provider. HomeBase convened workshops, meetings, provided PowerPoint presentations to providers in order to enhance existing coordination among local service providers, including County departments that work with the homeless population. HomeBase also advised the local CoC board on the development of policies and procedures, and other protocols to create a network of services, and prioritize the most vulnerable for assistance. HomeBase has performed 'CoC Lead Agency' functions including convening and providing support to the CoC Board and its sub-committees related to all aspects of CoC program planning and implementation; keeping abreast of changes in HUD policy and funding priorities and ensuring the local Santa Maria/ Santa Barbara County CoC is in compliance and performing at a level sufficient to score highly in the annual funding competition; researching and making recommendations to the CoC board (and the Board of Supervisors, as appropriate) on policy initiatives and best practices in homeless service delivery; and coordinating planning, such as implementing the required Coordinated Entry System (CES) of HUD homeless service delivery by the HUD compliance requirement deadline of 1/28/18

In addition to HomeBase's proven track record this past year in submitting the 2017 CoC funding grant application, HomeBase staff have a familiarity with the local community, have met with individual providers, their staff and board members, and are in-tune with the geographic distinctions, recognizing that a 'one-size fits all' approach to homeless service delivery will not work in a diverse and regionally widespread region.

Under the CoC Program, the County accepts 'pass through' CoC grant funding on behalf of two Good Samaritan Programs, Clean and Sober Living and the Lompoc Transformative Housing Program. The County initially accepted the grant administrator role for these programs in 2005, and 2011, respectively. This past year, staff initiated discussions with both Good Samaritan and HUD, to begin the process of transferring grant administration responsibility to Good Samaritan, in order to receive its grant funding directly from HUD. In preparation for the transfer of grant administration, HomeBase assisted County staff in completing the required monitoring, so that the County can provide HUD with the most recent assessment of Good Samaritan's subrecipient status.

Although the local Santa Maria/Santa Barbara County CoC has made significant progress in developing a CES process for service delivery, convening regularly, and monitoring the performance of providers, these accomplishments would not have been achieved without the active involvement of HomeBase staff. Under the proposed professional services agreement beginning 3/1/18 and ending 6/30/18, HomeBase will: 1) provide training and technical assistance to the newly designed 'CES Lead Agency' the United Way of Northern Santa Barbara County in support of the Coordinated Entry System (CES); 2) undertake certain CoC Lead Agency duties, such as assisting CoC participating agencies in developing strategies to prevent homelessness, reduce the duration of homelessness when it occurs, and developing partnerships with housing providers, landlords, and community stakeholders to increase the availability of housing resources; 3) help lead the FY 2018 CoC application preparation and submission; and 4) provide on-call technical assistance to the local CoC agencies, the United Way and to County HCD staff as the local CoC implements the Coordinated Entry System (CES) Program and other federal and state mandates governing the use of homeless assistance funds. The professional services agreement assumes County HCD will not have secured full-time staff to operate the CoC during FY 2017-18. HomeBase staff are able to downscale the scope and cost of the proposed contract should the County augment the staffing capacity of HCD's Homeless Assistance Program.

Performance Measure:

HomeBase will be reimbursed only for services provided. The Professional Services Agreement will provide County staff and CoC participating agencies with the following services:

The following summarizes key tasks and deliverables for the proposed professional services agreement:

1. Coordinated Entry Transition Assistance
 - a. HomeBase will provide 1 formal training to the United Way of Northern Santa Barbara County in their new role of Coordinated Entry System (CES) Lead Agency.
 - b. Support includes implementing HUD requirements set forth in HUD notices and operating memoranda, which establish additional requirements for a Continuum of Care centralized or coordinated entry system.
2. CoC Lead Agency Transition Assistance
 - a. HomeBase will provide CoC staffing support, such as facilitate quarterly CoC meetings; provide four required HUD trainings for the CoC on the CES System operation and HMIS; improve HMIS acceptance and implementation by additional service providers; work with providers on improving outcomes for victim service providers and addressing individuals experiencing first time homelessness.
 - b. Provide assistance to the local CoC to implement strategies identified in the current 2017 CoC funding application, such as responding to system gaps, and strategizing on solutions, in order to document progress made in the 2018 CoC request for funding application.
3. FY 2018 CoC Notice of funding Availability Application Support
 - a. Hold applicant workshops on meeting HUD requirements in the 2018 NOFA, and holding workshops, trainings, and convening the CoC Rank and Review Committee in order to create a rank ordered listing of projects, consistent with HUD criteria, which will maximize funding received by the Santa Maria/Santa Barbara County CoC.
 - b. Assist the Santa Maria/Santa Barbara County CoC complete the 2018 CoC funding application
4. On-Call Technical Assistance

- a. Research and provide technical assistance to County staff and local community providers on solving ‘on the ground’ coordinated entry implementation difficulties, such as enlisting the involvement of local landlords and property management firms to make available rental units to CoC coordinated entry clients; and developing strategies to continue ‘wrap around services’ for CoC coordinated entry clients who become housed, in order to prevent clients from ‘falling out’ of housing due to noncompliance with lease terms, insufficient program or income support, or other challenges faced by formerly homeless clients.

Contract Renewals and Performance Outcomes:

HomeBase has provided in-depth training to local homeless and housing providers and to County staff, and provided deliverables such as handouts, policy manuals, resources from other communities, and other reference materials in order to help Santa Barbara county providers implement field tested methods for addressing the root causes of homelessness and the best way of using limited program funding to assist the most chronic and vulnerable homeless community members. Through its successful efforts at securing and increasing the county’s receipt of federal homeless funding, the County is already seeing tangible benefits from the consultant. Longer term benefits of the CES approach to homeless service delivery will be assessed after the first year to determine program effectiveness.

Fiscal and Facilities Impacts: The \$64,000 will be appropriated from unexpended salary savings and 2016 CoC Planning Grant funds. This assistance is needed because of unfilled positions in the County’s Housing and Community Development Division and the level of expertise provided by HomeBase. The source of funds for the Professional Services Agreement is salary savings.

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	\$ 45,210.00	\$ -	\$ 45,210.00
State			
Federal	\$ 18,790.00		\$ 18,790.00
Fees			
Other:			
Total	\$ 64,000.00	\$ -	\$ 64,000.00

Staff may use greater or lesser amounts of General Fund or Federal (CoC Grant) sources, based on federal grant expenditure requirements, with a total contract amount of all combined sources not to exceed \$64,000.

Key Contract Risks:

The Professional Services Agreement with HomeBase provides the terms under which the services will be provided.

Special Instructions:

Execution of Professional Services Agreement for \$64,000 with HomeBase
for Continuum of Care Program Implementation
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Please provide a fully executed copy of the Professional Services Agreement to Dinah Lockhart, Deputy Director (*3523).

Attachments:

Attachment A – Professional Services Agreement with HomeBase
Attachment B – Budget Revision Request
Attachment C – CEQA Exemption

Authored by:

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