

DEPARTMENT: Human Services Department BY: Cheryle Rutherford-Kelly PHONE: 966-3609

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

SEE ATTACHMENT

BACKGROUND AND HISTORY OF BOARD ACTIONS:

SEE ATTACHMENT

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

SEE ATTACHMENT

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Page One, Department Memo
Page Two, Parsons Proposal
Page 27, Laurin Associates, Inc. Proposal
Page 40, Proposed Contract with Parsons

CLERK'S USE ONLY:

Res. No.: 02-310 Ord. No. _____

Vote - Ayes: 4 Noes: _____

MW Absent: Richard Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

Comment: _____

C.A.O. Initials: MW



CALAVERAS-MARIPOSA COMMUNITY ACTION AGENCY



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Rutherford-Kelly
Executive Director

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DATE: July 9, 2002
TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Selection of a contractor for the Countywide Housing Conditions Survey and Needs Assessment

RECOMMENDED ACTION AND JUSTIFICATION:

In conjunction with the Planning Department, it is respectfully recommended that your Board authorize the Human Services Department (Community Action) to execute a contract with Parsons for the Planning and Technical Assistance Community Development Block Grant (PT/A CDBG) to conduct the Housing Conditions Survey and Needs Assessment.

BACKGROUND

Under the direction of your Board, the Community Action Agency recently applied for and received a PT/A CDBG from the State Department of Housing and Community Development. Community Action released a competitive Request for Proposals to 15 housing contractors throughout the State. Two responses were received, one from Parsons and the other from Laurin Associates Inc.

CURRENT SITUATION

Both firms have demonstrated experience with operating this type of grant. However, Parsons has recent experience with the County Planning Department in developing the General Plan and the Planning Director has been pleased with the caliber of their work. Additionally, their proposal was timely and most closely matches the needs and expectations of the County as outlined in the approved grant contract with the State Department.

FINANCIAL

This contract will be funded by CDBG, with the 10% matching funds requirement met by in-kind staff time from both the Planning Department and the Community Action Agency.