



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

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**File created:** 5/19/2023      **In control:** DHHS: Administrative  
**On agenda:** 6/13/2023      **Final action:** 6/13/2023  
**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:**

**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 - Professional Service Agreement.pdf

Date	Ver.	Action By	Action	Result
6/13/2023	1	Board of Supervisors	approved	Pass

**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 individuals and families who are experiencing homelessness in Humboldt County in an amount not to exceed \$326,673.87 for the period of July 1, 2023 through June 30, 2024;
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.

SOURCE OF FUNDING:

Social Services Fund (1160-520)

DISCUSSION:

On Dec. 6, 2019, the California Homeless Coordinating and Financing Council (HCFC) announced the availability of \$640 million in noncompetitive block grant funds for the Homeless Housing, Assistance and Prevention Program (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 (Target Population) 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;
- 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 the 2019 point-in-time count of people experiencing homelessness, the County of Humboldt has been allocated \$849,123 and the Humboldt County Continuum of Care has been allocated \$948,677 in HHAP Program funding. The Humboldt Housing and Homeless Coalition, which serves as the Continuum of Care for Humboldt County, has designated the County of Humboldt as the administrative entity to receive and administer funding made available through the HHAP Program. As a result, the County of Humboldt is the only entity that may apply for the HHAP Program funding allocated to the Humboldt County Continuum of Care.

On Jan. 23, 2021, the Humboldt County Department of Health and Human Services (DHHS) submitted two applications for HHAP Program funding in accordance with the requirements of the Notice of Funding Availability issued by HCFC on Nov. 13, 2020. On July 8, 2021, HCFC notified DHHS that \$1,797,800 in HHAP Program funding would be awarded to the County of Humboldt.

On June 7, 2021, 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 \$882,269.61 in HHAP Program funding allocated to the Humboldt County Continuum of Care after setting aside 7% of the allocation for administrative costs.

DHHS received a total of three proposals in response to the above-referenced RFP, which contained funding requests totaling \$1,149,366. After reviewing and evaluating each proposal in accordance with the applicable evaluation and selection criteria, the RFP Evaluation Committee determined all three projects were qualified to receive HHAP Program funding.

On Sept; 21, 2021, the Humboldt County Board of Supervisors approved funding allocations recommended by the RFP Evaluation Committee for the above-referenced projects, which included this project proposed by Redwood Community Action Agency. The attached professional services agreement with Redwood Community Action Agency will allow eligible members of the Target Population 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, 2023 through June 30, 2024.

Accordingly, DHHS recommends that the Board approve, and authorize the Chair of the Board to execute, the attached 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, 2023 through June 30, 2024. 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 agreement, after review and approval by County Counsel, Risk Management and the County Administrative Office in order to avoid any unnecessary delays in the provision of needed rental assistance, case management and supportive services to eligible members of the Target Population.

**FINANCIAL IMPACT:**

<b>Expenditures (1160-520-007, HOME HHAP Grant funds)</b>	<b>FY23-24 Projected</b>
Budgeted Expenses	\$326,673.87
<b>Total Expenditures</b>	<b>\$326,673.87</b>
<b>Funding Sources (1160-520-007, HOME HHAP Grant funds)</b>	<b>FY23-24 Projected*</b>
Use of Fund Balance	\$326,673.87
<b>Total Funding Sources</b>	<b>\$326,673.87</b>

The attached professional services agreement with Redwood Community Action Agency has a maximum amount payable of \$326,673.87 for the period of July 1, 2023 through June 30, 2024. 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 have been included in the proposed fiscal year 2023-2024 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.

STAFFING IMPACT:

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

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by protecting vulnerable populations, supporting self-reliance of citizens, improving the safety and health of local communities and providing community-appropriate levels of service.

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 your 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-18

Meeting of: 9/21/21

File No.: 21-1323