



**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: August 25, 2020
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

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 2019 Coordinated Entry System Subrecipient Agreement and MOU with the United Way of Northern Santa Barbara County

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

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 CoC Program Subrecipient Agreement with the United Way of Northern Santa Barbara County (United Way) for the Continuum of Care Coordinated Entry System (Attachment A) in the amount of \$124,775 for the period beginning August 1, 2020 and ending July 31, 2021;
- b) Approve, and authorize the Chair of the Board of Supervisors to execute a Memorandum of Understanding (MOU) between the County and the United Way of Northern Santa Barbara County (United Way) designating the United Way as the Coordinated Entry System (CES) Coordinating Agency and outlining their respective roles and responsibilities related to CES maintenance and growth (Attachment B); and,
- c) 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 Coordinated Entry System (CES) is an assessment and housing referral system. The CES prioritizes limited housing resources and is mandated by state and local funders, including HUD. The United Way of Northern Santa Barbara County is the subrecipient of HUD Continuum of Care Program Competition Funds through the County of Santa Barbara to administer the Coordinated Entry System for the Santa Maria/Santa Barbara County CoC. The Coordinated Entry System has been in operation for 30 months, with significant strides made in the standardization of policies and procedures and number of individuals and families experiencing homelessness evaluated and connected to services.

United Way of Northern Santa Barbara County provides street outreach through their Americorps members and staff to assess persons experiencing homelessness to be entered into the CES. Activities and elements critical to the execution of CES include access, assessment, prioritization, and referral, as well as ongoing oversight and management. The United Way has experience managing federal funds and programs, including Americorps, which enhance the cost-effectiveness of CES activities.

Recommended action “a” facilitates the pass-through of \$124,775 in HUD CoC Program Competition funds to the United Way for the maintenance and growth of the Coordinated Entry System.

As CES is out of the implementation launch phase, a need arose to revise the MOU to refine responsibilities and maintenance tasks. Recommended action “b” approves a revised Memorandum of Understanding (MOU) and modifies the agreement between the County of Santa Barbara and the United Way of Northern Santa Barbara County and re-designates the United Way as the CES Coordinating Agency and outlines the roles and responsibilities with respect to the maintenance and growth of the Santa Barbara County CES. No funds are awarded through this MOU.

Background:

Sub-recipient Agreement

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. The County is the direct grantee for three programs, including the local Continuum of Care’s Coordinated Entry System. Service providers in the County who currently receive HUD Continuum of Care funds, Federal or State ESG funds and/or Homeless Emergency Aid program funds are required to participate in CES.

The guiding principles of a CES include:

- Low-barrier, low-threshold points of entry that take into consideration transit issues and regional preferences, and will meet people where they are, which may include but not be limited to: through street outreach teams, emergency shelters, warming centers, health care providers, behavior health care providers, jails, information lines/211, veterans services providers, and drop-in and warming centers.
- A standardized assessment tool and process across all points of access. The assessment will be made available via multiple methods, such as over the phone, in person at entry points and in the field.
- A prioritization scheme developed by the community to prioritize, based on vulnerability and need, homeless individuals and families for access to housing resources including permanent supportive housing, rapid rehousing, and emergency services.
- Regular housing conference meetings to ensure coordination among participating providers and expediting housing readiness, placement and retention.
- Reliance on the HMIS, a centralized database managed by the County.

- A strong communication and affirmative marketing plan to educate consumers, providers and the community about CES.
- Strategies to address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, victims of trafficking, and homeless youth.
- Coordination with other systems of care within Santa Barbara County, including but not limited to the health and behavioral health care systems, the criminal justice system, educational institutions, and providers of government and private mainstream resources.

Pursuant to authorization granted by the Board of Supervisors on September 12, 2019, the Community Services Department (CSD) submitted a successful funding application for CoC Program funds in the FY 2018 CoC Program Competition 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.

Table 1: FY 2019 CoC CES Funds Awarded

Att.	Project Title	Recipient	Subrecipient	Description	Operating Year	Award Amount	Amount passed to United Way NSBC
A	SM/SB CoC Coordinated Entry System	County of Santa Barbara	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	8/1/20-7/31/21	\$130,675	\$124,775 ¹
Total						\$130,675	\$124,775

Attachment C includes a full list of County funds received by the United Way of Northern Santa Barbara County. Additionally, United Way of Northern Santa Barbara County receives funds from several incorporated cities within Santa Barbara County.

The United Way reports quarterly on goals and performance measures including: progress on increasing the geographic coverage of CES entry points, trainings, housing case conferences, recruiting new housing providers to participate in CoC programs, number of CES clients who were assisted in becoming “document ready” for housing, number of referrals to permanent housing and rapid rehousing providers, and number of households referred through CES and placed in housing.

CES accomplishments for the 2019-20 CES contract include:

- Establishment and management of 7 Physical Entry Points: 2 Santa Barbra, 1 Isla Vista, 1 Santa Maria, 1 Lompoc, 1 Santa Ynez Valley, 1 Carpinteria each week. Some are active multiple days totaling 15 opportunities weekly for people to access the CES System.
- Establishment and management of 3 Veteran focused Entry Points: 1 Santa Barbara, 1 Santa Maria, 1 Lompoc per week.

¹ \$130,675 less \$5,900 in administrative fees retained by the County.

- Diversion and Prevention: 1,448 instances of diversion to mainstream services or homeless prevention.
- Placement: 33 individuals were placed into Permanent Supportive Housing and 134 were placed into housing using Rapid Re-Housing, VASH, or other voucher programs.
- Training: 11 training sessions were hosted for all entry point staff.
- Case Conferences: 2 CES Case Conferences were held each month, and 2 additional Veterans-specific Case Conferences were added in February 2020.
- 27 regular street outreaches/in-reaches per week in Santa Barbara, Santa Maria, Lompoc, Isla Vista, Goleta and Summerland. Individuals and families can call a hotline to request outreach needs. Outreach Entry Points include Behavioral Wellness, WillBridge, CityNet and Santa Maria Fighting Back.

The 2020-21 Subrecipient agreement goals (Table 2) builds on these accomplishments and modifies them to reflect the more established nature of the current Coordinated Entry System, as well as HUD's new data standard reporting requirements. A key limitation of the current CES is that very few available housing interventions are available for matching and referral. The increased outreach, prevention, and diversion efforts are designed to address that fact.

Table 2: 2020-2021 Goals – Coordinated Entry System

Goal	United Way/CES
Add new entry points in CES	2
Maintain entry points in CES	7
Trainings for all entry point staff	8
Case conferences (four per month: two general countywide, two veteran-specific)	48
Marketing/outreach contacts informing individuals and families experiencing homelessness about CES	4
Marketing/outreach contacts informing providers (both CoC and non-CoC) about CES	4
Marketing/outreach contacts informing the community about CES	4
New affordable housing providers to provide units for permanent housing placements	4
Standardized assessments at through physical and outreach CES entry points	500
Placements into Permanent Supportive Housing (including VASH) through the CES	50
Placements into housing using Rapid Re-Housing, or other voucher program through the CES	150
Permanent housing placements to maintain housing for 6 months from move-in date	80%
Diversions to mainstream services or homeless prevention	1,000
Unduplicated number of HOUSEHOLDS to access CE during the operating year	2,000
households without children	1,550
households with adults and children	350
households with only children	50
Households of unaccompanied youth	50
Unduplicated number of HOUSEHOLDS to screen/assess during the operating year	1,000
households without children	750
households with adults and children	50
households with only children	25
Households of unaccompanied youth	75
Households to provide with one or more referrals during the operating year	2,500
Refer to emergency shelter/safe haven	1,000
Refer to transitional housing	50
Refer to rapid re-housing	300
Refer to permanent supportive housing	75
Refer to homelessness prevention (enrollment in HMIS)	350
Refer to other continuum project type	50
Refer to a homelessness diversion program	500

MOU

In January, 2018, after a public Request For Qualifications (RFQ), the County and the United Way of Northern Santa Barbara County signed a Memorandum of Understanding (MOU) that outlined the roles and responsibilities of the County and United Way with respect to the implementation of the Santa Barbara County Coordinated Entry System (CES).

During the first two years of operation, The United Way successfully implemented CES and reached many of the goals set forth in the original MOU, including:

- Implementing written CES policies and procedures as required under 24 CFR 578.23(c)(9) and (11) and CPD-17-01 among entry point providers, CoC program recipients, and ESG recipients.
- Identifying entry point locations and developing entry point MOU's with providers to establish staffing levels and CES protocols resulting in the recruitment, training, and enrollment of CES participating providers.
- Developed an affirmative marketing plan/advertising strategy to inform the community-at-large, the service provider network, and individuals and families experiencing homelessness about CES and how to access it. Development of a "Homelessness 101" course to build public awareness and political will to develop long-term solutions;
- Developed and maintained a housing priority list based on scores from a standardized assessment tool, chronic homelessness, HUD disabling conditions, and length of time homeless. This ever evolving list is discussed at bi-weekly case conferencing meeting and the methods of maintenance and prioritization were further refined as CES evolved.

If the United Way of Northern Santa Barbara County is unable to carry out the responsibilities of successfully maintaining and growing CES, the CoC is still responsible for ensuring the continued operation of the CES and could request that the County take on that responsibility. No funds are awarded through this MOU, however as funds become available for the activities of the CES Coordinating Agency, sub-recipient grant agreements will be brought to the Board of Supervisors for consideration, as Recommended Action "a" demonstrates. HUD does not require the submission of the executed MOU to confirm the designation of a Coordinating Agency; however the executed MOU may be submitted as an attachment to future CoC funding grant applications as substantiating documentation that the local CoC has carried out HUD's requirement of implementing CES in the local CoC geographic area.

Fiscal and Facilities Impacts:

Budgeted: Yes

Funds for the CES Coordinating Agency include \$90,000 in General Funds from the County Executive Office's budget already received by the United Way to help fund homeless outreach activities. For FY 2020-21, The County was awarded \$130,675 in CoC Program Competition funds to further the growth and success of the CES. Of that amount, the County will pass \$124,775 to the United Way to operate the CES project. In addition, the CSD/HCD has a Homeless Assistance Program Manager position which oversees all federal, state, and local grants funds directed to homeless programs. Currently, this position oversees all homeless programs administered by CSD/HCD including the activities of the CES Coordinating Agency.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
Federal			\$ 124,775.00
Other:			
Total	\$ -	\$ -	\$ 124,775.00

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.

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. A summary of current County funding to the United Way is provided as Attachment C.

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. Please execute three (3) originals of the CoC Program Subrecipient Agreement with the United Way for the CES project (Attachment A) and return two (2) originals to Dinah Lockhart (x3523).

Attachments:

- A. CoC Program Subrecipient Agreement for CES
- B. MOU between the United Way and the County of Santa Barbara
- C. Current County Funding to the United Way of Northern Santa Barbara County

Authored by:

Lucille Boss, Housing and Community Development Division (805-637-5129)