



0139

County of Santa Cruz

HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator

1000 Emeline Avenue, Santa Cruz, CA 95060

(831)454-4130 or 454-4045 FAX: (831)454-4642

February 14, 2002

AGENDA: February 26, 2002

BOARD OF SUPERVISORS

county of Santa Cruz

701 Ocean Street

Santa Cruz, CA. 95060

HOMEBASE CONTRACT AMENDMENT AND HUD CONTINUUM OF CARE APPLICATION

Dear Members of the Board:

Each year, the U.S. Department of Housing and Urban Development (HUD) issues a Notice of Funding Availability for Continuum of Care Homeless Assistance. As you may recall, HUD has adopted an approach to homeless services funding that requires local communities to develop a comprehensive and coordinated housing and service delivery system, or Continuum of Care. HUD prefers that each community submit a "consolidated application" for Homeless Assistance funding, with multiple projects tied to a single description of the community's Continuum of Care strategy.

As you are aware, during FY 1999-2000 and FY 2000-2001 the Santa Cruz County Continuum of Care Coordinating Group worked with HomeBase, a consulting firm specializing in homelessness, to submit highly successful consolidated grant applications to HUD for Homeless Assistance funds. Consultant fees were shared by the County and the City of Santa Cruz. With HomeBase's assistance local agencies received over \$3.6 million in federal funds for homeless services. Based on the success of our county's partnership with HomeBase, your Board was informed during budget hearings in June 2001 that HRA would be returning to your Board to again contract with HomeBase to assist with the 2002 grant application process. It is now time to prepare a consolidated application to HUD for 2002. The purpose of this letter is to request your Board's approval to amend an existing contract with HomeBase for their assistance in preparing this year's HUD grant application and to submit the grant application on behalf of the Continuum of Care Coordinating Group.

BOARD OF SUPERVISORS

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HOMEBase CONTRACT AMENDMENT AND HUD CONTINUUM OF CARE APPLIC.HomeBase Contract Amendment

The application for HUD Homeless Assistance funds is complex, and over the past few years the process has grown increasingly competitive. In light of this, during FY 99/00 HomeBase introduced the Continuum of Care Coordinating Group to a more systematic and strategic process for preparing the annual application than had previously been used. HomeBase educated the Coordinating Group on HUD's priorities and the ways in which these affect funding outcomes. The work completed through the community-wide homeless strategic planning process also **has** helped the group to identify goals and priorities of our local Continuum of Care system.

Specific **tasks** required to complete the consolidated HUD application are described in Attachment 1 to the contract amendment and include: developing a strategy that incorporates this year's HUD guidelines and priorities; facilitating six meetings with service providers who are developing projects; providing materials to assist in developing the application; consulting with applicants by telephone; preparing key portions of the proposal; and assisting County and City staff with submission of the final application. HRA is requesting that your Board approve the funding for these activities through the attached contract amendment with HomeBase.

The Human Resources Agency and the City of Santa Cruz again propose to jointly fund this effort. The total cost of this project is \$23,000; the City of Santa Cruz and HRA will each contribute \$11,500. HRA's portion of the funding is included in the FY 2001-02 budget; there is no additional County cost. The City has committed to providing the necessary funding and will amend an existing Memorandum of Understanding between HRA and the City of Santa Cruz to reflect this cost sharing agreement.

HUD Application

The application to HUD for 2002 Homeless Assistance funds will include several different projects to serve homeless families and individuals in Santa Cruz County. Project applications will be presented to an impartial ranking committee appointed by the Continuum of Care Coordinating Group; the committee will be briefed by HomeBase regarding HUD funding guidelines and priorities. Projects selected by the committee will be prioritized and forwarded to your Board for approval prior to final submittal to HUD before the May 31, 2002 application deadline.

IT IS THEREFORE RECOMMENDED that your Board:

1. Authorize the Human Resources Agency Administrator to sign the contract amendment with HomeBase for preparation of the 2002 HUD Homeless Assistance funding application;
2. Authorize the Human Resources Agency Administrator to sign an amended Memorandum of Understanding with the City of Santa Cruz for cost sharing of this project;
3. Approve the attached AUD-60 accepting and appropriating unanticipated revenue in the amount of \$11,500 from the City of Santa Cruz; and

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HOMEBASE CONTRACT AMENDMENT AND HUD CONTINUUM OF CARE APPLIC.

4. Direct the Human Resources Agency Administrator to return on or before May 21, 2002 with recommendations regarding selected projects to be included in the 2002 HUD Homeless Assistance funding application.

Very truly yours,



CECILIA ESPINOLA
Administrator, HRA

Attachments

CE\NK\homebase.amend.bos

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

CC: City of ~~Santa~~ Cruz
HomeBase
County Administrative Office
Auditor Controller

COUNTY OF SANTA CRUZ

REQUEST FOR APPROVAL OF AGREEMENT

TO: **Board of Supervisors**
County Administrative Office
Auditor Controller

FROM: Human Resource Agency (Department)
BY: [Signature] (Signature) 2/8/02 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)

Expenditure Agreement ☐

Revenue Agreement ☐

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

1. Said agreement is between the Santa Cruz County Human Resources Agency (Department/Agency)
and Homebase/ The center for Common Concerns, 870 Market St, Suite 1228 San Francisco, CA 94102 (Name/Address)
2. The agreement will provide Amendment #3 to Contract 2334, to augment budget and complete the Strategic Plan on Homelessness.

3. Period of the agreement is from 12/1/00 to 6/30/02

4. Anticipated Cost is \$ total of \$103,000 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☒ Not to Exceed

Remarks: FY 01/02 encumbrance \$20,000 - additional encumbrance of \$23,000. Contact: N. Krantzler X5430

5. Detail: ☐ On Continuing Agreements List for FY - . Page CC- Contract No: 12334 OR ☐ 1st Time Agreement
- ☐ Section II No Board letter required, will be listed under Item 8
☐ Section III Board letter required
☐ Section IV Revenue Agreement
☒ X Amendment

6. Appropriations/Revenues are available and are budgeted in 392100 (Index) 3665 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered.
are not available and will be encumbered.

Contract No: 12334
 By: [Signature]
 Auditor-Controller Deputy

Date: 02/12/02

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize HRA Administrator (Dept/Agency Head) to execute on behalf of the Santa Cruz County

Human Resource Agency (Department/Agency)

Date: 2/14/02

By: [Signature]
 County Administrative Office

Distribution:

Board of Supervisors - White
 Auditor Controller - Canary
 Auditor-Controller - Pink
 Department - Gold

State of California
 County of Santa Cruz

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 Office by an order duly entered in the minutes of said Board on 20

ADM - 29 (8/01)
 Title Section 300 Proc Man

By: Deputy clerk

AUDITOR/CONTROLLER USE ONLY

CO	\$	Document No.	JE Amount	Lines	H/TL	Keyed By	Date
TC110	\$						
		Auditor Description	Amount	Index	Sub object	User Code	

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

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 Continuum of Care Homeless Assist. program; and

WHEREAS, the County is recipient of funds in the amount of \$ 11,500 _____ 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 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 \$ 11,500 _____ into
Department Human Resource Agency

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	392100	2047	other charges	11,500

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 others	11,500

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

By *Frances Hicks*
Department Head

Date *2/8/02*

COUNTY ADMINISTRATIVE OFFICER

Recommended to Board

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:

Henry A. Oberhelman Jr.
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

Rajar 02/12/02
Auditor-Controller

Distribution:

Auditor-Controller
County Counsel
County Administrative Officer
Originating Department

AUD60 (REV 12/97)

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**AMENDMENT TO HUMAN RESOURCES AGENCY
INDEPENDENT CONTRACTOR AGREEMENT #02334**

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as "COUNTY," and HomeBase/The Center for Common Concerns, hereinafter referred to as "CONTRACTOR," hereby modify Independent Contractor Agreement #02334 as follows:

1. Revise Article 2, COMPENSATION, to add: For assistance with preparation and submission of the SuperNOFA 2002 Continuum of Care application, COUNTY agrees to pay CONTRACTOR on the basis of appropriate claims submitted to the COUNTY in accordance with Exhibit "B" (Budget) during the term of this agreement. By separate amended agreement, the City of Santa Cruz will pay \$11,500 of the additional contract amount to the County Human Resources Agency.
2. Revise Exhibit A, Scope of Services, to incorporate the tasks described in Attachment 1, "Addenda to Scope of Services".
3. Revise Exhibit B, "Budget," to increase total budget by \$23,000 for a total contract amount of \$103,000.

All other conditions remain the same.

COUNTY OF SANTA CRUZ

By: _____
Human Resources Agency Administrator

Dated: _____

APPROVED AS TO FORM:

By: Marie Costa
County Counsel

Dated: February 4, 2002

APPROVED AS TO INSURANCE:

By: Janet McKinley
Risk Management

Dated: 2-5-2002

CONTRACTOR

By: Martha Fleetwood
Martha Fleetwood

HomeBase/The Center for Common
Concerns
870 Market St., Suite 1228
San Francisco, CA 94102
(415) 788-7961
Tax ID: 94-3148303

Distribution: Contractor
City of Santa Cruz
Human Resources Agency
County Administrative Office
County Counsel
Auditor-Controller
Risk Management

Attachment 1

Addenda to Scope of Services

HomeBase/The Center for Common Concerns (hereinafter called “CONSULTANT”) will assist the County of Santa Cruz (hereinafter called “COUNTY”) and the City of Santa Cruz (hereinafter called “CITY”) with the preparation and submission of the SuperNOFA 2002 Continuum of Care application. CITY and COUNTY have jointly developed and approved the following addenda to Scope of Services:

CONSULTANT will complete the following tasks:

TASK 1 Plan and prepare a recommended approach for developing Santa Cruz County’s application for SuperNOFA 2002

- A. Review relevant background material, including the 2001 Continuum of Care (COC) application, summary of needs and gaps, and other relevant materials.
- B. Develop a work plan and timeline—including tasks, meeting dates, etc., for review by COC members.
- C. Prepare presentations for meetings with staff, COC, and community, including agenda, support materials, strategies, etc.

TASK 2 Facilitate the planning process for Santa Cruz County’s application for SuperNOFA 2002

- A. Facilitate six meetings with the COC. During the meetings, HomeBase will assist the COC in identifying issues and addressing solutions and will provide guidance throughout the process. The topics and tasks to be addressed at the meetings include:
 - 1. Meeting #1—COC Coordinating Group
 - a. Review 2002 application.
 - b. Review process and timeline.
 - c. Review this year’s gaps and needs.
 - d. Establish process for ranking projects.
 - 2. Meeting #2—Technical Workshop for Interested Agencies
 - a. Review 2002 application in more detail.
 - b. Provide materials describing key requirements.
 - c. Develop detailed timeline for agency application submission.
 - d. Provide follow-up phone consultation with service providers regarding their application questions.

3. Meeting #3—COC Coordinating Group
 - a. Establish Ranking Committee
 - b. Review approvals needed for consolidated application.
 - c. Review information needed to complete Exhibit 1 of the application.
4. Meeting #4—COC Coordinating Group
 - a. Reach agreement on Gaps Analysis.
 - b. Develop goals and 8-month action steps for the NOFA.
 - c. Review draft of Exhibit 1.
5. Meeting #5—Ranking Committee
 - a. Provide guidance to Ranking Committee during presentations by service providers and in follow-up discussions regarding selection of proposals.
6. Meeting #6—COC Coordinating Group
 - a. Assist Ranking Committee in presenting results of ranking process.
 - b. Obtain feedback from COC members on first draft of Narrative.

TASK 3 Draft the SuperNOFA 2002 Continuum of Care Narrative

- A. Prepare SuperNOFA 2002 COC application including the Narrative, Gap Analysis, Project Priorities and Project Leveraging charts, as well as other sections of the application. Present draft at Meeting #6.
- B. Complete Narrative.

TASK 4 Submission of Final Application

- A. Assist County and City staff with compiling, packaging, and submitting final application. Work shall include but not be limited to:
 1. Ensuring compliance with all mandatory filing dates.
 2. Assisting County/City staff with duplication and mailing of final document.

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Exhibit B
Revised Budget – Contract Amendment No. 3

Phase 1 December 1, 2000 through June 30, 2001	\$ 40,000
Phase 2 July 2001 through October 2001	\$ 20,000 (5.01.01 Contract Amendment No. 1)
Budget Revision Extend Term to June 30, 2002	\$ 20,000 (6.14.01 Contract Amendment No. 2)
Budget Revision	<u>\$ 23,000</u> (2.26.02 Contract Amendment No. 3)
Contract Total	\$103,000