



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: September 2, 2014
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Renée E. Bahl, Interim Community Services Director (805) 568-2467
Director(s)
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523
SUBJECT: Scopes of Work for Homeless Management Information System Grants

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 and authorize the Chair of the Board of Supervisors to execute a Scope of Work for Fiscal Year 2013 Continuum of Care Program Competition with the United States Department of Housing and Urban Development for Homeless Management Information System (HMIS), Grant Number CA0598L9D031306, in the amount of \$104,767 (Attachment A);
- b) Approve and authorize the Chair of the Board of Supervisors to execute a Scope of Work for Fiscal Year 2013 Continuum of Care Program Competition with the United States Department of Housing and Urban Development for HMIS Expansion I, Grant Number CA1006L9D031302, in the amount of \$64,283 (Attachment B); and
- c) Determine that the approval and execution of the Scopes of Work for Fiscal Year 2013 Continuum of Care Program Competition for HMIS and HMIS Expansion I are not the approvals of projects that are 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:

On January 21, 2014, the Board of Supervisors authorized the Community Services Department (CSD) to submit a consolidated application to the United States Department of Housing and Urban Development (HUD) for homeless assistance funding through the Continuum of Care (CoC) Program. As part of this consolidated application, CSD submitted one-year renewal funding applications for the Homeless Management Information System (HMIS) and HMIS Expansion I projects. HUD announced on April 8, 2014 that the HMIS and HMIS Expansion I projects were conditionally selected for funding. HUD notified the County of its final selection for funding for the HMIS and HMIS Expansion I projects on July 29, 2014 and July 25, 2014, respectively.

HUD and the County must execute Scopes of Work for the Fiscal Year 2013 CoC Program Competition for HMIS (Attachment A) and HMIS Expansion I (Attachment B) (Scopes of Work)¹ in order for the County to access federal funds awarded for these projects. These Scopes of Work are agreements that function as addenda to the 2012 CoC Program Grant Agreements for the HMIS (Attachment D) and HMIS Expansion I (Attachment E) projects, which are the base agreements between HUD and the County for these projects. Grant agreements for any subsequent renewals of these projects will also be in the form of scopes of work between HUD and the County.

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 families 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 costs of establishing and operating projects under five program components: permanent housing; transitional housing; supportive services only; HMIS; and, for eligible communities, homelessness prevention.

In order to qualify for funds through the CoC Program, a community must establish a CoC, or homeless services planning and coordinating body, for its geographic area. A CoC is not required to be a legal entity; however, a CoC must designate legal entities to carry out key responsibilities on its behalf, such as management of the HMIS, a locally-administered technology system that collects client-level data and data on the provision of housing and services to homeless individuals. The Central Coast Collaborative on Homelessness has taken a lead role with respect to establishing a CoC in Santa Barbara County and facilitating the designation of a legal entity to act as the HMIS Lead on behalf of the local CoC. Pursuant to approval granted by the Board of Supervisors on April 1, 2014, representatives of the local CoC designated the County as the HMIS Lead. Under this designation, the County will continue managing the local HMIS and applying for funds through the CoC Program to support it.

Since 2005, the County has been the lead administrator of the HMIS implemented in Santa Barbara County. CSD, on behalf of the County as lead administrator, oversees day-to-day system operations, provides technical support and training to end users, and ensures system integrity and availability. CSD also applies annually for funds through the CoC Program under two projects, the Scopes of Work for which are the subject of this Board item, to finance system and staff costs. The CoC Program is the primary source of funding for the local HMIS; General Fund contributions supplement this funding.

¹ The Scopes of Work that HUD provided to the County are pre-populated with information from HUD's grants and application management system. They have been manually adjusted to identify the Chair of the Board of Supervisors as the County's Authorized Official.

Fiscal and Facilities Impacts:

Budgeted: Yes

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			
Federal			\$ 169,050.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 169,050.00

Narrative:

CoC Program funds awarded for the HMIS and HMIS Expansion I projects support system and staff costs. In total, the County was awarded \$169,050 to administer HMIS. Of that total, \$108,950 was budgeted for staff costs and the balance for system-related costs, such as software licensing fees.

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. The County has managed federal funds awarded for HMIS since 2005.

Special Instructions:

Please email an electronic copy of the Minute Order to A.J. Quinoveva at aquinoveva@co.santa-barbara.ca.us.

Attachments:

Attachment A: Scope of Work for Fiscal Year 2013 Continuum of Care Program Competition for HMIS, Grant Number CA0598L9D031306

Attachment B: Scope of Work for Fiscal Year 2013 Continuum of Care Program Competition for HMIS Expansion I, Grant Number CA1006L9D031302

Attachment C: CEQA Notice of Exemption

Attachment D: 2012 Continuum of Care Program Grant Agreement for HMIS

Attachment E: 2012 Continuum of Care Program Grant Agreement for HMIS Expansion I

Authored by:

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