



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 12/10/2024

To: County of Sonoma Board of Supervisors
Department or Agency Name(s): Department of Health Services
Staff Name and Phone Number: Jennifer Solito, 707-565-4774
Vote Requirement: 4/5th
Supervisorial District(s): Countywide

Title:

Amendment to Extend PEP Housing Agreement

Recommended Action:

- A) Authorize the Director of the Department of Health Services, or designee, to execute the first amendment to an agreement with PEP Housing for Permanent Supportive Housing operational services to extend the term end date from June 30, 2024 to June 30, 2025 with no change to the maximum payment obligation.
- B) Adopt a resolution to adjust the Department of Health Services FY 2024-2025 adopted budget increasing revenue and expense appropriations in the amount of \$45,870 to program funds associated with extension of this contract.

Executive Summary:

The Department of Health Services (hereinafter "DHS") requests the Board authorize the Director of DHS, or designee, to execute the first amendment to the agreement with PEP Housing to extend the end term date from June 30, 2024, to June 30, 2025, to allow PEP Housing to utilize remaining unspent existing funds for one additional year.

Additionally, DHS requests the Board adopt a Budget Resolution increasing revenue and expense appropriations in the amount of \$45,870 to reprogram unspent FY 2023-2024 Measure O funds associated with the above-mentioned extension of this agreement term.

Discussion:

On February 1, 2023, a Notice of Funds Availability (NOFA) for \$3 million from Measure O was released by the DHS Homelessness Services Division with responses due by March 17, 2023. Priority focus for this funding was in the following areas:

- Shared housing or Master Lease programs
- Non-Congregate Shelter programs
- 24/7 Safe Parking programs
- Permanent Supportive Housing programs
- Other concepts not stated above, but which are housing focused interventions that lead people experiencing homelessness to securing permanent housing.

The goal of this NOFA was to execute agreements with interested community-based organizations (CBOs)

supporting their work for a term of one-year. Applicants proposed a mix of single-year or multi-year projects. DHS staff recommended prioritizing one-year agreements versus multi-year agreements to ensure consistency across the system.

A total of 12 applications were received and all applications met threshold eligibility for funding.

On June 12, 2023, your Board approved the annual awards of funding for all 12 CBOs dedicated to housing-focused homelessness interventions, proposed by DHS for one-year terms.

PEP Housing was one of the awarded CBOs, with a total funding award of \$202,760 dedicated to the Linda Tunis Supportive Services for Permanent Supportive Housing, with a geographical focus of Santa Rosa and Petaluma. The Linda Tunis program is a supportive housing development for low-income seniors, one of the most vulnerable populations at-risk for homelessness. The Linda Tunis development is named after Linda Tunis, a resident of Journey’s End Mobile Home Park, who died in the 2017 Tubbs Fire.

DHS executed the agreement with PEP Housing for the designated term of one year, terminating on June 30, 2024. Unfortunately, PEP Housing has not completely utilized all funds for this work. A total of \$45,780 in FY 2023-2024 funds remain unspent and are still needed to continue work. The delay in utilizing the funds was primarily due to time spent to hire staff. Therefore, DHS is returning to your Board requesting authority to execute the first amendment to the agreement with PEP Housing to extend the term of the agreement through June 30, 2025, allowing PEP Housing to fully expend the allocated funds as planned. There is no increase in funding related to this request.

Strategic Plan:

This item directly supports the County’s Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Healthy and Safe Communities

Goal: Goal 4: Reduce the County’s overall homeless population by 10% each year by enhancing services through improved coordination and collaboration.

Objective: Objective 5: Continue to collaborate with local partners, including Continuum of Care, to advance planning and policies to address homelessness.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

June 12, 2023, Awards of Funds for Housing Focused Homelessness Interventions.

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses			
Additional Appropriation Requested	\$45,870		
Total Expenditures	\$45,870		

Agenda Date: 12/10/2024

Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance	\$45,870		
General Fund Contingencies			
Total Sources	\$45,870		

Narrative Explanation of Fiscal Impacts:

In FY 2023-2024, PEP Housing was awarded \$202,760, with \$45,870 remaining unspent by the fiscal year-end. The adoption of this resolution and term extension will enable the continuation of previous funding, increasing the FY 2024-2025 adopted budget revenues and expenditures by \$45,870.

The funding source will continue to be drawn from the Measure O Homeless Care and Coordination fund balance.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Attachment 1 - Budget Resolution

Attachment 2 - Contract Amendment

Related Items "On File" with the Clerk of the Board:

None