



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:** June 16, 2015  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Renée E. Bahl, Interim Community Services Director (805-568-2467)  
Director(s) 2467)  
Contact Info: Dinah Lockhart, Deputy Director (805-568-3523)  
A.J. Quinoveva, Housing Program Specialist, Sr. (805-560-1090)  
**SUBJECT:** Continuum of Care (CoC) Program Grant Agreements and Applications for the Fiscal Year 2015 CoC Program Competition

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Authorize the Community Services Director or designee to amend the 2012 Continuum of Care Program Grant Agreements by executing with the U.S. Department of Housing and Urban Development (HUD) Scope of Work Exhibits for the Fiscal Year (FY) 2014 Continuum of Care (CoC) Program Competition, which provide funds for the following projects:
  - i) \$21,913 for Good Samaritan Shelter's Clean and Sober Living project, Project Number CA0600L9D031407 (Attachment A);
  - ii) \$104,767 for the County's operation of the Homeless Management Information System (HMIS), Project Number CA0598L9D031407 (Attachment B); and
  - iii) \$64,283 for the County's HMIS Expansion I, Project Number CA1006L9D031403 (Attachment C);
- b) Authorize the Community Services Director or designee to execute the following documents with HUD to receive funding for the following projects:
  - i) FY 2014 CoC Program Grant Agreement for \$63,786 for Good Samaritan Shelter's Lompoc Transformative Housing project, Project Number CA1123L9D031401 (Attachment D); and

**Auditor-Controller Concurrence**

As to form: Yes

- ii) A FY 2014 CoC Program Grant Agreement – yet to be provided by HUD – in a form substantially similar to the grant agreement included as Attachment D for \$20,374 for Santa Barbara County CoC Planning, Project Number CA1354L9D031400;
- c) Approve and authorize the Chair of the Board of Supervisors to execute a CoC Program Subrecipient Agreement with Good Samaritan Shelter for Clean and Sober Living in the amount of \$21,318 for the period beginning February 1, 2015 and ending January 31, 2016 (Attachment E);
- d) Approve and authorize the Chair of the Board of Supervisors to execute a CoC Program Subrecipient Agreement with Good Samaritan Shelter for Lompoc Transformative Housing in the amount of \$61,700 for the period beginning October 1, 2015 and ending September 30, 2016 (Attachment F);
- e) Authorize the Community Services Director or designee to submit project applications and all certifications, standard forms, and other related documents to the Santa Maria/Santa Barbara County CoC and HUD for Clean and Sober Living, HMIS, HMIS Expansion I, Lompoc Transformative Housing, and Santa Barbara County CoC Planning for the FY 2015 CoC Program Competition; and
- f) 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, and direct staff to file a Notice of Exemption (Attachment G).

**Summary Text:**

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. The County of Santa Barbara (County) serves multiple roles with regard to the implementation of the CoC Program in Santa Barbara County. As grant administrator, Homeless Management Information System (HMIS) Lead Agency, and Collaborative Applicant, the County respectively administers funds awarded through the CoC Program on behalf of Good Samaritan Shelter, a responsibility the County has had since 2001; manages the operations of the county-wide HMIS and applies for funds through the CoC Program to support it; and performs tasks critical to the local implementation of the CoC Program, such as preparing the Consolidated Application for the annual CoC Program Competition and evaluating outcomes of projects funded through the CoC Program.

The Community Services Department (CSD), on behalf of the County, applies annually to the Santa Maria/Santa Barbara County CoC and HUD for CoC Program funds to support the delivery of transitional housing and permanent supportive housing to homeless and formerly homeless individuals, respectively; the collection of data on individuals assisted by federally-funded homelessness assistance programs; and overall implementation of the CoC Program in Santa Barbara County. In the Fiscal Year (FY) 2014 CoC Program Competition, the County was awarded a total of \$275,123 for five projects: Clean and Sober Living, HMIS, HMIS Expansion I, Lompoc Transformative Housing, and Santa Barbara County CoC Planning; a portion of the funds awarded will be passed to Good Samaritan Shelter

for the implementation of Clean and Sober Living and Lompoc Transformative Housing. CSD intends to apply for a continuation of funds for the same projects in the FY 2015 CoC Program Competition.

Recommended actions a) and b) allow CSD to accept CoC Program funds awarded to it in the FY 2014 CoC Program Competition. Recommended actions c) and d) facilitate the pass-through of a portion of awarded funds to Good Samaritan Shelter. Recommended action e) authorizes CSD to apply for funds in the FY 2015 CoC Program Competition.

**Background:**

Authorized by the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, the CoC Program is designed to assist homeless individuals and provide them with the services needed to help them move into transitional and permanent housing with the goal of long-term stability. Funds awarded through the CoC Program may be used to pay for the costs of establishing and operating projects under five program components: permanent housing, transitional housing, supportive services only, Homeless Management Information System (HMIS), and for eligible communities, homelessness prevention. Additionally, CoC Program funds may be used to support CoC planning activities, such as evaluating outcomes of projects funded by the CoC Program and monitoring for and enforcing compliance among recipients and subrecipients.

***FY 2014 CoC Program Competition Awards***

Pursuant to authorization granted by the Board of Supervisors on October 14, 2014, the Community Services Department (CSD) applied for CoC Program funds in the FY 2014 CoC Program Competition for five projects, which are identified in Table 1. CSD was notified of its selection for funding on April 23, 2015.

**Table 1: FY 2014 CoC Program Competition – Awarded Projects**

Att.	Project Title	Subrecipient	Description	Operating Year	Award Type	Award
A, E	Clean and Sober Living	Good Samaritan Shelter	Supports the delivery of permanent supportive housing in the Santa Maria area to formerly homeless individuals who are disabled and have histories of chronic substance abuse and mental illness	2/1/15 – 1/31/16	Renewal	\$21,913
B	HMIS	N/A	Supports the operation of the county-wide HMIS—an information technology system used to collect data on homeless individuals assisted by federally-funded projects—administered by CSD on behalf of the County of Santa Barbara as the designated HMIS Lead Agency	8/1/15 – 7/31/16	Renewal	\$104,767
C	HMIS Expansion I	N/A	Supports the participation of organizations and projects new to the county-wide HMIS	12/1/15 – 11/30/16	Renewal	\$64,283

D, F	Lompoc Transformative Housing	Good Samaritan Shelter	Supports the delivery of transitional housing and supportive services to homeless families in the Lompoc area	10/1/15 – 9/30/16	Renewal	\$63,786
N/A <sup>1</sup>	Santa Barbara County CoC Planning	N/A	Supports planning activities related to the implementation of the CoC Program to be carried out by CSD on behalf of the County of Santa Barbara as the designated Collaborative Applicant for the Santa Maria/Santa Barbara County CoC (Local CoC)	One-year term <sup>2</sup>	New	\$20,374
<b>Total</b>						<b>\$275,123</b>

CSD must execute an agreement with HUD for each project in order to access awarded funds. HUD provided a Scope of Work Exhibit for the FY 2014 CoC Program Competition (Scope of Work) for each existing renewal project—Clean and Sober Living, HMIS, and HMIS Expansion I. The Scopes of Work are agreements that function as addenda to the 2012 CoC Program Grant Agreements, a sample of which is attached (Attachment H); the 2012 CoC Program Grant Agreements serve as the base agreements between HUD and CSD for these projects. Agreements for any subsequent renewals of these projects will also be in the form of scopes of work between HUD and CSD.

For Lompoc Transformative Housing, a first-time renewal project under the CoC Program, and Santa Barbara County CoC Planning, the one new project awarded, HUD will provide a FY 2014 CoC Program Grant Agreement (FY 2014 Grant Agreement). HUD provided a FY 2014 Grant Agreement for Lompoc Transformative Housing (Attachment D). CSD has not yet received a FY 2014 Grant Agreement for Santa Barbara County CoC Planning though it anticipates that the FY 2014 Grant Agreement for Santa Barbara County CoC Planning will be substantially similar to that for Lompoc Transformative Housing. CSD will return to the Board of Supervisors for authorization to execute the FY 2014 Grant Agreement for Santa Barbara County CoC Planning if it substantively differs from that for Lompoc Transformative Housing.

***Subrecipient Agreements with Good Samaritan Shelter***

CSD serves as the administrator of CoC Program funds awarded for Clean and Sober Living and Lompoc Transformative Housing on behalf of Good Samaritan Shelter. As administrator, CSD performs grant management and compliance oversight activities, including project monitoring and annual performance reporting. Good Samaritan Shelter, as subrecipient, is responsible for carrying out the projects in accordance with federal requirements and the terms of the CoC Program Subrecipient Agreements.

Clean and Sober Living and Lompoc Transformative Housing provide housing with supportive services to homeless and formerly homeless individuals in northern Santa Barbara County. Housed in two single family residences in the Santa Maria area, Clean and Sober Living is a 16-bed permanent supportive housing project that serves formerly homeless individuals who are disabled and have histories of chronic

<sup>1</sup> Grant agreement has not yet been provided by HUD

<sup>2</sup> Start date will depend upon when CSD receives a grant agreement from HUD

substance abuse and mental illness. Clean and Sober Living was awarded \$21,913 for the period beginning February 1, 2015 and ending January 31, 2016 and, of that amount, \$595 will be retained by CSD for grant administration and \$21,318 will be passed to Good Samaritan Shelter for project operations. Lompoc Transformative Housing, a 19-bed transitional housing project that serves homeless families, was awarded \$63,786 for the period beginning October 1, 2015 and ending September 30, 2016. Of that amount, \$2,086 will be retained by CSD for grant administration and \$61,700 will be passed to Good Samaritan Shelter for project operations and service provision.

***FY 2015 CoC Program Competition***

CSD intends to apply for a continuation of funds for Clean and Sober Living, HMIS, HMIS Expansion I, and Lompoc Transformative Housing and, for Santa Barbara County CoC Planning, the maximum amount of funds permitted by HUD in the FY 2015 CoC Program Competition. Anticipated request amounts are identified in Table 2.

**Table 2: FY 2015 CoC Program Competition – Project Requests**

Project Title	Request Amount
Clean and Sober Living	\$21,913
HMIS	\$104,767
HMIS Expansion I	\$64,283
Lompoc Transformative Housing	\$63,786
Santa Barbara County CoC Planning	\$47,323
<b>Total</b>	<b>\$302,072</b>

While the FY 2015 CoC Program Notice of Funding Availability has not yet been published, CSD staff anticipates its publication, and therefore the start of the competition, in early summer 2015. CSD staff, with authorization from the Board of Supervisors, will submit applications for the identified projects to the Local CoC and, if approved by the Local CoC, to HUD.

All applications will undergo a two-step review, first at the local level by the Local CoC and second at the national level by HUD. A CoC Review and Rank Committee appointed by the Santa Maria/Santa Barbara County CoC Board to act on behalf of the Local CoC will review and rank or reject applications for projects originating in Santa Barbara County. Ranked applications will be included in the CoC Consolidated Application and Project Priority Listings and submitted to HUD for funding consideration.

**Performance Measure:**

HUD evaluates the performance of CoC Program-funded projects that provide housing and/or services to homeless and formerly homeless individuals according to two measurement areas: housing and income. Clean and Sober Living and Lompoc Transformative Housing are subject to this evaluation and are expected to achieve the measures identified in Table 3 during the projects’ operating years.

**Table 3: Project Performance Measures**

Project Title	Measurement Area	Measure
Clean and Sober Living	Housing	63 percent of participants will remain in permanent housing as of January 31, 2016 or exit to permanent housing by January 31, 2016

	Income	50 percent of participants age 18 and older will maintain or increase their total income from all sources as of January 31, 2016 or project exit
Lompoc Transformative Housing	Housing	50 percent of participants will exit to permanent housing by September 30, 2016
	Income	50 percent of participants age 18 and older will increase their total income from all sources as of September 30, 2016 or project exit

In addition, Clean and Sober Living and Lompoc Transformative Housing must serve, at a minimum, 16 formerly homeless individuals and six homeless families, respectively, during the projects’ operating years.

CSD will monitor each project’s performance throughout its operating year using data inputted into HMIS by Good Samaritan Shelter staff.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			\$ 47,357.00
State			
Federal			\$ 275,123.00
Fees			
Other:			
<b>Total</b>	\$ -	\$ -	\$ 322,480.00

**Narrative:**

CSD was awarded a total of \$275,123 in the FY 2014 CoC Program Competition. Of that total, CSD will retain \$192,105 to operate the county-wide HMIS, carry out CoC planning activities, and administer awarded funds. The balance, or \$83,018, will be passed to Good Samaritan Shelter, the subrecipient for Clean and Sober Living and Lompoc Transformative Housing, to operate the projects and provide client services.

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. Good Samaritan Shelter will provide cash match for Clean and Sober Living and Lompoc Transformative Housing. For HMIS, HMIS Expansion I, and Santa Barbara County CoC Planning, CSD has budgeted \$47,357 in General Fund Contributions to satisfy the match requirement. Funds will be used to support CSD staff costs incurred for HMIS and CoC Planning activities.

**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. Good Samaritan Shelter has prior experience operating federally-funded homelessness assistance projects, including those funded by the CoC Program.

The CoC Program Subrecipient Agreements are cost-reimbursement contracts. This allows CSD to disburse CoC Program funds to Good Samaritan Shelter for eligible incurred costs to the extent prescribed by the CoC Program Subrecipient Agreements. Disbursements will be made after Good Samaritan Shelter demonstrates that reimbursable services were provided and substantiates the eligibility of incurred costs to the satisfaction of CSD.

In its *Notice of FY 2015 Opportunity to Register and Other Important Information for Electronic Application Submission for the CoC Program Competition*, HUD indicated that the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance*, published at 2 CFR part 200, will apply to the CoC Program beginning with the FY 2015 CoC Program Competition. The CoC Program Subrecipient Agreements do not include the requirements of 2 CFR part 200 as the projects that are the subjects of the CoC Program Subrecipient Agreements were funded in the FY 2014 CoC Program Competition.

**Special Instructions:**

Please email an electronic copy of the Minute Order to A.J. Quinoveva at [aquinoveva@co.santa-barbara.ca.us](mailto:aquinoveva@co.santa-barbara.ca.us). Please execute three (3) originals of the following documents and return two (2) originals to A.J. Quinoveva (x1090):

- 1) CoC Program Subrecipient Agreement for Clean and Sober Living (Attachment E)
- 2) CoC Program Subrecipient Agreement for Lompoc Transformative Housing (Attachment F)

**Attachments:**

- A. Scope of Work Exhibit for the FY 2014 CoC Program Competition: Clean and Sober Living, Project Number CA0600L9D031407
- B. Scope of Work Exhibit for the FY 2014 CoC Program Competition: HMIS, Project Number CA0598L9D031407
- C. Scope of Work Exhibit for the FY 2014 CoC Program Competition: HMIS Expansion I, Project Number CA1006L9D031403
- D. FY 2014 CoC Program Grant Agreement: Lompoc Transformative Housing, Project Number CA1123L9D031401
- E. CoC Program Subrecipient Agreement for Clean and Sober Living
- F. CoC Program Subrecipient Agreement for Lompoc Transformative Housing
- G. CEQA Notice of Exemption
- H. 2012 CoC Program Grant Agreement

**Authored by:** A.J. Quinoveva, Housing and Community Development Division (805-560-1090)