



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 8/12/2025

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:

Amendment to HomeFirst Coordinated Entry Agreement

Recommended Action:

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.

Executive Summary:

On June 3, 2025, the Department of Health Services (hereinafter, "DHS" or "the Department"), received Board approval and the authority for the Director of DHS, or designee, to execute agreements as Lead Agency for the Sonoma County Homeless Coalition as a result of the FY 2025/2026 awards of a Notice of Funding Availability (NOFA) process. HomeFirst Services of Santa Clara County was awarded \$224,853 to continue operating the Sonoma County Coordinated Entry program for the term of July 1, 2025 through June 30, 2026.

Since that time, the U.S. Department of Housing and Urban Development (HUD), has awarded \$574,170 for Coordinated Entry operations to the Homeless Coalition. The Department is requesting the Board approve and authorize the Director of DHS, or designee, execute an amendment to the previously funded HomeFirst Services of Santa Clara County Coordinated Entry Operator agreement, adding the additional HUD funds for a new not-to-exceed total of \$799,023 through June 30, 2026.

Discussion:

The Coordinated Entry System (CES) in Sonoma County is operated by HomeFirst, a nonprofit organization based in Santa Clara County. HomeFirst assumed the role of CES Operator on April 1, 2022, following approval by the Sonoma County Continuum of Care (CoC) Board, now known as the Sonoma County Homeless Coalition. The Homeless Coalition is Sonoma County's collaborative effort representing the homeless services system of care. Governed by a 17-member Coalition Board, the countywide effort is responsible for oversight of funds designated to the Coalition and planning/policy development for addressing homelessness. The Coalition Board consists of local elected officials, nonprofit representatives, tribal representatives, subject matter experts, and individuals with lived experiences. DHS is the Lead Agency, contract manager, and fiscal agent for the Coalition. The role of a CES and CES Operator is to maintain a centralized, standardized process to assess and prioritize people experiencing or at risk of homelessness for housing and services. The Coordinated Entry System acts as the "front door" to homeless services. It is a prioritization system for

homeless-dedicated housing. More information on the Coordinated Entry System can be found at: <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/for-providers/sonoma-county-coordinated-entry>.

A CES and its Operator are required by HUD for communities receiving CoC funding. The Homeless Coalition is responsible for selecting the CES Operator for the county. This decision-making authority aligns with federal requirements set by HUD, which mandates that each local CoC establish and oversee a CES to ensure equitable and efficient access to housing and services for individuals experiencing homelessness. The Sonoma County CoC fulfilled this responsibility by issuing a Request for Proposals (RFP) for a CES Operator on November 2, 2021. HomeFirst was selected to assume the role, officially taking over operations on April 1, 2022. DHS staff are now working on a new RFP per County procurement rules, which would be released in the fall/winter of 2025.

County CES operators are typically funded through a combination of federal, state, and local sources. In FY 2022/2023, the Sonoma County Community Development Commission (then the CoC Lead Agency), received a - \$349,991 grant from HUD for the CES project. In FY 2023/2024, this funding increased to \$549,993, and in FY 2024/2025 that funding remained steady. In FY 2025/2026, the Homeless Coalition awarded HomeFirst \$224,853 for CES operations as part of its annual local Notice of Funding Application (NOFA) awards. Funding was a combination of \$33,065 from General Fund, and \$191,787.95 from Homeless Housing Incentive Program.

Following the Board's approval of the Homeless Coalition award of NOFA on June 3, 2025, HUD announced the award of \$574,170 in supporting funds dedicated to the coordinated entry system project. Without these additional funds, the project would be underfunded. The Department is now requesting the Board approve and authorize the Director of DHS, or designee, execute an amendment, thereby adding these additional funds to the HomeFirst Coordinated Entry Agreement.

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 1: Expand integrated system of care to address gaps in services to the County's most vulnerable.

Objective: Objective 2: Identify gaps in the Safety Net system of services and identify areas where departments can address those gaps directly, and seek guidance from the Board when additional resources and/or policy direction is needed.

Racial Equity:

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

No

Prior Board Actions:

June 3, 2025, Award of Homeless Coalition Notice of Funding Availability (NOFA) for FY 2025/2026

June 10, 2024, Sonoma County Homeless Coalition (Previously Continuum of Care) Notice of Funding

Agenda Date: 8/12/2025

Availability Awards

January 31, 2023, Homelessness Regional Efforts including Strategic Plan, Funding, and Contract Services

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	799,023		
Additional Appropriation Requested			
Total Expenditures	799,023		
Funding Sources			
General Fund/WA GF	33,065		
State/Federal	765,958		
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	799,023		

Narrative Explanation of Fiscal Impacts:

The total amended revenues and expenditures associated with the HomeFirst Services of Santa Clara County agreement are included in the approved FY 2025-2026 budget. Therefore, a budget resolution is not required.

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 - Draft Amendment

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

None