



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** GOVERNING BOARD

**File #:** 21-389

Board Meeting Date: 5/18/2021

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Raymond Hodges, Director, Department of Housing  
**Subject:** Amendment to Agreement with Project Sentinel Increasing Amount By \$79,474.20

**RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing the Director of the Department of Housing, or designee, to execute an amendment to the agreement with Project Sentinel for landlord and tenant information and referral services increasing funding by \$79,474.20 for a total amount not to exceed \$340,774.20 for the same term of July 1, 2019 through June 30, 2021.

**BACKGROUND:**

On May 19, 2015, the Board of Supervisors accepted a report and provided direction on the allocation of \$11,500,000 in Measure A funds for affordable housing programs and projects. Included in the report as an immediate action item was the allocation of up to \$160,000 of Measure A funds for a two-year contract with a service provider to provide landlord and tenant information and referral services, including educating and informing landlords and tenants in San Mateo County about their rights and responsibilities, providing conflict resolution, and preventing miscommunication and rental-related conflicts that contribute to the housing crisis for tenants in San Mateo County. The Board directed staff to conduct a Request for Proposals (RFP) to solicit proposals from service providers that provide landlord and tenant information and referral services in San Mateo County.

At the conclusion of the RFP, Project Sentinel was selected to provide landlord and tenant information and referral services for County residents. Project Sentinel is a local non-profit organization that has extensive experience in providing services relating to (1) fair housing education and enforcement; (2) landlord-tenant counseling/dispute resolution and; (3) home ownership (mortgage counseling and first-time homebuyer training).

Pursuant to Resolution No. 074423, the County entered into an agreement with Project Sentinel for the provision of landlord and tenant information and referral services for a total amount not to exceed \$160,000 for a term of April 16, 2016 through April 14, 2018.

Pursuant to Resolution No 076016, the County then entered into a second agreement with Project

Sentinel for the continued provision and expansion of landlord and tenant information and referral services for a total amount not to exceed \$190,000 for a term of July 1, 2018 to June 30, 2019.

**DISCUSSION:**

On December 10, 2019, the Board approved the waiver of the RFP process and authorized the Director of the Department of Housing to negotiate and execute a third agreement for landlord and tenant information and referral services with Project Sentinel. Pursuant to Resolution No. 077137, the County entered into a third agreement with Project Sentinel for the continued provision of landlord and tenant information and referral services for a total amount not to exceed \$261,300 for a term of July 1, 2019 through June 30, 2021.

Due to the economic impacts of COVID-19, there has been an increased demand for the landlord and tenant information and referral services. In order to be able to provide services to meet this increased demand, Project Sentinel requires a minimum of \$160,000 per year.

As of May 1, 2021, \$52,331.40 in FY 2018-19 **Measure K** funds allocated to the Department of Housing for landlord and tenant information and referral services in the second agreement with Project Sentinel remain unexpended.

Additionally, \$45,058.27 in FY 2019-20 **Measure K** funds allocated to the Department of Housing by the Board of Supervisors for landlord and tenant information and referral services remain unexpended as of May 1, 2021.

Therefore, in order to restore funding for landlord and tenant information and referral services provided by Project Sentinel to July 2018- June 2019 levels and in order to meet the increased demand for services precipitated by the COVID-19 pandemic, staff recommends that (1) the unexpended **Measure K** funds from County's second agreement with Project Sentinel in the amount of \$52,331.40 and (2) a portion of the unexpended FY 2019-20 **Measure K** funds for landlord and tenant information and referral services in the amount of \$27,142.80 both be used to increase the amount of the County's current contract with Project Sentinel by \$79,474.20 for a new total obligation amount not to exceed \$340,774.20.

**FISCAL IMPACT:**

There is no net County cost. The increase of funding uses \$52,331.40 in FY 2018-19 unexpended **Measure K** funds from the second agreement between the County and Project Sentinel as well as \$27,142.80 in unexpended FY 2019-20 **Measure K** funds.