



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 24-250

Board Meeting Date: 4/9/2024

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

**To:** Honorable Board of Supervisors

**From:** Claire Cunningham, Director, Human Services Agency

**Subject:** Amendment to Agreement with Focus Strategies to Provide Technical Assistance and Consultation Services

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Focus Strategies to provide technical assistance and consultation services by adding \$35,338 in funds for a revised total obligation not to exceed \$850,338.

**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.

On May 23, 2023 this Board by Resolution No. 079651 authorized an amendment to the agreement by adding \$140,000 in funds, for a revised total obligation of \$815,000.

**DISCUSSION:**

HSA is requesting an amendment to add \$35,338 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.

Additional funding ensures there is capacity to work on the anticipated notice of funding opportunity while also maintaining current 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.

The 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 the 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 adds \$35,338 for a total obligation amount not to exceed \$850,338. This agreement is funded by the United States Department of Housing and Urban Development Continuum of Care (HUD CoC), Homeless Housing Assistance and Prevention grant and Net County Cost. Budgetary appropriation for this agreement is included in the FY 2023-24 Recommended Budget.