



**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

**Item Number: 1.15**

**MEETING DATE:** 04/08/2025

**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 contract with Community Services Development Corporation (CSDC) to operate the housing lease functions of the U.S. Department of Housing and Urban Development (HUD) "Helping Hands" program for San Benito County Permanent Supportive Housing; for the period of April 1, 2025 through March 31, 2026; in the amount of \$429,091.00 funded through the HUD Continuum of Care (CoC) Homeless Assistance Grant; authorize Board of Supervisors Chair to sign said contract; and authorize HHSA Director or Designee to execute any future amendments. The contract is retroactive because this is the first meeting available after receipt of the HUD release of allocation and award letter.  
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, Health & Human Services Agency, Community Services and Workforce Development (CSWD) has been receiving renewal funding from the US Department of Housing and Urban Development (HUD). The 2025-2026 HUD award is \$571,520.

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 2025-2026 contract with Community Service Development Corporation (CSDC) is \$429,091 to operate the lease functions of the HUD "Helping Hands" Permanent Supportive Housing Program.

Specifically, the contract with CSDC will fund 12-14 leased units and operational costs to include utilities, repairs, and move-in costs. In our efforts to avoid disruption to the delivery of service, it is necessary that this contract is approved to ensure that clients remain housed.

Under this HUD grant, CSDC will provide permanent housing to 7 to 8 homeless individuals and 6 to 7 homeless families by providing housing/shelter by "master leasing" apartments and/or homes to serve unaccompanied homeless individuals and homeless families.

Under HUD guidelines all participants must be chronically homeless with a documented disability.

- The County HHSA, 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 CSCD during the term of this

San Benito County anticipates the HUD contract by May or June. In the past, the Board has approved contracts with our sub-recipient in our efforts in continuing to assist clients with housing assistance without any disruption.

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

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

N/A

**CONTRACT NEEDED FOR THIS ITEM:**

Yes

**RFP AND BID HISTORY:**

San Benito County has been receiving annual contracts since 2012. Last year, HUD awarded SBC \$512,283. SBC has been subcontracting with CSDC to manage the lease operations of the program. Last year's contract amendment #1 was in the amount of \$429,091.

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

\$429,091

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

This is a new contract for next program year (April 1, 2025 - March 31, 2026).

**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:**

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**ATTACHMENTS:**

[Contract - CSDC HUD Helping Hands](#)  
[CSDC Helping Hands Award Letter](#)