



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



**Date:** July 2, 2014  
**Board Meeting Date:** August 5, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** William Lowell, Director  
**Subject:** Agreement with Human Investment Project

**RECOMMENDATION:**

Adopt a Resolution authorizing the Director of Housing to execute an agreement with Human Investment Project for the term of July 1, 2014 through June 30, 2016, in the amount of \$125,000.

**BACKGROUND:**

In accordance with requirements of the U.S. Department of Housing and Urban Development, the County undertakes a yearly Notice of Funding Availability (NOFA) process to distribute federal allocations under the Community Development Block Grant (CDBG) Program and two other federal entitlements. Up to fifteen percent of each year's CDBG allocation may be used to support the operation of programs delivering community services as well as the national CDBG objectives and local priorities.

**DISCUSSION:**

On May 6, 2014, the County Board of Supervisors approved the FY 2014-15 Action Plan ("Action Plan") for a spectrum of activities funded by CDBG and/or other HUD entitlement funds (HOME and ESG). The Action Plan included \$62,500 CDBG for the Human Investment Project (HIP) Home Sharing Program. HIP's Home Sharing Program offers an alternative cost-effective affordable housing option for low income providers and seekers in high cost San Mateo County.

County policy has been to allocate two-year CDBG funding for grant-funded programs. The second year funding would be contingent on availability of continued federal funds and satisfactory performance by the nonprofits in meeting performance objectives. A two-year funding and contracting process serves dual beneficial objectives. The process: (1) streamlines contract administration procedures; and (2) enables the nonprofit recipients to undertake more effective longer term budgeting.

The Resolution has been reviewed and approved by County Counsel. The subject loan agreement will be reviewed by County Counsel as to form and to ensure adequate insurance and compliance with County's Contractor Employee Jury service ordinance, as well as other required provisions, including but not limited to hold harmless, non-discrimination and equal benefits.

The Department of Housing requests the Board give authority to 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 are within the current or revised fiscal provisions.

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 2012-13 Actual</b>	<b>FY 2013-14 Estimate</b>	<b>FY 2014-15 Projected</b>
Number of persons benefitting from CDBG grants to nonprofit-administered programs	15,339	15,500	15,500

\*FY 13-14 Actuals still under compilation pending completion of performance reports to HUD, due 9/30/2014.

**FISCAL IMPACT:**

There is no Net County Cost. The total County obligation for FY 2014-15 is \$62,500 and will be funded by the federal CDBG Program. Year one funding is included in the Department of Housing's FY 2014-15 Budget. Year two funding of up to \$62,500 will be included in the Department of Housing's budget for FY 2015-16.