



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



**Date:** September 28, 2012  
**Board Meeting Date:** October 23, 2012  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Duane Bay, Director

**Subject:** Amendment to Agreement with Community Legal Services in East Palo Alto

**RECOMMENDATION:**

Adopt a Resolution authorizing the Director of the Department of Housing or the Director's designee to execute an amendment to the agreement with Community Legal Services in East Palo Alto, increasing the amount by \$248,800 to \$348,800 and extending the term through June 30, 2014

**BACKGROUND:**

Community Legal Services in East Palo Alto (CLSEPA) provides free legal services to persons in East Palo Alto and the surrounding communities of Belle Haven and North Fair Oaks in the areas of housing and immigration. A community-based organization established in 2002, CLSEPA has been highly successful in stretching its technical resources with a vast volunteer network consisting of attorneys, law students and community members. As such, it has outgrown its current location, which it shares with the Stanford Law School Community Law Clinic.

In June 2010, JP Morgan Chase donated foreclosed land through its Community Revitalization Program to CLSEPA to assist with its expansion needs. CLSEPA developed build-out plans for the site calling for the purchase and installation of three used modular structures to be retrofitted and renovated, and site costs including a parking lot. CLSEPA immediately launched a capital campaign, and the County provided \$100,000 Community Development Block Grant (CDBG) funds in December 2010 towards the purchase of modular structures. The agreement for these funds was executed November 2011.

**DISCUSSION:**

Two factors have conspired to thwart completion of the build-out project. One, the current economic climate made it more difficult to raise funds from individual and corporate donors. Two, the passage of time led to increased construction costs.

Meanwhile to date, CLSEPA has completed the permitting process and is need of gap funds to undertake the project to build-out.

In response to the County's Summer 2012 Off-Cycle Notice of Funds Availability (NOFA) process targeted to public facilities, CLSEPA was approved on August 14, 2012 by the Housing and Community Development Committee, a public advisory body for the distribution of CDBG funds, for an additional \$248,800 to complete purchase of the modular structures and to pay for project "soft" costs.

Total project development costs, including the value of the land at approximately \$403,000, are estimated at slightly over \$1 million. With approval of this amendment, County investment, including the previous \$100,000, will total \$348,800, or 32% of total development costs. This investment will assist in maintaining and expanding the availability of crucial free legal services to the East Palo Alto and surrounding communities.

The Resolution and the amendment have been reviewed and approved as to form by County Counsel.

The current Board action includes authorizing 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.

CLSEPA has 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 the expanded CLSEPA site will provide more people with free legal services in the areas of housing and immigration. In two to five years, case volume is expected to expand by 10% to 15% due to streamlined client service delivery and the addition of new programs.

**PERFORMANCE MEASURE(S):**

Measure	FY 2011-12 Actual	FY 2012-13 Projected
CDBG/HOME funds provided for non-housing community development activities	\$1,011,941	\$2,512,518

**FISCAL IMPACT:**

There is no Net County Costs. Funds of \$248,800 provided in this Amendment will be from the County's FY 2012-13 CDBG Program and are included in the Department's current housing budget.