



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: Social Services
Department No.: 044
For Agenda Of: 8/22/17
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Daniel Nielson, Social Services Director
Director(s) (805) 346-7101
Contact Info: Rene Garcia, Employment Services Operations Division Chief
(805) 681-4540

SUBJECT: **Second Amendment to the Transition House Agreement for California Work Opportunity and Responsibility to Kids Housing Support Program**

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, ratify, and authorize the Chair to execute a Second Amendment to the Agreement BC 17-216 with Transition House (a local vendor), to provide direct/additional California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) services to increase the contract amount for the period of December 6, 2016 through June 30, 2017 to \$133,708.07 and increase the contract amount for the period of July 1, 2017 through June 30, 2018 to \$120,000, in a total amount not to exceed \$253,708.07; and
- b) Determine that the approval and execution of the above Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the execution of the Agreements are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activities are not subject to CEQA.

Summary Text:

This item is on the agenda to ratify and approve the Second Amendment to the Agreement between the County and Transition House to provide CalWORKs HSP services. Department of Social Services (DSS) recommends the ratification and approval of the Second Amendment.

Background:

For families in the CalWORKs program, housing issues can severely interfere with progress toward self-sufficiency. Housing instability and homelessness are some of the most challenging problems facing CalWORKs families, especially in Santa Barbara County, where housing costs are high.

The CalWORKs HSP funding has allowed CalWORKs families in Santa Barbara County to overcome this obstacle, so that parents can engage in employment and children can be safe and secure.

Placement services that will be delivered under the HSP include:

- Rental and security deposit assistance
- Utility deposit and arrears assistance
- Furnishings (habitability)
- Advocacy with Landlord/Property Owner
- Money Management Courses
- Being a Good Tenant (in development)

Transition House offers a Landlord Liaison Partnership (LLP) program, which provides Santa Barbara County Landlords extensive financial safeguards and support systems to house mainly homeless veterans and children (of non-veteran families) that are ready to be successful tenants. As part of our HSP, in an effort to solve family homelessness and assist families moving towards self-sufficiency, DSS is working with Transition House to develop new programs and expand on the LLP program. With our combined efforts behind them, families can put sound decision-making skills into practice, alleviating poverty and identifying and removing barriers to attaining permanent housing as well as better facilitate safe and affordable housing and economic responsibility.

Intensive Case Management services are provided as part of the HSP, and will also be part of this contract. Intensive Case Management services include the following efforts:

- Identify eligible CalWORKs families' housing barriers.
- Assist with rental search and with housing applications and supportive and subsidized housing paperwork
- Survey rental markets for affordable options and advocating for families with prospective landlords.
- Work with DSS to arrange housing support payments for rental amounts, deposit amounts, and any basic needs (ex. furnishings) prior to the family entering into any agreements.
- Meet with client regularly:
 - Support family in maintaining housing post-lease
 - Review how to be a good tenant
 - Discuss any issues or concerns
 - Work on determining any housing needs.

The CalWORKs HSP will continue to be administered by DSS' CalWORKs/Welfare to Work staff in conjunction with DSS' Family Stabilization Services (FSS) staff. FSS provides flexibility and varying levels of support based on each family's needs as documented in the Family Stabilization Program along with intensive case management.

The following data demonstrates the proven success of the services provided by the LLP for the CalWORKs HSP during the initial contracted term of December 6, 2016 through June 30, 2017:

1. 24 families, representing 78 persons, have been placed in permanent housing, though the projection was to place 20 families during this time period.
2. There have been zero evictions during this time period.
3. The LLP monthly case management with the clients, which includes instruction and accountability in money management, has enabled the clients to establish saving accounts, and pay off or pay down, current debts.
4. All families who have exceeded the six month rental subsidy support are now able to sustain their current rent due to the success of the monthly contacts with the case management team.

In Fiscal Year 2016/2017, as DSS's participation in this program was getting off the ground, it became clear with the local shortage of housing availability that the payment process needed to be streamlined. In order to secure housing, DSS staff authorized Transition House to make payments directly to the landlords on behalf of DSS. This resulted in security deposit and rental payment (Direct Services) expenditures that were not budgeted in the original contract. Direct Services expenditures would have otherwise been paid directly by DSS to the landlord. This Second Amendment includes a request to include those Direct Services along with the Case Management fees within the contract. For the current fiscal year, every effort will be made by DSS to make the housing support payments directly to the landlords, but there may still be instances in which housing can only be secured by Transition House making a Direct Services payment that will need to be reimbursed by DSS.

The scope of work, Exhibit A, will be amended in the Second Amendment to reflect the services that were already provided by Transition House in FY 2016/2017 and that are anticipated to be provided in FY 2017/2018 with approval by the Board of Supervisors.

Performance Measure:

Current Performance Data (As of June 30, 2017 for FY 2016/2017)

- Contractor provided homeless assistance and homeless prevention services to 100% of CalWORKs referrals and placed twenty-two (22) CalWORKs families into permanent housing through the CalWORKs HSP. (Target = 20)

Performance Measures for July 1, 2017 – June 30, 2018 (FY 2017/2018)

- Contractor will provide homeless assistance and homeless prevention services to 100% of CalWORKs referrals and place twenty five (25) CalWORKs families into permanent housing through the CalWORKs HSP.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Funding Sources	Current FY Cost:	FY16-17 Cost:	Total One-Time Project Cost
General Fund			
State			
Federal	\$ 120,000.00	\$ 133,708.07	\$ 253,708.07
Fees			
Other:			
Total	\$ 120,000.00	\$ 133,708.07	\$ 253,708.07

Narrative:

Approval and execution of this contract will result in total direct contract expenditures of no more than \$253,708.07. Appropriations and Funding for FY 2016/2017 of \$133,708.07 were included in the Department of Social Services recommended budget under the Social Programs division. Appropriations and Funding for FY 2017/2018 of \$120,000 are included in the DSS recommended budget under the Social Programs division. There is no General Fund Contribution.

Key Contract Risks:

The risk assessment worksheet has been completed and has determined that Transition House is a medium risk vendor.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send one (1) duplicate original Second Amendment, and a copy of the minute order to:
DSS Contracts Unit
C/O Emma Duncan, Contracts Coordinator
2125 S. Centerpointe Parkway, 3rd Floor
Santa Maria, CA 93455

Attachments:

1. Attachment 1 – Second Amendment – Transition House - LLP – CalWORKs HSP

Authored by:

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