October 25, 2022

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

SUBJECT: Award RFP #2827 – Rental Assistance Program contract to Community Action Marin

Dear Board Members:

RECOMMENDATION:
Approve contract with Community Action Marin up to $3,217,577 to administer the emergency rental assistance program and provide housing supportive services.

SUMMARY: On October 11, 2022, your Board authorized the use of unobligated State Block Grant funds (ERA2) of $2,887,577 to establish a post-COVID rental assistance program. Your Board also authorized $1,739,848 of US Treasury funds (ERA2) to provide housing stability services. The post-COVID rental assistance program will serve some households previously ineligible under the County’s guidelines and offer housing stability services. The rent-relief program covers a maximum of 18 months of rent and utility bills. Although State guidelines indicate that funds may not be used to directly pay off borrowed debt, funds can be used to pay three months of future rent.

On September 29, 2022, Procurement released Request for Proposal # 2827 seeking a vendor to administer the emergency rental assistance program and provide housing supportive services to residents of Marin County.

The solicitation was sent directly to six (6) vendors and posted on the Marin County Contracting Opportunities page. In response, two (2) proposals were received. To provide the best recommendation and substantiation for an award, an evaluation team of key stakeholders reviewed and scored each proposal. Scores were based upon the criteria of qualifications and experience, thoroughness of proposals, references, performance history and value of services. Based upon the cumulative scores, the evaluation team has recommended the contract be awarded to Community Action Marin for a contract term beginning November 1, 2022 through March 31, 2023.

EQUITY IMPACT: Community Action Marin (CAM) is the county’s largest nonprofit provider of social services, with over 50 years of experience helping people across generations throughout Marin County to increase self-sufficiency. The agency has a mission to alleviate the causes and consequences of poverty. CAM’s efforts to promote racial and economic equity focus on those who disproportionately experience social inequities and disparities based on race, income level, sex, gender, disability, and legal status. CAM serves over 7,000
households each year utilizing a whole family approach at 10 sites and centering people in their strengths to help meet needs anywhere along the crisis-to-thriving continuum. The agency is a leader in provision of both wraparound direct services and advocacy targeting people of low income, mental health consumers, immigrants, the undocumented, the unhoused, Black, Indigenous, People of Color (BIPOC), and other marginalized populations.

**FISCAL/STAFFING IMPACT:** Funds for this agreement of $3,217,577 are available in the Emergency Rental Assistance Project (40ERAP2). State funds already received by the County included an allocation of up to 8.5% to cover the administrative costs of the program.

Please let me know if you have any questions or concerns.

**REVIEWED BY:**

- [ ] Department of Finance   [ ] N/A
- [x] County Administrator’s Office  [ ] N/A
- [ ] County Counsel   [x] N/A
- [ ] Human Resources  [ ] N/A

Respectfully submitted,

Hyacinth Hinojosa
Deputy County Administrator

cc: Matthew Hymel, County Administrator
    Tom Lai, Director of Community Development Agency
    Leelee Thomas, Deputy Director of Housing and Federal Grants
    Cereza Barber, Senior Program Coordinator
    Dodie Goldberg, Supervising Purchaser, DPW

Attachments: Addendum A: Request for Proposal #2827
              Addendum B: Community Action Marin Proposal Submission
              Addendum C: Munis Contract #