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**Agenda Item  
Special Meeting of the  
Board of Supervisors  
Tuesday, March 31, 2026**

COUNTY EXECUTIVE OFFICER:  
Esperanza Colio Warren

COUNTY COUNSEL:  
Gregory P Priamos

CLERK OF THE BOARD:  
Vanessa Delgado

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**Item Number: 1.B**

**MEETING DATE:** 03/31/2026  
**DEPARTMENT:** COUNTY EXECUTIVE OFFICE  
**AGENDA ITEM PREPARER:** Dulce Alonso  
**DEPT HEAD/DIRECTOR:** Esperanza Colio Warren

**SUBJECT:**

**COUNTY EXECUTIVE OFFICE - E. COLIO WARREN**

1. Authorize the County Executive Officer (CEO) to negotiate and execute professional service contracts, including but not limited to grant support, engineering, and labor compliance services, in an amount not to exceed \$200,000.00 through December 31, 2026, subject to County Counsel review and approval; and

2. Authorize the County Executive Officer (CEO) to sign the contracts.

SBC FILE NUMBER: 119

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

The County of San Benito is experiencing increased service demands in key functional areas, including engineering, grant administration, and labor compliance. These demands are driven by ongoing and upcoming capital improvement projects, as well as the administration of state and federally funded programs, including the Community Development Block Grant (CDBG) program. The County must continue to meet established project timelines, funding requirements, and regulatory obligations associated with these programs.

Authorization is requested to enter into a professional services agreement to provide grant analytical support, engineering services, and labor compliance oversight. These services are necessary to support the effective implementation of CDBG-funded and other special projects, ensure compliance with applicable state and federal regulations, and enhance reporting, monitoring, and overall program

administration.

San Benito County relies on grant funding, including but not limited to CDBG, to support programs, capital improvements, and services that benefit low- and moderate-income communities. These funding sources are subject to complex, highly regulated requirements, including eligibility determinations, compliance with national objectives, environmental review, and detailed reporting obligations. As the volume and complexity of these requirements increase, additional specialized services are required to support proper administration and compliance.

Professional services are needed to:

- Coordinate and evaluate eligible funding opportunities and project activities; and
- Ensure compliance with U.S. Department of Housing and Urban Development (HUD) and other applicable regulatory requirements; and
- Support the preparation of grant applications, amendments, and required documentation; and
- Monitor project performance, beneficiary data, and program outcomes; and
- Prepare and support required reporting, including Consolidated Annual Performance and Evaluation Reports (CAPER); and
- Provide engineering review and technical support for capital improvement projects; and
- Administer and monitor labor compliance requirements, including State and Davis-Bacon regulations.

Given the specialized nature and volume of these requirements, additional professional services are necessary to ensure continuity of operations, maintain compliance with funding requirements, and support the timely delivery of projects and programs.

### **FISCAL IMPACT:**

The total cost of the contract will not exceed \$200,000.00. Funding is available within the budgetary unit, Disaster Recovery, in 101-15-1047-1000-619-250, and/or will be supported through eligible grant administration funds, as applicable.

### **STAFF RECOMMENDATION:**

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2. Authorize the County Executive Officer (CEO) to sign the contracts.

### **ATTACHMENTS:**

[Agenda Fact Sheet - Contracts for Services](#)