



Contract Number

16-550 A-7

SAP Number

4400009879

Human Services

Department Contract Representative	Tom Hernandez Chief of Homeless Services
Telephone Number	(909) 501-0610
Contractor	Institute for Urban Initiatives
Contractor Representative	Joe Colletti, PhD, CEO
Telephone Number	(626) 304-3753
Contract Term	July 12, 2016 – June 30, 2023
Original Contract Amount	\$ 914,550
Amendment Amount	\$ 383,700
Total Contract Amount	\$1,298,250
Cost Center	6210011000

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and the Institute for Urban Initiatives, hereinafter called Contractor.

IT IS HEREBY AGREED AS FOLLOWS:

IN THAT CERTAIN **Contract No. 16-550** by and between the County and Contractor for homeless consulting services, which Contract first became effective July 12, 2016, the following changes are hereby made and agreed to, effective July 1, 2021:

- I. Section VIII. Duration and Termination, Paragraph A, is amended to read as follows:
 - A. The term of this Agreement shall be from July 12, 2016 through June 30, 2023 inclusive.
- II. Add Addendum IX – Homeless Consulting Services Description for the period of July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023.
- III. Add Attachment I – Program Budget for FY 2021-22 and FY 2022-23, increasing the total contract amount by \$383,700, from \$914,550 to \$1,298,250.

IV. All other terms, conditions, and covenants of Contract No. 16-550 shall remain in full force and effect.

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Amendment. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

COUNTY OF SAN BERNARDINO

INSTITUTE FOR URBAN INITIATIVES

(Print or type name of corporation, company, contractor, etc.)

▶

Curt Hagman, Chairman, Board of Supervisors

By ▶ _____
(Authorized signature - sign in blue ink)

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Name Joe Colletti
(Print or type name of person signing contract)

Lynna Monell
Clerk of the Board of Supervisors
of the County of San Bernardino

Title Chief Executive Officer
(Print or Type)

By _____
Deputy

Dated: _____

Address 1719 Monte Vista Street
Pasadena, CA 91106

FOR COUNTY USE ONLY

Approved as to Legal Form
▶

Suzanne Bryant, Deputy County Counsel
Date _____

Reviewed for Contract Compliance
▶

Date _____

Reviewed/Approved by Department
▶

CaSonya Thomas, Assistant Executive Officer
Date _____

HOMELESS CONSULTING SERVICES DESCRIPTION

**Institute for Urban Initiatives
1719 Monte Vista Street
Pasadena, CA 91106
(626) 304-3753**

July 1, 2021 – June 30, 2022

CONTRACTOR GENERAL SCOPE OF WORK

SERVICE TIMELINE AND RESPONSIBILITIES

I. Homeless Services Consultant

A. Annual Continuum of Care Application

Contractor shall:

1. Assist the County of San Bernardino (County) Office of Homeless Services (OHS) in developing and administering the Annual Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD). Required services include, but are not limited to the following:
 - a. Prepare all materials required to conduct Technical Assistance Workshops for agencies interested in responding to the CoC Project Applications;
 - b. Conduct the Technical Assistance Workshops within San Bernardino County;
 - c. Provide technical assistance to applicants on an as needed basis;
 - d. Develop a proposal rating tool and guide;
 - e. Assist OHS with the initial review of the application received to identify whether or not they meet the requirements set forth in the HUD Annual CoC Application;
 - f. Prepare a summary of each application received in response to the HUD Annual CoC Application; and
 - g. Assist the Review Panel with the evaluation of proposals submitted in response to the HUD Annual CoC Application.
2. Assist OHS in the preparation of the CoC Collaborative Application for submission to HUD.
3. Upon the County's request, present the final application to the San Bernardino County Interagency Council on Homelessness and the Homeless Partnership.

B. Annual Point-in-Time Count (PITC)

PITC of the San Bernardino County homeless population, as defined by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and in compliance with the requirements of HUD and approved by the County.

Contractor shall:

1. Conduct a one-day PITC of the San Bernardino County homeless population, as defined by the HEARTH Act and in compliance with the requirements of HUD and approved by the County.

2. Collaborate with the County to establish the date and time period for the PITC that is agreeable to the County. The PITC shall occur during the last ten days of January.
3. Include unsheltered homeless persons, as defined by the HEARTH Act, in San Bernardino County in the PITC. Individuals counted will be identified as:
 - a. Persons in Households with at least one Adult and one Child;
 - b. Persons in Households without Children;
 - c. Persons in Households with only Children.
4. Produce statistically reliable, unduplicated counts, or estimates when approved by the County, of homeless persons in unsheltered locations in a given geographic region of San Bernardino County on a one-day Point-in-Time.
5. Collaborate with the County to identify areas where homeless congregate in order to plot the geographic regions that volunteers will walk during the PITC.
6. Collaborate with the County to recruit and train volunteers to participate in the PITC.
7. Provide the County with weekly status reports, or more, if necessary, to discuss services being provided.
8. Prepare a publishable report of the findings of the Sheltered and Unsheltered PITC, to include a description of the methods used to count and estimate homeless persons. Contractor shall use Population and Subpopulation Estimates on data stored in the local Homeless Management Information System (HMIS) as managed by OHS and collected through shelter and street counts to the extent that it does not produce duplicate counts.
9. Develop a County approved Survey tool which will be used to interview sheltered and unsheltered homeless individuals and families in San Bernardino County.
10. Collaborate with County staff, non-profit organizations and volunteers to administer the Survey tool to a minimum of 500 sheltered and unsheltered homeless individuals and families in San Bernardino County.
11. Provide the County with data collected from the Survey tool on or before April following the January PITC.
12. The data collected from the Survey tool will be used to populate the HUD Housing Inventory Chart Homeless Population and seven (7) Subpopulation categories which include the following:
 - a. Chronically Homeless;
 - b. Severely Mentally Ill;
 - c. Chronic Substance Abusers;
 - d. Veterans;
 - e. Persons with HIV/AIDS;
 - f. Victims of Domestic Violence;
 - g. Youth Age 18 – 24; and
 - h. Unaccompanied Youth [under eighteen (18) years of age].

C. HUD Continuum of Care Homeless Assistance and HEARTH Act Training

Contractor shall:

Provide all materials required to conduct a technical assistance workshop for local homeless service providers. Training shall include but is not limited to the following:

1. New program applications;
2. Renewal applications; and
3. CoC Interim and Rule compliance.

D. Review and Update the Annual HUD Housing Inventory Chart and Point-in-Time Chart

Contractor shall:

Provide guidance that shall include but is not limited to the following:

Entering and submitting data for the Housing Inventory Count (HIC) and the Homeless PITC which will include the Homeless Populations and Subpopulations.

E. Federal and State Funding and Program Technical Assistance

Contractor shall:

1. Provide county staff with technical assistance;
2. Provide review committees with assistance; and
3. Assist with funding requests and requirements.

F. Homelessness Action Strategy including Research, Planning, Local Policy-Making, Technology, Meetings, and Initiatives

1. Homelessness Action Plan;
2. Use of technology to prevent and end homelessness;
3. Provide technical assistance regarding initiatives that focus on subpopulations of homeless persons;
4. Senior Initiative;
5. Unaccompanied Women Initiative;
6. Morbidity and Mortality Prevention Initiative;
7. Lessons learned post COVID;
8. Recalibrating best practices; and
9. Meetings with staff, committees, and regional planning areas.

II. Training Consultant

Homeless Count and Continuum of Care Technical Assistance

Contractor shall:

Provide training and consulting services to OHS staff (Staff Analyst II and Administrative Supervisor) regarding:

- A. Development, implementation, and submission of the Sheltered Point-In-Time Count; and
- B. Development, implementation, and submission of the Continuum of Care Collaborative Application and related activities.

HOMELESS CONSULTING SERVICES DESCRIPTION

**Institute for Urban Initiatives
1719 Monte Vista Street
Pasadena, CA 91106
(626) 304-3753**

July 1, 2022 – June 30, 2023

CONTRACTOR GENERAL SCOPE OF WORK

SERVICE TIMELINE AND RESPONSIBILITIES

I. Homeless Services Consultant**A. Annual Continuum of Care Application**

Contractor shall:

1. Assist the County of San Bernardino (County) Office of Homeless Services (OHS) in developing and administering the Annual Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD). Required services include, but are not limited to the following:
 - a. Prepare all materials required to conduct Technical Assistance Workshops for agencies interested in responding to the CoC Project Applications;
 - b. Conduct the Technical Assistance Workshops within San Bernardino County;
 - c. Provide technical assistance to applicants on an as needed basis;
 - d. Develop a proposal rating tool and guide;
 - e. Assist OHS with the initial review of the application received to identify whether or not they meet the requirements set forth in the HUD Annual CoC Application;
 - f. Prepare a summary of each application received in response to the HUD Annual CoC Application; and
 - g. Assist the Review Panel with the evaluation of proposals submitted in response to the HUD Annual CoC Application.
2. Assist OHS in the preparation of the CoC Collaborative Application for submission to HUD.
3. Upon the County's request, present the final application to the San Bernardino County Interagency Council on Homelessness and the Homeless Partnership.

B. Annual Point-in-Time Count (PITC)

PITC of the San Bernardino County homeless population, as defined by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and in compliance with the requirements of HUD and approved by the County.

Contractor shall:

1. Conduct a one-day PITC of the San Bernardino County homeless population, as defined by the HEARTH Act and in compliance with the requirements of HUD and approved by the County.

2. Collaborate with the County to establish the date and time period for the PITC that is agreeable to the County. The PITC shall occur during the last ten days of January.
3. Include unsheltered homeless persons, as defined by the HEARTH Act, in San Bernardino County in the PITC. Individuals counted will be identified as:
 - a. Persons in Households with at least one Adult and one Child;
 - b. Persons in Households without Children;
 - c. Persons in Households with only Children.
4. Produce statistically reliable, unduplicated counts, or estimates when approved by the County, of homeless persons in unsheltered locations in a given geographic region of San Bernardino County on a one-day Point-in-Time.
5. Collaborate with the County to identify areas where homeless congregate in order to plot the geographic regions that volunteers will walk during the PITC.
6. Collaborate with the County to recruit and train volunteers to participate in the PITC.
7. Provide the County with weekly status reports, or more, if necessary, to discuss services being provided.
8. Prepare a publishable report of the findings of the Sheltered and Unsheltered PITC, to include a description of the methods used to count and estimate homeless persons. Contractor shall use Population and Subpopulation Estimates on data stored in the local Homeless Management Information System (HMIS) as managed by OHS and collected through shelter and street counts to the extent that it does not produce duplicate counts.
9. Develop a County approved Survey tool which will be used to interview sheltered and unsheltered homeless individuals and families in San Bernardino County.
10. Collaborate with County staff, non-profit organizations and volunteers to administer the Survey tool to a minimum of 500 sheltered and unsheltered homeless individuals and families in San Bernardino County.
11. Provide the County with data collected from the Survey tool on or before April following the January PITC.
12. The data collected from the Survey tool will be used to populate the HUD Housing Inventory Chart Homeless Population and seven (7) Subpopulation categories which include the following:
 - a. Chronically Homeless;
 - b. Severely Mentally Ill;
 - c. Chronic Substance Abusers;
 - d. Veterans;
 - e. Persons with HIV/AIDS;
 - f. Victims of Domestic Violence;
 - g. Youth Age 18 – 24; and
 - h. Unaccompanied Youth [under eighteen (18) years of age].

C. HUD Continuum of Care Homeless Assistance and HEARTH Act Training

Contractor shall:

Provide all materials required to conduct a technical assistance workshop for local homeless service providers. Training shall include but is not limited to the following:

1. New program applications;
2. Renewal applications; and
3. CoC Interim and Rule compliance.

D. Review and Update the Annual HUD Housing Inventory Chart and Point-in-Time Chart

Contractor shall:

Provide guidance that shall include but is not limited to the following:

Entering and submitting data for the Housing Inventory Count (HIC) and the Homeless PITC which will include the Homeless Populations and Subpopulations.

E. Federal and State Funding and Program Technical Assistance

Contractor shall:

1. Provide county staff with technical assistance;
2. Provide review committees with assistance; and
3. Assist with funding requests and requirements.

F. Homelessness Action Strategy including Research, Planning, Local Policy-Making, Technology, Meetings, and Initiatives

1. Homelessness Action Plan;
2. Use of technology to prevent and end homelessness;
3. Provide technical assistance regarding initiatives that focus on subpopulations of homeless persons;
4. Senior Initiative;
5. Unaccompanied Women Initiative;
6. Morbidity and Mortality Prevention Initiative;
7. Lessons learned post COVID;
8. Recalibrating best practices; and
9. Meetings with staff, committees, and regional planning areas.

II. Training Consultant

Homeless Count and Continuum of Care Technical Assistance

Contractor shall:

Provide training and consulting services to OHS staff (Staff Analyst II and Administrative Supervisor) regarding:

- A. Development, implementation, and submission of the Sheltered Point-In-Time Count; and
- B. Development, implementation, and submission of the Continuum of Care Collaborative Application and related activities.

HOMELESS CONSULTING

PROGRAM BUDGET
FY 2021-22

	Budget	Cost
Homeless Services Consultant:		
Continuum of Care Program Application	200 hours @ \$100 per hour	\$20,000
HEARTH Act Training and Technical Assistance	10 hours @ \$100 per hour	\$1,000
HUD Continuum of Care Homeless Assistance Training	10 hours @ \$100 per hour	\$1,000
HIC and PIT Submissions to HUD	20 hours @ \$100 per hour	\$2,000
Homeless Count and Survey	237.50 hours @ \$100 per hour	\$23,750
Federal and State Funding and Program Technical Assistance	465 hours @ \$100 per hour	\$46,500
Homelessness Action Strategy including research, planning, policy, technology, meetings, and initiatives	300 hours @ \$100 per hour	\$30,000
Subtotal		\$124,250
Training Consultant:		
Homeless Count and Continuum of Care Technical Assistance	1,040 hours @ \$65 per hour	\$67,600
Subtotal		\$67,600
Total		\$191,850

HOMELESS CONSULTING

PROGRAM BUDGET
FY 2022-23

	Budget	Cost
Homeless Services Consultant:		
Continuum of Care Program Application	200 hours @ \$100 per hour	\$20,000
HEARTH Act Training and Technical Assistance	10 hours @ \$100 per hour	\$1,000
HUD Continuum of Care Homeless Assistance Training	10 hours @ \$100 per hour	\$1,000
HIC and PIT Submissions to HUD	20 hours @ \$100 per hour	\$2,000
Homeless Count and Survey	237.50 hours @ \$100 per hour	\$23,750
Federal and State Funding and Program Technical Assistance	465 hours @ \$100 per hour	\$46,500
Homelessness Action Strategy including research, planning, policy, technology, meetings, and initiatives	300 hours @ \$100 per hour	\$30,000
Subtotal		\$124,250
Training Consultant:		
Homeless Count and Continuum of Care Technical Assistance	1,040 hours @ \$65 per hour	\$67,600
Subtotal		\$67,600
Total		\$191,850