



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 20-977

Board Meeting Date: 12/8/2020

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

**To:** Honorable Board of Supervisors

**From:** Ken Cole, Director, Human Services Agency

**Subject:** Acceptance of funds from the State Department of Community Services and Development and Authorization of Execution of Related Agreements

**RECOMMENDATION:**

Adopt a resolution:

- A) Authorizing the acceptance of annual Community Services Block Grant (CSBG) Funds and CSBG Discretionary Funds from the State Department of Community and Services Development to provide emergency assistance to low-income families and individuals in a total amount not to exceed \$1,350,000; and
- B) Authorizing the Human Services Agency Director, or designee, to execute agreements with State Department of Community and Services Development and any amendments to those agreements required for acceptance of annual CSBG Funds and CSBG Discretionary Funds in a total amount not to exceed \$1,350,000 for the term of January 1, 2021 through May 31, 2023; and
- C) Authorizing the Human Services Agency Director, or designee, to execute agreements with qualified contractor(s) and any amendments to those agreements to administer annual CSBG Funds and CSBG Discretionary Funds in a total amount not to exceed \$1,350,000 for the term of January 1, 2021 through May 31, 2023.

**BACKGROUND:**

The California Department of Community Services and Development (CSD) awards Community Services Block Grant (CSBG) Funds annually to counties and partner agencies (known as Community Action Agencies) to provide services to low-income individuals throughout the state of California to reduce poverty. CSD awards CSBG Funds on a calendar year cycle. When CSD has additional CSBG Funds, it often also issues CSBG Discretionary Funds to fund the provision of additional services for low-income communities.

The Human Services Agency (HSA) utilizes these funding resources to contract with qualified contractor(s) to provide emergency financial assistance to families and individuals in San Mateo County to help them maintain stable housing.

**DISCUSSION:**

Since 2012, HSA has been receiving CSBG Funds from CSD to support programs that reduce poverty and revitalize low-income communities. The State anticipates allocating \$460,000 to HSA for the 2021 calendar year, but the final amount may ultimately be more or less than this estimated amount depending on CSD’s final budget for 2021.

CSD is currently in the process of drawing up contracts and will require an executed copy of the 2021 CSBG funding agreement to be returned no later than January 1, 2021. Accordingly, CSD is requesting that its CSBG Fund awardees ensure that they are able to review and return grant agreements quickly and have a streamlined process in place to issue grant of CSBG funds, including any additional funding from CSD that may become available during the year.

Therefore in order to be able to quickly execute grant agreements with CSD, and any necessary amendments to those agreements, HSA is requesting that the Board authorize the HSA Director, or designee, to (1) execute agreements with CSD for CSBG Funds and CSBG Discretionary Funds (and any necessary amendment to those agreements); and (2) execute agreements with qualified vendor(s) (and any necessary amendments to those agreements) for services funded with CSBG Funds and CSBG Discretionary Funds up to \$1,350,000 for the term of January 1, 2021 through May 31, 2023. This streamlined process will allow HSA to ensure that critical services are provided to the community in a timely manner.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>Annual Projections</b>
Number of participants projected to receive Emergency Financial Assistance	150 Households
Percent of participants receiving rental or emergency assistance who remain housed 6 months	65%

**FISCAL IMPACT:**

HSA anticipates that CSD will issue \$460,000 in CSBG Funds for the 2021 calendar year and a similar amount for the 2022 calendar year. However, the final amounts have not been confirmed. In addition, CSD may also release CSBG Discretionary Funds in the 2021 and 2022 calendar years. These CSBG Funds and CSBG Discretionary Funds will then be provided to qualified contractor(s) to administer the funds in collaboration with Core Service Agency Network for the purposes stated in this memo.