



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** A 16-022, **Version:** 1

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- a. Approve and authorize the Director of the Department of Social Services to sign an agreement with the Coalition of Homeless Services Providers for \$415,500 to implement the Coordinated Assessment and Referral System (CARS) for homeless services, and to expand the Homeless management Information System (HMIS) for the period of January 1, 2016 through June 30, 2017; and
- b. Approve and authorize the Director of the Department of Social Services to sign up to (3) amendments to this agreement where the total amendments do not exceed 10 % (\$41,550) of the original contract amount, and do not significantly change the scope of work.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director of the Department of Social Services to sign an agreement with the Coalition of Homeless Services Providers for \$415,500 to implement the Coordinated Assessment and Referral System (CARS) for homeless services, and to expand the Homeless management Information System (HMIS) for the period of January 1, 2016 through June 30, 2017; and
- b. Approve and authorize the Director of the Department of Social Services to sign up to (3) amendments to this agreement where the total amendments do not exceed 10 % (\$41,550) of the original contract amount, and do not significantly change the scope of work.

### SUMMARY/DISCUSSION:

On November 17<sup>th</sup>, the Board of Supervisors authorized the Director of the Department of Social Services to negotiate a contract with the Coalition of Homeless Services Providers to develop and implement the Coordinated Assessment and Referral System (CARS). Implementation of CARS requires the Coalition to increase capacity and expand the Homeless Management Information System (HMIS). HMIS is a database system used to collect client data, and data on providing housing services to homeless and at-risk individuals and families. With this funding the Coalition will be able to hire and train two (2) FTE positions to maintain and support the CARS data system ensuring resource availability and shelter capacity information is kept up to date, while also expanding the HMIS capacity to fully incorporate all components of CARS. This expansion will allow homeless services providers not currently in HMIS to utilize the system and conduct individual assessments of need. The Coalition will implement and administer the CARS Master List, and provide training across the homeless service provider network to enact systems change to incorporate CARS.

The Coalition will be responsible for serving as the primary contact for calls from elected county officials and local jurisdictions within the county regarding homeless encampment issues or complaints. The Coalition will respond to these calls immediately and shall coordinate a 72 business-hour response to encampment situations. The Coalition will establish a network of agencies, which will work with local property owners to increase availability of housing units. Increasing availability of housing units will benefit individuals and families experiencing homelessness. This network of agencies will include nonprofits, private organizations, and the community at-large. The goal is to support and advocate for development of affordable housing policies and options in Monterey County as outlined in the *Lead Me Home*, 10-Yr Plan to End Homelessness.

### OTHER AGENCY INVOLVEMENT:

The Auditor-Controller and Purchasing have reviewed and approved this agreement. County Counsel has approved the agreement as to form.

FINANCING:

Estimated one-time costs and six (6) months of operational costs for CARS in FY 2015/16 are \$198,500. Ongoing annual costs are \$217,000.

	<u>FY 2015/16</u>	<u>FY 2016/17</u>
Staffing (salaries and benefits).....	\$66,000	\$132,000
Operational expenses (space, technology, supplies and indirect)....	\$25,000	\$50,000
Expanded HMIS.....	\$74,500	\$35,000
One-time costs (development and training).....	<u>\$33,000</u>	<u>\$0</u>
Total	\$198,500	\$217,000

On November 17, 2015, the Board of Supervisor approved an increase in appropriations and the use of the Social Services' Assigned Fund Balance (001-3121) for this agreement for FY 16 and FY 17. Sufficient appropriations and DSS designated fund balance in Fund 001-SOC004 are included in the FY 2015-16 Modified Budget and will be incorporated into FY 2016-17 budget request, also. There is no impact to County General Fund Contributions.

Prepared by: Margarita Zarraga, Community Affiliations Manager, x8492

Approved by: Elliott Robinson, Director of Social Services, x4434

Attachments: Coalition of Homeless Services Providers agreement

Proposed agreement is on file with Clerk of the Board as an attachment to this Board Report.