



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 4/14/2026

To: County of Sonoma Board of Supervisors
Department or Agency Name(s): Department of Health Services
Staff Name and Phone Number: Nolan Sullivan, 707-565-4774
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:

Sonoma County Coordinated Entry System Operator

Recommended Action:

- A) Authorize the Director of Health Services, or designee, to execute an agreement with HomeFirst Services of Santa Clara County to provide Sonoma County Coordinated Entry System Operator Services for a term of July 1, 2026 through June 30, 2029, in an amount not to exceed \$763,000 per year for a total not-to-exceed amount of \$2,289,000, with two (2) one-year optional extensions, subject to review and approval as to form by County Counsel.
- B) Authorize the Director of Health Services, or designee, to execute modifications to the agreement associated with this Item in order to address changes in service needs, payment or reimbursement methodologies, subject to available funding as well as review and approval by County Counsel.

Executive Summary:

The Department of Health Services (hereinafter “DHS” or “the Department”) serves as the Lead Agency for the Sonoma County Continuum of Care (CoC) Homeless Coalition. In this role, DHS coordinates the community-wide response to homelessness and it oversees agreements related to the Coordinated Entry System (CES) required by the U.S. Department of Housing and Urban Development. The Coordinated Entry System is Sonoma County’s standardized process for assessing, prioritizing, and connecting individuals and families experiencing homelessness to available housing and supportive services based on level of need.

Following completion of the competitive procurement process, the Department recommends awarding a contract to the sole responsive proposer, HomeFirst Services of Santa Clara County, for a three-year term beginning July 1, 2026, through June 30, 2029, in an amount not to exceed \$763,000 annually, for a total not-to-exceed amount of \$2,289,000. The agreement includes two optional one-year extensions and is subject to review and approval as to form by County Counsel.

Discussion:

The U.S. Department of Housing and Urban Development (HUD) requires each local Continuum of Care (CoC) to oversee two core systems: the Coordinated Entry System (CES) and the Homeless Management Information System (HMIS). These systems form the infrastructure of the local homeless services network and are required for communities receiving CoC funding through HUD.

In Sonoma County, the Continuum of Care operates as the Sonoma County Homeless Coalition. The Coalition

is governed by a 17-member Homeless Coalition Board comprised of local elected officials, nonprofit representatives, tribal representatives, subject matter experts, and individuals with lived experience of homelessness. The Board serves as the CoC's governing body, establishes policy, oversees designated funding, and fulfills HUD-required CoC responsibilities. The Department of Health Services (DHS) serves as the Lead Agency and fiscal agent for the Coalition.

The Coordinated Entry System is the County's centralized, standardized process for accessing homeless services and housing resources. Often referred to as the "front door" to the homeless services system, CES ensures that individuals and families experiencing homelessness are assessed using consistent criteria, prioritized based on vulnerability and need, and referred to appropriate housing interventions. HUD requires each CoC to establish and maintain a Coordinated Entry System to promote equitable and efficient access to limited housing resources. Sonoma County implemented CES in 2015. More information on the Coordinated Entry System can be found at:

<https://sonomacounty.gov/health-and-human-services/health-services/divisions/homelessness-services/resources/sonoma-county-coordinated-entry>

HomeFirst Services of Santa Clara County has operated Sonoma County's CES since April 1, 2022, following selection through a competitive process conducted in 2021. As CES Operator, HomeFirst manages the day-to-day administration of the system, including oversight of assessments, maintenance of the community prioritization list, coordination with housing and service providers, compliance with HUD requirements, and system performance monitoring.

The current CES Operator agreement expires June 30, 2026. Accordingly, per County Purchasing requirements, on September 25, 2025, DHS released a Request for Proposals (RFP) to select a qualified entity to operate the CES for the next term. The RFP was publicly distributed through the Sonoma County Supplier Portal, Purchasing GovDelivery notification system, and additional interested parties identified by DHS. Proposals were due November 6, 2025. One proposal was received from HomeFirst Services of Santa Clara County. Following review by an evaluation committee comprised of representatives from the Sonoma County Housing Authority, Catholic Charities of Northwest California, and DHS, the Department recommends awarding a contract to the sole responsive proposer, HomeFirst Services of Santa Clara County, for a three-year term beginning July 1, 2026, through June 30, 2029, in an amount not to exceed \$763,000 annually, for a total not-to-exceed amount of \$2,289,000. The agreement includes two optional one-year extensions, subject to review and approval as to form by County Counsel.

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 3: Increase investment in programs that treat underlying causes of homelessness, including substance abuse, mental illness, poverty, and lack of affordable housing.

Racial Equity:

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

No

Prior Board Actions:

January 27, 2026, A) Authorize the County Executive Officer, or designee, to execute a Memorandum of Understanding between the Sonoma County Continuum of Care’s governing body known as the Sonoma County Homeless Coalition and the Department of Health Services, to act as Lead Agency for the Sonoma County Continuum of Care, for a term of three (3) years effective upon execution, with two (2) optional single year extensions; B) Authorize the County Executive Officer, or designee, to execute a Memorandum of Understanding between the Sonoma County Continuum of Care’s governing body known as the Sonoma County Homeless Coalition and the Department of Health Services, designating DHS as the Collaborative Applicant for the Sonoma County Continuum of Care, for a term of three (3) years effective upon execution, with two (2) optional single year extensions.

August 12, 2025 - Approve and authorize the Director of Department of Health Services, or designee, to execute the first amendment to an agreement with HomeFirst Services of Santa Clara County, adding an additional \$574,170 for Coordinated Entry Operations for a total agreement not-to-exceed amount of \$799,023 through June 30, 2026.

August 31, 2021 - A) Direct staff to work with interested cities and community-based organizations as well as pursue county-led projects in partnership with local service providers through a Letter of Intent (LOI) process to be released on September 13, 2021 and to return to your Board on December 7, 2021 with a recommendation and proposals to use up to \$2M to assist in the funding for one or more overnight or 24/7 Safe Parking proposals and/or Indoor-Outdoor non-congregate shelter proposals. The LOI will prioritize proposals that: (1) can accept clients no later than February 28, 2022; and (2) will operate for at least a duration that allows substantive supportive sheltering to be stood up to accommodate clients moving from the sites to supportive and/or stable housing. The Board recommends that staff present summaries of the proposals to the Continuum of Care (CoC) Board for consultation and input in advance of returning to the Board of Supervisors; and B) Direct staff to work with cities, community-based organizations and the Continuum of Care Board on a collaborative county wide approach to supportive housing projects potentially funded by the State of California’s Project Homekey 2.0 funds and the next round of Homeless Housing Assistance and Prevention (HHAP-3) funding and to return with concepts for discussion on October 26, 2021.

FISCAL SUMMARY

Expenditures	FY 25-26 Adopted	FY 26-27 Projected	FY 27-28 Projected
Budgeted Expenses	\$799,023	\$763,000	\$763,000
Additional Appropriation Requested			
Total Expenditures	\$799,023	\$763,000	\$763,000
Funding Sources			
General Fund/WA GF	33,065	34,000	34,000
State/Federal	765,170	729,000	729,000
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	799,023	763,000	763,000

Narrative Explanation of Fiscal Impacts:

The FY 2025-2026 Adopted Budget includes \$799,023 for the current agreement with HomeFirst Services of Santa Clara County, which expires June 30, 2026.

Approval of this action will authorize a new three-year agreement in the amount not to exceed \$2,289,000 (\$763,000 annually) for the period of July 1, 2026, through June 30, 2029. Funding for the new agreement will be supported by \$573,429 from the U.S. Department of Housing and Urban Development (HUD) Coordinated Intake Grant, \$155,571 from Homeless Housing Assistance and Prevention (HHAP-6) funds, and \$34,000 from the Department's current General Fund allocation.

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Attachment 1 - Draft Agreement

Attachment 2 - Request for Proposals

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

None