



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Services Agency



**Date:** June 4, 2013  
**Board Meeting Date:** July 9, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Beverly Beasley Johnson, JD, Human Services Agency

**Subject:** Agreement with Human Investment Project (HIP Housing)

**RECOMMENDATION:**

Adopt a Resolution waiving the Request for Proposals process and authorizing an agreement with the Human Investment Project to provide Self-Sufficiency and Home Sharing Programs, for the term of July 1, 2013 through June 30, 2016, in the amount of \$800,400.

**BACKGROUND:**

The County of San Mateo has been working with the Human Investment Project for over 15 years. The mission of HIP Housing is 'to invest in human potential by improving the housing and lives of people in our community. HIP Housing enables people with special needs, either from income or circumstance, to live independent, self-sufficient lives in decent, safe, and low-cost homes. This is achieved through various programs, including the Self Sufficiency Program (SSP) and the Home Sharing Program. The SSP provides housing assistance and support services to low-income families with clearly defined career and educational goals and motivation to become financially self-reliant within 12-24 months. The Home Sharing program is a living arrangement in which two or more unrelated people share a home or apartment. These home sharing arrangements are facilitated through rent or service exchanges. These programs have significantly assisted many individuals and families to secure permanent housing in this County of San Mateo.

**DISCUSSION:**

HIP Housing has been engaged in providing housing services in San Mateo County for a number of years. In addition to the Self-Sufficiency Program and Home Sharing, HIP Housing participated in developing the case management and housing component of the "Moving to Work Program", in partnership with the San Mateo County Department of Housing and the Human Services Agency. This program provides housing resources and supportive services to low-income families. The mission of the program is to create

stability for clients in order to promote job achievement, retention and advancement through the provision of housing resources and supportive services, thereby enabling participants to reach and maintain self-sufficiency. Collectively, these programs provide critical housing and case management services to the low-income population in this county, including CalWORKs families. They enable families to focus on defined career and educational goals, especially employment which will assist with the goal of becoming more self-sufficient.

It is in the County's best interest to waive the Request for Proposals process and enter into an agreement with HIP Housing because HIP Housing is the only readily available resource for low-cost housing in San Mateo County which owns and manages low-rent properties and should be considered a sole source provider.

The Contractor has assured compliance with the County's Contractor Employee Jury Services 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. The Agreement and Resolution have been reviewed and approved as to form by the County Counsel and the Contractor meets the insurance requirements.

Approval of the agreement contributes to the Shared Vision 2025 outcome of a Prosperous Community by providing housing subsidies and supportive services to low-income families in San Mateo County.

**PERFORMANCE MEASURE(S):**

Measure	FY 2012-13 Actual	FY 2013-16 Projected
Number of clients receiving placements in affordable housing units through the Home Sharing Program	215*	220

Actual data due to HSA by July 30, 2013.

**FISCAL IMPACT:**

The term of the Agreement is July 1, 2013 through June 30, 2016. The total obligation is \$800,400, of which 71% (\$568,284) is funded through CalWORKs and 29% (\$232,116) is Net County Cost. The costs for services remains the same as the previous agreement. There is a slight reduction in the amount of the agreement due to a cut in the CalWORKs allocation to the County. Appropriations will be included in the FY 2013-14, FY 2014-15 and FY 2015-16 Recommended Budgets.