



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 23-388

Board Meeting Date: 5/23/2023

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

**To:** Honorable Board of Supervisors

**From:** Ken Cole, Director, Human Services Agency

**Subject:** Adopt a resolution authorizing an amendment to the agreement with Focus Strategies to provide technical assistance and consultation services by adding \$140,000 in funds for a revised total obligation not to exceed \$815,000.

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Focus Strategies to provide technical assistance and consultation services by adding \$140,000 in funds for a revised total obligation not to exceed \$815,000.

### **BACKGROUND:**

The Human Services Agency (HSA), in close collaboration with the County Executive's Office, the County, and community partners, coordinates the homeless crisis response system, which includes a broad spectrum of homeless services, such as homeless prevention, shelter services, and rapid re-housing programs. HSA is designated by the U.S. Department of Housing and Urban Development (HUD) as the Continuum of Care (CoC) Lead Agency. As the CoC Lead Agency, HSA ensures compliance with HUD homeless system requirements, completes required federal reporting, coordinates the bi-annual One Day Homeless Count, and conducts the annual process to submit the CoC funding application in the HUD CoC competition.

On February 25, 2021, HSA issued a Request for Proposals to identify providers of a variety of planning, technical assistance, training, and grant writing services necessary to support the efforts to end homelessness in San Mateo County. Focus Strategies was awarded an agreement based on their experience and qualifications as a technical assistance provider.

On July 13, 2021, this Board by Resolution No. 078310 authorized an agreement with Focus Strategies for the term of July 1, 2021 to June 30, 2024 for a total amount not to exceed \$675,000.

### **DISCUSSION:**

HSA is requesting an amendment to add \$140,000 in order to increase the amount of technical assistance projects that Focus Strategies can provide. This ensures effective homeless services,

maximizes available federal funding, ensures compliance in the areas of HUD CoC requirements, and provides technical assistance on the One Day Homeless Count and Survey.

In FY 2021-22 and FY 2022-23, HSA has requested that Focus Strategies complete additional projects under this contract, including the CoC Strategic Plan on Homelessness and an additional large federal grant application process known as the Unsheltered Notice of Funding Opportunity (NOFO).

HSA is anticipating that another CoC NOFO will be issued in this current Fiscal Year. This is a large project that Focus Strategies will provide significant support on in order to continue existing CoC funds and request additional CoC funds for the homeless and housing programs within the County. Adding this funding to this contract ensures there is capacity to work on the anticipated NOFO while also completing other technical assistance projects. This includes data analysis, meeting CoC requirements, racial equity work, homeless system planning, and other work related to running and maintaining an effective homeless crisis response system.

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

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 in aggregate.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>Annual Target</b>
Federal HUD CoC funding renewed or newly awarded to programs in San Mateo County via the annual CoC Funding Competition	\$12 million
Percent of technical assistance project deliverables completed on time	90%

**FISCAL IMPACT:**

This amended agreement is for the term of July 1, 2021 to June 30, 2024 and a total obligation amount not to exceed \$815,000. This agreement is funded by the United States Department of Housing and Urban Development Continuum of Care (HUD CoC), and Net County Cost. Budgetary appropriation for this agreement is included in the FY 2022-23 Adopted Budget and will be included in the FY 2023-24 Recommended Budget.