

CSD USE ONLY
Date and Time Received:

CSD Staff Initials: _____
☐ Mail ☐ In-Person Delivery

Application Section I – Applicant & Project Identification

Instructions: Provide all information requested below.

APPLICANT IDENTIFICATION

Agency Name (Full legal name of organization – no abbreviations, please)

San Mateo County Human Services Agency

Agency Mailing Address (Full legal address of organization)

1 Davis Drive, Belmont, CA, 94002

Executive Director Contact Information

Name: Beverly Beasley Johnson

Phone Number: (650)-802-7555

Email Address: BBJohnson@co.sanmateo.ca.us

Executive Director Signature (original signature)

Beverly Beasley Johnson

Project Manager Contact Information (if different from above. If Executive Director is also the Project Manager, leave blank)

Name: Wendy Goldberg

Title: Manager, Center on Homelessness

Phone Number: (650) 802-3378

Email Address: wgoldberg@co.sanmateo.ca.us

PROJECT IDENTIFICATION

Project Title

San Mateo County Rapid Re-Housing Project

Amount of Funding Requested (not to exceed \$100,000)

\$100,000

Project Category

(select one category from the list below. Applicants selecting more than one will be disqualified).

☐ Employment

☒ Homeless Services

☐ Youth Services (including employment)

☐ Food and Nutrition

☐ Innovative Project

Project Type

Is your project in the selected category a new program OR an expansion of an existing program? Select one.

☒ New Program

☐ Program Expansion

Brief Project Summary (1 – 3 sentences)

The requested funds will be used to end homelessness for people living in San Mateo County's emergency shelter system. The funds will be used by the County's Core Service Agency Network to provide security deposits and first month's rent to homeless families and single individuals who are ready to exit shelter but who lack the savings to secure permanent housing.

CSD Use Only Section I Review – Pass/Fail

☐ **Pass** – All information requested above is provided. Review continues to Section II of the application.

☐ **Fail** – Information is missing and/or Section I is improperly completed. Application is now disqualified.

Application Section II – Required Attachments

Instructions: Attach the required forms and documentation listed below with this application. To mitigate any delays with contract execution, CSD is requiring that these documents be included as part of your application. Should your application be selected for funding, the documents will be incorporated into the contract by CSD staff before it is mailed to the agency for signing. If these required attachments are not submitted as instructed, your application will be disqualified. Please log on to the CSD Providers at website at <http://providers.csd.ca.gov> under "CSBG>New Funding>2013-NOFA-30" and download the applicable forms, complete as instructed, print, sign as necessary and attach to application. **Check the boxes as prompted below to confirm that all required documents are attached.**

Attachment A – Project Work Plan

Complete and attach a work plan to support the proposed project using form CSD 626.

CSD 626 Work Plan attached: X Yes ☐ No

Attachment B – Project Budget Forms

Complete and attach the budget forms listed below, ensuring administrative costs do not exceed 12% of the requested funding amount:

- CSD 627 – Budget Summary
- CSD 627A – Budget Support Personnel
- CSD 627B – Budget Support Non Personnel
- CSD 627C – Budget Narrative Template

Please reference Application Section III. For additional details about preparing the budget, as these forms are also a scored component of the application.

Budget Forms CSD 627, 627A, 627B & 627C attached: X Yes ☐ No

Attachment C – Board Resolution

Attach a Board Resolution in support of the application and project, signed by the Board Chair or delegated signing authority. If an agency is unable to secure a Board Resolution by the NOFA application due date, an agency may instead submit a Letter of Intent to Obtain Board Resolution. This letter must be submitted on agency letterhead and signed by the Board Chair or delegated signing authority authorized to commit the agency to conduct the project, if approved for funding. *Please note:* an executed Board Resolution must be submitted to CSD prior to the execution of any agreement.

Board Resolution (or Letter of Intent) attached: X Yes ☐ No

Attachment D - Certification Regarding Lobbying & Disclosure of Lobbying Activities Forms

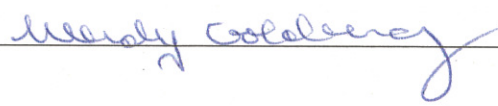
Complete, sign and attach the Certification Regarding Lobbying and Disclosure of Lobbying Activities forms.

Lobbying Forms attached: X Yes ☐ No

CSD Use Only Section II Review – Pass/Fail

☐ **Pass** – All attachments are properly completed and included with application. Review continues to Section III of the application.

☐ **Fail** – Required attachment(s) have not been attached and/or were not completed properly (describe below). Application is now disqualified.

Agency Name: San Mateo County CAA	Agency/Project Representative: Wendy Goldberg
Contract Number:	Contract Term:
Email: wgoldberg@co.sanmateo.ca.us	Telephone Number: (510) 465-2650
Date: March 4, 2013	Signature: 

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:

Homeless individuals and families living in emergency shelters in San Mateo County lack the resources (security deposit and/or first month's rent) to move to permanent housing, causing them to stay in shelter longer than necessary and reducing the capacity of the shelter system to take in new households.

Projected Activities/Services to be performed:

Provide 18 homeless households (54 people) with either a security deposit or a security deposit plus first month's rent.

Expected Outcome/Goal (Number 1 of 1):

At least 18 single individuals or family households (54 total people) will move from emergency shelter to permanent housing; and at least 90% (16 households) of them will retain their housing for 6 months

National Performance Indicator(s):

NPI #	NPI Goal/Objective	Target	Comments
1	Low-income people become more self-sufficient		
1.2	Employment Supports		
1.2H	Obtained safe and affordable housing	13	<i>This is complementary to 6.4E below. That is ,all 18 households are either Employable (counted in 1.2H) or considered unable to work (client is either disabled, a senior, or a caregiver – counted in 6.4E). Thus the total number of projected clients (households) of 1.2H +6.4E = 18.</i>
4	Partnerships among supporters and providers of services to low-income people are achieved		
4.1	Expanding Opportunities through community-wide partnerships		
4.1A	Non Profits	10	<i>This consists of our collaborative partners plus any other" referral to" agencies.</i>

Agency Name: _____

Report Period: _____

4.1D	State	1	California.	
6	Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments			
6.4	Family Supports			
6.4E	Obtain and/or maintained safe and affordable housing	5	Client is either disabled, a senior or a caregiver.	

Activities/Services:

Status Toward Achieving Indicated Outcome/Goal:

Actual Results:

Progress Report (Indicate the Report Period _____)

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET SUMMARY

Contractor Name: Human Services Agency, County of San Mateo	Contract Number:	Contract Amount: \$100,000
Prepared By: Ali Shirkhani	Contract Term:	Amendment #:
Telephone #: 650-802-7675	Fax Number: 650-596-3478	
Date: 3/4/2013	E-mail Address: ashirkhani@smchsa.org	

SECTION 10: ADMINISTRATIVE COSTS

Line Item		CSBG Disc. Funds (rounded to the nearest dollar)
1	Salaries and Wages	\$3,000
2	Fringe Benefits	
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Contract/Consultant Services	
7	Other Costs	\$1,000
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total CSBG Disc. allocation in Section 40)		\$4,000

SECTION 20: PROGRAM COSTS

Line Item		CSBG Disc. Funds (rounded to the nearest dollar)
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor/Consultant Services	\$96,000
7	Other Costs	

Subtotal Section 20: Program Costs **\$96,000**

SECTION 40: Total CSBG Disc. Budget Amount (Sum of Subtotal Sections 10 and 20) **\$100,000**

SECTION 70: Enter "Other Agency Operating Funds used to Support CSBG Disc."
(INFORMATION ONLY)

SECTION 80: Agency Total CSBG Discretionary Operating Budget (Sum of Section 40 and 70)
(INFORMATION ONLY) **\$100,000**

SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 40) **4%**

CSBG DISCRETIONARY (Disc.) BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name: Human Services Agency, County of San Mateo		Contract Number:	Contract Amount: \$100,000
Prepared By: Ali Shirkhani		Contract Term:	Amendment #:
Telephone #: 650-802-7675		Fax Number: 650-596-3478	
Date: 3/4/2013		E-mail Address: ashirkhani@smchsa.org	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG Disc. time allocated for each position	E Number of CSBG Disc. months allocated for each position	F Total CSBG Disc. Funds budgeted for each position
1	Human Services Analyst	\$56,500	5%	12	\$3,000
Total (must match Section 10: Administrative Costs line item 1 on the CSD 627 Budget Summary form)					\$3,000

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

Total (must match Section 20: Program Costs line item 1 on the CSD 627 Budget Summary form)					

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG Disc. funds Budgeted Line 2	Section 20 Program Costs List CSBG Disc. funds Budgeted Line 2
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 627 (BUDGET SUMMARY)			

CSBG DISCRETIONARY (Disc.) BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name:	Human Services Agency, County of San Mateo	Contract Number:		Contract Amount:	\$100,000
Prepared By:	Ali Shirkhani	Contract Term:		Amendment #:	
Telephone #:	650-802-7675	Fax Number:	650-596-3478		
Date:	3/4/2013	E-mail Address:	ashirkhani@smchsa.org		

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

CSBG Discretionary					
LIST EACH LINE ITEM Totals must match CSD 627 Budget Summary form Attach additional sheet(s) if necessary		Section 10 Administrative Costs		Section 20 Program Costs	
List all Operating Expenses	3	sum should equal total on line item 3 of CSD 627 Budget Summary form	3	sum should equal total on line item 3 of CSD 627 Budget Summary form	
List all Equipment Purchases	4	sum should equal total on line item 4 of CSD 627 Budget Summary form	4	sum should equal total on line item 4 of CSD 627 Budget Summary form	
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5	sum should equal total on line item 5 of CSD 627 Budget Summary form	5	sum should equal total on line item 5 of CSD 627 Budget Summary form	
List all Contract/Consultant Services	6	sum should equal total on line item 6 of CSD 627 Budget Summary form			
List all Subcontractor/Consultant Services Direct services will be contracted out to Samaritana House. Samaritana House is one of the largest San Mateo County non-profit agencies which manages its own homeless shelter (Safe Harbor) in South San Francisco.			6	sum should equal total on line item 6 of CSD 627 Budget Summary form	
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):					\$96,000
		Section 10 Administrative Costs		Section 20 Program Cost	
i Cost of meetings, supplies and copies, sub-contractor's site visits and monitoring, attending conferences employees' mileage.		\$1,000			
ii					
iii					
iv					
Total Other Costs (Sum of i, ii, iii, iv):	7	sum should equal total on line item 7 of CSD 627 Budget Summary form	7	sum should equal total on line item 7 of CSD 627 Budget Summary form	
		\$1,000			

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET NARRATIVE

Contractor Name: Human Services Agency - San Mateo County	Contract Number: 	Contract Amount: \$100,000	Date 3/4/2013
Prepared By: Ali Shirkhani	Contract Term: 6/1/2013-6/30/2014	Amendment Number: 	
Telephone Number: 650-802-7675	Fax Number: 650-596-3478	E-mail Address: ashirkhani@smchsa.org	
Title	Amount	Justification / Description	
Human Services Analyst	\$3,000	Position manages data collection, data entry, reports and contract monitoring, site visits, staffs Community Action Agency's (CAA) meetings, invoice monitoring, arranges CAA meetings, communicates with CAA members as necessary. This position is a County position. Fringe benefits are paid through County's benefit system.	
Other Cost	\$1,000	Cost of meetings expenses, conferences, community training, mileage/travel (all local), printing.	
Contract with Samaritan House for Service Delivery	\$96,000	The requested funds will be used to re-house homeless families living in San Mateo County's emergency shelter system. The funds will be used by the County's Core Services Agency Network to provide security deposits and first month's rent to homeless families and single individuals who are ready to exit shelter but who lack the savings to secure permanent housing.	
TOTAL	\$100,000		



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Mission

The San Mateo County
Human Services Agency
assists individuals and
families to achieve
economic self-sufficiency,
promotes community and
family strength, and works
to ensure child safety and
well-being.



San Mateo County, Community Action Agency

TO APPLY FOR CSBG TARGETED INITIATIVES AND INNOVATIVE PROJECT FUNDING THROUGH THE CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

This letter certifies San Mateo County, Community Action Agency will secure a Board Resolution by May 31, 2013 or before the execution of an agreement should County of San Mateo, Community Action Agency be awarded a contract. This letter has been submitted in lieu of a board resolution and satisfies the application requirement for a board resolution.

Dated: _____

2/26/2013

Beverly Beasley-Johnson

Executive Director or designee



CERTIFICATION REGARDING LOBBYING

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: Community Services Block Grant

PERIOD: June 1, 2013 through June 30, 2014

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Director
Title

Beverly Beasley-James
Signature

San Mateo County
Agency/Organization

3/4/2013
Date

Application Section III – Project Narrative

Instructions: Using the prompts on the following pages, provide a detailed project narrative. Enter text directly into this application as indicated, continuing onto additional pages as needed. The next prompt will simply get “pushed” to the next page. When completed and printed, this entire application (including the prompts, scoring criteria and your entered text/excluding the required attachments and budget forms) should not exceed thirty (30) pages in length. Any additional pages of the application past page 30 will be discarded and not reviewed. The scoring criteria has been included in the application to guide and assist applicants with developing the narrative.

Section III.A – Project Description

PROMPT: Provide a descriptive overview of the proposed project. At a minimum, provide the following information: 1) Project name/title; 2) Project category; 3) Description of how the project is either a new program OR an expansion of/new component to an existing program; 4) Overall goal(s) and/or mission of the project; 5) Overview of services and activities; 6) Expected project results, and; 7) Description of agency capacity to effectively administer, manage and execute proposed project.

Innovative Project Category ONLY – those applying for an Innovative Project must include following additional information: 7) Explain why the proposed project is innovative and groundbreaking; 8) Identify the topic to be addressed; 9) Describe how the proposed methods are original, timely, creative and unique in serving the low-income population; 10) Explain if this will be a new project or a significant transformation of an existing program/project.

CSD Use Only Section III.A Scoring Criteria

Maximum Points: 10

8 – 10 points: The project description provides all requested information and leaving the reader with a clear understanding regarding the project. The project concept is thoroughly developed and the proposed services/activities will be high impact in nature. The agency has an outstanding capacity to successfully execute the proposed project.

4 – 7 points: The project description provides all or most (60 – 80%) of the requested information. The reader sufficiently understands the project. The project concept is developed and the proposed services/activities will likely have a moderate impact. The agency has an acceptable capacity to execute the proposed project.

0 – 3 points: The project description provides less than half of the requested information and is difficult for the reader to navigate and understand. The project concept is not fully developed and the proposed services/activities are low-impact in nature. The agency has inadequate capacity to execute the proposed project.

Notes:

Section III. A Score:

The San Mateo County Community Action Agency is requesting \$100,000 to create a new Rapid Re-Housing Project under the “homelessness” project category. This will be a new program of the CAA. It will complement existing homelessness prevention activities, which are targeted to people who are at-risk of losing their housing by adding organizational capacity to help those who are homeless and living in emergency shelters. The project will provide security deposit and/or first month’s rent to homeless families and individuals living in shelters or motel voucher programs who have sufficient income to pay rent but do not have the savings for a security deposit or first and last. The overall goal of the program is to more quickly end homelessness for people living in shelters and open up shelter bed capacity by moving people through these facilities more quickly. The expected result is that approximately 18 homeless households will receive assistance and secure permanent, stable housing in the

community. Samaritan House, one of San Mateo County's Core Service Agencies and the lead service provider for CSBG activities, will manage the program under a subcontract with the CAA. Samaritan House will distribute funds as needed to the Core Service Agency Network, a collaborative of eight safety net organizations located throughout the County and responsible for coordinated intake and assessment for all low income people with housing and service needs. Referrals will come from the County's shelter providers, who all have long-standing collaborative relationships with the Cores.

Samaritan House has the organizational capacity and experience needed to effectively administer, manage and execute the proposed project. Samaritan House has been providing homeless prevention and safety net services to the San Mateo community since it was established in 1974 with a mission to improve lives, promote self-sufficiency, and preserve dignity by providing supportive services for all members of the community in need; and to create and provide effective opportunities for community members to share their means, their energy, and their concern for those in need. All of Samaritan House's programs target low-income populations.

Samaritan House has the organizational experience, management expertise, a history of successful partnerships and linkages with other CBO's, sound fiscal management principles, grants administration expertise, board support and overall agency infrastructure necessary to operate effective programs. The agency is a current CSBG grantee, providing homelessness prevention services and financial assistance through a \$300,000 contract with the San Mateo County CAA. Samaritan House is the lead agency in an 8-agency collaborative with the Core Services Network to make these CAA resources available county wide and has developed the infrastructure needed to adequately report and track financial and programmatic data for this funding source. Samaritan House has an excellent track record of capturing and reporting data in a timely manner for numerous government contracts. At the close of each fiscal year, the books and records of Samaritan House are audited by an independent certified public accountant.

Samaritan House has been audited by three entities for its work with HUD Homelessness Prevention and Rapid ReHousing (HPRP) program (private A-133, State of CA controller's office and HUD) with no material findings and have received positive feedback on the program's infrastructure. Samaritan House has 25 years experience

Application – 2013 CSBG Targeted Initiatives & Innovative Projects

administering and managing progressively larger state and federally funded programs as a single contractor, fiscal agent, and lead agency for multiple-agency collaborators. Contracts include:

- ✓ **HUD** – Continuum of Care (McKinney-Vento) – Federal funding *since 1988*. (\$105K)
- ✓ **U.S. Department of Housing and Urban Development (CDBG - HUD)** - Community Development Block Grants– pass through via City and County *since at least 1998*. (\$147.5K)
- ✓ **Federal Emergency and Management Agency (FEMA)** – Emergency Food & Shelter Program – *since at least 2001*.
- ✓ **California Health Facilities Financing Authority (CHFFA)** – Financing for Samaritan House Free Clinic of San Mateo – *2008*.
- ✓ **Homelessness Prevention and Rapid Re-Housing (HPRP)** – Lead Agency for 12-agency county-wide collaborative (which includes the “**Core Services Network**” (CSN) for federal pass through funding administered by the State of California and County of San Mateo – *2009-2011*). (\$2.4M)
- ✓ **Community Services Block Grant (CSBG)** – Lead Agency for 8-agency county-wide collaborative of core service agencies *since 2011* (\$300K).

The San Mateo County CAA (SMC-CAA) was established in 2011 with the mission to eliminate the causes and ameliorate the conditions of poverty, by advancing the self-sufficiency of low income families and individuals in San Mateo County. The CAA Board is staffed by the San Mateo County Human Services Agency (H.S.A). The SMC-CAA and H.S.A. have experience in the oversight and management of CSBG contracts, including a \$300,000 contract with Samaritan House to undertake CSBG-funded homelessness prevention activities. H.S.A. will build upon this existing relationship for the proposal Rapid Re-Housing project. The SMC-CAA and the H.S.A. will be responsible for ensuring that Samaritan House is implementing the program in accordance with CSBG requirements and collecting and tracking the data needed to measure program objectives. SMC-CAA and the H.S.A. will be responsible for ensuring that all required reports are prepared and submitted to CSD in accordance with contract requirements. .

Section III.B –Need for Assistance, Target Population and Location

PROMPT: Provide the information below regarding the need for assistance, target population and location of the project:

- Identify the geographical location(s) of the project, including the boundaries of the area(s) to be served.
- Describe the demographics of the target population to be served.
- Describe the need for the project and services in area by clearly identifying the physical, economic, social, financial and/or other problem(s) requiring a solution.
- Explain how these needs were identified.
- Describe how the goals of the project and services provided will address the identified needs.

CSD Use Only Section III.B Scoring Criteria

Maximum Points: 15

11 – 15 points: The geographic location of the project and boundaries of proposed service area are accurately and clearly described. Thorough and detailed demographics of the target population are included. A convincing and detailed need for assistance is provided. It is made evident, through the clear identification of challenges and problems, that the proposed services are critically needed among the targeted population in the area. A strong needs assessment process is fully developed and explained. The proposed services will significantly address and alleviate the identified problems/needs. The goals of the project are directly connected to the need for assistance.

6 – 10 points: The geographic location of the project and boundaries of the proposed service area are adequately described. Demographics on the target population are sufficiently provided. The need for assistance is identified, demonstrating that the target population is in need of the proposed services. The needs assessment process is mostly or partially explained. The proposed services will somewhat alleviate the identified problems/needs. There is some connection between the need and the goals of the project.

0 – 5 points: The geographic location of the project and boundaries of the proposed service area are confusing and unclear. Information is lacking on the demographics of the target population. The need for assistance is inadequate, with little or no evidence that the target population is in need of the proposed services. The needs assessment process is not sufficiently described. There is little or no connection between the need and the goals of the project.

Notes:

Section III. B Score:

The proposed project will serve homeless people from throughout San Mateo County, all of whom will be living in one of the community's emergency shelters for single adults or families or living in motels using motel vouchers.

The majority of these facilities and motels are located in the urbanized corridor stretching along Highway 101, which includes the entitlement cities of Daly City, Redwood City, San Mateo, and South San Francisco.

According to San Mateo County's most recent point-in-time count of homeless people, there were about 703 households living in emergency shelter, transitional housing, drug treatment programs, jails and hospitals on a single night in January 2011. This included 112 (16%) families with children and 591 (84%) single people or couples without children. Sheltered adults were 63% male and 37% female. About 15% reported having a mental illness, 12% chronic substance use, 7% chronic health conditions, and 3% physical disabilities. About 10% were veterans. The racial and ethnic composition of the homeless population (sheltered and unsheltered combined) was

Application – 2013 CSBG Targeted Initiatives & Innovative Projects

40% White, 22% Black or African-American, 21% Latino, 5% Hawaiian or Pacific Islander, 3% Asian, 3% American Indian or Alaska Native, 5% multiple races, and 1% other or declined to state.

The need for a range of housing, shelter and services for homeless people in San Mateo County has been extensively documented in the CAP Plan, the Continuum of Care Plan, and HOPE (San Mateo County's 10 Year Plan to End Homelessness). San Mateo County is characterized by extraordinarily high housing costs, which escalated dramatically in the late 1990's and early 2000's due to burgeoning job growth in the high-tech sector. Despite the collapse of the housing market nationally and the ongoing recession, San Mateo County home prices and rents remain among the highest in the San Francisco Bay Area. The median home sales price in the quarter ending June 2011 was \$759,572. Market rent for a typical two-bedroom apartment was \$1,838 or \$22,000 per year, which is out of reach for the thousands of households earning \$25,000 or less. Even those earning \$50,000 a year would have to spend nearly half their income to afford a median priced apartment.

As the economic recovery has been underway in the past year or so, rents have been steadily increasing, with an estimated rise of 17% just in the past year. As a result, homeless service providers have found it increasingly difficult to help homeless individuals find units they can afford. People are entering emergency shelters and having to extend their stays for longer than they need to due to the difficulty of finding available housing. This in turn is making it more difficult for newly homeless people to enter shelter, because fewer beds become available each day. Invision Shelter Network estimates that 135 out of the 270 (50%) families they served in the past year could have left shelter more quickly had there been financial assistance available for deposits and/or first month's rent. Samaritan House's Safe Harbor shelter currently has approximately 15 people out of 30 (50%) living in their single adult shelter would need assistance to move to permanent housing. If these clients could exit more rapidly from shelter, it would free up space and allow Samaritan House to offer beds to more of the 120 to 150 people currently on their waiting list.

While shelters provide a safe and secure place to stay, they do not represent a long-term solution to a household's housing needs. San Mateo County is committed to assisting individuals and families to exist shelter as quickly as possible. For these reasons, we are proposing to establish a rapid re-housing project that will target people in

Application – 2013 CSBG Targeted Initiatives & Innovative Projects

shelters who are ready to exit to permanent housing but are prevented from moving because they lack the needed security deposit and/or first and last month's rent.

Section III.C – Project Objectives& Outcomes

PROMPT: Provide the following information regarding the project objectives and outcomes, ensuring that the selected project category is reflected.

Objectives

- Clearly identify and define the project objectives (i.e., obtainable and measurable goals)
- For each objective, describe the services that will be provided (or activities that will take place) in order for the stated objective to be achieved. Include a description of the targeted clients, number to be served and client benefits.

Outcomes

- Clearly identify and define the project outcomes (i.e., measurable final products/end results)
- Explain how the stated objectives and proposed services will generate these outcomes.
- Describe how your agency will collect and record data, and verify and document the achievement of outcomes.
- Describe how the outcomes will generate positive change in the lives of those clients served.
- Connect the stated outcomes to the National Performance Indicators (NPIs) goals of Community Action performance.

CSD Use OnlySection III. C Scoring Criteria Maximum Points: 25

18 – 25 points: The project objectives and outcomes are fully identified/defined, obtainable and measurable. The project category is consistently reflected throughout. Comprehensive details are provided on the services/activities to be provided in support of each objective, including a description of the clients, number to be served and client benefits. Strong linkages are demonstrated between the stated objectives, proposed services, project outcomes and NPIs. The data collection process is efficient and appropriate, and details are provided on how the agency will verify and document the achievement of outcomes. Significant and convincing details are included on how clients will be positively impacted.

11 – 17 points: The project objectives and outcomes are mostly identified/defined, obtainable and measureable. The project category is adequately reflected throughout. Sufficient details are provided on the services/activities to be provided in support of each objective. Linkages exist between the stated objectives, proposed services, project outcomes and NPIs. The data collection process is acceptable and satisfactory details are provided on how clients will be positively impacted.

0 – 10 points: The project objectives are not properly identified/defined. The objectives and outcomes appear to be unobtainable and lack measurable qualities. The project category is not reflected and details are missing regarding the proposed services/activities in support of the objectives. The stated objectives, proposed services and project outcomes are not linked or coordinated. The data collection process is missing vital details and/or is inappropriate to the project.

Notes:

Section III. C Score:

The project objectives are to:

(1) Provide either a security deposit or a security deposit plus first month's rent to approximately 18 single individuals or family households (54 total people)

- About 50% (9 households/27 people) will receive just a deposit
- About 50% (9 households/27 people will receive a deposit plus first month's rent)

The desired outcomes are that:

(1) At least 18 single individuals or family households (54 total people) will move from emergency shelter to permanent housing;

(2) At least 90% (16 households) of those who secure permanent housing will retain their housing for 6 months.

Another key outcome of the project will be to free up shelter bed capacity in the system, by enabling people living in shelters to move more quickly to permanent housing.

Homeless people are positively impacted by securing a safe, affordable place to live, ending their homelessness. This is accomplished as quickly as possible, ensuring that people spend as little time as is necessary in temporary accommodations and increasing the capacity of the shelter system to respond to the needs of people newly becoming homeless.

As lead agency for the project, Samaritan House will be responsible for collecting and managing data relating to this project. Since these activities will build upon the existing homelessness prevention services provided by the Core Service Agencies, each organization already has systems in place to record data on households who seek housing assistance and the results of the assistance. Through coordination with Case Managers at the emergency shelters, the Core Agency staff will be able to determine whether clients secured housing. Either the Core Service Agency or the shelter Case Manager will conduct a six-month follow up to determine if the household remained housed six months after move-in, and this data will be recorded by the Cores.

The proposed project connects to the following NPIs:

Goal 1: Low-income people become more self-sufficient

- 1.2 Employment Supports
- 1.2H Obtained safe and affordable housing

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved

- 4.1 Expanding Opportunities through community-wide partnerships
- 4.1A Non Profits
- 4.1D State

Goal 6: Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

- 6.4 Family Supports
- 6.4E Obtain and/or maintained safe and affordable housing

Please see the attached Work Plan (CSD 626) for additional information.

Section III. D – Delivery Strategies

PROMPT: Describe the delivery strategies to be utilized for the proposed project. Outline a plan of action demonstrating how the proposed work will be accomplished. Include the following details:

- Explain your agency's assessment and screening process of potential clients
- What services will be subcontracted? What direct services will your agency provide?
 - If applicable, list all organizations, cooperating entities, subcontractors or other key individuals who will work on the project.
 - If applicable, explain how referrals to partner agencies will be conducted, documented and the outcomes recorded.
- What outreach efforts will take place to inform potential clients of the available services?
- Describe the client follow-up that will take place. How frequently will this occur?

CSD Use Only

Section III. D Scoring Criteria

Maximum Points: 20

14 – 20 points: The delivery strategies and action plan are comprehensive and well thought-out. The agency has an effective assessment and screening process. The services to be subcontracted and directly provided by the agency are clearly identified and appropriate to the project. High-impact yet achievable outreach efforts to successfully reach the target population and potential clients are described. Frequent and effective client follow-up will take place.

6 – 13 points: The delivery strategies and action plan are acceptable and sufficient. The agency has an adequate assessment and screening process. The services to be subcontracted and directly provided by the agency are described. Reasonable outreach efforts, likely to have a moderate impact, are described. Appropriate client follow-up will occur.

0 – 5 points: The described delivery strategies and action plan are lacking and not fully-developed. The agency's assessment and screening process is inadequate. It is unclear which services will be subcontracted and which will be provided directly by the agency. The outreach efforts are unrealistic and low-impact in nature. Client follow-up and monitoring efforts appear insufficient.

Notes:

Section III. D Score:

San Mateo County has established the Core Service Agency Network (CSN) for the purpose of meeting the basic needs of low income community members for anti-poverty services, standardizing the delivery of safety-net services, and creating a collaborative organizational structure for safety-net service providers. The CSN consists of eight Core Service Agencies distributed throughout the County and located in communities with the largest levels of need: Coastside HOPE (Half Moon Bay), Daly City Community Services Center, El Concilio (East Palo Alto), Fair Oaks Community Center (Redwood City), North Peninsula Neighborhood Services (South San Francisco), Pacifica Resource Center, Puente Costa Del Sur (Pescadero), and Samaritan House (San Mateo).

The Core Service Agencies provide a range of services and direct financial assistance, including: food (groceries and cooked meals), clothing, shelter, emergency assistance (rental assistance, deposits, emergency car repair), energy assistance (utility bills and deposits), parent education, financial literacy, immigration and citizenship services, and case management. In 2009, the CSN members were collectively awarded federal funds for

Homelessness Prevention and Rapid Re-Housing (HPRP) from the American Recovery and Reinvestment Act (ARRA). Using these resources, the Cores provided both direct financial assistance (rental payments, utility payments, rental deposits, etc.) as well as a range of housing stabilization and homelessness prevention services (e.g. housing search assistance, case management, etc.). The HPRP program ended with the sunset of the ARRA. However, beginning in 2011, the Cores, with Samaritan House as the lead agency, were awarded the CSBG funds by the CAA to continue the prevention portion of these activities. The Cores are also the centralized point of entry into the shelter system.

The proposed Rapid Re-Housing Project will build upon this existing organizational infrastructure of the Cores. Referrals will come from the County's major emergency shelter providers: (1) Innvision Shelter Network, which operates the Maple Street single adult shelter, five shelters and transitional programs for families, and a motel voucher program for families; (2) CORA, which operates the county's domestic violence shelter; (3) Project WeHOPE, which manages a single adult shelter in East Palo Alto; and (4) Samaritan House, which operates the Safe Harbor shelter for single adults. As the central point of entry into the shelter system, the Cores all have strong collaborative ties to the shelter providers and will conduct outreach for the new proposed program through existing relationships and lines of communication. As part of the project launch, Samaritan House will also convene a special meeting with representatives from all the shelters to explain what assistance is available, the eligibility criteria and the referral process.

Once potential households have been referred to one of the Cores for assistance through the program, they will receive an assessment using tools already developed by the Cores and customized for this new program. Households must meet the CSBG income criteria (100% FPL), be living in a shelter or motel voucher program, and have sufficient income to sustain housing once they leave shelter.

In addition to conducting the screening and assessment, the Cores will be responsible for coordinating with the shelter Case Manager to ensure that the household locates a suitable unit and working with the landlord to ensure they receive the requested security deposit and/or first month's rent. No funds will be given directly to the client. Follow-up will be conducted approximately six months after move-in, either by the Core Service Agency staff or the shelter Case Manager.

Section III. E – Timeline		
PROMPT: Provide a timeline of how the project will be accomplished within twelve (12) months. The timeline should describe/reflect the significant project phases including planning, execution/implementation, completion and evaluation.		
CSD Use Only	Section III.E Scoring Criteria	Maximum Points: 10
<p>8 – 10points: The timeline successfully identifies and describes all significant phases of the project. The timeline coordinates with and accurately reflects the information provided in other parts of the application. It is clear that the proposed project can be accomplished within twelve months.</p> <p>4 – 7 points: The timeline identifies all or most of the significant phases of the project. The timeline mostly/somewhat coordinates with and reflects the information provided in other parts of the application. The project can likely be accomplished within twelve months.</p> <p>0 – 3points: The timeline lacks vital information regarding the significant phases of the project. The timeline does not sufficiently coordinate with and reflect the information provided in other parts of the application. It's unlikely that the project can be accomplished with in twelve months.</p>		
Notes:		Section III. EScore:

Given that the project will build upon existing agency infrastructure, there will be a very minimal start-up period.

During the first month of the grant, Samaritan House will develop the needed intake and assessment forms as well as informational materials to distribute to the shelters regarding eligibility criteria and referral process. They will also convene a special meeting with shelter providers to announce the project launch. We anticipate that the assistance will roll out fairly evenly over the 12 months of the grant, with about 1 to 2 households assisted each month.

Section III. F – Evaluation & Sustainability

PROMPT: Provide the following information regarding the evaluation and sustainability of the proposed project:

- Explain how:
 - The discretionary grant will be used to leverage other funding.
 - The project/services will be sustained after the end of the discretionary grant.
 - The project and its results will be evaluated. Include details on the evaluation criteria/methodology.

CSD Use Only

Section III.F Scoring Criteria

Maximum Points: 10

8 – 10 points: Strong and convincing evidence is provided that the project will be successfully sustained after the grant funding ends. A realistic and achievable plan for leveraging the discretionary grant is included. A clear and fully developed evaluation process, including details on the criteria and methodology to be utilized, is described.

4 – 7 points: The evidence provided regarding the sustainability of the project and the plan for leveraging funding is adequate and acceptable. The evaluation process described is suitable for the proposed project.

0 – 3 points: Little to no evidence regarding the sustainability of the project is provided. The plan (if provided) for leveraging the funding is insufficient and not thoughtfully developed. The evaluation process is significantly lacking in detail, if provided at all.

Notes:

Section III. F Score:

The grant funds will leverage the entire existing infrastructure of the Core Service Agency network. Staff for the project will be provided on an in-kind basis by the Core Service Agencies, which are largely funded by San Mateo County General Funds, some of the cities in San Mateo County, private fundraising, as well as other local, state and federal sources. The project will also leverage the Case Management staff of the emergency shelters. Implementation of this project will allow the Cores to put in place the systems needed to apply for future funding opportunities to deliver similar services, such as through federal Continuum of Care, Emergency Solutions Grant (ESG) or other sources.

Section III. G – Project Budget

PROMPT: Develop a project budget that is appropriate and reasonable to accomplish the stated project outcomes. Applicants *must* complete and attach the following budget forms to this application:

- CSD 627 – Budget Summary
- CSD 627A – Budget Support Personnel
- CSD 627B – Budget Support Non Personnel
- CSD 627C – Budget Narrative Template

These budget forms, along with instructions, are available online at <http://providers.csd.ca.gov> under “CSBG>New Funding>2013-NOFA-30”. Please download the forms, complete as instructed, print, sign as necessary and attach to application. As you prepare your budget, please note – administrative funds are limited to 12% of the total grant award (example: \$12,000 of \$100,000 award). The submitted budget will be reviewed and scored using the criteria below. No additional description of your budget is needed directly on this application.

CSD Use Only	Section III. G Scoring Criteria	Maximum Points: 10
<p>8 – 10 points. All budget forms are properly completed and attached to this application per instructions. Administrative funds are 12% or less of the total requested funding amount. All rows/columns total correctly. The budget and budget narrative clearly describe an efficient, appropriate and reasonable use of funds. The project can be accomplished using the proposed budget. A high number of clients will be served for the amount of funding requested.</p> <p>4 – 7 points: All budget forms are properly completed and attached to this application per instructions. Administrative funds are 12% or less of the total requested funding amount. Rows/columns may not total correctly. The proposed budget may benefit from increased efficiency regarding the use of funds. The project will most likely be accomplished using the proposed budget. An average/standard number of clients will be served for the amount of funding requested.</p> <p>0 – 3 points: Budget forms are not properly completed or not attached to application. Significant errors are present in the budget and budget narrative. Administrative funds are higher than 12%. Proposed budget is inefficient and inappropriate and it's unlikely that the proposed project could be completed. A small number of clients will be served for the amount of funding requested.</p>		

Notes:	Section III. GScore:
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(no narrative text for Section III. G required)

– End of application –

CSD USE ONLY

Evaluation Team:

Total Score:

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET SUMMARY

Contractor Name: Human Services Agency, County of San Mateo	Contract Number:	Contract Amount: \$100,000
Prepared By: Ali Shirkhani	Contract Term:	Amendment #:
Telephone #: 650-802-7675	Fax Number: 650-596-3478	
Date: 3/4/2013	E-mail Address: ashirkhani@smchsa.org	

SECTION 10: ADMINISTRATIVE COSTS

Line Item	CSBG Disc. Funds (rounded to the nearest doll:
1 Salaries and Wages	\$3,000
2 Fringe Benefits	
3 Operating Expenses	
4 Equipment	
5 Out-of-State Travel	
6 Contract/Consultant Services	
7 Other Costs	\$1,000
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total CSBG Disc. allocation in Section 40)	
	\$4,000

SECTION 20: PROGRAM COSTS

Line Item	CSBG Disc. Funds (rounded to the nearest doll:
1 Salaries and Wages	
2 Fringe Benefits	
3 Operating Expenses	
4 Equipment	
5 Out-of-State Travel	
6 Subcontractor/Consultant Services	\$96,000
7 Other Costs	
Subtotal Section 20: Program Costs	
	\$96,000

SECTION 40: Total CSBG Disc. Budget Amount (Sum of Subtotal Sections 10 and 20)

\$100,000

**SECTION 70: Enter "Other Agency Operating Funds used to Support CSBG Disc."
(INFORMATION ONLY)**

**SECTION 80: Agency Total CSBG Discretionary Operating Budget (Sum of Section 40 and 70)
(INFORMATION ONLY)**

\$100,000

SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 40)

4%

CSBG DISCRETIONARY (Disc.) BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name: Human Services Agency, County of San Mateo		Contract Number:	Contract Amount: \$100,000
Prepared By: Ali Shirkhani		Contract Term:	Amendment #:
Telephone #: 650-802-7675		Fax Number: 650-596-3478	
Date: 3/4/2013		E-mail Address: ashirkhani@smchsa.org	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG Disc. time allocated for each position	E Number of CSBG Disc. months allocated for each position	F Total CSBG Disc. Funds budgeted for each position
1	Human Services Analyst	\$56,500	5%	12	\$3,000
Total (must match Section 10: Administrative Costs line item 1 on the CSD 627 Budget Summary form)					\$3,000

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

Total (must match Section 20: Program Costs line item 1 on the CSD 627 Budget Summary form)					

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG Disc. funds Budgeted Line 2	Section 20 Program Costs List CSBG Disc. funds Budgeted Line 2
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 627 (BUDGET SUMMARY)			

CSBG DISCRETIONARY (Disc.) BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name:	Human Services Agency, County of San Mateo	Contract Number:		Contract Amount:	\$100,000
Prepared By:	Ali Shirkhani	Contract Term:		Amendment #:	
Telephone #:	650-802-7675	Fax Number:	650-596-3478		
Date:	3/4/2013	E-mail Address:	ashirkhani@smchsa.org		

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

LIST EACH LINE ITEM Totals must match CSD 627 Budget Summary form Attach additional sheet(s) if necessary	CSBG Discretionary	
	Section 10 Administrative Costs	Section 20 Program Costs
List all Operating Expenses	3 sum should equal total on line item 3 of CSD 627 Budget Summary form	3 sum should equal total on line item 3 of CSD 627 Budget Summary form
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 627 Budget Summary form	4 sum should equal total on line item 4 of CSD 627 Budget Summary form
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5 sum should equal total on line item 5 of CSD 627 Budget Summary form	5 sum should equal total on line item 5 of CSD 627 Budget Summary form
List all Contract/Consultant Services	6 sum should equal total on line item 6 of CSD 627 Budget Summary form	
List all Subcontractor/Consultant Services Direct services will be contracted out to Samaritana House. Samaritana House is one of the largest San Mateo County non-profit agencies which manages its own homeless shelter (Safe Harbor) in South San Francisco.		6 sum should equal total on line item 6 of CSD 627 Budget Summary form \$96,000
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10 Administrative Costs	Section 20 Program Cost
i Cost of meetings, supplies and copies, sub-contractor's site visits and monitoring, attending conferences, and employees' mileage.	\$1,000	
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 627 Budget Summary form \$1,000	7 sum should equal total on line item 7 of CSD 627 Budget Summary form

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET NARRATIVE

Contractor Name: Human Services Agency - San Mateo County	Contract Number: 	Contract Amount: \$100,000	Date 3/4/2013
Prepared By: Ali Shirkhani	Contract Term: 6/1/2013-6/30/2014	Amendment Number: 	
Telephone Number: 650-802-7675	Fax Number: 650-596-3478	E-mail Address: ashirkhani@smchsa.org	
Title	Amount	Justification / Description	
Human Services Analyst	\$3,000	Position manages data collection, data entry, reports and contract monitoring, site visits, staffs Community Action Agency's (CAA) meetings, invoice monitoring, arranges CAA meetings, communicates with CAA members as necessary. This position is a County position. Fringe benefits are paid through County's benefit system.	
Other Cost	\$1,000	Cost of meetings expenses, conferences, community training, mileage/travel (all local), printing.	
Contract with Samaritan House for Service Delivery	\$96,000	The requested funds will be used to re-house homeless families living in San Mateo County's emergency shelter system. The funds will be used by the County's Core Services Agency Network to provide security deposits and first month's rent to homeless families and single individuals who are ready to exit shelter but who lack the savings to secure permanent housing.	
TOTAL	\$100,000		