



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 22-1013

Board Meeting Date: 12/13/2022

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 to Execute Related Agreements

RECOMMENDATION:

Adopt a resolution:

- A) Authorizing the acceptance of 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 the 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 received from January 1, 2023 through May 31, 2025; 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 such CSBG Funds and CSBG Discretionary Funds in a total amount not to exceed funds allocated.

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 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 community-based organizations to provide emergency financial assistance to families and individuals in San Mateo County to help them maintain stable housing.

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 \$475,000 to HSA for the 2023 calendar year. The final amount may be more or less than this estimated amount, depending on CSD's final allocations for 2023.

DISCUSSION:

CSD is currently in the process of drawing up contracts and will require an executed copy of the 2023 CSBG funding agreement to be returned no later than January 1, 2023. Accordingly, CSD is requesting that its CSBG Fund administrators 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.

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 and any necessary amendments with CSD for CSBG Funds and CSBG Discretionary Funds; and (2) execute agreements and any necessary amendments with qualified vendor(s) for services funded with CSBG Funds and CSBG Discretionary Funds, up to a total amount not to exceed \$1,350,000. This streamlined process will allow HSA to ensure that critical services are provided to the community in a timely manner.

The County Attorney has reviewed and approved the resolution as to form.

PERFORMANCE MEASURE:

Measure	2023 Projected
Number of households projected to receive Emergency Financial Assistance	150 households
Percent of participants receiving rental or emergency assistance who remain housed for 6 months	65%

FISCAL IMPACT:

HSA anticipates that CSD will issue \$475,000 in CSBG Funds for the 2023 calendar year and a similar amount for the 2024 calendar year. However, the final amounts have not yet been confirmed. In addition, CSD may also release CSBG Discretionary Funds in the 2023 and 2024 calendar years. These CSBG Funds and CSBG Discretionary Funds will then be provided to qualified contractor(s) to administer the funds.