

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

October 5, 2021

**FROM**

**CASONYA THOMAS, Assistant Executive Officer, Community Revitalization**

**SUBJECT**

Standard Non-Financial Memorandum of Understanding Template with Homeless Services Providers for Homeless Management Information System

**RECOMMENDATION(S)**

1. Approve standard non-financial Memorandum of Understanding template for the provision of the Homeless Management Information System with San Bernardino County homeless service providers, effective upon the date of execution through October 31, 2026.
2. Authorize the Chief of Homeless Services of the Office of Homeless Services to execute the standard non-financial Memorandum of Understanding template with the individual San Bernardino County homeless service providers outlining expectations for the provision of the Homeless Management Information System, effective upon the date of execution through October 31, 2026.

(Presenter: CaSonya Thomas, Assistant Executive Officer, 387-4717)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost) as this Memorandum of Understanding (MOU) is non-financial. Homeless Management Information System (HMIS) services are funded partially from a Federal grant from the United States Department of Housing and Urban Development (HUD) and sufficient match support through Mental Health Services Act funding.

**BACKGROUND INFORMATION**

The standard non-financial MOU template for HMIS outlines expectations for the provision of the HMIS database. In an effort to address the multidimensional problem of homelessness locally and nationally, HUD, through a Congressional directive, began requiring all Continuums of Care (CoC) to implement an expanded HMIS to address the problem more efficiently. The Office of Homeless Services (OHS), as the administrative entity for the San Bernardino CoC, brings together community stakeholders to create a strategic plan to meet the specific needs of homeless individuals, homeless families, and those at risk of becoming homeless. The strategic plan is designed to move these individuals into stable housing and maximum self-sufficiency with a goal of ending homelessness.

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HMIS is a web-enabled database used by homeless service providers to capture information about the San Bernardino County persons they serve. The database tracks services provided to homeless individuals and families by the collaborative agencies throughout each CoC. Services tracked include: emergency, transitional, and permanent housing bed usage, employment, veteran's status, as well as referrals to health and human service providers, or other relevant supportive service agencies. As required by HUD, the CoC utilizes the captured information to make informed decisions in planning, homeless advocacy, and policy development that result in targeted services.

OHS has operated the HUD mandated countywide HMIS, on behalf of the San Bernardino CoC, since March 2013. On March 20, 2018 (Item No. 19) the Board of Supervisors approved the standard non-financial MOU template outlining expectations for the provision of the HMIS and authorized the Deputy Executive Officer of the Community Development and Housing Agency (CDHA) to execute the non-financial MOUs with the individual San Bernardino County homeless service providers, effective the date of execution through October 21, 2021. With the transition of OHS from CDHA to the San Bernardino County Community Revitalization Group (CRG), a revised non-financial HMIS MOU template reflecting CRG as the lead agency is being presented along with requested authorization in Recommendation No. 2 allowing the Chief of Homeless Services of OHS to execute the standard non-financial HMIS MOU with the individual homeless service providers. OHS under CRG will continue to monitor agency performance for compliance with HUD's HMIS requirements and regulations.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on September 14, 2021; Finance (Christopher Lange, Administrative Analyst, 386-8393) on September 14, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on September 15, 2021.

**Standard Non-Financial Memorandum of Understanding Template with  
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**October 5, 2021**

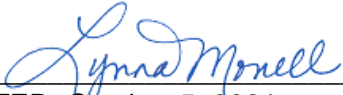
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: October 5, 2021



cc: File- Community Revitalization w/attach  
LA 10/12/2021