



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 23-782

Board Meeting Date: 9/26/2023

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

**To:** Honorable Board of Supervisors  
**From:** Claire Cunningham, Director, Human Services Agency  
**Subject:** Accepting Grant Agreement with the United States Department of Housing and Urban Development

### **RECOMMENDATION:**

Adopt a resolution authorizing and directing the Human Services Agency Director or designee to accept funds from the United States Department of Housing and Urban Development (HUD) for the CA-512 Unsheltered Continuum of Care (CoC) Planning Project Application FY2022 (CA2200H9T122200) and the CA-512 Unsheltered HMIS Project Application FY2022 (CA2201H9T122200) in the amount of \$142,850 for the term of October 1, 2023 through September 30, 2026.

### **BACKGROUND:**

The Human Services Agency (HSA) is the lead agency for the San Mateo County Continuum of Care (CoC) designated by United States Department of Housing and Urban Development (HUD). As the CoC lead agency, HSA ensures compliance with all HUD CoC regulations, oversees the Coordinated Entry System (CES), completes federal reporting required by HUD, and coordinates the community's annual HUD grant application for funding to support homeless services in the community.

HSA is also the Homeless Management Information System (HMIS) lead for the San Mateo County CoC. HUD mandates each CoC HMIS lead agency provide a HMIS that complies with HUD's data collection and reporting standards. HMIS is a local information technology system used to collect client data that coordinates and helps clients with acquiring housing and services. HSA has recurring costs associated with the administration of HMIS that include system licenses and maintenance.

HSA applied for the CoC Planning and HMIS grants under HUD's 2022 Unsheltered Special funding opportunity and received an award for both, totaling \$142,850 for the term of October 1, 2023, through September 30, 2026.

### **DISCUSSION:**

HSA recommends the County enter into the grant agreement with HUD to fund CoC planning and

HMIS activities. HSA will use the CoC Planning funding to support staff time and technical assistance services necessary to meet HUD CoC requirements. Activities funding by the planning grant include coordination between and monitoring of Unsheltered Special funding opportunity grant recipients, implementing the CoC plan to address unsheltered homelessness, data analysis and submission of federal reports, implementing the Coordinated Entry System, maintenance of the required CoC community committees, and conducting the biannual One Day Homeless Count. HSA will use HMIS grant funds for costs associated with the administration of HMIS such as system licenses and maintenance costs.

Community partners use HMIS to collect information from projects serving homeless families and individuals so that they can analyze the needs of this population and establish funding priorities. HMIS data are also used to ensure that homeless services programs are provided equitably.

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

**PERFORMANCE MEASURE:**

There are no performance measures with this resolution.

**FISCAL IMPACT:**

The amount of the grant agreement is \$142,850 for the Continuum of Care Planning Project and Homeless Management Information System Project. The period is for 36 months beginning on October 1, 2023 through September 30, 2026. Budgetary appropriation for this agreement is included in the FY23-24 Adopted Budget and for future agreements will be included in the respective Recommended Budget. This is a revenue agreement and there is no Net County Cost associated to the agreement.