



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 22-432

Board Meeting Date: 6/14/2022

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

**To:** Honorable Board of Supervisors  
**From:** Ken Cole, Director, Human Services Agency  
**Subject:** **Measure K:** Agreement with Samaritan House for Homeless Shelter Services

**RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing a waiver of the Request for Proposals process and approving execution of an agreement with Samaritan House to provide homeless shelter services at the Safe Harbor shelter for the term of July 1, 2022 through June 30, 2023, for a total obligation amount not to exceed \$948,078.50.

**BACKGROUND:**

Homeless shelter services are an essential component of the County's homeless crisis response system, which aims to assist people experiencing homelessness with returning to permanent housing. After obtaining Board approval on June 27, 2017, by Resolution No. 075291, the County entered into an agreement with Samaritan House Safe Harbor to provide homeless shelter services for the term of July 1, 2017 through June 30, 2020 for a total obligation amount not to exceed \$1,800,980. Through three (3) subsequent amendments, the term was extended through June 30, 2023 for a new term of July 1, 2017 to June 30, 2022, and funding was added for a new total obligation amount not to exceed \$3,683,927. Under this agreement, Samaritan House provides emergency shelter, housing-focused case management, and service linkages to support individuals who are unsheltered and are in need of support in order to stabilize towards permanent housing as quickly as possible, as well as providing inclement weather services during the San Mateo County Inclement Weather Program activations.

The COVID-19 Pandemic has produced a unique set of challenges for people experiencing homelessness in San Mateo County and has also created challenges for programs that serve people experiencing homelessness. Homeless shelter providers have continued to provide essential emergency shelter services to an influx of residents in need of assistance during the pandemic and have had to modify shelter operations to ensure the safety of shelter residents. This includes completing daily health screenings, coordinating testing, and modifying other areas of shelter operations to ensure safety and minimize risk of the spread of COVID-19 among shelter residents and staff.

**DISCUSSION:**

The current agreement between the County and Samaritan House has reached a 5-year maximum term limit and is set to expire on June 30, 2022. This recommended one-year agreement would allow the provider to continue to operate and provide homeless shelter services, without a gap in service, to residents in San Mateo County.

Pursuant to Section 2.83.070(b) of the County Ordinance Code, the Board of Supervisors may waive the requirement of a request for proposals in any situation where the Board of Supervisors determines that the best interest of the County could be served without the necessity of requests for proposals. HSA recommends the County waive the Request for Proposals (RFP) process, because conducting an RFP during FY 2021-22 would divert provider attention from responding to the critical needs of San Mateo County’s vulnerable community members impacted by the COVID-19 pandemic. The RFP would have been issued during the peak of the Omicron surge which would have likely resulted in a gap in services and/or would have diverted provider attention in order to respond to the RFP. HSA anticipates issuing an RFP during FY 2022-23.

The resolution contains the County’s standard provisions allowing amendment of the County’s fiscal obligation by a maximum of \$25,000 for the agreement (in the aggregate).

The County Attorney has reviewed and approved the agreement and resolution as to form.

It is anticipated for the term of this agreement that 20% of all program participants leaving the Safe Harbor shelter will exit into a permanent housing situation, and the average length of stay for program participants will be 90 days or less.

**PERFORMANCE MEASURE:**

| <b>Measures</b>  | <b>FY 2022-23 Target</b> |
|--|--------------------------|
| Percentage of all program participants who exit into a permanent housing situation | 20%                      |
| Average length of stay for program participants                                    | 90 days or less          |

**FISCAL IMPACT:**

The term of this agreement is July 1, 2022 through June 30, 2023. The County’s fiscal obligation under this agreement is \$948,078.50. Of this amount, \$198,067.50 is funded by **Measure K** Sales and Use Tax Revenue; \$549,551 is Net County Cost funded; and \$200,460 is funded under the Homeless Housing, Assistance and Prevention (HHAP) grant. Budgetary appropriation for this obligation is included in the FY 2022-23 Recommended Budget.