



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 24-857      **Version:** 1      **Name:**  
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**File created:** 5/1/2024      **In control:** DHHS: Administrative  
**On agenda:** 5/21/2024      **Final action:** 5/21/2024  
**Title:** Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Rental Assistance, Case Management and Supportive Services to Individuals and Families Who Are Experiencing Homelessness in Humboldt County

**Sponsors:**

**Indexes:** 4000 – HOUSING FOR ALL, 4001 – Provide housing and sheltering solutions for people experiencing homelessness

**Code sections:**

**Attachments:** 1. Staff Report, 2. Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Rental Assistance, Case Management and Supportive Services to Individuals and Families Who Are Experiencing Homelessness in Humboldt County, 3. Executed PSA - Redwood Community Action Agency.pdf

Date	Ver.	Action By	Action	Result
5/21/2024	1	Board of Supervisors		

**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Rental Assistance, Case Management and Supportive Services to Individuals and Families Who Are Experiencing Homelessness in Humboldt County

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Redwood Community Action Agency regarding the provision of rental assistance, case management and supportive services to people experiencing homelessness in Humboldt County in an amount not to exceed \$548,428.80, for the period of July 1, 2024, through June 30, 2026.
2. Authorize the Department of Health and Human Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Redwood Community Action Agency, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed original copy of the attached professional services agreement with Redwood Community Action Agency to the Department of Health and Human Services - Contract Unit for further processing.

**STRATEGIC PLAN:**

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Housing for All

Strategic Plan Category: 4001 - Provide housing and sheltering solutions for people experiencing homelessness

**DISCUSSION:**

On September [Sept. 30, 2022](#), the California Interagency Council on Homelessness announced the availability of One Billion Dollars (\$1,000,000,000.00) [billion](#) in noncompetitive block grant funds for the fourth round of the Homeless Housing, Assistance and Prevention (“HHAP”) Program. The HHAP Program is intended to allow cities, counties and local Continuums of Care to address immediate homelessness challenges throughout the state. As a result, HHAP Program funding may be used for a broad range of activities that are designed to assist individuals and families experiencing homelessness with obtaining and maintaining permanent housing, including all of the following:

- Rental assistance, housing relocation and stabilization, outreach, coordination, homelessness prevention and shelter diversion services;
- Operating subsidies in new and existing affordable or supportive housing units, emergency shelters and navigation centers;
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- Security deposits, holding fees and other landlord incentives;
- Operational support related to the creation and maintenance of a homeless services and housing delivery system; and
- Capital improvements, including, without limitation, conversion of hotels or motels to permanent housing and construction of new navigation centers and emergency shelters based on demonstrated jurisdictional need.

Pursuant to the HHAP Program allocation formula, which is based on the proportionate share of the state’s total homeless population as reflected by a point-in-time count of people experiencing homelessness, the California Interagency Council on Homelessness allocated Two Million One Hundred Ninety Thousand Six Hundred Fifty-Eight Dollars and Eighty-Seven Cents (\$2,190,658.87) to the Humboldt Housing and Homelessness Coalition and Two Million Fifty-Five Thousand Three Hundred Eleven Dollars and Sixty-Four Cents (\$2,055,311.64) to the County of Humboldt. The Humboldt Housing and Homelessness Coalition authorized the County to file a joint application for the fourth round of HHAP Program funding on its behalf for a combined allocation of Four Million Two Hundred Forty-Five Thousand Nine Hundred Seventy Dollars and Fifty-One Cents (\$4,245,970.51).

On September [Sept. 6, 2023](#), the Humboldt County Department of Health and Human Services (“DHHS”) issued a Request for Proposals (“RFP”), which solicited proposals from qualified community organizations interested in working collaboratively with the County of Humboldt to implement various eligible projects that would be funded by the fourth round of HHAP Program funding. DHHS received proposals from four (4) entities in response to the above-referenced RFP, which contained funding requests totaling Five Million Ninety-Six Thousand Ninety-Two Dollars and Eighty-Nine Cents (\$5,096,092.89).

On [January. 23, 2024 \(Item D-15\)](#), the Humboldt County Board of Supervisors (“Board)your Board approved funding allocations recommended by the RFP Evaluation Committee for the above-referenced projects, which included the project proposed by Redwood Community Action Agency. The attached professional services agreement with Redwood Community Action Agency will allow eligible individuals and families experiencing homelessness in Humboldt County to receive rental assistance, case management and supportive services that are consistent with the County of Humboldt’s goals and objectives for reducing homelessness in Humboldt County for the period of July 1, 2024, through June 30, 2026.

Accordingly, DHHS recommends that the Board approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Redwood Community Action Agency regarding the provision of rental assistance, case management and supportive services to individuals and families who are experiencing homelessness in Humboldt County for the period of July 1, 2024, through June 30, 2026. It isStaff also recommendeds that the Board authorize the DHHS Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Redwood Community Action Agency, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any delays in the provision of needed rental assistance, case management and/or supportive services.

On [January 23, 2024 \(Item D-15\)](#), the Humboldt County Board of Supervisors (“Board) approved funding allocations recommended by the RFP Evaluation Committee for the above-referenced projects, which included the project proposed by Redwood Community Action Agency. The attached professional services agreement with Redwood Community Action Agency will allow eligible individuals and families experiencing homelessness in Humboldt County to receive rental assistance, case management and

supportive services that are consistent with the County of Humboldt’s goals and objectives for reducing homelessness in Humboldt County for the period of July 1, 2024, through June 30, 2026.

Accordingly, DHHS recommends that the Board approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Redwood Community Action Agency regarding the provision of rental assistance, case management and supportive services to individuals and families who are experiencing homelessness in Humboldt County for the period of July 1, 2024, through June 30, 2026. It is also recommended that the Board authorize the DHHS Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Redwood Community Action Agency, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any delays in the provision of needed rental assistance, case management and/or supportive services.

**SOURCE OF FUNDING:**

Social Services Fund (1160-520)

**FINANCIAL IMPACT:**

Expenditures (1160-520)	FY24-25 Projected*	FY25-26 Projected*
Budgeted Expenses	\$400,000.00	\$148,428.80
<b>Total Expenditures</b>	<b>\$400,000.00</b>	<b>\$148,428.80</b>
Funding Sources (1160-520)	FY24-25 Projected*	FY25-26 Projected*
State/Federal Funds	\$400,000.00	\$148,428.80
<b>Total Funding Sources</b>	<b>\$400,000.00</b>	<b>\$148,428.80</b>

*\*Projected amounts are estimates and are subject to change.*

The attached professional services agreement with Redwood Community Action Agency has a maximum amount payable of Five Hundred Forty-Eight Thousand Four Hundred Twenty-Eight Dollars and Eighty Cents (\$548,428.80) for the period of July 1, 2024, through June 30, 2026. In no event shall the maximum amount paid under the attached professional services agreement with Redwood Community Action Agency exceed Four Hundred Thousand Dollars (\$400,000.00) for fiscal year 2024-2025 and One Hundred Forty-Eight Thousand Four Hundred Twenty-Eight Dollars and Eighty Cents (\$148,428.80) for fiscal year 2025-2026. In the event that the maximum amount payable for a specified fiscal year is not reached, the remaining balance thereof will be added to the maximum amount payable for the following fiscal year. However, in the event that local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with Redwood Community Action Agency in its entirety.

Expenditure appropriations related to the attached professional services agreement with Redwood Community Action Agency have been included in the proposed fiscal year 2024-2025 budget for DHHS - Social Services HOME budget unit 1160-520. Funding for the attached professional services agreement with Redwood Community Action Agency is available through HHAP Program revenues received by DHHS. As a result, approval of the attached professional services agreement with Redwood Community Action Agency will not impact the Humboldt County General Fund.

**STAFFING IMPACT:**

Approval of the attached professional services agreement with Redwood Community Action Agency will not impact current staffing levels.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to approve the attached professional services agreement with Redwood Community Action Agency regarding the provision of rental assistance, case management and supportive services to individuals and families who are experiencing homelessness in Humboldt County. However, this alternative is not recommended as the Board’s approval will allow for the provision of needed rental assistance, case management and supportive services through the use of funds that would not otherwise be available to the County of Humboldt.

**ATTACHMENTS:**

1. Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Rental Assistance,

Case Management and Supportive Services to Individuals and Families Who Are Experiencing Homelessness in Humboldt County

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: D-15

Meeting of: 1/23/2024

File No.: 24-31