



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



**Date:** September 26, 2016  
**Board Meeting Date:** December 13, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

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

**Subject:** Acceptance of funds from the State Department of Community Services and Development, and Agreement with Samaritan House

**RECOMMENDATION:**

Adopt a resolution:

- A) Authorizing the acceptance of Community Services Block Grant Funds from the State Department of Community and Services Development to provide emergency assistance to families and individuals at risk of homelessness in an amount up to \$1,000,000 and execution by the Human Services Agency Director or designee of agreements with the State Department of Community and Services Development and any amendments to the agreements for the term of January 1, 2017 through December 31, 2018; and
- B) Authorizing the Human Services Agency Director to accept Discretionary Funds up to \$200,000 and execute agreements with the State Department of Community and Services Development and any amendments to the agreements for the term of January 1, 2017 through December 31, 2018; and
- C) Authorizing the Human Services Agency Director or designee to execute a new two-year agreement with Samaritan House to administer Community Services Block Grant Funds and any amendments to the agreements during that same term adding additional Community Service Block Grant or Discretionary funds from the State Department of Community and Services Development.

**BACKGROUND:**

The State Department of Community Services and Development (CSD) awards annual amounts of Community Services Block Grant (CSBG) funds to counties and partner agencies to provide services to low-income individuals throughout the State of California in an effort to reduce poverty. CSD awards CSBG funds based on a calendar year cycle; when CSD has additional funds, it often also issues discretionary funds to provide additional services for low-income communities.

The Human Services Agency (HSA) utilizes these funding resources to contract with a Community Based Organization to provide emergency assistance to families and individuals in San Mateo County at risk of homelessness to remain housed.

**DISCUSSION:**

HSA has received an award letter for CSBG funds from CSD to support programs that reduce poverty and revitalize low-income communities. The State anticipates allocating \$451,265 to HSA for 2017, but the amount could ultimately be more or less than this estimated amount depending on CSD's final budget for 2017.

CSD is currently in the process of drawing up contracts and will require an executed copy of the 2017 funding agreement to be returned no later than January 1, 2017. Accordingly, CSD is requesting that its funding awardees go to their respective Boards in advance and obtain authority for agency level directors to sign allocation agreements in order to streamline the approval process.

In order to comply with the requirements of CSD's Contract Division, HSA is requesting that your Board authorize its Director or her designee to execute agreements with CSD for CSBG funds up to \$1,000,000 and CSBG Discretionary Funds up to \$200,000 for the term of January 1, 2017 through December 31, 2018. This will allow HSA to streamline funds to provide critical services to the community.

HSA is also requesting that the Board waive the Request for Proposals (RFP) process and authorize its Director to execute a new two year agreement with Samaritan House to administer CSBG funds. Samaritan House is a member of the Core Service Agency Network and administers various funding sources to the members of the Core Service Agency Network. The Core Service Agencies will utilize CSBG funding through Samaritan House Agreement to serve low-income families and individuals.

The agreement and resolution has been reviewed and approved by County Counsel as to form.

Acceptance of these funding sources and the agreement with Samaritan House for administration of these funds contributes to Shared Vision 2025 outcome of a Prosperous Community by providing emergency financial assistance to low-income residents in San Mateo County. It is anticipated that for 2017 that out of 520 participants, 90% will remain housed six months after receiving assistance and 95% will rate CSBG services good or better.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>2016 Estimated Result</b>	<b>2017 Projected</b>	<b>2018 Projected</b>
Number of participants projected to receive Emergency Assistance (food, utility payments, rental and mortgage assistance, care repair assistance, shelter, transportation, referral services, and clothing).	500	520	520
Percent of participants receiving rental or emergency assistance who remain housed 6 months after receiving assistance	90%	90%	90%
Percent of CSBG participants who rate services as good or better	95%	95%	95%

Actual numbers for 2016 calendar year are not available yet. CSD contracts are on a calendar year basis.

**FISCAL IMPACT:**

It is anticipated that CSD will issue \$451,265 in CSBG Funds for calendar year 2017 and a similar amount for 2018. These funds will be contracted to Samaritan House to administer to the Core Service Agency Network. There is appropriation included in the FY 2016-17 Adopted Budget and funding will be included in future year budgets. There are no anticipated issues resulting from the acceptance of these funds.