



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Services Agency



DATE: November 7, 2011
BOARD MEETING DATE: November 15, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Beverly Beasley Johnson, J.D., Director, Human Services Agency
SUBJECT: Executive Summary: Accepting Community Services Block Grant (CSBG) Funds

RECOMMENDATION:

Adopt a Resolution:

- A. Authorizing the formation of the San Mateo County Community Action Agency Board (SMC-CAAB) that will meet the State Department of Community Services and Development's CSBG contract requirement;
- B. Appointing the public sector and private sector members of the SMC-CAAB;
- C. Authorizing the San Mateo County Human Services Agency's Executive Director, or her/his designee to accept and execute the 2011 CSBG State Contract and subsequent amendments on behalf of the County of San Mateo in the amount of \$382,439.00 (Grant Number 11-F-4242).

BACKGROUND:

In 2010, the agency designated as the San Mateo County Community Action Agency by the California Community Services Department (CSD) ceased operations. The CSD allocates Community Services Block Grants to every County in the state, but the recipient of those funds must be a Community Action Agency (CAA). The CSD requires CAAs to be either a non-profit agency or a division of local government and also requires CAAs to have a tri-partite board of directors that includes public and private sector representatives and representatives of low-income households.

To ensure that the funds earmarked for San Mateo County came to the County in calendar year 2010, the CSD waived the tri-partite board requirement and made a special, one-time award of the funds to Samaritan House. For calendar year 2011, CSD said the receiving agency must be a CAA with a tri-partite board. On April 12, 2011, your Board authorized sending a letter to CSD indicating the County's interest in administering the fiscal year 2011/2012 block grant, which for San Mateo County is \$382,439.

The County was notified this summer that CSD approved our request to administer the block grant funds. To meet the CSD requirements, Supervisor Jacobs Gibson worked with staff from the Human Services Agency and our Core Service non-profit partners to develop a plan to meet the CSD requirements. The County will serve as the CAA under the local government model. The workgroup developed the required plans and is proposing members for the tri-partite board, which will be known as the San Mateo County Community Action Agency Board (SMC-CAAB).

Samaritan House has agreed to be the fiscal manager of the funds and our current core services agencies will be the service providers. The County Board of Supervisors, acting as the CAA, will enter into a separate agreement with Samaritan House for administration of the funds and grant oversight including all required reporting.

To secure the fiscal year 2011/2012 funds, the Board of Supervisors must appoint the SMC-CAAB prior to December 31, 2011.

DISCUSSION:

The County CAA workgroup has proposed a slate of candidates for the public and private sector positions on the SMC-CAAB. From the public sector, Supervisor Carole Groom, Supervisor Rose Jacobs Gibson, South San Francisco Mayor Kevin Mullin and Redwood City Mayor Jeff Ira or their designees are the recommended members. From the private sector, the recommended members are Sheryl Young, Community Gatepath, Erica Woods, Silicon Valley Community Foundation, Faye McNair-Knox, PhD, One East Palo Alto and Laura Escobar, Local Board of the Federal Emergency Management Association. In accordance with CSD rules, the low-income household members of the SMC-CAAB will be elected at the first board meeting.

While the County will be the CAA, the SMC-CAAB will be delegated almost all program responsibility. However, given the arrangement with Samaritan House to administer and report on the grant program, the primary responsibility of the SMC-CAAB will be to review the reports prior to submission to the Board of Supervisors which will submit the reports to CSD. Human Services Agency staff will support the SMC-CAAB and serve as liaison between the SMC-CAAB and the Board of Supervisors.

The County serving as the San Mateo County CAA and appointing the members of the SMC-CAAB meet the shared vision of a prosperous community because the CSD funds will help members of low-income households move toward self-sufficiency.

County Counsel has reviewed has reviewed this memo and resolution as to form and content.

FISCAL IMPACT:

The fiscal year 2011/2012 CSD block grant to San Mateo County will be \$382,439. There is no county cost associated with the County becoming the CAA. CSD funds will pay for the SMC-CAAB staff support by the Human Services Agency.



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BACKGROUND:

The CSBG program provides grants to local governments and non-profit agencies to assist eligible low-income households in attaining the skills, knowledge and motivation necessary to achieve self sufficiency. The grants provide a variety of antipoverty services, such as housing assistance, utility assistance, and other emergency needs, that assist low-income households at risk of becoming homeless.

On April 12, 2011 the President of the Board of Supervisors was authorized, through Resolution Number 071338, to execute a letter to the State Department of Community Services and Development (CSD) indicating the County's willingness to consider the administration of CSBG contracts to assist low-income families.

As the administrator of the CSBG contracts, the County would be the Community Action Agency (CAA) for San Mateo County. Government Code Sections 12752.1- 12763 provide CAAs with certain powers and responsibilities. One of these responsibilities is the requirement to create a tri-partite board to oversee the implementation of the program. CSD allows implementation to be done through contract between the local government entity and

another entity. The CAA also has the ability to delegate some of its powers to the tri-partite board.

CSD conducted a competitive request for proposals for the San Mateo County 2010 CSBG funds. CSD awarded the 2010 contract for CSBG grant funds to Samaritan House. This was a one-time only grant that did not require the formation of a tri-partite board. These funds were available because the non-profit agency, The Community Action Agency closed. The state was clear future funding for 2011 would require a non-profit organization or local government entity to form a tri-partite board.

DISCUSSION:

A CSBG development committee (CSBG committee) was formed with representation from the Board of Supervisors' Housing, Health and Human Services Standing Committee, the Human Services Agency, and Core Services Agencies to determine what the needs are in San Mateo County for programs which address the reduction of poverty, the revitalization of low-income communities, and empowerment of low income households and individuals to become self sufficient in accordance with the Community Services Block Grant Act of 1981.

In preparation for accepting the grant, the CSBG committee recruited the SMC-CAAB members for Board of Supervisors' appointment, developed a community needs assessment, created proposed by-laws, and built an operational budget. The state requires that the SMC-CAAB be a tri-partite board consisting of representatives of the public sector, private sector, and low-income households. The Board of Supervisors is being asked to appoint SMC-CAAB members representing the public sector and private sector. According to Government Code Section 12751, a public sector member must be an "elected public official, currently holding office, or their representatives" and private sector members must be "officials or members of business, industry, labor, religious, human services, education, or other major groups and interests in the community." SMC-CAAB members representing low-income households are to be chosen in accordance with the democratic selection procedures as outlined by CSD. If the Board approves the resolution, the election for low-income representatives will take place at the first meeting of the SMC-CAAB.

The recommended members of the tri-partite San Mateo County Community Action Agency Board are as follows:

Public sector:

Supervisor Carole Groom, San Mateo County
Supervisor Rose Jacobs Gibson, San Mateo County
Mayor Kevin Mullin, City of South San Francisco
Mayor Jeff Ira, City of Redwood City

Private Sector:

Sheryl Young, Community Gatepath
Erica Woods, Silicon Valley Community Foundation
Faye McNair-Knox, PhD, One East Palo Alto
Laura Escobar, Federal Emergency Management Association Local Board

Since the current 2010 CSBG discretionary grant is administered by Samaritan House in conjunction with the Core Services Agencies and there is a short deadline to get the State contract fulfilled, the CSBG committee recommended utilizing Samaritan House as contract administrator in collaboration with Core Services Agencies to deliver the services throughout the County.

Under the proposed contract, Samaritan House, as the lead agency, would be responsible for providing oversight of the service delivery and data collection to assure prompt service delivery to low-income households of San Mateo County under a separate Agreement.

The SMC-CAAB would provide oversight of Samaritan House's service delivery and data collection of the CSBG funds through review of the reports and records which will be submitted to CSD. The Board of Supervisors, as the CAA, will delegate the following responsibilities, subject to Board of Supervisors ratification, to the SMC-CAAB:

1. Determination its own rules and procedures and to select its own officers and executive committee.
2. Determination of the community action agency's major personnel, organizational, fiscal, and program policies.
3. Approval of all program proposals, budgets and subcontractor agreements.
4. Oversight of the extent and the quality of the participation of the poor in the programs of the community action agency.
5. Adoption of procedures to provide for board involvement and a mechanism for addressing grievances related to adequate representation
6. Encouraging, assisting, and strengthening the ability of the poor in the areas served by the community action agency to a play roles in various aspects of the SMC-CAAB's duties as outlined in Government Code Section 12756

The other SMC-CAAB duties will be determined by the board once the SMC-CAAB has been authorized. The SMC-CAAB would be staffed by the Human Services Agency. HSA staff would attend SMC-CAAB meetings, act as a liaison to the Board of Supervisors, and sign off on reports from the SMC-CAAB to the Board of Supervisors. The Board of Supervisors would provide oversight of SMC-CAAB through review and submission of CSBG contracts and records.

Accepting CSBG funds contributes to the Shared Vision 2025 outcome of a Prosperous Community by providing needed services to low-income households of San Mateo County.

County Counsel has reviewed and approved this memo and resolution as to form and content.

FISCAL IMPACT:

The Agreement is for a full year and begins on December 2011. The appropriation for this Contract is \$382,439.00, provided by the State funds. There is no Net County Cost.

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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ADOPT A RESOLUTION AUTHORIZING; A) THE FORMATION OF THE SAN MATEO COUNTY COMMUNITY ACTION AGENCY BOARD (SMC-CAAB) THAT WILL MEET THE STATE DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT'S COMMUNITY SERVICES BLOCK GRANT (CSBG) CONTRACT REQUIREMENT; B) APPOINTING THE PUBLIC SECTOR AND PRIVATE SECTOR MEMBERS OF THE SMC-CAAB; AND C) THE SAN MATEO COUNTY HUMAN SERVICES AGENCY'S EXECUTIVE DIRECTOR, OR HER/HIS DESIGNEE TO ACCEPT AND EXECUTE THE 2011 CSBG STATE CONTRACT AND SUBSEQUENT AMENDMENTS ON BEHALF OF THE COUNTY OF SAN MATEO IN THE AMOUNT OF \$382,439.00 (GRANT NUMBER 11-F-4242)

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Community Services Block Grant (CSBG) program provides grants to local governments and non-profit agencies to assist eligible low-income households in attaining the skills, knowledge and motivation necessary to achieve self sufficiency. The grants provide a variety of antipoverty services, such as housing assistance, utility assistance, and other emergency needs, that assist low-income households at risk of becoming homeless; and

WHEREAS, on April 12, 2011, the President of the Board was authorized, through Resolution Number 071338, to execute a letter to the State Department of Community Services and Development (CSD) indicating the County's willingness to consider, upon request of the State, the administration of a CSBG program to assist low-income families; and

WHEREAS, as the administrator of the CSBG contracts, the County would be the Community Action Agency (CAA) for San Mateo County, with certain powers and responsibilities as provided in California Government Code Sections 12752.1- 12763, including the requirement to create a tri-partite board to oversee implementation of the CSBG program; and

WHEREAS, the tri-partite board must consist of representatives of the public sector, private sector, and low-income households; and

WHEREAS, a CSBG development committee (CSBG committee) was formed with representation from the Board of Supervisors' Housing, Health and Human

Services Standing Committee, the Human Services Agency, and Core Services Agencies to determine that there are needs in San Mateo County for low-income assistance programs in accordance with the CSBG Act of 1981; and

WHEREAS, the CSBG committee has recruited a San Mateo County Community Action Agency (SMC-CAA) tri-partite board (consisting of public sector, private sector, and low-income households or their designee), developed a community needs assessment, created proposed by-laws, and built an operational budget to meet the CSD requirements needed to accept CSBG program funds; and

WHEREAS, the Board of Supervisors must appoint SMC-CAAB members representing the public sector and private sector, while SMC-CAAB members representing low-income households will be chosen in accordance with democratic selection procedures at the first meeting of the SMC-CAAB.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors authorizes;

- a) The formation of the San Mateo County Community Action Agency Board (SMC-CAAB) that will meet the State Department of Community Services and Development's CSBG contract requirement;
- b) Appointing the public sector and private sector members of the SMC-CAAB

Public sector:

Supervisor Carole Groom, San Mateo County
Supervisor Rose Jacobs Gibson, San Mateo County
Mayor Kevin Mullin, City of South San Francisco
Mayor Jeff Ira, City of Redwood City

Private Sector:

Sheryl Young, Community Gatepath
Erica Woods, Silicon Valley Community Foundation
Faye McNair-Knox, PhD, One East Palo Alto
Laura Escobar, Federal Emergency Management Association Local Board

- c) The San Mateo County Human Services Agency's Executive Director, or her/his designee to accept and execute the 2011 CSBG State contract and subsequent amendments on behalf of the County of San Mateo in the amount of \$382,439.00 (grant number 11-f-4242)

The following responsibilities are delegated to the SMC-CAAB, subject to Board of Supervisors ratification:

1. Determination of its own rules and procedures and to select its own officers and executive committee.
2. Determination of the community action agency's major personnel, organizational,

fiscal, and program policies.

3. Approval of all program proposals, budgets and subcontractor agreements.
4. Oversight of the extent and the quality of the participation of the poor in the programs of the community action agency.
5. Adoption of procedures to provide for board involvement and a mechanism for addressing grievances related to adequate representation
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