BOARD OF SUPERVISORS
AGENDA LETTER

**Clerk of the Board of Supervisors**
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

**Agenda Number:**

| | |
|---|---|
| **Department Name:** | Community Services |
| **Department No.:** | 057 |
| **For Agenda Of:** | January 15, 2019 |
| **Placement:** | Administrative |
| **Estimated Time:** | N/A |
| **Continued Item:** | No |
| **If Yes, date from:** | N/A |
| **Vote Required:** | Majority |

**TO:** Board of Supervisors

**FROM:** Department Director(s)    George Chapjian, Community Services Director (805-568-2467)

Contact Info:    Dinah Lockhart, Deputy Director (805-568-3523)
Kimberlee Albers, Homeless Assistance Program Manager (805-560-1090)

**SUBJECT:** **Homeless Management Information Systems (HMIS) Capacity Building Project Application**

| **County Counsel Concurrence** | **Auditor-Controller Concurrence** |
|---|---|
| As to form: Yes | 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 submit a two-phased funding application in an amount not to exceed $80,000, and all certifications, standard forms, and other related documents to the U.S. Department of Housing and Urban Development(HUD) for the Homeless Management Information System(HMIS) Capacity Building Project Notice of Funding Availability;

b) Authorize the County Executive Officer or her designee(s) to execute all certifications, standard forms, and grant agreement in a form substantially similar to the FY2017 Continuum of Care (CoC) program grant agreement included as Attachment A, and other related documents required for the acceptance and administration of HMIS Capacity Building funds; and

c) Determine that the recommended actions are not the acceptance and approval of a project that is 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 do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

## Summary Text:

HUD has made $5 million dollars available nationwide to build capacity of the Homeless Management Information System by investing in system administrators and users to:

- Consolidate HMIS software or databases with another CoC's HMIS
- Upgrade, customize, or configure the functionality of an existing HMIS
- Improve HMIS data quality
- Increase staff skills through trainings related to HMIS governance, data quality improvements, and data analysis

The two-phased competitive application process begins with submission of an application for funds by January 31, 2019. Housing and Community Development (HCD), a division of the County's Community Services Department (CSD),is applying for funds to 1) increase support of HMIS users, 2) engage providers not currently using HMIS and 3) continue to improve data quality and system performance. At this time, CSD seeks approval from the Board of Supervisors to authorize the Community Services Director or designee to submit a funding application in an amount not to exceed $80,000, and all certifications, standard forms, and other related documents to the HMIS Capacity Building Project NOFA competition (Recommended Action 'a'); and authorize the County Executive Officer or her designee(s) to execute all certifications, standard forms, grant agreements in a form substantially similar to the FY2017 Continuum of Care (CoC) program grant agreement included as Attachment A, and other related documents required for the acceptance and administration of HUD funds (Recommended Action 'b').

## Background:

*Homeless Management Information System and Continuum of Care Program*
HUD requires that communities establish a Continuum of Care (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. Other federal and state funding sources to address homelessness also require participation in HMIS.

Since 2005, Housing and Community Development (HCD), a division of the County's Community Services Department, has administered the County's role as the HMIS Lead Agency. 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. To be clear, 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. Some homeless service providers do not participate in HMIS as their funding does not require the use of HMIS. Accordingly, HMIS only captures a portion

of the county-wide effort to address homelessness. The CoC and HCD have made progress in addressing challenges associated with the operation of HMIS including limited data sharing agreements between providers, improving data quality and security, and increasing the ability to assess system performance in addressing homelessness. There remains areas where significant improvement is still needed including HMIS bed coverage rates, program exit destination data and reporting HMIS data in a way that is meaningful to providers and stakeholders.

HUD has shared that HMIS has become integral to day-to-day delivery of resources to individuals and families experiencing homelessness, monitoring the use of federal funding, informing funding decisions, and allowing communities to develop data-driven strategies to positively impact efforts to end homelessness.

The HUD HMIS Capacity Building Project NOFA makes available $5 million in one-time funding to help communities improve their HMIS. Santa Barbara County has been identified, by HUD, as a high need community to receive the capacity building funding. HCD is applying for funds to 1) increase support of HMIS users, 2) engage providers not currently using HMIS and 3) continue to improve data quality and system performance.

*Funding Process*
HUD is using a two-phase process to select applicants and distribute funding.

- Phase 1: CoCs will apply to fund HMIS improvements or an HMIS consolidation. HUD will evaluate each proposed activity to ensure eligibility and evaluate the CoC's responses to several rating factors.
- Phase 2: Based on Phase 1 results, applicants will be conditionally selected and asked to submit a budget and project proposal for review and approval. To help assure the budgets and project proposals are cost-effective, feasible, necessary, and maximize the positive impact of this funding, HUD will offer a selection of Technical Assistance (TA) providers to the CoCs that are conditionally selected. The TA providers will assist with developing the budget and project proposal. HUD will distribute available funds based on the cost effectiveness, feasibility, necessity, and estimated impact of each submitted budget and proposal.

The deadline for the submission of the Phase 1 application to HUD for HMIS Capacity Building Project is January 31, 2019

Community Services Department (CSD) is requesting authorization to submit the application and accept a funding award in an amount not to exceed $80,000. Once the application is submitted and funds are awarded, the County will enter into a grant agreement with HUD. HCD currently has grants for the administration of HMIS with HUD. It is anticipated that the grant agreement will be substantially similar to the 2017 HUD CoC grant agreement between HUD and the County (Attachment A).

*Board Approval Process*
At this time, CSD seeks approval from the Board of Supervisors to authorize the Community Services Director or designee to submit a funding application in an amount not to exceed $80,000, and all certifications, standard forms, and other related documents to the U.S. Departments of Housing and Urban Development for the HMIS Capacity Building Project (Recommended Action 'a'); authorize the County Executive Officer or her designee(s) to execute all certifications, standard forms, grant agreements in a

form substantially similar to the FY2017 HUD CoC grant agreement included as Attachment A, and other related documents required for the acceptance and administration of HUD HMIS Capacity Building funds (Recommended Action 'b').

## Fiscal and Facilities Impacts:

Budgeted: Yes

## Fiscal Analysis:

| Funding Sources | Current FY Cost: | Annualized On-going Cost: | Total One-Time Project Cost |
|---|---|---|---|
| General Fund | | | |
| State | | | |
| Federal | $ 80,000.00 | | $ 80,000.00 |
| Fees | | | |
| Other: | | | |
| Total | $ 80,000.00 | $ - | $ 80,000.00 |

If selected for Phase II, HCD will develop a budget and proposal for the funding with the assistance of an assigned HUD Technical Assistance Provider. There is no cash match required for the HMIS Capacity Building Project.

## Key Contract Risks:

HUD holds the County accountable for ensuring that federal funds expended are for eligible costs and could require repayment by the County, with non-federal funds, for ineligible expenses.

## Special Instructions:

1) Please email an electronic copy of the Minute Order to Dinah Lockhart at dlockhart@sbccsd.org.
2) Please execute two (2) originals of the Resolution (Attachment A) and return one (1) original to Dinah Lockhart (x3523).

## Attachments:

A. FY2017 HUD CoC HMIS Grant Agreement

**Authored by:** Kimberlee Albers, Housing and Community Development Division (805-560-1090)