



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Dom Zanger  
District No. 1  
Vice-Chair

Kollin Kosmicki  
District No. 2  
Chair

Mindy Sotelo  
District No. 3

Angela Curro  
District No. 4

Ignacio Velazquez  
District No. 5

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**Item Number: 1.18**

**MEETING DATE:** 08/12/2025

**DEPARTMENT:** HEALTH AND HUMAN SERVICES AGENCY

**AGENDA ITEM PREPARER:** Mike Hodges

**DEPT HEAD/DIRECTOR:** Tracey Belton

**SUBJECT:**

**HEALTH AND HUMAN SERVICES AGENCY - T. BELTON**

Approve Amendment #1 with Community Services Development Corporation (CSDC) for the leasing and operating functions of the U.S. Department of Housing and Urban Development (HUD) "Helping Hands" Permanent Supportive Housing Program to increase the contract amount by \$54,814.00 to an amount not to exceed \$483,905.00 for an increased total program scope of providing 12-15 individuals/families permanent supportive housing.

SBC FILE NUMBER: 939

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

As a member of the Salinas, Monterey, and San Benito County Continuum of Care (CoC), Health and Human Service Agency (HHSA) Community Services and Workforce Development (CSWD) has been receiving renewal funding from the US Department of Housing and Urban Development (HUD) in the amount of approximately \$429,091.00. The goal is to use the funds to reduce the incidence of homelessness in CoC communities by assisting chronic homeless individuals and families with case management, supportive services, and rental assistance to quickly transition them into permanent housing and self-sufficiency.

The annual contract with Community Service Development Corporation (CSDC) has been \$429,091.00 to operate the lease functions of the HUD "Helping Hands" Permanent Supportive Housing Program.

Given the increase in HUD funding, the need to serve additional clients and the increase cost for operations (utilities and rents), the contract with CSDC is being amended by an additional \$54,813.00 reflecting a total contract amount of \$483,905.00. Under this HUD grant, CSDC will provide permanent

housing to 7 to 8 homeless individuals and 6 to 7 homeless families by providing permanent supportive housing by "master leasing" apartments and/or homes to serve chronic homeless individuals and homeless families. Under HUD guidelines all participants must be chronically homeless with a documented disability. The additional funding will allow CSDC to lease up to 3 new housing units and serve a minimum of 3 new clients.

\* The County HHS, CSWD division responsibilities under the contract will be limited to eligibility determination, on-going case management, and supportive services to all eligible enrolled participants.  
\* All lease management services will be provided by CSDC during the term of this contract.

The contract term is from April 1, 2025, through March 31, 2026.

San Benito County has been receiving annual contracts since 2012. Last year, HUD awarded San Benito County \$571,520.00. San Benito County has been subcontracting with CSDC to manage the lease operations of the program. Last year's contract amount for CSDC was \$429,091.00.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

No

**CONTRACT NEEDED FOR THIS ITEM:**

Yes

**RFP AND BID HISTORY:**

This item is an amendment to a currently active executed contract.

**LAST CONTRACT AMOUNT OR N/A:**

\$429,091.00

**CONTRACT HISTORY (Describe all amendments and previous contracts):**

2024-2025 contract amount was \$429,091. Once amendment is approved, the amount will increase to \$483,905  
2024-2025 contract amount was \$429,091.  
2023-2024 contract amount was \$269,995  
2022-2023 Contract amount was \$238,294

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

No

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

No

**STRATEGIC PLAN GOALS: 3. Technology**

No

**STRATEGIC PLAN GOALS: 4. Community Engagement**

Yes

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

Yes

**BUDGETED:**

Yes

**BUDGET ADJUSTMENT NEEDED:**

No

**SOURCE OF FUNDING:**

Non-general Fund

**UNFUNDED MANDATE:**

No

**SBC BUDGET LINE ITEM NUMBER:**

240.80.2555.2805

**CURRENT FY COST:**

\$429,091.00

**STAFF RECOMMENDATION:**

Approve Amendment #1 with Community Services Development Corporation (CSDC) for the leasing and operating functions of the U.S. Department of Housing and Urban Development (HUD) "Helping Hands" Permanent Supportive Housing Program to increase the contract amount by \$54,814.00 to an amount not to exceed \$483,905.00 for an increased total program scope of providing 12-15 individuals/families permanent supportive housing.

**ATTACHMENTS:**

[Amendment #1 - CSDC Helping Hands](#)

[Award Letter - HUD](#)