



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.:**  
**For Agenda Of:** December 12, 2017  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors

**FROM:** Department George Chapjian, Community Services Director – (805) 568-2467  
Director(s)  
Contact Info: Dinah Lockhart, Deputy Director, Housing and Community  
Development (HCD) Division - (805) 568-3523

**SUBJECT:** Execution of Professional Services Agreement for \$83,675 with Community  
Technology Alliance for Homeless Management Information System Support  
Services and Approval of Budget Revision Request

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**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 to execute a Professional Services Agreement (Attachment A) that will provide funding in the amount of \$83,675 from salary savings and the County's FY 2016 Continuum of Care Homeless Management Information System Expansion Grant to Community Technology Alliance for Homeless Management Information System support assistance to the Santa Maria/Santa Barbara Continuum of Care for the period January 1, 2018 to June 30, 2018;
- b) Approve Budget Revision Request 0005457 (Attachment B) which transfers appropriations of \$84,000 from Salaries and Benefits to Services and Supplies to be used towards Community Technology Alliance's consulting services (4/5 vote required); 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, and direct staff to file a Notice of Exemption (Attachment C).

**Summary Text:**

Staff's recommended action is for the approval of an \$83,675 Professional Services Agreement (Attachment A) with Community Technology Alliance (CTA), a Homeless Management Information System (HMIS) support services provider. These services are needed because of a staffing shortage in the Santa Barbara County's (County) HMIS administration. The source of funds for the Professional Services Agreement is the County's FY 2016 Continuum of Care HMIS Expansion Grant (awarded by the U.S. Department of Housing and Urban Development (HUD)) and salary savings. Housing and Community Development (HCD), a division of the County's Community Services Department, currently has a purchasing service contract in place with CTA covering October 1, 2017 through December 31, 2017. CTA provides HMIS technical support services to the Santa Maria/Santa Barbara Continuum of Care's (CoC) system of homeless service providers. These providers currently receive \$5.9 million of funding (see Figure 1, page three) from various sources that require the operation of a high functioning HMIS database. The Professional Services Agreement will allow CTA to continue to provide services from January 1, 2018 through June 30, 2018.

**Background:**

In order to fulfill its responsibilities as the HMIS Lead Agency and due to staffing vacancies, HCD has contracted with CTA for targeted, limited termed assistance since 2013. HCD's current contract with CTA runs from October 1<sup>st</sup>, 2017 through December 31, 2017 for \$62,938. CTA is a nationally recognized HMIS administrator and has provided HCD with a range of services, including training new and existing HMIS end users, reviewing and improving data quality, reporting assistance, and providing general HMIS technical assistance to homeless service providers. The Professional Services Agreement will allow HCD (with CTA's assistance) to meet the additional HMIS Lead Agency demands generated by the implementation of the Coordinated Entry System (CES). The Professional Services Agreement will run from January 1, 2018 through June 30, 2018. Staff has researched service providers and ultimately selected CTA because of its knowledge of HUD HMIS requirements and past high level of service provision to the CoC's homeless service providers.

The emergence of HMIS is linked to HUD's Continuum of Care Program (CoC Program), which provides federal grant funding to homeless service providers across the country. Since 1998, the County has applied for funds under the CoC Program. Currently, the CoC Program provides approximately \$1.67 million per federal fiscal year to fund providers that deliver housing and supportive services for homeless persons throughout the county. HUD requires that communities establish a CoC to receive funds under the CoC Program. In order to comply with HUD regulations, the county's homeless service providers established the Santa Maria/Santa Barbara County CoC in 2014. The CoC functions as a local planning network (composed of various stakeholders such as nonprofit homeless service providers, faith-based organizations, governments, businesses, advocates, school districts, hospitals, and law enforcement) tasked with promoting county-wide coordination and the strategic use of resources to address homelessness.

In an effort to improve data collection and performance measurement, the CoC Program also requires that the CoC (or its HMIS Lead Agency designee) operate a database known as HMIS to record, analyze, and transmit data regarding provision of the aforementioned housing and services to individuals and families who are homeless and at risk of homelessness. HMIS provides information for policy makers and homeless service providers on the extent and nature of homelessness. Recipients of CoC Program funding must participate in HMIS by entering client and service data into the system.

Furthermore, other funding sources also require participation in HMIS (see Figure 1, below). Over the past three years, these programs have provided approximately \$4,261,750 in additional funding to homeless service providers throughout the county.

**Figure 1 – County Homeless Services Grant Funding Requiring HMIS Participation**

<b>Program</b>	<b>Funding</b>
Continuum of Care	\$1,667,801
Emergency Solutions Grant	\$821,000
Projects of Assistance in Transitions from Homelessness	\$58,093
Runaway and Homeless Youth	\$292,450
Supportive Services for Veteran Families	\$3,090,207
<b>Total</b>	<b>\$5,929,551</b>

Since 2005, the County has served as the HMIS Lead Agency with HCD administering the County’s HMIS Lead Agency role. In this role, HCD oversees day-to-day system administration, provides technical support and training, manages data quality and security, provides reporting, and ensures system integrity and availability. HCD is responsible for operating HMIS and functions in a data management capacity; it is not responsible for entering HMIS data or providing homeless services.

In January of 2017, HUD published notice CPD-17-01, requiring that recipients of CoC and Emergency Solutions Grant programs funding implement an ongoing coordinated entry system (CES) consistent with HUD requirements by January 23, 2018. Furthermore, HUD and the CoC Program direct the CoC to expand CES coverage to include as many additional providers as possible. A CES requires that all CES participating providers use the same, standardized assessment to prioritize people who are most in need of homeless service assistance and then match those in need with the most appropriate provider. On May 4, 2017, the CoC Board formally decided to integrate CES standard assessment into HMIS. In this manner, CES participating providers will use CES and share data in HMIS to provide referrals to one another (something currently done on a limited and informal basis). HCD is now working to integrate the CES standard assessment into HMIS to meet the January 2018 HUD deadline.

HCD relies on one full-time equivalent staff member and (due to a staffing shortage) assistance from CTA to fulfill its responsibilities as the HMIS Lead Agency. There are now 62 staff members (or HMIS end users) from CoC homeless service providers entering data into HMIS. It is anticipated that the integration of CES into HMIS will necessitate up to 49 additional HMIS end users. This constitutes a 79 percent increase in HMIS end users. HCD will need to train these new HMIS end users, manage CES data quality and security, and respond to attendant technical assistance and reporting requests. HCD does not currently have adequate staffing to fulfill these additional HMIS Lead Agency responsibilities. Therefore, HCD is requesting the subject contract to expand CTA’s services.

**Performance Measures:**

CTA will be reimbursed only for services provided. The Professional Services Agreement will provide County staff and HMIS end users with HMIS support services such as:

- HMIS Administration – Administer HMIS system, manage workflow manuals and online HMIS portal, conduct data quality improvement workshops (goal of reducing null data entries to achieve 95 percent system-wide data validity);
- HMIS Training – Train new and existing end users on data entry, quality and security;

- HMIS Reporting – Work with homeless service providers to prepare for and generate reports required by funding programs; and
- HMIS User Support – Provide technical assistance to HMIS end users and HCD, including CES related matters.

**Contract Renewals and Performance Outcomes:**

Community Technology Alliance will provide crucial assistance to HCD and the County in its role as the HMIS Lead Agency as the attendant workload increases with the implementation of CES. This will ensure HCD continues to administer HMIS effectively and the County fulfills its responsibilities as the HMIS Lead Agency. In turn, this will enhance the Santa Maria/Santa Barbara CoC’s opportunity to maintain and increase future programmatic grant funding allocations to local homeless assistance providers.

**Fiscal and Facilities Impacts:**

The \$83,675 amount is currently budget within the HCD Homeless program. However, approval of Budget Revision Request 0005457 is required to shift appropriations to the appropriate budget object level for the professional services agreement. The source of funds for the Professional Services Agreement is the County’s FY 2016 Continuum of Care (CoC) HMIS Expansion Grant and General Fund Contribution.

**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			\$ 41,837.00
State			
Federal			\$ 41,838.00
Fees			
Other:			
<b>Total</b>	\$ -	\$ -	\$ 83,675.00

Staff may use greater or lesser amounts of General Fund or Federal (HMIS Expansion Grant) sources, based on federal grant expenditure requirements, with a total contract amount of all combined sources not to exceed \$83,675.

**Key Contract Risks:**

The Professional Services Agreement with Community Technology Alliance provides the terms under which the services will be provided. The Agreement also requires that CTA implement safeguards to protect information stored in HMIS.

**Special Instructions:**

Please email an electronic copy of the Minute Order to Ryan Cooksey (x3503) at [rycooksey@sbccsd.org](mailto:rycooksey@sbccsd.org).

**Attachments:**

- Attachment A – Professional Services Agreement with Community Technology Alliance (CTA)
- Attachment B – Budget Revision Request 0005457
- Attachment C – CEQA Exemption

**Authored by:**

Ryan Cooksey, Housing and Community Development Division (805-568-3503)