

# County of Santa Clara Social Services Agency

Department of Development & Operational Planning  
Office of Contracts Management



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SSA01 011309

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DATE: January 13, 2009

TO: Board of Supervisors

FROM:   
Will Lightbourne  
Agency Director, Social Services Agency

SUBJECT: Delegation of Authority to the Director of the Social Services Agency to Enter into a Memorandum of Understanding with the Housing Authority of Santa Clara County

## **RECOMMENDED ACTION**

Approve delegation of authority to the Director of the Social Services Agency, or designee, to negotiate, execute, amend and terminate a Memorandum of Understanding with the Housing Authority of Santa Clara County relating to the Family Unification Program (FUP), following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of authority shall expire on June 30, 2012.

## **FISCAL IMPLICATIONS**

There will be no impact to the County General Fund associated with approving this recommendation.

## **CONTRACT HISTORY**

Not Applicable.

## **REASONS FOR RECOMMENDATION**

In accordance with Board of Supervisors policy for entering into an agreement, the Social Services Agency is requesting delegation of authority to enter into a Memorandum of Understanding (MOU) with the Housing Authority of Santa Clara County. A MOU between the Housing Authority of Santa Clara County and the Social Services Agency must be submitted with the Family Unification Program application to the Department of Housing and Urban Development (HUD) by January 28, 2009. The Housing Authority of Santa Clara County is the lead agency for the submission of the application.

## **BACKGROUND**

In 1993, the Housing Authority of Santa Clara County and the Social Services Agency worked collaboratively to implement and maintain a Family Unification Program funded by the Department of Housing and Urban Development (HUD). Originally the Housing Authority of Santa Clara County applied for and received 70 Family Unification Program Section 8 vouchers, in 1997 an additional 50 vouchers were added, and in 1999 another additional 100 vouchers were received. When the program was discontinued in Santa Clara County during 2005, the Housing Authority had 220 vouchers.

The Family Unification Program is a housing program funded by the Department of Housing and Urban Development and administered by local public housing authorities. The Family Unification Program provides Section 8 rental assistance to families whose lack of adequate housing is a primary cause of the separation, or imminent separation, of a child or children from their families. The program is funded and operated under the Section 8 certificate program.

To be eligible to receive a Section 8 certificate under the Family Unification Program, a family must be eligible for the Section 8 program, and the local public welfare agency (Department of Family and Children's Services) must certify that the lack of adequate housing is a primary reason that the family's child(ren) may be placed in out-of-home care or prevented from returning to the family from out-of-home care. "Lack of adequate housing" means that the family is living in substandard housing or is (or will be) involuntarily displaced.

On November 24, 2008, a Notice of Funding Availability (NOFA) was issued announcing the availability of approximately \$20 million for incremental voucher assistance for the Family Unification Program. This translates to assistance to approximately 2,840 Family Unification eligible families and youth nationwide. Applications for the Family Unification Program must be submitted by public housing authorities. A Memorandum of Understanding identifying the roles and responsibilities of the Housing Authority of Santa Clara County and the Department of Family and Children's Services must be submitted with the application for the Family Unification Program. The application is due to HUD on January 28, 2009.

The Family Unification Program will provide eligible families receiving services from the Department of Family and Children's Services an opportunity to secure housing when they might otherwise not be able to afford housing.

## **CONSEQUENCES OF NEGATIVE ACTION**

Negative action will result in the Social Services Agency's inability to negotiate and execute a MOU with the Housing Authority of Santa Clara County which will result in their inability to submit an application for the Family Unification Program.

**STEPS FOLLOWING APPROVAL**

The Clerk of the Board will follow the usual steps for a transmittal of this type. The Director of the Social Services Agency, or designee, will negotiate and execute a MOU with the Housing Authority of Santa Clara County and will forward a copy to the Clerk of the Board within 30 days of execution.