



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 20-488

Board Meeting Date: 6/30/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Ken Cole, Director, Human Services Agency
Subject: Amendment to the Agreement with Focus Strategies for Technical Assistance for Homeless System and Continuum of Care Coordination and Compliance

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Focus Strategies to provide technical assistance for homeless system and Continuum of Care coordination, analysis and compliance, increasing the amount by \$252,518 for a revised total amount not to exceed \$1,041,958 and extending the term through June 30, 2021.

BACKGROUND:

The Human Services Agency (HSA), in close collaboration with the County Manager's Office and County and community partners, coordinates the homeless crisis response system, which includes a broad spectrum of homeless services, including 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.

In 2016, HSA issued a Request for Proposals (RFP) for providers of technical assistance and Focus Strategies was selected as the provider that best met the needs of the County for CoC compliance, system planning, and reporting technical assistance.

On October 3, 2016, the HSA Director executed an agreement with Focus Strategies to provide technical assistance in a total amount not to exceed \$61,185 with a term of October 3, 2016 through December 31, 2016.

On June 27, 2017, the parties executed a second amendment to the agreement to increase the amount by \$298,430.

On June 26, 2018, the parties executed a third amendment to the agreement to increase the amount by \$391,010 and extended the term through June 30, 2020.

On March 22, 2019, the parties executed a fourth amendment to the agreement to replace certain language to reflect changes and additions to personnel.

DISCUSSION:

HSA is requesting approval of this Amendment to continue technical assistance from Focus Strategies to ensure effective homeless services, maximize available federal funding, ensure compliance in the areas of HUD CoC requirements. This technical assistance includes intensive technical assistance on HSA's application for HUD CoC funding via the HUD CoC competition. Focus Strategies' services are also critical to the planning, implementation, and reporting of the 2021 One Day Homeless Count. Focus Strategies' expertise in federal funding, CoC requirements, homeless system planning, and data analysis assist HSA and homeless service providers in maintaining an effective homeless crisis response system.

The proposed amendment would extend the term by one year through June 30, 2021 and add \$252,518 in funding for a revised total obligation amount not to exceed \$1,041,958.

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.

PERFORMANCE MEASURE:

Measure	FY 2020-21 Target
Percent of technical assistance project deliverables completed on time	95%

FISCAL IMPACT:

The term of this Amendment is from July 1, 2020 to June 30, 2021 in an amount not to exceed \$252,518. The maximum obligation of this Contract will increase from \$789,440 to \$1,041,958 This Agreement is funded using 25% of Net County Cost, at \$63,123 and 75% of HUD CoC grant funding at \$189,388. Budgetary appropriation for this obligation is included in the FY 2020-21 Recommended Budget.