



**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 23, 2016
Placement: Administrative
Estimated Tme: 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
Contact Info: Dinah Lockhart, Deputy Director (805-568-3523)
Maria Schroeder, Housing Program Specialist (805-568-3524)
SUBJECT: General Fund Agreement for \$50,000 with Transition House (1st Supervisorial District) to provide Emergency Shelter Services

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 a General Fund Grant Agreement with Transition House for Emergency Shelter Services for the period beginning July 1, 2016 and ending June 30, 2017, in the amount of \$50,000, in the Santa Barbara area, 1st Supervisorial District (Attachment A);
- b) Determine that the approval of the General Fund Grant Agreement is not the approval 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 project is a creation of government funding mechanisms or other government fiscal activities, which does 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 B).

Summary Text:

Approval and authorization of the General Fund Grant Agreement with Transition House by the Board of Supervisors will provide Transition House with funds to support the Emergency Shelter Services for Homeless Families. Transition House is the only homelessness organization in Santa Barbara that exclusively serves families with children. The Transition House contract will be administered by HCD (Housing and Community Development Division).

Background:

With the adoption of the fiscal year 2016-2017 budget on June 15, 2016, the Board of Supervisors approved a General Fund contribution in the amount of \$50,000 to support the operations at Transition House. The request from Transition House was received through the Outside Agency Request for the County Funding process. Transition House offers capable and motivated families with children, life tools and respectful, non-sectarian residential services designed to alleviate poverty and restore self-sufficiency and dignity. Under the terms and conditions of the General Fund Grant Agreement the \$50,000 will allow Transition House to assist approximately 350 homeless individuals to move into housing, learn life skills to improve their wages and English skills, and increase family stability. Services will be provided in the city of Santa Barbara.

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	\$ 50,000.00		\$ 50,000.00
State			
Federal			
Fees			
Other:			
Total	\$ 50,000.00	\$ -	\$ 50,000.00

The General Fund contribution to Transition House in the amount of \$50,000 was approved by the Board in the fiscal year 2016-2017 operating budget. The Community Services Department (CSD), Housing and Community Development (HCD) Division will be the contract administrator for the Transition House contract.

In total, several County Departments, including HCD and General County Programs, are currently contracted with Transition House for a total of \$70,000 for various programs and services during fiscal year 2016-2017. With the addition of the General Fund of \$50,000 the cumulative amount exceeds \$100,000 and therefore requires Board approval.

Assessment of Prior Year Performance:

There are no known concerns regarding prior County contracts with Transition House. Transition House did not receive a General Fund distribution in FY15-16. The measurable performance from Transition House for their Homelessness Prevention Program for FY14-15 showed that they were able to spend down their funds, submit accurate and timely Expenditure Summary and Payment Request and Status Reports, and achieved acceptable performance measure goal levels. They exceeded the number of unduplicated persons and households they served, were at 85% of goal for participants who remained in permanent housing at project exit, 92% of goal for adult participants who obtained earned income at project exit, and 78% of goal for adult participants who obtained non-cash benefits at project exit.

Key Contract Risks:

Transition House has prior experience operating and managing homelessness assistance and family violence prevention programs. The General Fund Agreement is a cost reimbursement contract. The County will only reimburse Transition House for costs that are eligible under the Agreement and documented in a manner that is acceptable to the County. County staff will assess the performance of Transition House to determine if services are adequately provided. The County will provide payment after demonstration that reimbursable services were provided.

Financial Condition of Transition House

Based on a review of financial documentation submitted to the County, Transition House appears to be performing satisfactorily.

Special Instructions:

Please email an electronic copy of the Minute Order to Maria Schroeder at mschroed@co.santa-barbara.ca.us. Please execute three (3) original copies of the following documents and send to Maria Schroeder (x3524):

- 1) General Fund Grant Agreement with Transition House

Attachments:

Attachment A: General Fund Grant Agreement with Transition House

Attachment B: CEQA Notice of Exemption

Authored by:

Maria Schroeder, Housing and Community Development Division (805-568-3524)