



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 19-1158

Board Meeting Date: 12/3/2019

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**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 Move-In Assistance Program

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) An agreement with Mental Health Association to implement a Move-In Assistance Program for the term of December 3, 2019 through June 30, 2021 in an amount not to exceed \$150,000; 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 the implementation of financial assistance for families and individuals who are currently experiencing homelessness.

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

**DISCUSSION:**

Families and adults who are experiencing homelessness and are staying in an emergency or transitional shelter are working on their housing plan in order to identify and move back into housing as quickly as possible. Shelter case managers provide assistance to each client in creating his or her housing plan. When a client identifies a housing option and is accepted by the landlord, the client may face challenges in affording the initial move-in costs. Given the extremely high cost of housing, the costs of first month’s rent and deposit can be very high, even for a household who has the resources to cover the ongoing monthly rent.

In order to assist these clients with being able to meet the required move-in costs, the Move-In Assistance Program will provide one-time financial assistance to families and individuals in a shelter in San Mateo County, who have identified housing and are in need of financial assistance to pay the move-in costs. Move-in assistance includes one-time funding towards first month’s rent, deposit, and related move-in expenses. Additionally, the program can support other one-time costs directly tied to housing stability, such as a car repair that ensures an adult in the household can continue to work to afford monthly rent. Financial assistance will be tailored to the specific needs and housing plan of each household.

Your Board’s approval of this Agreement with MHA will allow HSA to assist households in an emergency or transitional shelter to be able to return to housing. The removal of this financial barrier will facilitate these families and individuals attaining housing stability.

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

It is estimated that 75% of financial assistance requests will be issued within three business days from the submittal of the application. The goal of the program is to serve 25 individuals before the end of this fiscal year and 60 individuals in FY 2020-21.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY19-20 Target (12/03/2019 - 06/30/20)</b>	<b>FY20-21 Target (07/01/20 - 06/30/21)</b>
Percentage of financial assistance requests that are issued (paid) within 3 business days from the date the application is submitted	75%	75%
Percent of clients who have remained housed six months after they received this move-in assistance	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.