RESOLUTION - ACTION REQUESTED 2017-51

MEETING: February 7, 2017

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Alliance Agreement to Manage Leased Units for the CoC Grant - First Amendment

RECOMMENDATION AND JUSTIFICATION:
Approve a First Amendment with the Alliance for Community Transformations increasing the not to exceed amount by $2,500 for a new not to exceed amount of $59,740 to provide leasing of housing units for Continuum of Care program; and authorize the Board of Supervisors Chair to sign the amendment.

The Department of Housing and Urban Development authorized $2,500 administration expense funding for the leased housing subcontractor portion of the Continuum of Care program after the Mariposa County Human Services initial application submittal. The increase in funding will be used by Alliance to meet administrative costs (office rent, IT, etc.) incurred during the delivery of services.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The current agreement for this program was approved by the Board on the December 20, 2016 by Resolution Number 2016-665

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The services will continue to be delivered as agreed upon in Resolution Number 2016-665. Approval of the amendment will increase the probability of Alliance having the necessary resources for optimal service delivery and diminish the risk of not meeting the needs of the clients.

FINANCIAL IMPACT:
This costs for this contract will be paid by $62,240 in grant funds (budget 352-0505) and $13,500 in matching funds from the MHSA Innovation fund (410-0439). The grant award was anticipated and contract expenses were included in the FY16-17 budget line 352-0505-665.04-21. There is no impact to the County General Fund.

ATTACHMENTS:
Alliance CoC First Amendment 2017v4 [DOC]
Alliance CoC Svcs 2017 Exhibit A Amendment v4[DOCX]
Alliance for Community Transformations Continuum of Care Svcs 2017 [PDF]
CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, Interim CAO 2/2/2017

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann
FIRST AMENDMENT TO AGREEMENT FOR LEASING OF HOUSING UNITS

THIS FIRST AMENDMENT TO AGREEMENT FOR LEASING OF HOUSING UNITS is made and entered into this 7th day of February, 2017, by and between the County of Mariposa, a political subdivision of the State of California, hereinafter referred to as “County”, and Alliance for Community Transformations, hereinafter referred to as “Contractor”.

WHEREAS, the County and Contractor have heretofore entered into a Contract dated December 20, 2016, wherein Contractor agreed to provide leasing of housing units for Continuum of Care program as described on Exhibit “A” of the Contract for Services; and

WHEREAS, County and Contractor desire to amend said Contract to change the compensation to be provided to Contractor;

NOW, THEREFORE, the parties hereto in consideration of the mutual covenants herein recited, hereby agree as follows:

1. Paragraph 4.01, “COMPENSATION”, is hereby amended to provide that an additional Two Thousand Five Hundred Dollars ($2,500) will be added to the original contract price of Fifty-Seven Thousand Two Hundred Forty Dollars ($57,240), making the total compensation paid to Contractor the not to exceed amount of Fifty-Nine Thousand Seven Hundred Forty Dollars ($59,740).

2. Exhibit A is hereby amended as set forth in Exhibit A-First Amendment attached hereto and made a part hereof in order to reflect the additional compensation and to set forth the Contractor’s budget.
3. Except as herein amended, the agreement dated December 20, 2016 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed on the date first above written.

COUNTY OF MARIPOSA:

[Signature]
Marshall Long, Chairman
Mariposa County Board of Supervisors

CONTRACTOR:

[Signature]

ATTEST:

[Signature]
RENE LAROCHE
Clerk of the Board

APPROVED AS TO FORM:

[Signature]
STEVEN W. DAHLEM
County Counsel
Exhibit A – First Amendment

I. Requirements

A. Mariposa County Human Services Department shall provide:

1. Processes and forms for referrals, screening, and data collection for required tracking, grant reporting and quality improvement;

2. Identification of individuals for program participation through screening and regular team meetings with Program/Agency staff involved;

3. Coordination of weekly team meetings among staff at Human Services and Alliance to ensure successful outcomes of program requirements. As the program develops and grows, the frequency of these meetings may be reduced, but will occur monthly at a minimum

4. Perform case management activities through programs including:
   Mental Health
   Substance Abuse
   Employment & Training
   Social Services – Medi-Cal, CalFresh, IHSS, APS, General Assistance and Social Security Advocacy
   Energy Assistance

5. Services which will include but not be limited to:
   Potential attainment of income
   Counseling / Therapy Services
   Case Management
   Life Skills training and classes
   Supportive Services
   Additional Housing Supports when deemed necessary

6. Signed participant releases that will ensure Human Services and Alliance can coordinate their services. Both parties agree that refusal of this requirement will result in the participants’ ineligibility to participate in the Permanent Supportive Housing Program;

7. Additional rental rates for homes rented if the rental rate is agreed upon by Human Services prior to the lease being signed;
Exhibit A – First Amendment

8. Payment for maintenance and repairs of leased homes if repairs exceed the amount allocated in the budget;

9. An upfront payment to Alliance in the amount of $5,000 to account for start-up costs and thereafter provide monthly payments as invoiced for contractual costs

10. Payment to Alliance in the amount of $2,500 to account for administrative office rent and utilities, insurance, and IT costs

B. Alliance for Community Transformations shall:

1. Locate and lease suitable housing units and provide copies of said documents to the Human Services Department. If no suitable housing units can be located after diligent search, Alliance may request in writing to be released from this contract, and the County shall notify Alliance in writing of the termination.

2. Allow a representative from Human Services to accompany Alliance staff for the pre-inspection of the home before the lease is signed and schedule quarterly inspections of the homes that Human Services program specific staff, including maintenance staff, will accompany Alliance staff on. The first visit will consist of a formal site visit and the 3 additional visits will consist of maintenance inspections. All visits will be scheduled with 30 days advance notice of deliverable requirements and date of site visit.

3. Provide payment for deposit, monthly rent, utilities and furnishings for the homes.

4. Maintain and manage houses secured through this program, including home repairs, yard maintenance, property tax and insurance payments, replacement or repair of any damages, provision and maintenance of major appliances, windows, carpets, flooring, furnishings, etc.

5. Provide supportive services from their existing funded programs.

6. Ensure that the participants are meeting goals set to maintain housing stability and cohesiveness. If goals are not being met, consult with the participant’s Case Management team.

7. Provide monthly fiscal reports on items such as program income received (for example, any share of housing cost received from participants), expenditures for maintenance, utilities, lease payment, tax and insurance payments.

8. Collect data necessary to meet HUD’s basic data collection requirements as outlined in the grant agreement and submit reports on a monthly basis to Human Services.
### Exhibit A – First Amendment

## II. Budget

<table>
<thead>
<tr>
<th>Leasing Units</th>
<th>New Allocation</th>
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<tbody>
<tr>
<td>3 units @ $890 per month (3 x $890 x 12 months)</td>
<td>$32,054</td>
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### Operating Costs

- **Maintenance/Repair Salary & Benefits** | $5,200 |
- **Maintenance/Repair Supplies** | $1,310 |
- **Taxes and Insurance** | $1,950 |
- **Replacement Reserve (Carpet, Appliances)** | $4,426 |
- **Electricity, Propane, Water** | $7,800 |
- **Furniture** | $4,500 |

### Admin costs

- **Office rent and utilities, insurance, and IT costs** | $2,500 |

### Total costs (not to exceed) | $59,740 |