



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

**HUMAN SERVICES AGENCY**

**DATE:** May 4, 2007  
**BOARD MEETING DATE:** June 5, 2007  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Beverly Beasley Johnson, J.D., Director, Human Services Agency  
Stephen Kaplan, Director, Northern Region, Substance Abuse and  
Shelter Services

**SUBJECT:** Agreement with Shelter Network for the Motel Voucher Program and the  
Transitional Housing for Families with Special Needs Program

**RECOMMENDATION:**

Adopt a Resolution:

- A. Waiving the Request for Proposal (RFP) process;
- B. Authorizing the execution of an Agreement with Shelter Network to provide the Motel Voucher Program and the Transitional Housing for Families with Special Needs Program for the term of July 1, 2007 to June 30, 2010, in the amount of \$785,687, \$360,698 is Net County Cost for the FY 2007-08; and
- C. Authorizing the Director of the Human Services Agency to execute subsequent amendments and minor modifications not to exceed an aggregate of \$25,000, and to make minor changes in the types of services and activities provided under the Agreement.

**VISION ALIGNMENT:**

**Commitment:** Offer a full range of housing choices.

**Goal Number 9:** Housing exists for people at all income levels and for all generations of families.

The Agreement with Shelter Network contributes to this commitment and goal through the cooperative efforts of public and private parties to advance the mutual goal of providing a continuum of housing opportunities for homeless families.

**PERFORMANCE MEASURE(S):**

Measure	FY 2006-07 Expected	FY 2007-10 Projected
Number of unduplicated families managed and coordinated through the Motel Voucher Program.	200	200 per year
Percent of individuals exiting the program with mainstream benefit.	68%	75% per year

**BACKGROUND:**

The County has conducted business with Shelter Network, through the Department of Housing, to provide emergency shelter and transitional housing to families since 1987. The Motel Voucher and the Transitional Housing for Families with Special Needs Programs are two unique programs which were combined in 2003-04. Through these two programs, Shelter Network has been engaged in recruitment and retention of participating motels by negotiating rates of payment for vouchers, and providing short term motel stays with access to transitional housing to clients with special needs (special needs are those that impact the ability to secure housing, examples of which could include families in drug or alcohol recovery, mental health treatment, domestic violence survivors, leaving incarceration, or any other similar situation).

**DISCUSSION:**

Shelter Network is the only shelter and transitional housing program for families in San Mateo County that has adequate staffing, capabilities, expertise, and Countywide resources to meet the County's need in providing the services associated with this Agreement. This program serves an extensive population of individuals with multiple barriers who are in great need of transitional housing and supportive services. The Motel Voucher Program and the Transitional Housing for Families with Special Needs Program have surpassed Shelter Network's goal of families and individuals to be served.

The request to waive the RFP process is based on the service provider's response to the County's Notification of Funding Availability (NOFA) for Fiscal Year 2007-08. As a result of this process, Shelter Network qualified to receive Community Development Block Grant (CDBG) funding. In order to avoid interruption of services to the community, it is in the County's best interest to continue with this Contractor.

The Contractor has assured compliance with the County's Contractor Employee Jury Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. This Agreement has been reviewed and approved as to form by the County Counsel's office and Risk Management has approved the Contractor's Insurance coverage.

**FISCAL IMPACT:**

The term of this Agreement is July 1, 2007 through June 30, 2010. The total obligation for FY 2007-08 is \$785,687 and is funded by the following: \$247,495 CalWORKS, \$177,494 Child Welfare Services Title IV-B and \$360,698 is Net County Cost. Funds have been included in the Fiscal Year 2007-08 Recommended Budget. Payments for the subsequent years will be based on availability of funds and service need and will be in the form of an Amendment(s) to the Agreement.