



**COUNTY OF SAN LUIS OBISPO  
BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office		(2) MEETING DATE 11/6/2018		(3) CONTACT/PHONE Lisa Howe/(805)781-5011 Tami Douglas-Schatz/(805)781-5959	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for FC 142 – Planning and Building by deleting 1.00 FTE Planner Position and for FC 180 – Social Services by adding 1.00 FTE Program Manager and 1.00 FTE Accountant to move the Federal Continuum of Care Program administration from FC 142 to FC 180 and request to approve a corresponding budget adjustment in the amount of \$1,067,972 to move expense appropriation from FC 142 – Planning and Building to FC 180 -Social Services Administration by 4/5 vote. All Districts.					
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> <li>Approve a resolution amending the Position Allocation List (PAL) by deleting 1.00 FTE Planner Position in FC 142 – Planning and Building and adding 1.00 FTE Program Manager and 1.00 FTE Accountant in FC 180 – Social Services to move the Federal Continuum of Care Program from FC 142 to FC 180 and</li> <li>Approve a corresponding budget adjustment in the amount of \$1,067,972 by 4/5 vote.</li> </ol>					
(6) FUNDING SOURCE(S) Federal Continuum of Care Program		(7) CURRENT YEAR FINANCIAL IMPACT \$1,067,972		(8) ANNUAL FINANCIAL IMPACT TBD	
(9) BUDGETED? Yes					
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)					
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A					
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A				(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1819047 <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A		(15) BUSINESS IMPACT STATEMENT? No		(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW This item was prepared by the Administrative Office.					
(18) SUPERVISOR DISTRICT(S) All Districts					



## COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Administrative Office / Lisa Howe/(805)781-5011  
Tami Douglas-Schatz/(805)781-5959

DATE: 11/6/2018

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for FC 142 – Planning and Building by deleting 1.00 FTE Planner Position and for FC 180 – Social Services by adding 1.00 FTE Program Manager and 1.00 FTE Accountant to move the Federal Continuum of Care Program administration from FC 142 to FC 180 and request to approve a corresponding budget adjustment by 4/5 vote. All Districts.

### **RECOMMENDATION**

It is recommended that the Board:

1. Approve a resolution amending the Position Allocation List (PAL) by deleting 1.00 FTE Planner Position in FC 142 – Planning and Building and adding 1.00 FTE Program Manager and 1.00 FTE Accountant in FC 180 – Social Services to move the Federal Continuum of Care Program from FC 142 to FC 180 and
2. Approve a corresponding budget adjustment in the amount of \$1,067,972 by 4/5 vote.

### **DISCUSSION**

#### Background

The Continuum of Care Program (CoC) is an annual competitive grant enacted by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) and is administered by the U.S. Department of Housing and Urban Development (HUD). The CoC Program is focused on:

1. Promoting a communitywide commitment to the goal of ending homelessness,
2. Providing funding for efforts to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless persons and communities by homelessness,
3. Promoting access to and effective utilization of mainstream programs by homeless individuals and families, and
4. Optimizing self-sufficiency among individuals and families experiencing homelessness.

As part of the grant program, HUD encourages prioritizing projects that address the goals of Ending Chronic Homelessness, Youth Homelessness, Veteran Homelessness, and utilize a Housing First approach. Eligible program components include permanent housing, transitional housing, supportive services with Coordinated Entry, and use of a Homeless Management Information System ("HMIS"). Eligible activities under each of the components vary, but overall include: acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, supportive services, and use of a HMIS.

### Current County Program Structure

The County of San Luis Obispo serves as the 'Collaborative Applicant' for the local CoC. As the Collaborative Applicant, the County carries out all HUD/CoC requirements on behalf of cities and non-profits to assure the continued receipt of Federal CoC funds each year. The Planning and Building Department currently manages the annual grant process and grant funding is budgeted in FC 290 - Community Development which is under the Department of Planning and Building. Each year, the Planning and Building Department releases a request for proposal for the CoC program competition. The Homeless Services Coordinator within the Department of Social Services assists the Planning and Building Department with the preparation of the CoC grant application each year and staff from both Planning and Building and the Department of Social Services assist in creating recommendations for the Homeless Services Oversight Council (HSOC) Grant Review Committee. The Grant Review Committee recommends submittal of the grant application to HUD as proposed by the non-profits and the County. The grant application is then approved by the Board before submittal to HUD.

If funded, the County enters into a contract with the subrecipients for implementation of the specific projects. Current CoC projects are implemented by Community Action Partnership of San Luis Obispo County (CAPSLO) and Transitions Mental Health Association (TMHA). They provide permanent housing and case management services to homeless persons in the City of San Luis Obispo, north county, and south county, and also provide a coordinated entry program to connect homeless individuals with resources and services. The County also administers the Homeless Management Information System (HMIS) grant, which is a secure and confidential database that is both used to record case management and services provided to each client by providers, create performance reports based on aggregate client data.

### Organizational Change

As stated above, the County of San Luis Obispo manages and administers the CoC program funds and passes the funds through to non-profit agencies that provide the services. After much internal staff discussion, it was determined that the CoC grant program would be better aligned with the Department of Social Services programs and the department's mission to 'partner with the community to enhance self-sufficiency while ensuring that safety and basic human needs are met for the people of San Luis Obispo County'. In addition, this change will allow the Homeless Services Coordinator in the Department of Social Services to have more oversight and involvement in homeless grant administration and increase continuity between various homeless programs. The Homeless Services Coordinator will also have more access and oversight of HMIS data for data analysis purposes.

Currently the Department of Planning and Building allocates 1.25 FTE to work on the CoC program. This includes approximately 1.00 FTE Planner position, less than 0.25 of a full 1.00 FTE Accountant position, and a portion of a Supervising Planner. The other 0.75 FTE Accountant time is spent on other grant programs within the Department of Planning and Building. The proposed change would delete 1.00 FTE Planner position in FC 142 - Planning and Building and add 1.00 FTE Program Manager position in FC 180 - Department of Social Services, and also add a 1.00

FTE Accountant position in FC 180. The 1.00 FTE Accountant would also work on other revenue offset Social Services programs.

As part of this reorganization, the Human Resources Department completed a classification study to determine the appropriate classification for the position under the Department of Social Services. It was determined that a Program Manager is the appropriate classification to manage and administer the CoC program. The Department of Social Services will utilize an estimated 0.25 FTE of the full 1.00 FTE Accountant position for the CoC program and the remaining 0.75 FTE Accountant time will be spent on revenue offset programs. The less than 0.25 of a full 1.00 FTE Accountant position, and a portion of a Supervisor in the Department of Planning and Building will be shifted to other grant programs within the Department of Planning and Building.

The transfer of the CoC program removes the following responsibilities from the Planning and Building Department and transfers them to the Department of Social Services

- Annual submittal of the grant application to HUD
- Making recommendations for the Grant Review Committee
- HMIS Administration

It is expected that the Department of Planning and Building will continue to assist the Department of Social Services during the program transition as well as continue to assist the department in preparing all necessary environmental documentation necessary for grant submittal. In addition, staff from the Department of Planning will continue to assist in creating recommendations for the Grant Review Committee with the Department of Social Services taking the lead.

**Other Agency Involvement/Impact**

As stated above, each year, the HSOC Grant Review Committee reviews the project proposals and recommends submittal of the grant application to HUD as proposed by the non-profits and the County.

**Financial Considerations**

CoC Program - Estimated Annual Budget Change

The FY 2018-19 total budgeted revenue for the current program year for the CoC program totals \$934,803 with a total expenditure level of \$984,780. For FY 2018-19, the total General Fund support for the program is budgeted at \$49,997. The \$49,997 of General Fund support covers the shortfall of revenue for staffing costs associated with the administration of the program. For FY 18-19, \$103,195 is budgeted as revenue for CoC Administration while the budgeted staffing costs to administer the program is \$153,174 as shown below.

The proposed position changes would slightly decrease expenditures for the program by \$5,725 for a total expenditure level of \$979,055 and a total General Fund support of \$44,252.

Table 1 below summarizes the change for the CoC program based on annual estimates:

**Table 1**

	<b>Current Structure</b>	<b>Proposed Structure</b>
	<b>Planning and Building</b>	<b>Department of Social Services</b>

	<b>(FC 142 and FC 290)</b> <i>Based on FY 18-19 Budget</i>	<b>(FC 180)</b> <i>Based on annual estimate</i>
<b>Revenue</b>		
CoC Programs	\$831,606	\$831,606
CoC Administration	\$103,195	\$103,195
<b>Revenue Total</b>	<b>\$934,803</b>	<b>\$934,803</b>
<b>Expenditures</b>		
COC programs	\$831,606	\$831,606
Staffing costs for CoC (Administration)	\$153,174	\$147,449
<b>Expenditure Total</b>	<b>\$984,780</b>	<b>\$979,055</b>
<b>General Fund Support (GFS)</b>	<b>\$49,977</b>	<b>\$44,252</b>

### Position Allocation Changes

The FY 2018-19 budget for the Planning and Building department includes a salary and benefits in the amount of \$153,174 to administer the CoC program. This includes 1.00 FTE Planner position, 0.125 FTE Supervising Planner position and 0.25 FTE Accountant position to support the program. Of the total \$153,174 in staffing costs to administer the program, \$103,195 is offset with grant administration revenue while an estimated \$49,979 is funded with General Fund support. The recommended PAL change deletes the 1.00 FTE Planner position currently allocated in FC 142 – Planning and Building to support the COC program. Salaries and benefits for the portions of Supervisor Planner and Accountant allocated to support the program are estimated at \$36,519. The portions of these two positions will be shifted to other grant programs in FC 290 – Community Development or other housing related projects within FC 142 – Planning and Building.

The annual salary and benefit cost for the first full fiscal year (FY 2019-20) for the 1.00 FTE Program Manager position and the 1.00 FTE Accountant position in FC 180 – Department of Social Services is estimated at \$234,867. Of this, \$147,449 is the total amount of salaries and benefits to support the Coc Program, while \$87,418 is for other revenue offset programs for Social Services. Approximately \$103,195 would be available from the CoC program to offset the salaries and benefits to support the program, estimated at \$147,449. The remaining \$44,254 of costs would be funded from the General Fund. The funding sources for the 0.75 FTE Accountant III to support other programs in Social Services, will be come from a combination of Workforce Innovation and Opportunity Act (WIOA) funding and Department of Social Services (DSS) program funding. WIOA funding will cover 0.25 FTE with 100% federal funds of approximately \$32,117. DSS program funding will cover .50 FTE with 90% federal funds of \$57,811 and the remaining 10% or \$6,423 will be funded with County General Fund. For the current fiscal year, the County's share can be absorbed within existing salary savings in FC 180 with no impact to the General Fund.

Table 2 below shows the estimated FY 2018-19 expense change for the remaining 9 months, FY 2018-19 annual expense, and the estimated expense at the maximum step (step 5 of 5). It is important to note that calculations may vary depending on salary step and any future negotiated salary and benefit increases. The below numbers are estimates based on the current job class salary listing.

**Table 2**

<b>FY 2018-19 Estimated Expense for Remaining 9 Months</b>						
<b>Action</b>	<b>Classification</b>	<b>FTE</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>	<b>Step Estimate</b>
Add	Program Manager I	1.00	\$55,479	\$29,789	\$85,268	Step 1 for 6 months; step 2

						for 3 months
Add	Accountant III	1.00	\$54,558	\$29,453	\$84,011	Step 1 for 6 months; step 2 for 3 months
Delete	Planner III	-1.00	(\$52,832)	(\$26,375)	(\$79,207)	Step 1 for 6 months; step 2 for 3 months
	<b>Net Change FY 18-19</b>	<b>0.50</b>	<b>\$57,205</b>	<b>\$32,867</b>	<b>\$90,072</b>	
<b>FY 2019-20 Estimated Annual Expense</b>						
<b>Action</b>	<b>Classification</b>	<b>FTE</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>	<b>Step Estimate</b>
Add	Program Manager I	1.00	\$77,355	\$40,955	\$118,310	Step 2 for 9 months; step 3 for 3 months
Add	Accountant III	1.00	\$76,071	\$40,486	\$116,557	Step 2 for 9 months; step 3 for 3 months
Delete	Planner III	-1.00	(\$73,668)	(\$36,293)	(\$109,961)	Step 2 for 9 months; step 3 for 3 months
	<b>Net Change FY 19-20</b>	<b>0.50</b>	<b>\$79,758</b>	<b>\$45,148</b>	<b>\$124,906</b>	
<b>Estimated Annual Expense at Maximum Step (Step 5 of 5)</b>						
<b>Action</b>	<b>Classification</b>	<b>FTE</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>	<b>Step Estimate</b>
Add	Program Manager I	1.00	\$88,462	45,013	\$133,475	Step 5 of 5 for 12 months
Add	Accountant III	1.00	\$86,985	\$44,474	\$131,459	Step 5 of 5 for 12 months
Delete	Planner III	-1.00	(\$84,240)	(\$39,986)	(\$124,226)	Step 5 of 5 for 12 months
	<b>Net Change at Max. Step</b>	<b>0.50</b>	<b>\$91,207</b>	<b>\$49,501</b>	<b>\$140,708</b>	

### Budget Adjustment

If the Board approves the recommendation to shift the CoC grant program from the Department of Planning and Building to the Department of Social Services, it is recommended that the Board approve a corresponding budget adjustment in the amount of \$1,067,972 to shift funds budgeted in FC 142 and FC 290 to FC 180 with no new impact to the General Fund. The total budget adjustment includes \$89,459 of funding received in prior fiscal years that have yet to be expended.

### Results

This organizational change will result in the CoC grant program being shifted from the Department of Planning and Building to the Department of Social Services. As stated above, after much internal staff discussion, it was determined that the CoC grant program would be better aligned with the Department of Social Services programs and the department's Mission of 'We partner with the community to enhance self-sufficiency while ensuring that safety and basic human needs are met for the people of San Luis Obispo County'. In addition, this change will allow the Homeless Services Coordinator in the Department of Social Services to have more oversight and involvement in the homeless grant administration and increase continuity between various homeless programs. The Homeless Services Coordinator will also have more access and oversight of HMIS data for data analysis purposes.

Funds resulting from this grant enables the following:

1. Case management services for up to 1,727 individuals through the Coordinated Entry Project, which quickly connect clients to the most appropriate services;
2. Continued operation of fifty-eight permanent supportive housing beds and case management services for

those clients;

3. Operation of a Homeless Management Information System to track clients being served in the County.

Funds from this grant enable homeless persons to receive needed services and housing. This includes assisting clients to find stable permanent housing, aid with accessing emergency food, shelter, and medical assistance, and transportation resources.

Persons benefiting from the grant funding for permanent supportive housing projects include the most chronically homeless and vulnerable individuals in the county. The Coordinated Entry Project continues to serve approximately 1,700 individuals annually, connecting the households at-risk of homelessness and homeless households to services and housing. The HMIS program provides an unduplicated count of homeless persons served in the County. This system saves staff time in annual reporting and provides a more accurate count of services being provided to homeless persons.

By enabling homeless persons to obtain the services they need to survive and stay healthy, this request would contribute toward the communitywide indicator of *A Healthy Community*.

As stated above, based on current analysis, the CoC program requires .25 FTE Accountant position. The Department of Social Services has requested the addition of 1.00 FTE Accountant position, of which .25 FTE will be used to support the CoC program and 0.75 FTE will be used to support other programs within the Department of Social Services. The additional 0.75 FTE Accountant Position will ensure that the department will submit Workforce Innovation and Opportunity Act expense and closeout reports to California Employment and Development Department prior to the State deadline and ensure by the end of FY 2018-19 that a process is developed for revenue analysis of mandated or entitlement Welfare Assistance programs.

## **ATTACHMENTS**

1. Attachment 1 - PAL Resolution