



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 21-583

Board Meeting Date: 7/13/2021

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

**To:** Honorable Board of Supervisors  
**From:** Ken Cole, Director, Human Services Agency  
**Subject:** Agreement with Focus Strategies to provide Technical Assistance and Consultation Services

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Focus Strategies for the term of July 1, 2021 to June 30, 2024 and a total obligation amount not to exceed \$675,000 to provide technical assistance and consultation services.

**BACKGROUND:**

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

On February 25, 2021, HSA issued a Request for Proposals (RFP) to identify providers of a variety of planning, technical assistance, training, and grant writing services necessary to support the efforts to end homelessness in San Mateo County. Focus Strategies was awarded an agreement based on their experience and qualifications as a technical assistance provider.

**DISCUSSION:**

HSA would like to enter into an agreement with Focus Strategies to provide technical assistance and consultation services that will allow the County to maximize available federal funding, ensure compliance with HUD CoC requirements, implement policy and practices to make homeless services delivery improvements to help the County reach functional zero. Focus Strategies will identify, finalize and implement homeless system strategies; planning and data analysis for the County's Homeless One Day Count; and provide intensive technical support to the County on its application for program funding through the HUD CoC funding competition.

County Counsel has reviewed and approved the resolution and agreement as to form. The resolution contains the County’s standard provisions allowing amendment of the County’s fiscal obligations by a maximum of \$25,000 in aggregate.

It is anticipated for each Fiscal Year of the agreement that 90% of technical assistance project deliverables will be completed on time. HSA estimates the County will receive \$12 million in new, or renewed, program funding through the annual CoC federal funding competition.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2021-22 Anticipated</b>	<b>FY 2022-23 Anticipated</b>	<b>FY 2023-24 Anticipated</b>
Percent of technical assistance project deliverables will be completed on time	90%	90%	90%
Estimated amount of, new or renewed, program funding received through the annual CoC federal funding competition*	\$12 million	\$12 million	\$12 million

\*Calculated by calendar year on an annual basis

**FISCAL IMPACT:**

This agreement is for the term of July 1, 2021 to June 30, 2024, a period of three years, and a total obligation amount not to exceed \$675,000. This agreement is funded By the HUD CoC grant (75%) and Net County Cost (25%). Budgetary appropriation for this agreement is included in the FY 2021-22 and 2022-23 Recommended Budget and will be included in the FY 2023-24 budget.