



## Legislation Text

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**File #:** 21-1757, **Version:** 1

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Health and Human Services Agency, Community Services Division, recommending the Board:

- 1) Approve the addition of one (1) mid-size 4-wheel / All-Wheel drive Sport Utility Vehicle (SUV) to the Health and Human Services Agency Fixed Asset List for Fiscal Year 2021-22; and
- 2) Approve and authorize the Chair to sign a Budget Transfer Request increasing Fixed Assets by \$45,000 in the Public Housing Authority (PHA) budget for Fiscal Year (FY) 2021-22, and decreasing Salaries and Benefits by \$45,000 in the PHA budget for FY 2021-22.

**FUNDING:** U.S. Department of Housing and Urban Development, Public Housing Authority funding through the Coronavirus Aid, Relief and Economic Security (CARES) Act.

### **DISCUSSION / BACKGROUND:**

The Public Housing Authority (PHA) has received two allocations for PHA Coronavirus Aid, Relief and Economic Security (CARES) Act funding from the United States Department of Housing and Urban Development (HUD): 1) \$62,076 on May 7, 2020 and (2) \$77,311 on August 10, 2020. These funds were allocated for various PHA activities, including but not limited to the support or maintenance of the health and safety of assisted individuals and families, and to support education and childcare for impacted families, as well as the recruitment and hiring of additional staff for the PHA Program. Eligible uses were identified in the latest communication from HUD, dated April 9, 2021.

The original plan was to hire additional PHA staffing; however, due to failed recruitments, the funding allocated for salaries and benefits remains unspent, and is at risk of reversion to the funder effective December 31, 2021.

For many years the staffing in the PHA program has been 3.5 full time equivalent (FTE); however, over the past few months, staffing has increased by a manager, two social workers and a 0.5 FTE housing program specialist, bringing the PHA and Housing and Homelessness Services staff to a total of seven (7). The two programs have one dedicated vehicle for use in serving both the PHA clients as well as the Housing and Homelessness clients.

With the assistance of staff in Procurement and Fleet, a vehicle will be chosen utilizing a competitive bid process. While this process is underway, Health and Human Services Agency (HHS) is recommending the transfer of \$45,000 of unspent PHA CARES Act funding from salaries and benefits to fixed assets in the Fiscal Year (FY) 2021-22 budget. The amount of the requested transfer is in line with estimate from Fleet for this type of vehicle. Due to time constraints on the funding source, HHS is requesting approval of this transfer of funds and the addition to the Agency's fixed asset listing in advance of completion of the competitive bid process. Should the competitive bid fail, a vehicle will not be purchased and the Agency anticipates a reversion to the funder of unspent monies effective December 31, 2021.

This purchase will not only increase the availability of vehicles to the program(s) staff, but will make it possible to be highly responsive when housing is available. Due to the housing shortage in the

County, which has been further exacerbated as a result of the Caldor Fire, it is imperative that staff are able to respond quickly to landlords with regard to available properties as currently the process to secure housing seems to occur on a first-come first-served basis. In addition, the availability of two vehicles to the PHA and Housing and Homelessness will expand the capacity of the staff in both programs to serve clients timely and responsibly.

The PHA Program intends to purchase a vehicle for use specific to PHA client services, thereby supporting the transportation of PHA clients to medical appointments and/or assisting medically vulnerable participants who have been issued a housing voucher in identifying and obtaining housing. The PHA program frequently assists clients by providing transportation to necessary services including to view/apply for housing, as well as medical or other services appointments. Due seasonal inclement weather in the County of El Dorado, as well as the need for access to potential housing in outlying areas, HHSa is recommending the vehicle be either 4-wheel or all-wheel drive for the safety of both staff and clients while using the vehicle.

While some vehicles are purchased by the County Fleet group, and the subsequent cost of maintenance is paid through County General Fund, the purchase of this vehicle will result in an HHSa-owned vehicle. Ongoing maintenance and repairs will be covered using PHA / Homeless grant funding to ensure no impact to County General Fund.

**ALTERNATIVES:**

The Board could decline to approve this budget transfer request, in which case the funding would likely revert to the funder effective December 31, 2021.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

N/A

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

There is no impact to Net County Cost due to this item. This budget transfer request transfers funding from salaries and benefits to fixed assets, without change in the overall PHA budget during FY 2021-22.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain signature of Chair on the attached Budget Transfer Request.
- 2) Clerk of the Board to forward signed original Budget Transfer Request to the Auditor-Controller Office, with a copy to HHSa Contracts Unit at 3057 Briw Road.

**STRATEGIC PLAN COMPONENT:**

Healthy Communities and Good Governance

**CONTACT**

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