

County of Santa Cruz

0303

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 **EMELINE** ST., SANTA **CRUZ**, CA 95000

(408) 454-4130 OR 4544045 FAX: (408) 454-4642

January 16, 2001

Agenda: January 23, 2001

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

CONTRACT WITH HOMEBASE FOR STRATEGIC PLAN ON HOMELESSNESS

Dear Members of the Board:


On December 12, 2000, your Board authorized the Human Resources Agency to enter into contract negotiations with HomeBase, a public interest law firm specializing in homelessness, for the development of a strategic plan to address homelessness in Santa Cruz County. As you may recall, HomeBase assisted the Continuum of Care with its recent successful application for HUD/McKinney funds, resulting in over \$2.5 million for homeless services in the county. The purpose of this letter is to inform your Board that negotiations with HomeBase have now been completed, and to request your approval to execute the attached agreement in an amount not to exceed \$40,000 and to accept and appropriate unanticipated revenue in the amount of \$20,000 from the City of Santa Cruz for this purpose. The City of Santa Cruz and the County are sharing the cost of the contract and have executed a separate agreement as directed by your Board on December 12, 2000. HRA's portion of the funding is contained in the FY 2000-01 budget. Both the contract and the agreement with the City of Santa Cruz provide for administrative review and approval of the materials, services and reports developed as part of this contract.

It should be noted that, as directed on September 26, 2000, HRA will be returning to your Board on March 27, 2001, with a report on the status of the planning process, including the expansion of the scope and membership of the Continuum of Care and identification of a short-term project or projects to meet the most critical needs identified in the Santa Cruz County Homeless 2000 Census and Needs Assessment.

BOARD OF SUPERVISORS
AGENDA: January 23, 2001
Contract with HomeBase

IT IS THEREFORE RECOMMENDED that your Board authorize the Human Resources Agency Administrator to execute a contract for the development of a strategic plan with HomeBase in an amount not to exceed \$40,000, and approve the attached AUD-60 accepting unanticipated revenue in the amount of \$20,000.

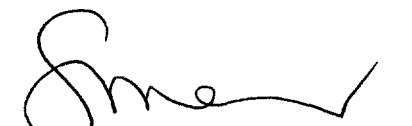
Very truly yours,


CECILIA ESPINOLA
Administrator

CE:NK:hb.bos

Attachments

RECOMMENDED



Susan A. Mauriello
County Administrative Officer

cc: Auditor-Controller
HomeBase
City of Santa Cruz

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 1st day of December 1, 2000, by and between the COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY, hereinafter called COUNTY, and, HomeBase/The Center for Common Concerns, hereinafter called CONTRACTOR.

RECEIVED
PERSONNEL DEPT - 1
00 DEC 29 AM 10-2

RECITALS

- A. CONTRACTOR has prepared a proposal (Exhibit "A," Scope of Services) for the development of a five-year strategic plan to address homelessness in Santa Cruz County that would require CONTRACTOR's performance through two fiscal years.
- B. However, this contract is for only those activities scheduled during Fiscal Year 2000-2001.
- C. It is anticipated that COUNTY will complete a future contract for activities to be conducted during Fiscal Year 2001-2002, as described in Exhibit "A."

Now, therefore, the parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the tasks and responsibilities described in Exhibit "A" ("Scope of Services"), attached hereto, with the limitations described in above RECITALS, during the term of this agreement. CONTRACTOR will work together with COUNTY to prepare all agendas for meetings facilitated by CONTRACTOR, and COUNTY will review and approve all materials developed by the contractor prior to their distribution. The final draft of the Plan will be distributed for public review only after COUNTY and the City of Santa Cruz have provided written approval of the documents.
2. COMPENSATION. In consideration for CONTRACTOR accomplishing the tasks and responsibilities described in Exhibit "A" ("Scope of Services"), COUNTY agrees to pay CONTRACTOR on the basis of appropriate claims submitted to the COUNTY in accordance with Exhibit "B" (Budget), attached hereto, during the term of this agreement for a contract amount not to exceed forty thousand dollars (\$40,000). By separate agreement, the City of Santa Cruz will pay \$20,000 of the contract amount to COUNTY.

CONTRACTOR may request an advance payment not to exceed \$15,000 by submitting an invoice to COUNTY. CONTRACTOR will submit an itemized invoice to COUNTY every two months from the start of the contract.

CONTRACTOR will submit invoices for payment to:

Human Resources Agency
Attn: Nora Krantzler
1000 Emeline Avenue
Santa Cruz, CA 95060

2. TERM. The term of this contract shall be December 1, 2000, through June 30, 2001.
4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.
5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:
 - A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner

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connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property (ies) of CONTRACTOR and third persons.

- B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractors Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here MF / _____

A. Types of Insurance and Minimum Limits

- 1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here _____
- 2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g., owned by CONTRACTOR'S employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000.00 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here _____/_____.
- 3) Comprehensive or Commercial Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- 4) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit. This insurance coverage shall not be required if both the CONTRACTOR and COUNTY acknowledge to this fact by initialing here _____/_____.

B. Other Insurance Provisions

- 1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three years after the expiration of the Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase

prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

- 2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

- 3) All the insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be cancelled until after thirty (30) days prior written notice has been given to:

Human Resources Agency
1000 Emeline Avenue
Santa Cruz, CA 95060
Attn: Nora Krantzler

- 4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverage. All Certificates of Insurance shall be delivered or sent to:

Human Resources Agency
1000 Emeline Avenue
Santa Cruz, CA 95060
Attn: Nora Krantzler

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

- A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.
- B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:
- 1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for

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Minority/Women/Disabled Business Enterprises are available from the COUNTY general Services Purchasing Division.

- 2) The CONTRACTOR shall furnish COUNTY Equal Employment Opportunity Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority-Women/Disabled Business Enterprises.
 - 3) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.
 - 4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials,
8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (worker's compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST. The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS. (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and workplace; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR **engaged** under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. Contractor shall not assign this Agreement without the prior written consent of the COUNTY.
10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees

to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.
12. ACKNOWLEDGEMENT. Contractor shall acknowledge on any commemorative plaques and in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the Contractor.
13. ATTACHMENTS. This Agreement includes the following attachments: Exhibit A, "Scope of Services," Exhibit B, "Budget," and Exhibit C, "Assurance of Compliance with the Human Resources Agency Nondiscrimination in State and Federally Assisted Programs."

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written,

1. CONTRACTOR

4. COUNTY OF SANTA CRUZ

By: Martha Fleetwood
1.8.01
Typed Name: HomeBase

By: _____

Address: 870 Market St., Suite 1228
San Francisco, CA 94102

Telephone: (415) 788-7961

Tax ID #: 94-3148303

2. APPROVED AS TO INSURANCE:

By: Sarah McKinley 12-29-2000
Risk Management

3. APPROVED AS TO FORM:

B y: Joe M. Scott
County Counsel

DISTRIBUTION:

County Administrative Office
Auditor-Controller
County Counsel
Risk Management
HomeBase/The Center for Common Concerns

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Initial mf /
Contractor/County

Santa Cruz County-Wide Homeless Continuum of Care

A Five-Year Strategic Plan: 2001-2005

*Santa Cruz County, its Cities, and its Agencies
Collaborate on Developing a Comprehensive Homelessness
Services Delivery System*

❖ PURPOSE & APPROACH

The United States Congress has proposed to consolidate six homeless programs under the federal Department of Housing and Urban Development (HUD) into a Homeless Assistance Block Grant. The purpose of this proposed consolidation is to encourage greater planning and consolidation at the local level, and to provide greater flexibility to communities to establish and implement a comprehensive continuum of care that identifies and fills gaps in the homeless service system and creates "seamless service delivery."

Under a consolidated federal homeless program, Santa Cruz County will need to have its own continuum of care plan to access federal homeless dollars.

❖ What is a Continuum of Care?

The "Continuum of Care" describes a comprehensive homelessness service delivery system, linking all the housing and services that homeless people need.

It is a way to re-organize resources in the County, so that all dollars and time spent on homelessness are focused on the most effective solutions.

It is a way of planning to serve homeless people, as well as planning to prevent homelessness. Planning involves a coordinated community-based process of identifying needs, then building a system to address those needs.

❖ Why is it important?

"Continuum of Care" has become a way of describing state-of-the-art approaches to reducing homelessness.

It has been adopted and promoted by the federal government as a necessary strategy in which each community must engage to effectively use federal resources to combat homelessness.

The Continuum of Care concept is contained in federal legislative proposals to consolidate and block grant HUD homeless assistance programs. When passed, the Continuum of Care will shift into a mandate on each jurisdiction receiving a block grant, which will need to have a Plan and a multi-sectoral Local Homeless Assistance Board.

Even without waiting for the passage of legislation, HUD has integrated Continuum of Care strategies into its competitive funding process, most clearly and strongly in the 1996-2000 **SuperNOFA** rounds. These homeless assistance awards required all elements of a Continuum of Care planning document to be in place in order to receive a high score in the grant review process.

This year, the State of California has announced significantly expanded funding for homeless service and housing programs, designed to work in tandem with federal and local funding. A Continuum of Care strategic plan will help identify the most effective uses of new funds and strengthen the competitiveness of Santa Cruz agencies.

(Why have a strategic plan?

To effectively organize short- and long-term strategies and resources for preventing and reducing homelessness.

To meet critical needs identified in the recently completed Santa Cruz County Homeless **2000 Census and Needs Assessment**. Special attention will be given to historically underserved populations, including but not limited to limited English speakers.

To capture federal and state dollars for addressing homelessness.

To provide a setting for all communities, organizations, and people interested in resolving homelessness to work together on solutions.

Santa Cruz County has already taken the first major steps toward implementing a full Continuum of Care approach by engaging a County homeless coordinator, collaborating with cities, convening a Continuum of Care Coordinating Group, and participating in HUD's annual **SuperNOFA** competition for homeless assistance funding.

The planning process will be headed by an expanded county-wide Continuum of Care Coordinating Group including representatives from key county agencies, each city, service providers and advocates, homeless or formerly homeless persons, representatives of the faith community, business and labor representatives, and education and health care professionals. The Coordinating Group will hold community meetings for public input during the process. The **HomeBase** consultant team will work closely with the Coordinating Group throughout the planning process.

The **HomeBase** consultant team will draft the plan, facilitate planning group meetings, and assist in setting priorities.

❖ WORK PLAN

TASK ONE Convene the Coordinating Group

The first step will be to convene an expanded Coordinating Group to meet periodically for guidance and oversight of the research and planning process. The planning group will include broadened representation from nonprofit homeless service providers and coalitions, affordable **housers**, the county and local governments, the homeless community, faith and community groups, philanthropy, the private sector, organized labor, public health organizations, and educational institutions.

The Coordinating Group will appoint nonprofit and government co-chairs to make decisions between meetings, and to serve as the “face” of the planning group in presenting the Continuum of Care Plan **and** related matters in public forums. The Coordinating Group will appoint committees, as needed, to facilitate development of the Plan.

As an initial step, the Coordinating Group will create *vision* and *guiding principles* to govern the decision process relating to drafting the Continuum of Care Plan, getting it approved, and implementing it, and will identify high priority short-term projects for immediate action.

TASK TWO Assemble and Analyze Existing Information

Early in the process, all existing and newly developing sources of the following kinds of information will be compiled to form the “raw material” for developing the Continuum of Care Plan. This will include information about:

- the homeless population, its size, demographics, characteristics, needs
- the existing homeless service delivery system and agencies, what they now provide, their capacity in terms of numbers of shelter beds, transitional housing units, job training slots, etc.
- the existing government agencies, staff, and coalitions with responsibility for homelessness, their roles and responsibilities
- existing funding for homeless services.

The Coordinating Group will consider whether to form an ad hoc committee on data collection, **HomeBase** will synthesize all data on homeless people, system capacity, and financing into a chapter of the Plan.

A key source of information is the recently completed **Santa Cruz County Homeless 2000 Census and Needs Assessment**. The Continuum of Care Plan will articulate strategies and action steps for meeting gaps and needs identified in the study.

TASK THREE Develop and Prioritize Recommendations

A key step in creating the Strategic Plan will be developing and prioritizing recommendations. The Coordinating Group will review the summary of homeless needs and service and housing capacity as a baseline for determining which gaps are most pressing and which recommendations are most needed.

The Coordinating Group will form functional area committees, in areas including housing, income, support services, health care, and Plan administration, to assist it in developing priorities and recommendations in those areas. The committees will meet as needed between Coordinating Group meetings. Using instructions and work materials prepared by **HomeBase** and following the *guiding principles*, the committees will develop and tailor recommendations according to identified needs. **HomeBase** will receive committees' work, edit it for style and substance consistency, and incorporate it into the Plan.

The full Coordinating Group will approve all recommendations, prioritize among them, and assign them an implementation schedule within the five years of the Plan.

For each Year 1 recommendation it chooses, the committees and Coordinating Group will consider (this can be updated annually as part of the **SuperNOFA** process):

- budget
- potential funding sources
- measurable outcomes
- political feasibility
- responsible agency.

TASK FOUR Assess Community Concerns

The experience and concerns of homeless people and the community must inform all aspects of homeless planning at large. The Coordinating Group will decide whether to conduct surveys and focus groups of homeless people to inform the plan. **HomeBase** will provide survey forms and focus group materials, train participants, and analyze results. Note that the Homeless 2000 Census and Needs *Assessment* already captured extensive information from homeless people.

The Coordinating Group will decide whether to organize meetings with civic groups, political leaders, businesses, faith groups, neighborhood groups, law enforcement, and educational institutions to discuss the planning process, goals, proposed recommendations and **priorities**, and to seek public input.

The Coordinating Group co-chairs and members will lead these presentations. **HomeBase** will draft materials needed such as newspaper announcements, meeting notices, and presentation materials.

HomeBase will assist with incorporating all the results of these consultations into the Continuum of Care Plan analysis, recommendations and priorities.

TASK FIVE Draft the Plan

HomeBase will draft the plan to incorporate all Coordinating Group, committee, and community input on needs, gaps, recommendations, action steps, and priorities. When complete, **HomeBase** will provide a final complete version of the plan to the County in hard copy and on computer disk.

TASK SIX Seek Plan Adoption and Implementation

The Coordinating Group will identify who needs to approve the Continuum of Care Plan (including the Board of Supervisors and City Councils) and the steps needed and **timeline** for approval. As it conducts its business, the Coordinating Group will consider how best to keep political bodies informed and build support for their approval.

The Coordinating Group will also develop a process for any needed public review and comment on the Strategic Plan that may be required by participating jurisdictions. Public comments will be incorporated into the Plan and recommendations.

❖ PROJECTED TIMELINE

January, 2001

Meeting One

3 hours

- ◇ review planning group composition, operating procedures, co-chairs
- 0 review and approve this **workplan**
- 0 review and discuss key data and documents for planning
- 0 form ad hoc committee: data collection and analysis
- 0 develop vision and guiding principles
- 0 begin identifying priorities for short-term projects, and consider need for an ad hoc committee on this subject

February, 2000

Meeting Two

3 hours

- 0 adopt vision and guiding principles
- 0 review initial results of homeless needs/system capacity/finance analysis to feed into both the Plan and **SuperNOFA** Gaps Analysis
- 0 create plan to collect additional information needed
- 0 review Plan outline and recommendation categories
- 0 form functional committees: housing, incomes, services, health care, etc.
- 0 complete identification of priorities for short-term projects

April, 2001

Meeting Three

3 hours

- 0 finalize analysis of data on homeless needs and system capacity for Plan and Gaps Analysis
- 0 consider analysis of finance information
- 0 review and guide initial committee work on recommendations and action steps (housing, incomes, etc.)
- 0 form ad hoc committee: community concerns and Plan adoption activities
- 0 review steps taken on priorities for short-term projects

June, 2001

Meeting Four

3 hours

- 0 review draft Plan components, including homeless demographics/needs/system capacity chapter and draft recommendations
- 0 guide committee work on recommendations and action steps
- 0 begin prioritizing recommendations
- 0 review progress on community concerns and Plan adoption.

July, 2001

Meeting Five

3 hours

- 0 begin reviewing **HomeBase** drafts of recommendation chapters
- 0 prioritize among recommendations, considering Gaps analysis and information from community concerns outreach
- 0 consider additional steps on community concerns and Plan adoption.

August, 2001

Meeting Six

3 hours

- 0 finalize recommendations and priorities
- 0 begin assigning each recommendation an implementation schedule: Year 1-5
- 0 for Year 1 recommendations, begin outlining budget, potential funding sources, measurable outcomes, political feasibility, and responsible agency
- 0 consider Public Review and Plan adoption steps and timeline.

September, 2001

Meeting Seven

3 hours

- 0 finalize Plan recommendations implementation schedule: Year 1-5
- 0 finalize Year 1 implementation details: budget, potential funding sources, measurable outcomes, political feasibility, and responsible agency
- 0 review final financial analysis, including graphs and charts
- 0 consider Public Review and final Plan adoption steps and timeline.

October, 2001

Meeting Eight

3 hours

- 0 review and adopt final draft Plan
- 0 determine final Public Review and Plan adoption steps and timeline.

The ad hoc committee on data collection will meet between Coordinating Group meetings as needed from January through April. Its work will inform both the Plan and the HUD **SuperNOFA** application.

The functional area committees on housing, incomes, etc. will meet between Coordinating Group meetings as needed from February through August. **HomeBase** will provide template materials and guidance to the committees, receive their product, and craft it into drafts of the Plan. **HomeBase** may also attend some committee meetings as needed.

The ad hoc committee on community concerns and Plan adoption will meet between Coordinating Group meetings as needed from April through November. Public review and Plan adoption by political bodies will take place from October through December 2001, after the County's Human Resources Agency and the City of Santa Cruz have approved public release. **HomeBase** will receive and incorporate Public Review

comments into the final Plan. The County's Human Resources Agency and the City of Santa Cruz will give final approval before the Plan is disseminated.

❖ STAFFING

The Continuum of Care Plan will be the product of collaboration between the Coordinating Group members, County staff, and the **HomeBase** consultant team. Key tasks will be accomplished as follows:

- The County will staff the logistics of the Coordinating Group by maintaining an accurate roster, sending out meeting announcements, arranging meeting space, and arranging refreshments,
- **HomeBase** staff will develop materials for each Coordinating Group meeting, and review them with the County analyst. Coordinating Group members and the County will reproduce these materials for each meeting, and as needed.
- **HomeBase** will facilitate the **5-Year** Plan part of these meetings.
- A committee of the co-chairs and County staff, consulting with **HomeBase**, will make any decisions that need be made between Coordinating Group meetings.
- Coordinating Group members and the County will provide the data and information needed at each step to **HomeBase**.
- **HomeBase** will coordinate the collection method and synthesize the information.
- **HomeBase** will draft the Plan to reflect Coordinating Group, committee, and community direction and input.
- Planning group co-chairs, members and County staff will schedule, notice,. arrange space, handle the logistics for and facilitate meetings to assess community concerns and promote Plan adoption.

Exhibit B

❖ BUDGET

Our experience in similar extensive community processes is that this will require a substantial time commitment by **HomeBase** lead and administrative staff over nine to twelve months. We can accomplish this scope of work for \$60,000. We can split the project into two phases, as follows:

Phase 1, December, 2000, through June, 2001	\$40,000
Phase 2, July, 2001, through October, 2001	\$20,000

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Exhibit C
ASSURANCE OF COMPLIANCE
WITH THE HUMAN RESOURCES AGENCY

NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS

HOMEBase/THE CENTER FOR COMMON CONCERNS

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Acts of 1964 as amended; Section 504 of the Rehabilitation Acts of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977 as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-1 1139.5, as amended; California Government Code Section 12940(c), (h) (I), (i), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations 98000 - 98413, and other applicable federal and state laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-1 1139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date 1.8.01

Marta F. Caltwood
Director's Signature

Address of Vendor/Recipient: HomeBase, 870 Market St., Ste. 1228, SF, CA 94102

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

0320

RESOLUTION NO. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from City of Santa Cruz for Strategic Plan on Homelessness program: and

WHEREAS, the County is recipient of funds in the amount of \$ 20,000 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds may be made available for specific appropriation by a four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 20,000 into

Department HRA

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
011	392100	2047	Other Chgs/Current Svc.	20,000

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	392100	3665		Prof & Special	20,000

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) received within the current fiscal year.

By Thomas Y. [Signature]
Department Head

Date 1/03/01

51

COUNTY ADMINISTRATIVE OFFICER

ML
☒

Recommended to Board

0321

☐

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz,
State of California, this _____ day of _____ 19____
by the following vote (requires four-fifths vote for approval):.

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT:- SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

W. Garcia

County Counsel

392100-3665
APPROVED AS TO ACCOUNTING DETAIL:

P. S. Vaughn 1-10-01

Auditor-Controller

Distribution:

Auditor-Controller,
County Council
County Administrative Officer
Originating Department

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0322

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: HRA (Dept.)
Frances Wick (Signature) 1/12/01 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the Santa Cruz Co. Human Resources Agency (Agency)
and Homebase / The Center for Common Concerns, 870 Market Drive, Suite 1228, (Name & Address)
San Francisco, CA 94102
2. The agreement will provide strategic planning processes to address homelessness in Santa Cruz Co.
3. The agreement is needed to implement the above
4. Period of the agreement is from 12/1/2000 to 6/30/2001
5. Anticipated cost is \$ 40,000 (Fixed amount, Monthly Rate; Not to exceed)
6. Remarks: Existing FY 00/01 Budget of \$20,000, Additional FY00/01 appropriations of
\$20,000 W-9 attached Contact: N. Krantzler X5430
7. Appropriations are budgeted in 392100 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available Contract will be encumbered.

† No. 02334 Date 1-10-01
GARY A. KNUTSON, Auditor - Controller
By P. Silbaugh Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the HRA Administrator to execute the same on behalf of the HRA

(Agency).

Remarks: 65 (Analyst)

County Administrative Officer
By G. Sch Date 1/12/01

Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To O-ig. Dept. if rejected.

AJM-29 (6/95)

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
_____ 19____ By _____ Deputy Clerk