



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 23-1268 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 6/21/2023 **In control:** Board of Supervisors

**On agenda:** 9/26/2023 **Final action:** 9/26/2023

**Title:** Health and Human Services Agency (HHS) recommending the Board:  
1) Make findings that the provision of strategic and practical technical assistance and support for the El Dorado Opportunity Knocks Continuum of Care, and HHS Housing and Homelessness Services Program provided by Consultant are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(B);  
2) Approve and authorize the Chair to sign Amendment IV to Agreement for Services 5919 with The Center for Common Concerns, Inc., doing business as Homebase, after executing a legal name change is now named and operating as Homebase, a California Nonprofit Public Benefit Corporation, which increases compensation by \$275,000 for a new maximum obligation of \$825,000, and extends the term one year for a new term of September 1, 2021, through September 30, 2024;  
3) Authorize the Purchasing Agent to execute amendments relating to Agreement 5919, contingent upon approval by County Counsel and Risk Management, which do not increase the maximum dollar amount or term of the Agreement; and  
4) Authorize the HHS Director, or the Assistant Director of Human Services to execute programmatic, administrative, and fiscal documents relating to Agreement 5919.

**FUNDING:** Estimated to be funded with 4% Federal and 96% State General Fund.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - CRS #5919-A4 Homebase (TCCC), 2. B - #5919-A4 Homebase (TCCC), 3. C - Original #5919 + Amdts I-III, 4. Executed Agreement 5919

Date	Ver.	Action By	Action	Result
9/26/2023	1	Board of Supervisors	Approved	Pass

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- 3) Authorize the Purchasing Agent to execute amendments relating to Agreement 5919, contingent upon approval by County Counsel and Risk Management, which do not increase the maximum dollar amount or term of the Agreement; and

4) Authorize the HHSA Director, or the Assistant Director of Human Services to execute programmatic, administrative, and fiscal documents relating to Agreement 5919.

**FUNDING:** Estimated to be funded with 4% Federal and 96% State General Fund.

**DISCUSSION / BACKGROUND:**

El Dorado Opportunity Knocks Continuum of Care (EDOK CoC) is a regional planning body of representative stakeholders in El Dorado County that coordinates the community's policies, strategies, and activities toward preventing and ending homelessness. In order for the EDOK CoC to apply for or receive Continuum of Care (CoC) designated state and federal funding allocations, the EDOK CoC is required to designate an Administrative Entity (AE), which is defined as a unit of general-purpose local government (City or County), a Joint Powers Authority, or a nonprofit organization that has previously administered federal Department of Housing and Urban Development (HUD) CoC funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations and been designated by the CoC to administer program funds. Regardless of who the CoC designates as their AE, the CoC remains the entity accountable for approval of the application, activities, and funding allocations. The AE is responsible, based upon the CoC's direction, to administer contracts associated with the State allocations and to fulfill reporting requirements to the State. On November 16, 2021, the Board approved and authorized the Chair to sign Resolution 150-2021 which designated the El Dorado County Health and Human Services Agency (HHSA) to continue to serve as the AE for the EDOK CoC (File ID: 21-1720).

As the AE for the EDOK CoC, HHSA requires technical support in order to perform its responsibilities in compliance with CoC Federal and State requirements. To support AE activities, HHSA has contracted with The Center for Common Concerns, Inc., doing business as Homebase (Homebase) under Agreement 5919, approved by the Purchasing Agent on September 1, 2021. Homebase provides strategic and practical technical assistance, capacity building, training, and support to both the EDOK CoC and the HHSA Housing and Homelessness Services staff to ensure adherence to Federal and State rules and regulations with regard to a housing and homelessness system of care. In addition, Homebase works with County staff, EDOK Board members, and community stakeholders to identify and address systemic challenges, develop strategies to respond to system gaps, and implement such strategies.

On December 7, 2021, the Board approved Amendment I to Agreement 5919 which increased the maximum obligation by \$175,000 for a new maximum obligation of \$250,000 (File ID: 21-1602). On September 27, 2022, the Board approved Amendment II to Agreement 5919 which increased the maximum obligation by \$300,000 for a new maximum obligation of \$550,000 and extended the term by one (1) year through September 30, 2023 (File ID: 22-1440). Amendment II also updated the scope of services to ensure Homebase can provide technical assistance on additional Continuum of Care grant applications as well as provide support to County staff on grant planning and development. On January 30, 2023, Amendment III to Agreement 5919 was fully executed by the HHSA Director, as authorized by the Board, which amended standard article language and added two (2) new articles due to the use of new funding sources in the Agreement.

As the AE for the EDOK CoC, HHSA recommends that the Board approve Amendment IV to Agreement 5919, which will increase the maximum compensation by \$275,000, for a new maximum obligation of \$825,000, and will extend the term by one year, for a new term expiring September 30, 2024. The increase of funding is to ensure the HHSA Housing and Homelessness Services Program meets the necessary criteria to receive ongoing funding, including but not limited to funding through

HUD, which can be accomplished with the one-year term extension. Amendment IV includes an increase to rates of 10% for a cost-of-living increase. The increase to compensation of \$275,000 reflects one additional year of services from the vendor, which is a reduction from the previous year's budget of \$300,000. Approval of this term extension will provide HHSA the necessary time to undergo a competitive procurement to solicit a Consultant to perform these technical services for a future Agreement. Until a new Agreement can be solidified, it is important that Homebase continues to provide technical support to both HHSA and the EDOK CoC in building a robust system response to homelessness while meeting all administrative requirements for another year of the Agreement. HHSA requests the Board approve Amendment IV to Agreement 5919 to ensure that Homebase can continue to provide technical assistance on additional Continuum of Care grant applications as well as provide support to County staff on grant planning and development.

In accordance with the Board of Supervisors Procurement Policy C-17 adopted 10/11/2006, Section 7.11, which was in effect when this Agreement was executed, contractor selection process for service contracts in excess of \$100,000 must include a review of the scope of services and contractor's professional qualifications by a group of individuals (including at least one representative from outside the department requesting the services) qualified to judge the contractor's ability to perform the services. HHSA has documentation on file that such a review was performed for Agreement 5919 with Homebase.

**ALTERNATIVES:**

Should the Board decline to approve this Amendment IV to Agreement 5919, both the EDOK CoC and the HHSA Housing and Homelessness Services Program staff would not receive the technical assistance and support needed to continue developing and implementing the housing and homelessness system of care.

**PRIOR BOARD ACTION:**

- 1) 09/01/20, 20-1102, HHSA, Agmt 5086 with Center for Common Concerns - HomeBase.
- 2) 11/16/21, 21-1720, HHSA HHAP Round 3 Resolution Funding
- 3) 12/07/21, 21-1602, HHSA 5919 Amendment 1 The Center for Common Concerns - Homebase
- 4) 09/27/22, 22-1440, HHSA The Center for Common Concerns dba Homebase, 5919 A2

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel and Risk Management. The Auditor-Controller has been notified of this agreement per Board Policy B-12.

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

There is no Net County Cost associated with this Agenda item. Sufficient appropriations have been included in the FY 2023-24 Budget and will continue to be included in future budgets for the remainder of the contract period.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Obtain signature of Chair on one (1) original Fourth Amendment to Agreement for Services 5919

**STRATEGIC PLAN COMPONENT:**

Healthy Communities.

**CONTACT**

Olivia Byron-Cooper, MPH, Interim Director, Health and Human Services Agency