



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1

Kollin Kosmicki
District No. 2

Mindy Sotelo
District No. 3
Vice-Chair

Angela Curro
District No. 4
Chair

Bea Gonzales
District No. 5

Item Number: 1.19

MEETING DATE: 06/18/2024

DEPARTMENT: HEALTH AND HUMAN SERVICES AGENCY

AGENDA ITEM PREPARER: Mike Hodges

DEPT HEAD/DIRECTOR: Tracey Belton

SUBJECT:

HEALTH AND HUMAN SERVICES AGENCY- T. BELTON

Approve contract amendment #2 with the Coalition of Homeless Service Providers (CHSP) extending the term through June 30, 2025 and increasing the contract amount by \$13,000.00 to increase the scope of work for a total contract amount of \$63,000.00; and authorize the Board Chair to sign the amendment.
SBC FILE NUMBER: 130

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

The mission statement of the Coalition of Homeless Services Providers (CHSP) is to eliminate homelessness in Monterey and San Benito Counties by promoting regional partnerships and inter agency collaboration for a comprehensive system of housing for our diverse population. San Benito County has been a strong partner with the CHSP and has been actively participating in regional activities.

CHSP is charged as the lead entity for regional Continuum of Care (CoC) activities including the Homeless Management Information System (HMIS), Coordinated Entry, providing technical assistance, policy interpretation and development, request for proposals, funding recommendations, contracting with regional partners, contract monitoring, among other activities. In addition, leading the required bi-annual Point-in-Time (PIT) homeless count.

San Benito County contracts with the CHSP to perform required activities including our mandatory Point-in-Time (PIT) count of homelessness within the county. Every two years, during the last 10 days of

January, communities across the country conduct comprehensive counts of the local homeless populations to measure the prevalence of homelessness in each Continuum of Care (CoC) region.

The original contract started on 1/1/2022 with an end date of 6/30/2024. The value of the contract was \$30,000. This contract was to perform the 2022 and 2024 PIT counts and provide executive summary reports.

The contract amendment #1 on 10/31/2022 increased to \$50,000 to also provide Homeless Management Information Services (HMIS) licensing, CHSP board membership, and Development of a CoC 5 year Lead Me Home Plan.

The contract amendment #2 will extend the ending date to 6/30/2025 and increase the by \$13,000 for a total contract amount of \$63,000. This amendment is necessary to increase the scope of work with the Point-in-Time homeless count and regional Homeless Housing Assistance Prevention (HHAP) Program. Specifically, the amendment will include these two activities:

- Provide services for the 2024 biennial Point in Time Homeless Census and Survey Report to include the Executive Summary and the full report. In the past, SBC has only received the 2-page info graphic executive summary. The expanded scope of work will include the full report with additional data points, narratives, and other local homeless information which will assist with grant writing efforts. The expanded service includes formulating data collection instruments, finalizing and participating in census deployment site/s, coordination of data collection and entry, data runs and preliminary analysis, HUD reporting, and management and coordination of final County report (executive summary-infographic, census report with jurisdictional detail, data on all survey questions and HUD reporting and subpopulation questions).
- Provide services for the completion of the regional State HHAP5 (Homeless Housing Assistance Prevention Program) annual grant applications. Additional services include drafting narratives for the regionally required coordinated homeless action plan and funding plan, drafting of the regional Memorandum of Understandings, and the coordination and facilitation of regional meetings

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

Yes

LAST CONTRACT AMOUNT OR N/A:

The Amendment #1 was in the amount of \$50,000.

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

This is a second amendment.

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

No

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

Yes

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

Non-general Fund

UNFUNDED MANDATE:

No

SBC BUDGET LINE ITEM NUMBER:

240.80.2555.

CURRENT FY COST:

\$63,000.00

STAFF RECOMMENDATION:

Approve contract amendment #2 with the Coalition of Homeless Service Providers (CHSP) extending the term through June 30, 2025 and increasing the contract amount by \$13,000 to increase the scope of work for a total contract amount of \$63,000; and authorize the Board Chair to sign the amendment.

BOARD ACTION RESULTS:

Approved contract amendment #2 per staff recommendation. (5/0 vote)

ATTACHMENTS:

Amendment #2 - CHSP PIT A02

Fully Executed Contract - CHSP Amendment #2