



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Department of Housing  
Department of Housing



**Date:** August 21, 2012  
**Board Meeting Date:** September 11, 2012  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Duane Bay, Director

**Subject:** Agreements with four Contractors; Center for Independence of the Disabled; Rebuilding Together Peninsula; Senior Coastsiders; and Human Investment Project

**RECOMMENDATION:**

Adopt a Resolution authorizing the Director of Housing to execute the following four agreements, each for a term of two fiscal years from FY 12-13 through FY 13-14: Center for Independence of the Disabled in the amount of \$150,000; Rebuilding Together Peninsula in the amount of \$200,000; Senior Coastsiders in the amount of \$120,000; and Human Investment Project in the amount of \$130,000

**BACKGROUND:**

In accordance with requirements of the U.S. Department of Housing and Urban Development, the County carries out a yearly Notice of Funding Availability (NOFA) process for federal annual allocations under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Programs. A number of ongoing CDBG-funded activities administered by nonprofit community agencies are approved each year through this process. These nonprofits receive CDBG funding as grants to operate such programs as minor home repairs and various service programs.

**DISCUSSION:**

On May 8, 2012, the County Board of Supervisors approved the FY 2012-13 Action Plan to HUD for activities to be funded under CDBG, HOME, and ESG. The public process resulted in the County proposing a new program administration feature – two-year contracts for certain programs. Two-year contracting serves dual win-win objectives: (1) streamlines contract administration procedures; and (2) enables the nonprofit recipients to undertake more effective longer term budgeting. Second year funding for these programs would be contingent on availability of continued federal

funding and satisfactory performance by the nonprofits in meeting performance objectives.

While most of the ongoing CDBG-funded programs will receive two-year contracts totaling under \$100,000 each, four of these programs will receive CDGG funds over \$100,000 each over a two-year term. These programs and their contract amounts are listed below:

<b>Program</b>	<b>Description</b>	<b>Two-Year Contract Amounts</b>
Center for Independence of the Disabled	Housing Access Modification and Tenant Access Programs	\$150,000
Rebuilding Together Peninsula	Safe at Home Repair Program	\$200,000
Senior Coastsiders	Coastside Minor Repair Program	\$120,000
Human Investment Project	Homesharing Program	\$130,000
<b>TOTAL</b>		<b>\$600,000</b>

The Resolution and the form of Agreements have been reviewed and approved by County Counsel. Contractor has assured compliance with the County Contractor’s Employee Jury service ordinance, as well as all other contract provisions that are required by County ordinance and administrative memorandum, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

The requested Board action also gives authority the Director of the Department of Housing or the Director’s designee to execute contract amendments modifying the County’s maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modifying the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions. The Contractors have assured compliance with the County’s Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

Approval of this action contributes to the Shared Vision 2025 outcome of a Livable Community in that contract streamlining allows the affected nonprofit service providers to devote more staff time to providing essential services rather than administration and budgeting activities.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Estimate *</b>	<b>FY 2012-13 Projected</b>
Number of persons benefitting from CDBG grants to nonprofit-administered programs	16,155	16,200	16,200

\*Actuals for 2011-12 pending completion of performance report to HUD, due 9/30/2012.

**FISCAL IMPACT:**

There is no Net County Cost. The total County obligation under these Agreements is \$600,000, which will be funded by the federal CDBG Program. Year one funding of \$300,000 is included in the Department of Housing Budget for FY 2012-13. Year Two funding of \$300,000 will be included in the 2013-14 Housing Budget.