



BOARD OF SUPERVISORS **Agenda Number:**

AGENDA LETTER

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: December 11, 2018
Placement: Administrative
Estimated Tme:
Continued Item:
If Yes, date from: No
Vote Required: 4/5

TO: Board of Supervisors
FROM: George Chapjian, Community Services Director (805) 568-3407
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523
Kimberlee Albers, Homeless Assistance Program Manager (805) 560-1090
SUBJECT: **Accept State Homeless Emergency Aid Program (HEAP) Funding and Approve the addition of Two Grant Funded Positions with HEAP and the California Emergency Solutions and Housing (CESH) Program Funding**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Community Services Department Director or designee, to accept and execute all certifications, standard forms, and grant agreement with the State of California Business, Consumer Services, and Housing Agency (BCSHA) for 2018 HEAP Program funding in the amount of \$9,385,186 for a two and one-half year period of time beginning in January 1, 2019 through June 30, 2021;
- b) Adopt salary resolution (Attachment A), effective December 17, 2018, adding two legal positions to Housing and Community Development as follows: a 1.0 FTE Computer Systems Specialist I/II and a 1.0 FTE Department Business Specialist I/II;
- c) Approve Budget Revision Request BJE 0006058 (Attachment B) to amend the Community Service Department Fiscal Year 2018-19 Budget: and
- d) Determine that the recommended actions are not a project within the California Environmental Quality Act review per CEQA Guideline 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 recommended action requests the Board approve the creation of two (2) full-time positions to assist in the administration and system support of two new state grant programs: the Homeless Emergency Aid Program (HEAP) and the California Emergency Solutions and Housing (CESH) program. The two positions are grant funded and will not continue after the HEAP grant ends on June 30, 2021. In December 2018 the Community Services Department will be submitting a grant application for \$9,385,186 to the State of California Business, Consumer Services, and Housing Agency (BCSHA) for HEAP Program funding. In September 2018, the Board approved the Community Service Department's submission of a \$914,745 application for CESH funding, for a total of \$10.3 million in new homeless programs funding. The HEAP grant runs for a two and one-half year period of time beginning in January 1, 2019 through June 30, 2021. The grant agreement to be executed on a form substantially similar to the one attached (Attachment C). CESH has a maximum grant period of five years (2019-2024). The County anticipates receiving State contracts for CESH in December 2018 and HEAP funds in early 2019. Both State grants will require sub-recipients participate in the Homeless Management Information System (HMIS) and the Coordinated Entry System (CES). The proposed new positions will fund one FTE for Homeless Management Information System (HMIS) support and one FTE administrative analyst support position to oversee HEAP and CESH sub-recipient agreements. The positions will not be filled until the grant agreements with the State of California are executed.

Background:

On June 27, 2018, Governor Brown signed into law SB 850, which created several funding streams to assist the efforts of local jurisdictions and Continuums of Care (CoC) in addressing homelessness, including two key programs. The Homeless Emergency Aid Program (HEAP) was established as a flexible block grant to local jurisdiction to address immediately homelessness challenges, including but not limited to, prevention, criminal justice diversion programs to homeless individuals and mental health needs, and emergency aid. The California Emergency Solutions and Housing (CESH) grant program provides funding for homeless prevention and flexible housing subsidy funds, system support and administration. In order to effectively manage the grants and data reporting for the two funding streams, additional system support staffing is required. System support will allow the local Continuum of Care (CoC) to build capacity and enhance effectiveness or coordination. Data collection and reporting for an annual Point in Time count of homeless persons and the Homeless Management Information Systems (HMIS), will support outcomes of the homeless crisis response system.

The County is the Administrative Entity for the Santa Maria/Santa Barbara County Continuum of Care (CoC), is the Lead Agency for the administration of the HMIS, and oversees the operation of the Coordinated Entry System (CES) administered by the United Way of Northern Santa Barbara County. The federal Continuum of Care funding, State Emergency Solutions Grant (ESG), HEAP, and CESH

utilize HMIS, for data collection and reporting, and CES for coordination and prioritization of housing resources.

The Board has received two presentations on two new State funding sources, on September 11 and 18 for HEAP and CESH, respectively. Prior to the release of a local Notice of Funding Availability (NOFA), CSD/HCD staff conducted extensive community outreach to each of the eight local incorporated cities, their city managers, and city councils in order for each city to declare the existence of a shelter crisis a pre-requisite to be eligible for HEAP funding. The Board approved the resolution of shelter crisis on September 11, and all eight cities had adopted their own respective resolutions of shelter crisis by October 8, 2018. Staff also held several planning meetings with local providers to identify top priorities for HEAP and CESH funding, to better target new resources. On October 12, 2018, CSD/HCD released a “Super NOFA”, which included program descriptions, guidelines, and application deadlines for multiple funding sources administered either directly by CSD/HCD, or in cooperation with other departments, such as Behavioral Wellness and the regional Santa Maria/Santa Barbara County Continuum of Care. The Super NOFA included both HEAP and CESH programs.

Funding Sources Included in October 2018 Super NOFA	Estimated AVAILABLE
✓ Homeless Emergency Aid Program (HEAP)	\$8,915,926
✓ California Emergency Solutions and Housing Program (CESH)	\$365,898
✓ Community Development Block Grant (CDBG) Public Services	\$178,542
✓ CDBG Capital Projects and Assistance to Micro-Enterprise Businesses	\$1,070,032
✓ CDBG Waiver for Disaster Relief ¹	\$100,000
✓ Human Services Grant (County General Fund)	\$960,000
✓ HOME Investment Partnerships (HOME)	\$1,129,967
✓ Inclusionary Housing In-Lieu	\$405,230
✓ No Place Like Home (NPLH)	\$2,700,000
TOTAL	\$15,825,595

On October 9 and October 18, HEAP/CESH Applicant Training Workshops were held. Workshops encouraged collaboration and expanding local housing resources. For many potential applicants, this will be the first time they have applied for State homeless assistance funding. Applicants may be new to current homeless crisis response system protocols. Training and assisting funded sub-recipients with effective implementation will be a key role of the new County staff. Systems including the Coordinated Entry System, the Homeless Management Information System, prioritizing homeless persons with severe service needs, or become conversant in ‘best practices’ and strategies for homeless households will all be part of the new funding programs. The State is requiring that HEAP and CESH funding be administered

¹ The Board of Supervisors approved a set-aside of \$100,000 in CDBG funds for disaster relief; however, if all applications received for this purpose exceed this amount, the Board may consider approving additional funds, up to the amount permitted by HUD regulatory waivers. Additional CDBG funds for disaster relief, if approved by the Board, will come out of the available funds for capital projects/micro-enterprise programs.

consistent with Housing First core practices, which ensure easily accessible assistance to all individuals, and promote accepting program participants regardless of their sobriety or use of substances, completion of treatment, or participation in services.

Discussion:

Staff is recommending the creation of two HEAP/CESH grant funded positions to provide support to grant sub-recipients in the delivery of housing and services to homeless individuals and families. HMIS is an integral component of any grant administered by a potential County sub-recipient under the HEAP/CESH program for data collection and reporting. Staff is recommending the addition of a one FTE Computer Systems Specialist I/II as an HMIS staff support position. This position will set up new projects in HMIS, provide end user training, monitor data quality entered by HEAP/CESH sub-recipients, and work with sub-recipients on data analysis and process improvements. Staff is also recommending the addition of a Department Business Specialist to provide technical assistance to sub-recipients on invoicing, preparing claims, compliance monitoring and submitting required reports to the State.

Proposed New HEAP/CESH Staffing:

Position Title	Annual Cost	Over 2.5 Year Grant Term
Computer Systems Specialist I/II	\$145,000	\$362,500
Department Business Specialist	\$145,000	\$362,500
TOTAL	\$290,000	\$725,000

At this time, staff is anticipating 10-20 HEAP/CESH sub-recipient agreements based on the total amount of funding available. It is possible several of the sub-recipient agreements will be over \$1 million each. Projects are anticipated by first time applicants, including local jurisdictions, health care providers, housing providers, and service providers. The County is submitting a multi-departmental application for HEAP/CESH funding.

Under the HEAP program 5% of program funds (\$469,259) may be used for administrative costs. Since HMIS is a key component in successful program delivery of services, HMIS system support is an eligible program cost under CESH and will contribute \$311,675 to cover the 2 FTE staffing costs not covered by the stated HEAP administrative costs.

Fiscal and Facilities Impacts:

Budgeted: No

Funding for these two new grant funded positions will be available after January 1, 2019.

Fiscal Analysis:

Funding Sources	Current FY Cost:	Annualized On-going Cost:	Total One-Time Project Cost
General Fund			
State	\$ 165,000.00	\$ 290,000.00	\$ 745,000.00
Federal			
Fees			
Other:			
Total	\$ 165,000.00	\$ 290,000.00	\$ 745,000.00

The approval of the HEAP/CESH grant and Budget Revision Request BJE 0006058 will allow Community Services Department to accept HEAP and CESH State grant funding, increasing current year appropriations for salaries and benefits (\$165,000), current year eligible programmatic expenditures (\$720,000), and increases to restricted fund balance (\$9,435,800).

Staffing Impacts:

The recommended action requests the Board approve the creation of two (2) full-time grant funded position to assist in the administration of two new state programs: the Homeless Emergency Aid Program (HEAP) and the California Emergency Solutions and Housing (CESH) program. After the grant sunset of June 2021, it is anticipated that the two (2) FTE's for the HEAP/CESH programs will be unfunded. Staff will return to the Board if new or additional HEAP/CESH funds are made available to the County in future years after 2021.

Legal Positions:

Add 2 new

FTEs:

Add 2.0

Special Instructions:

Please return one (1) certified electronic Minute Order to dlockhart@sbccsd.org.

Please also return one (1) copy of the approved and signed Resolution, as well as one (1) copy of the minute order, to Stefan Brewer, Position Control Division, Human Resources Department.

Attachments:

- A. Salary Resolution
- B. Budget Revision Request BJE 0006058
- C. State of California Standard Homeless Emergency Aid Program Agreement
- D. CA Emergency Solutions and Housing Program Application to State of California

Authored by:

Dinah Lockhart, Deputy Director