



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 19-1157

Board Meeting Date: 12/3/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Iliana Rodriguez, Interim Director, Human Services Agency
Subject: Agreement with Mental Health Association for a Housing Voucher Navigation Program

RECOMMENDATION:

Adopt a resolution authorizing:

- A) An agreement with Mental Health Association to provide a Housing Voucher Navigation Program for the term of December 3, 2019 through June 30, 2021 in an amount not to exceed \$218,563; and
- B) The Director of the Human Services Agency or designee to execute amendments to said Agreement which modify the County's maximum fiscal obligation by no more than \$100,000 (in aggregate) during the same term for the purpose of expending Homeless Emergency Aid Program (HEAP) funds by June 30, 2021 as mandated by Health and Safety Code Sections 50214 and 50215.

BACKGROUND:

In close collaboration with many County and community partners, The Human Services Agency (HSA) coordinates homeless services throughout the County of San Mateo. HSA also serves as the lead agency in the County for the Homeless Continuum of Care (CoC) and is the administrative entity for Homeless Emergency Aid Program (HEAP), which is a one-time block grant program funded by the State of California.

HSA was awarded a HEAP grant in the amount of \$4,933,138.71 by the State of California's Business, Consumer Services and Housing Agency (BCSH) to address the emergency needs of homeless individuals and individuals at imminent risk of homelessness by providing services such as rapid re-housing, rental assistance or subsidies, capital improvement to shelter facilities, and services for youth experiencing homelessness.

On June 19, 2019, guided by the priorities of the County's strategic plan on homelessness and with opportunities to fund new or enhanced services with the awarded HEAP funding, HSA released a

Request for Proposals (RFP) for homeless services, including housing voucher navigation services.

Mental Health Association (MHA) was chosen as the provider that would best implement this program for this population.

DISCUSSION:

The Housing Navigation Program (the “Program”) will locate and work with unsheltered homeless individuals in San Mateo County who are not currently connected to services and have been matched to a housing intervention (a permanent supportive housing program or other housing program). through the Coordinated Entry System.

The goal of the Program is for MHA to work side by side with unsheltered individuals to assist them in completing the necessary steps to submit their voucher application as quickly as possible.

The Program will assist clients with completing the voucher application process, including collecting required documentation to meet voucher eligibility criteria and attending necessary appointments. The Program will also provide case management as clients are going through the voucher enrollment process and after the client receives the voucher and is in the housing search process. Once the client moves into housing, the program will ensure that the client is connected to the services provided by their housing program, to assist the client with maintaining housing stability.

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

It is estimated that 85% of clients will have all required documentation at their first meeting with the housing program and that 85% of clients will complete the enrollment process in the housing program within 40 days of referral to the Housing Voucher Navigation Program. The Program’s goal is to serve 20 households before the end of this fiscal year and 40 households in FY 2020-21.

PERFORMANCE MEASURE:

| Measure | FY19-20 Target (12/03/2019 - 06/30/20) | FY20-21 Target (07/01/20 - 06/30/21) |
|--|--|---|
| Percent of clients who have all required documentation at first meeting with housing program | 85% | 85% |
| Percent of clients who complete the enrollment process in the housing program (i.e. voucher issuance) within 40 days of referral to the Housing Voucher Navigation Program | 85% | 85% |

FISCAL IMPACT:

The term of this Agreement is from December 3, 2019 through June 30, 2021. This Agreement is funded using 100% of the Homeless Emergency Aid Program (HEAP) State of California grant. Budgetary appropriation for this Agreement is included in the FY 2019-20 Adopted Budget and FY 2020-21 Recommended Budget.