



# Pinellas County

## Staff Report

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File #: 16-2284A, Version: 1

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### **Subject:**

Approval of ranking of firms and agreement with 2-1-1 Tampa Bay Cares, Inc. to provide fiscal administration of the Rapid Rehousing Program. (companion item to no. 17)

### **Recommended Action:**

Approval of ranking of firms and award to 2-1-1 Tampa Bay Cares, Inc. to provide fiscal administration of the Rapid Rehousing (RRH) Program and management of the RRH funding pool. Contract No. 167-0135-P(JA) in the amount of \$711,201.00 for a five (5) year term beginning upon full execution by all Parties; Chairman to sign and Clerk to attest.

This is a companion item to Legistar file 16-2282A, contract 167-0134-P(JA) System Teams - Rapid Rehousing Program.

### **Strategic Plan:**

Ensure Public Health, Safety, and Welfare

2.1 Provide planning, coordination, prevention, and protective services to ensure a safe and secure community

2.2 Be a facilitator, convener, and purchaser of services for those in need

2.3 Provide comprehensive services to connect our veterans and dependents to the benefits they have earned

2.4 Support programs that seek to prevent and remedy the causes of homelessness and move individuals and families from homelessness to permanent housing

Deliver First Class Services to the Public and Our Customers

5.1 Maximize partner relationships and public outreach

5.2 Be responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of county services and support

### **Summary:**

This contract provides fiscal administration for the collaborative Rapid Rehousing Program between Human Services (HS) Department, the City of St. Petersburg (City), and the Pinellas County Homeless Leadership Board (HLB) who is the local Continuum of Care (CoC) governing body. Although the annual projection for the fiscal administration is \$142,240.00, the HS Department was desirous of bringing both the System Teams and this Fiscal Administration program under the Rapid Rehousing umbrella together to the Board.

2-1-1 Tampa Bay Cares, Inc. (2-1-1) will provide primary administration of the rapid rehousing (RRH) pool of funds. 2-1-1 will hire and oversee two full-time funding administrators to facilitate the documentation, processing, payment and reporting operations of the fund.

Duties will include, but not be limited to:

- review and ensure complete documentation prior to payment
- issue payments, i.e., landlords/rental payments

- track expenditures in Fund Manager
- develop and maintain clear policies and guidance for the rapid rehousing program
- leverage funding pools and seek out additional resources
- develop and distribute reports

**Background Information:**

The County and the City have agreed to partner in a collaborative RRH approach. This agreement provides for the fiscal administration component of the collaboration with 2-1-1 maintaining the RRH funding pool that will be utilized to make direct housing payments to landlords for eligible clients. 2-1-1 will be responsible for tracking the fund, maintaining client documentation within fund manager, finalizing eligibility based on documentation, and issuing payments to landlords.

The RRH program leverages two (2) system teams with housing navigators and case managers to work with clients on housing placement and supportive services. Clients will be received directly from the local CoC Homeless Coordinated Entry System based on assessed acuity and system prioritization.

In keeping with the adopted housing first strategy of the Board, the teams will manage and place clients in housing while working with the clients to help stabilize and connect them to services. Clients receiving housing assistance will develop a case plan with a case manager to identify needs and connect to services. Assistance timing will vary depending on the needs of the client. Ongoing policies and procedures will be maintained through a working group that will review program operation. The County and City will coordinate a shared pool of dedicated funding for the RRH. City funding will be prioritized for clients and placements within the City as appropriate to maximize program outcomes. As opportunities arise, the County and City may leverage grant funding under the Emergency Solutions Grant and State Housing Initiative Partnership for housing in accordance with applicable state and federal guidelines. This partnership allows for a unified approach to RRH to help stabilize and serve at least 334 families and individuals annually. (Actual numbers served will fluctuate depending on available pooled funding from the County, City, and grant sources)

A request for proposal (RFP) was released on February 24, 2017 for fiscal administration resulting in three (3) responses which were evaluated April 13, 2017.

The ranking spreadsheet is attached.

**Fiscal Impact:**

Funding for year one fiscal administration totals \$133,575.00 with proposed annual rate adjustments and is available through the Human Services FY17 general fund budget appropriation. Funding is also included in the FY18 proposed general fund budget for continuation.

**Five (5) Year**

Two (2) full-time fiscal administration positions	\$550,426.00
Operations Budget	\$ 68,516.00
Agency Administrative Costs	<u>\$ 92,259.00</u>
Year 5 total costs not-to-exceed:	\$711,201.00

In addition to fiscal administration, 2-1-1 will manage the RRH funding pool as appropriated by the County and program partners. The County portion of the RRH program pool is an amount not to exceed \$1 million annually subject to annual budget appropriation for RRH.

**Staff Member Responsible:**

Lourdes Benedict, Director, Human Services Department  
Joe Lauro, Director, Purchasing Department

**Partners:**

City of St. Petersburg  
Homeless Leadership Board  
St. Vincent DePaul  
2-1-1 Tampa Bay Cares

**Attachments:**

Services Agreement  
Ranking Spreadsheet