



SUMMARY REPORT

Agenda Date: 4/15/2025

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; James Alexander, 707-565-4096

Vote Requirement: 4/5th

Supervisory District(s): Countywide

Title:

Coordinated Entry System and Homeless Management Information System Agreements

Recommended Action:

1. Authorize delegated authority to the Director of the Department of Health Services, or designee, to execute any and all Coordinated Entry System and Homeless Management Information System agreements, subject to review and approval by County Counsel, as required by the United States Department of Housing and Urban Development and/or requested by the Homeless Coalition Board to maintain compliance and maintain a coordinated approach to assisting those individuals who are experiencing or at risk of homelessness.
2. Adopt a Resolution authorizing budgetary adjustments to the Department of Health Services Fiscal Year 2024-2025 Adopted Budget, increasing appropriations in the amount of \$81,789 to reflect revenue and expenditures associated with the Homeless Management Information System Agreement.

Executive Summary:

The U.S. Department of Housing and Urban Development (HUD) mandates that the local Continuum of Care (CoC) Board (in Sonoma County known as the Homeless Coalition Board) maintain and manage both a Coordinated Entry System (CES) program, as well as a Homeless Management Information System (HMIS) program. Participating agencies in both programs must have an executed agreement with the CoC Lead Agency authorizing and setting the participant responsibilities and performance expectations for program compliance. The Department of Health Services (hereinafter "DHS" or "the Department") is the CoC assigned Lead Agency for the Homeless Coalition Board, and is bringing this item to your Board to authorize delegated authority to the Director of DHS, or designee, subject to review and approval by County Counsel, to execute any and all CES and HMIS agreements as required by HUD to avoid any processing delays which could impact program and services to clients.

Discussion:

The U.S. Department of Housing and Urban Development (HUD) requires local Continuum of Care Boards, known in Sonoma County as the Homeless Coalition Board, to oversee two key systems: the Coordinated Entry System (CES) and the Homeless Management Information System (HMIS). These systems help manage homelessness services and data in the county.

The Sonoma County Department of Health Services (DHS) serves as the Lead Agency, responsible for coordinating efforts to address homelessness. DHS manages CES and HMIS agreements on behalf of the

Homeless Coalition Board and reports their status to the Homeless Coalition Board regularly.

Sonoma County Homeless Coalition Board

The Homeless Coalition Board is comprised of 17 individuals including local elected officials, nonprofit representatives, subject matter experts, and individuals with lived homeless experience. The Homeless Coalition Board is the governing body that determines policy and acts as the Homeless Coalition's decision-making group, fulfilling the duties of the HUD-required CoC functions. A table listing full Homeless Coalition Board membership is provided as Attachment 4.

Coordinated Entry System (CES)

CES is a countywide and state mandated data collection program that streamlines access to housing and support services for homeless individuals and families. It ensures fair and efficient assistance through:

1. **Centralized Access:** A single entry point for assessment and service prioritization.
2. **Standardized Assessments:** A shared tool to evaluate needs and vulnerabilities.
3. **Prioritization:** Focus on the most vulnerable, including chronically homeless individuals.
4. **Referrals to Housing/Services:** Matching individuals with the most appropriate housing options.
5. **Collaboration with Service Providers:** Coordination between nonprofits and government agencies.
6. **Equity and Accessibility:** Ensuring fair access to housing services.

Homeless Management Information System (HMIS)

HMIS is a data system required by HUD to track homelessness services. It provides:

1. **Client Tracking and Case Management:** Records service history and housing progress.
2. **Service Coordination:** Helps providers share client data.
3. **Reporting and Compliance:** Generates reports for funding and oversight.
4. **Performance Measurement:** Evaluates program effectiveness.
5. **Resource Allocation:** Supports data-driven decisions.

Agencies using CES and HMIS must sign agreements with the Lead Agency. HMIS participants also pay a combined total of \$81,789 in fees based on system usage and data quality, assessed every two years at the start of each fiscal year. HMIS Participating Agencies may attend the Sonoma County Homeless Coalition Board's Data Committee meetings and provide feedback on proposed changes to the HMIS fee formula.

CES Agreements:

Agencies currently with CES agreements (including agreement start year) are Catholic Charities (2022), Community Support Network (2022), Committee on the Shelterless (2022), Danco Construction - LifeSTEPS (2024), Reach For Home (2022), SHARE Sonoma County (2022), St. Vincent de Paul (2023), TLC Child and Youth Services (2022), Homeless Action Sonoma (2022) and West County Community Services (2022). Future CES agreements currently in development includes both the NAACP - Santa Rosa, and Rebuilding Together Petaluma, Inc.

HMIS Agreements:

Agencies currently with HMIS agreements (including agreement start year) are Buckelew Programs (2023),

Catholic Charities Diocese of Santa Rosa (2018), Committee on the Shelterless (COTS) (2022), Sonoma County Community Development Commission (2018), and West County Community Services (2018). Future HMIS agreements currently in development include Felton Institute.

Board Action Requested

Since CES and HMIS agreements are ongoing until terminated, the Board is asked to delegate authority to the DHS Director, or designee, to execute agreements as needed subject to review and approval by County Counsel. This will prevent delays in delivering critical homelessness services.

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: Identify and eliminate data gaps for underrepresented groups, and collaborate with the community to implement measures to mitigate the negative impacts caused by the lack of access to services by racial and ethnic groups that are disproportion

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

No

Prior Board Actions:

On January 7, 2025, the Board authorized the Director of Health Services, or designee, to execute an amendment to the agreement with Securance Consulting LLP, extending the term for two additional years, through December 31, 2027, and increasing the scope to add the DHS Homelessness Services Division including annual security risk assessments of the HMIS system.

On June 10, 2024, the Board authorized the Director of Health Services, or designee, to execute state and federal agreements on behalf of the Homeless Coalition.

On August 15, 2023, the Board authorized the Director of Health Services, or designee, to accept \$998,429 in US Department of Housing and Urban Development Continuum of Care award funding to support Sonoma County Continuum of Care programs.

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses	\$100,273		
Additional Appropriation Requested	\$81,789		
Total Expenditures	\$182,062		
Funding Sources			
General Fund/WA GF			

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State/Federal	\$100,273		
Fees/Other	\$81,789		
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$182,062		

Narrative Explanation of Fiscal Impacts:

The total cost of the Homeless Management Information System (HMIS) Agreement is \$182,062, with \$100,273 of this amount included in the Fiscal Year 2024-25 adopted budget. This \$100,273 is funded through a U.S. Department of Housing and Urban Development (HUD) grant, expiring June 30, 2025. The remaining \$81,789 is funded by HMIS participation fees collected from HMIS participants. Adoption of this Resolution will increase the Fiscal Year 2024-25 adopted budget by \$81,789 in revenues, with a corresponding offsetting expenditure.

Additional participation agreements may be executed in the future, which will be reflected through the Consolidated Budget Adjustment (CBA) process.

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: Sample HMIS Agreement

Attachment 3: Sample Coordinated Entry System Agreement Attachment 4: Sonoma County Homeless Coalition Board Membership - March 2025

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

None