



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 16-319

Board Meeting Date: 6/27/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Iliana Rodriguez, Director, Human Services Agency

Subject: **Measure K:** Amendment to the Agreement with Focus Strategies

RECOMMENDATION:

Measure K: Adopt a resolution authorizing an amendment to the agreement with Focus Strategies to provide Continuum of Care technical assistance and homeless system re-design, increasing the amount by \$298,430 for a total amount not to exceed \$398,430 and the term remaining October 3, 2016 through June 30, 2018.

BACKGROUND:

In May 2016, the Center on Homelessness issued a Request for Proposal (RFP) for providers of technical assistance for its homeless program. These services included; coordinated entry planning, performance measurement and evaluation along with the corresponding data systems, project management and project support. Over sixty organizations were contacted through the RFP process, and Focus Strategies was selected as the provider that best met the needs of the Human Services Agency (HSA). On October 3, 2016, HSA Director executed an agreement with Focus Strategies to provide the Center on Homelessness with Continuum of Care technical assistance and homeless system redesign in the amount of \$61,185 with the term of October 3, 2016 through December 31, 2016. A subsequent amendment executed on December 15, 2016, increased the amount by \$38,815 for a total obligation of \$100,000 and extended the term to June 30, 2018.

DISCUSSION:

HSA is requesting approval of this Amendment to continue the services of Focus Strategies in the areas of Continuum of Care compliance technical assistance, homeless system re-design, and to support the Center on Homelessness with the 2017 and 2018 Point-In-Time homeless counts. There is an ongoing need for technical assistance to support the work of the Center on Homelessness. The Contractor has unique expertise in analysis and analytics of homeless system data, technical assistance with the Continuum of Care funding applications and compliance. Focus Strategies is a northern California consultant that provides data-driven systems planning and performance measurements for comprehensive homeless service providers along with an array of other program evaluation and planning processes. This amendment increases the amount of the original agreement

and keeps the current agreement term date (10/3/2016 to 6/30/2018).

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

The amendment and resolution have been reviewed and approved by County Counsel as to form.

This amendment contributes to the Shared Vision 2025 outcome of a Prosperous Community by providing technical assistance and support to secure continuum of care funding and to help the County continue to implement the strategies identified in the strategic plan to reach functional zero in regards to homelessness in San Mateo County. It is anticipated that Focus Strategies will complete 95% of the project goals on time and on budget and that 80% of annual homeless assessment reports will be accepted by HUD the first time they are submitted.

PERFORMANCE MEASURE:

Measure	FY 2016-17 Estimated	FY 2017-18 Target
Percent of project goals met and completed on time and on budget	95%	95%
Percent of AHAR tables (Annual Homeless Assessment Report) complete and accepted by HUD (of the 12 categories)	NA	80%

FISCAL IMPACT:

The term of this agreement is October 3, 2016 through June 30, 2018. The agreement is increased by \$298,430 for a total agreement obligation of \$398,430. This agreement is 100% Net County Cost and funded by Measure K Sales and Use Tax Revenue. Budgetary appropriation for this obligation is included in the FY 2017-18 through FY 2018-19 Recommended Budgets.