



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



**Date:** July 17, 2015  
**Board Meeting Date:** September 1, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Iliana Rodriguez, Director, Human Services Agency

**Subject:** Amendment to the agreement with Focus Strategies for transition of  
Continuum of Care activities

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Focus Strategies to provide transition for Continuum of Care activities, increasing the amount by \$44,455 to an amount not to exceed \$144,155.

**BACKGROUND:**

In September 2014, the Director of the Human Services Agency (HSA) approved an agreement with Focus Strategies to complete an analysis of the current Homeless System, for the term of October 1, 2014 through June 30, 2015, in an amount not to exceed \$50,470.

Through subsequent amendments in February, May and June 2015, the Director of HSA increased the amount of the agreement by \$49,230 and extended the term to June 30, 2016.

Through these amendments, the Contractor completed an analysis of the Homeless System determining the efficiencies and ability of the system to meet the service demands of the San Mateo County homeless population. The analysis provided data on homelessness in the San Mateo County community and assessed the performance of existing programs and projects. Key findings and data from the analysis were reported back to your Board of Supervisors and the Housing Our People Effectively Interagency Council (HOPE IAC) in February 2015. These findings will be used to redesign and strengthen the Homeless System. In addition, these findings will be used to evaluate the Motel Voucher Program (MVP). The MVP provides vouchers to homeless families at an average of 9-12 families per night.

In May 2015, the Contractor began work on the new strategic plan for the Homeless System redesign and the evaluation of the MVP. In addition, the Contractor is assisting shelter partners in the preparation of the annual application for Continuum of Care (CoC) funding, planning and other requirements of the Department of Housing and Urban Development (HUD).

**DISCUSSION:**

This amendment will add funding from the HUD Planning Grant in the amount of \$44,455, to cover the remaining costs for Focus Strategies to complete the CoC application and planning and requirements for the next year for a total agreement amount not to exceed \$144,155.

Specific deliverables for CoC include: application preparation and completion for 2015 and 2016; CoC planning and governance task; and support and training for 2016 shelter count and housing inventory. In addition, the Contractor will provide training to the Center on Homelessness staff for CoC annual processes and a transition plan eliminating the need for continued contracting to complete the annual CoC processes which can be provided by staff.

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

Approval of this amendment with Focus Strategies contributes to the Shared Vision 2025 outcome of Prosperous Community by providing technical assistance on the CoC activities during HSA's staffing transition. This will allow HSA to better serve the most vulnerable populations of San Mateo County, including homeless individuals and families. It is anticipated that 95% of the project goals will be met and completed on time and on budget.

**PERFORMANCE MEASURE(S):**

Measure	FY 2014-15 Actual	FY 2015-16 Projected
Percent of project goals met and completed on time and on budget.	90%	95%

**FISCAL IMPACT:**

The term of the agreement is October 1, 2014 through June 30, 2016. This amendment adds \$44,455 to the agreement for a total obligation of \$144,155. This amendment will be funded using the HUD Planning Grant funding of \$44,455. Budgetary appropriation for this agreement is included in the FY 2015-16 Recommended Budget. There is no net county cost.