



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 16, 2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
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: Approval of Sub-Recipient Agreements for the Housing and Disability Advocacy Program (HDAP)

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 of Supervisors to execute sub-recipient agreements for the distribution of State of California Housing and Disability Advocacy Program (HDAP) funds to the following subrecipients in the specified amounts, subject to annual appropriations and budget approval:
 - i. Good Samaritan Shelter (GSS) for \$1,134,850 for Outreach, Case Management, and Housing Assistance (Attachment A);
 - ii. Legal Aid Foundation of Santa Barbara County (Legal Aid) for \$285,000 for disability benefits advocacy and legal services (Attachment B); and
- B. Determine that the above recommended actions are exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15378(b)(4) since the recommended actions are government fiscal activities which do not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

The County has been allocated \$1,526,720 from the California Department of Social Services to implement the Housing Disability and Advocacy Program (HDAP). HDAP offers outreach, case management, housing assistance, and disability benefits advocacy including legal services. Participants are eligible for, and should continue to be offered, the program components until a final disability benefits determination is made and the participant is stabilized in permanent housing. Good Samaritan and Legal Aid will provide intensive support for the participants for long term housing stability and self-sufficiency.

Staff is requesting that the Board of Supervisors approve and authorize the Chair to execute two sub-recipient agreements with local providers for a term period of two years beginning August 16, 2022, and ending June 30, 2024, subject to annual appropriations and budget approval:

1. HDAP Sub-recipient agreement for \$1,134,850 to Good Samaritan Shelter for outreach, case management, and housing assistance
2. HDAP Sub-recipient agreement for \$285,000 to Legal Aid to provide disability benefits advocacy services including legal services.

Background:

The State of California Housing Disability and Advocacy Program (HDAP) was established by Assembly Bill 1603 (Chapter 25, Statutes of 2016) and updated by Senate Bill (SB) 80 (Chapter 27, Statutes 2019) to assist people experiencing homelessness who are likely eligible for disability benefits by providing advocacy for disability benefits as well as housing supports. HDAP has four core requirements: outreach, case management, disability advocacy, and housing assistance. The Budget Act of 2021 ([Senate Bill 129, Chapter 69, Statutes of 2021](#)) appropriated a total of \$175.0 million for HDAP in Fiscal Year (FY) 2021-22.

Santa Barbara County Community Services Housing and Community Development Division requested proposals from all interested providers for the administration of the [Housing and Disability Advocacy Program \(HDAP\)](#) through a Notice of Funding Availability on April 19, 2022. CSD/HCD received three applications, two for the Case Management component and a single application for the Disability Advocacy component. The Case Management component was scored by a review panel, and Good Samaritan Shelter received the highest score and is recommended to be the sub-recipient for case management. Legal Aid was the only eligible application received for disability advocacy.

The HDAP program is intended to support participants in meeting two important program goals: securing disability benefits, and stabilizing in permanent housing. HDAP will provide and coordinate case management activities for participants who are experiencing homelessness or who are at risk of homelessness through the entire application process for disability income benefits. Trained Supplemental Security Income (SSI)/Social Security Disability Insurance (SSDI) Outreach, Access, and Recovery (SOAR) model staff will support chronically homeless individuals in obtaining Social Security Income/Social Security Disability Income (SSI/SSDI) benefits.

Performance Measure:

The two providers will provide quarterly reports to the County regarding services provided and the outcomes, or performance measures. Tables 1 and 2 summarize the number of persons/households served as well as the performance measures for each project.

HDAP offers housing related financial assistance and wrap-around supportive services, including, but not limited to: interim housing, rental assistance, housing navigation, case management, security deposits, utility payments, moving costs, legal services, and credit repair. HDAP also provides outreach services as well as case management for connections to any additional service needs as applicable.

Table 1: Goals and Performance Measures for Good Samaritan Shelter Outreach, Case Management and Housing Assistance

Goals

Outreach, Case Management and Housing Assistance

	Program Goal
Number of participants enrolled	92
Number of disability applications submitted	85
Number of unsheltered homeless persons entering shelter	55
Number of homeless persons entering permanent housing (placed into units)	72
Number of individuals housed at program exit	70
Number of individuals housed one year after program exit	64

Performance Measures

Outreach, Case Management and Housing Assistance

% of HDAP participants with a final disability benefit determination that receive an approval	75%
% of individuals successfully placed in permanent housing	78%
% of adult participants will obtain earned income at project exit	10%
% of adult participants will obtain cash/non-cash benefits at project exit	90%

HDAP offers disability benefits legal advocacy including developing and filing completely prepared documents and coordinating with HDAP Outreach, Care Coordination, and Housing Assistance Staff and federal and state offices relative to the disability income benefit. Sub-recipient shall obtain all relevant documentation from hospitals/medical centers, physicians, clinics, employers, case managers and others to meet the necessary burden of proof of a recipient's disability.

Table 2: Goals and Performance Measures for Legal Aid Disability Benefits Advocacy

Goals

Disability Benefits Advocacy

	Program Goal
Number of participants enrolled	80
Number of disability applications submitted	75
Number of homeless persons entering permanent housing (placed into units)	72

Number of individuals housed at program exit	70
Number of individuals housed one year after program exit	64

Performance Measures

Disability Benefits Advocacy

% of HDAP participants with a final disability benefit determination that receive an approval	65%
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% of individuals successfully placed in permanent housing	78%
% of adult participants will obtain earned income at project exit	10%
% of adult participants will obtain cash/non-cash benefits at project exit	80%

Fiscal and Facilities Impacts:

CSD/HCD will administer the local HDAP project in the amount of \$1,526,740, including implementation, oversight of the review process to select providers, contracting, project development, invoicing, monitoring, and ensuring fulfillment of all HDAP requirements. Table 3 reflects the allocations to each eligible activity.

Table 3: Housing Disability and Advocacy Program Funding Allocation Breakdown

Recipient	Eligible Activity	Amount
Good Samaritan Shelter	Disability Outreach, Case Management, Housing Assistance	\$1,134,850
Legal Aid Foundation of Santa Barbara County	Disability Benefits Advocacy and Legal Services	\$285,000
Community Services	Administration	\$106,870
Total		\$1,526,720

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			
State			\$ 1,526,720.00
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ 1,526,720.00

Narrative: CSD will track all expenditures and monitor subrecipient performance and compliance with relevant laws, regulations, program guidance, and evidence-based practices. CSD will determine the eligibility of expenditures and report them to the State of California Department of Social Services (DSS) in a format specified by DSS to complete claims for reimbursement. CSD/HCD will also submit project

budget spreadsheets showing itemized costs to DSS on a quarterly basis and provide supporting documentation for any costs upon request by DSS staff.

Key Contract Risks:

The County assumes responsibility for the administration of HDAP funds in accordance with all State requirements governing their use. HDAP program guidelines indicate that failure to comply with program requirements may result in the County being required to repay funds. Sub-recipients selected have prior experience operating homeless assistance projects.

The Program Subrecipient Agreements will be on a cost-reimbursement basis. This allows CSD to review and monitor sub-recipients' claims for eligible costs to the extent prescribed by the state guidelines to mitigate risk. Disbursements will be made after the sub-recipients demonstrate that reimbursable services were provided and substantiate the eligibility of incurred costs to the satisfaction of CSD.

Staffing Impacts:

A 1.0 FTE position approved as part of the FY 2022-23 budget process is partially funded by the HDAP Administration Funds estimated to total \$106,870.

Special Instructions:

- 1) Please email an electronic copy of the Minute Order to Kimberlee Albers at kalbers@co.santa-barbara.ca.us
- 2) Please execute two copies of the executed HDAP Outreach, Case Management and Housing Assistance Agreement (Attachment A), and HDAP Advocacy Agreement (Attachment B)

Attachments:

- A. HDAP Sub-recipient Agreement for \$1,134,850 to Good Samaritan Shelter for Outreach, Case Management, and Housing Assistance
- B. HDAP Sub-recipient Agreement for \$285,000 to Legal Aid Foundation of Santa Barbara County Disability Benefits Advocacy and Legal

Authored by:

Emily Allen, Housing and Community Development Division (805-403-5224)

cc: