

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: Community Services Agency

BOARD AGENDA #: *B-2

AGENDA DATE: July 18, 2017

SUBJECT:

Approval to Issue a Request for Proposal for the Provision of Housing Support Program Case Management Services and Administration of Emergency Shelter Services for the Homeless Assistance Program

BOARD ACTION AS FOLLOWS:

No. 2017-394

On motion of Supervisor Withrow, Seconded by Supervisor Olsen
and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST: Elizabeth A. King
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Community Services Agency
Urgent Routine

BOARD AGENDA #: *B-2

AGENDA DATE: July 18, 2017

CEO CONCURRENCE: *pkx*

4/5 Vote Required: Yes No

SUBJECT:

Approval to Issue a Request for Proposal for the Provision of Housing Support Program Case Management Services and Administration of Emergency Shelter Services for the Homeless Assistance Program

STAFF RECOMMENDATIONS:

1. Authorize the General Services Agency (GSA) Purchasing Division to issue a Request for Proposal (RFP) on behalf of the Community Services Agency for the provision of housing support program case management services and administration of emergency shelter services for the Homeless Assistance Program for the contract period of January 1, 2018 through June 30, 2019.

DISCUSSION:

The Community Services Agency (CSA) contracts with numerous individuals and agencies to provide essential services to Stanislaus County residents. In most cases, individuals and agencies are selected through a competitive process, which takes into account specific expertise, as well as cost efficiency. Agreements are renewed based on a demonstrated ability to deliver required outcomes effectively, along with availability of funding. While a number of agencies have successful, long term partnering relationships with CSA, County procurement guidelines state that non-professional contracted services which have reached a \$45,000 cumulative level and have not been previously competitively procured or those that have been previously competitively procured but have now reached the maximum three year term imposed by the California Department of Social Services Management and Office Procedure 23-621, shall be competitively procured.

Homeless Assistance Program (HAP) funds are available to assist California Work Opportunity and Responsibility to Kids (CalWORKs) families who are in need of temporary housing. The goal of HAP is to meet the cost of temporary shelter while the family is seeking permanent housing and to meet the reasonable cost of securing permanent housing. It may also be used to pay up to two months in rental arrearages to prevent eviction. A family may receive HAP services once every twelve months unless they meet an exception, such as domestic abuse by a partner, medical illness, home not habitable or natural disaster.

CalWORKs families are considered homeless when they:

- Lack a fixed and regular night-time residence;
- Are staying in a public or private shelter designed for temporary living;

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- Are staying in a public or private place that is not designed for, or ordinarily used as a regular sleeping accommodation (e.g., the family is staying in a gymnasium due to a natural disaster);
- Have a need for housing in a commercial establishment, shelter, publicly funded transitional housing or from a person in the business of renting properties; and
- Have received a legal notice to pay or quit the premises which starts the eviction process.

In addition to HAP funds being available, CalWORKs participants may also be enrolled in the Housing Support Program (HSP) in an effort to reduce barriers to self-sufficiency.

California Department of Social Services (CDSS) created the CalWORKs HSP in 2014 with the objective of fostering housing stability for families in the CalWORKs program. The HSP funding was designated to support county programs that used evidence-based models including those reflected in the Department of Housing and Urban Development's Homelessness Prevention and Rapid Rehousing Program. In 2014-2015 CSA developed a new program in Welfare to Work (WTW) modeled after the Rapid Rehousing Program to have the infrastructure in place for the next year's proposal. Included in CSA's Rapid Rehousing Program was a contract with the current provider Community Housing and Shelter Services (CHHS) to deliver case management services for homeless CalWORKs/WTW HSP families.

HSP families are considered homeless if they:

- Lack a fixed or regular nighttime residence; and either
- Have a primary nighttime residence that is a supervised by a publicly or privately operated shelter designed to provide temporary living accommodations; or
- Reside in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
- Are in receipt of a judgment for eviction, as ordered by the court.

In 2015-2016 CSA applied for the CDSS Housing Support Program funding and received the initial funds of \$412,760. The Fiscal Year 2016-2017 CSA's HSP allocation was increased by \$288,932 to \$701,692.

The CalWORKs HSP funding provides a myriad of services to eliminate housing barriers. The HSP services include providing temporary shelter, first and last month rent and deposits, utility payments, items to make the home habitable, transportation assistance (bus passes, mileage reimbursement) and housing application fees. Case management services include providing participants with rental leads, housing options, and information on the rental market in Stanislaus County, education on how to create a household budget, how to repair your credit, information on how to work with utility companies to resolve past due or unpaid bills, and information on how to work with landlords and complete a rental application.

The current provider, Community Housing and Shelter Services (CHHS), whose contract will expire December 31, 2017, has served to date in Fiscal Year 2016-2017, 1,606 homeless CalWORKs persons, or 482 families, in the emergency Homeless Assistance Program (HAP). An average of 75 persons were served per night. Of these 482 families, approximately 22%

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exited into permanent shelter, 30% remained in temporary shelter, and the remaining family's housing situation was unknown. Services provided include administering and facilitating temporary housing for families who were deemed eligible for assistance. CHSS makes referrals for families to stay in contracted hotels. With CSA approval CHSS may authorize families to stay in a hotel for up to 16 nights.

For the Housing Support Program (HSP) in Fiscal Year 2016-2017, CHSS served 616 homeless CalWORKs persons, on average 183 families. Services included referrals to temporary housing, case management, negotiation with landlords and motel owners, workshops for homeless families to address the many barriers they may face, and referrals to permanent housing. Of the total families served, 31% found permanent housing and 45% were in temporary housing situations, such as staying with family or friends, or residing in a motel or shelter. The remaining family's housing situation was unknown.

The Community Services Agency is now requesting approval to issue a Request for Proposal (RFP) for the provision of Housing Support Program case management services and administration of emergency shelter services for the Homeless Assistance Program. The procurement method will be a "best value" approach, which means that the County is prepared to award a contract(s) to the Proposer(s) who offers the most cost-effective and comprehensive solutions.

The Department will return to the Board upon completion of the RFP process with a final contract recommendation.

POLICY ISSUE:

Approval to issue a Request for Proposal (RFP) for the provision of housing support case management services and administration of emergency shelter services will allow the Community Service Agency to meet the County Purchasing Department's procurement guidelines that state non-professional contracted services which have reached a \$45,000 cumulative level and have not yet been competitively procured or those that have been previously competitively procured but have now reached the maximum three year term imposed by the California Department of Social Services Management and Office Procedure 23-621, shall be competitively procured.

FISCAL IMPACT:

The cost for the period of January 1, 2018 through June 30, 2018 of Fiscal Year 2017-2018 for the proposed Housing Support Program case management services and administration of emergency shelter services for the Homeless Assistance Program contract(s) is estimated to be approximately \$86,176 in total. These funds are only for administration and are not for temporary housing. Federal revenue of \$86,176 will offset the planned program expenditures with no County share requirement; therefore, there is no cost to the County General Fund. The appropriations and corresponding estimated revenues are sufficient and will be included in the Community Services Agency Fiscal Year 2017-2018 Final Budget submission. The remaining twelve months of the awarded contract(s) is projected to be \$172,352 for Fiscal Year 2018-2019. The \$172,352 will be included in the Agency's budget submission in the subsequent fiscal year. In total, the awarded contract(s) will be for eighteen months and will not exceed \$258,528.

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There is no additional cost to the General Fund associated with this agenda item.

Cost of recommended action:		\$ 86,176
Source(s) of Funding:		
Federal Funding	\$ 86,176	
Funding Total:		<u>\$ 86,176</u>
Net Cost to County General Fund		<u>\$ -</u>

Fiscal Year:	2017/2018
Budget Adjustment/Appropriations needed:	No

Fund Balance as of N/A

BOARD OF SUPERVISORS' PRIORITY:

Approval of this request to issue an RFP supports the Board of Supervisors' priorities of A Healthy Community, A Safe Community, Effective Partnerships and Efficient Delivery of Public Services by meeting a community need for services that improves the health and well-being of children and families in our community.

STAFFING IMPACT:

Existing Community Services Agency and General Services Agency Purchasing staff is available to support this RFP process.

CONTACT PERSON:

Kathryn M. Harwell, Director (209) 558-2500

ATTACHMENT(S):

None