



DEPARTMENT OF  
**HEALTH AND HUMAN SERVICES**

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Benita McLarin, FACHE  
DIRECTOR

20 North San Pedro Road  
Suite 2002  
San Rafael, CA 94903  
415 473 6924 T  
415 473 3344 TTY  
marinhhs.org

March 31, 2020

Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT: Department of Health and Human Services requests approval of Master Contract for FY 2019-20 to provide emergency rental assistance/homelessness prevention for low income residents. (New)**

Dear Supervisors:

**RECOMMENDATIONS:**

1. Approve FY 2019-21 master contract for \$650,000 to apply to contracts with Health and Human Services homeless rental assistance providers.
2. Authorize the Director of the Department of Health and Human Services to approve contracts pursuant to this master contract.

**SUMMARY:** On March 24, 2020, your Board created a \$1 million Safety Net COVID-19 Response Fund to support safety-net response efforts to address four major issues related to the community impacts of the COVID-19 response, including emergency rental assistance for low-income residents. This fund is supported by a \$500,000 grant from Marin Community Foundation (MCF) and \$500,000 from the County's General Fund.

To effectively allocate timely assistance, we are proposing to utilize existing community-based partners that we have worked with for similar safety net services. Your Board, with its approval of this master contract, authorizes the Director of Health and Human Services to sign contracts for similar services with providers on the below list. The Department recommends five contracts of \$75,000 each be allocated to Ritter Center, Adopt a Family of Marin, Community Action Marin, St. Vincent De Paul, and North Marin Community Services. The remaining \$275,000 will be available to augment the rental assistance contracts as needed based on actual utilization of services.

A total of \$650,000 will be allocated and prioritized to provide emergency rental assistance to low income residents over the next eight weeks. This support is meant to provide emergency relief until state and federal emergency support becomes available. Services will be available from March 31, 2020 to June 30, 2021 and the Department will establish a hotline number for residents to access this service by March 31, 2020.

**COMMUNITY BENEFIT:** These programs aim to reduce the number of persons experiencing homelessness in Marin and reducing the length of time persons experience homelessness, in line with the goals of our 10 Year Plan.

**FISCAL IMPACT:** There will be no increase in General Fund Net County cost as a result of your Board’s approval. Funding for the proposed contracts is available in the Department’s Homeless program in the newly established Emergency HHS Division created to track COVID-19 related expenditures, supported by Marin Community Foundation and County General Funds. The contracts allow for cancellation, with thirty days’ notice, should the County not be able to continue to fund.

Individual contracts will be created in Munis and the amount of each contract will be adjusted as needed throughout the contract term based on actual utilization of services. The total amount of all contracts will not exceed \$650,000 for the contract period and the individual contracts will comply with the County’s insurance requirements. The contract includes a 30-day termination clause allowing for cancellation if funds are no longer available.

**REVIEWED BY:**

- |                                     |                       |                                     |     |
|-------------------------------------|-----------------------|-------------------------------------|-----|
| <input checked="" type="checkbox"/> | County Administrator  | <input type="checkbox"/>            | N/A |
| <input type="checkbox"/>            | Department of Finance | <input checked="" type="checkbox"/> | N/A |
| <input type="checkbox"/>            | County Counsel        | <input checked="" type="checkbox"/> | N/A |
| <input type="checkbox"/>            | Human Resources       | <input checked="" type="checkbox"/> | N/A |

Respectfully submitted,

Benita McLarin  
Director

Munis Documents #: TBD

Provider	Munis Contract #	Amount
Ritter Center	TBD	\$75,000
St Vincent De Paul Society of Marin	TBD	\$75,000
Community Action Marin	TBD	\$75,000
North Marin Community Services	TBD	\$75,000
Adopt a Family of Marin	TBD	\$75,000
	<b>TOTAL</b>	<b>\$375,000</b>
	<b>TBD</b>	<b>\$275,000</b>
	<b>Budget</b>	<b>\$650,000</b>