

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number**

16-550 A-8

**SAP Number**

4400009879

**Office of Homeless Services**

<b>Department Contract Representative</b>	Tom Hernandez Chief of Homeless Services
<b>Telephone Number</b>	909-501-0610
<b>Contractor</b>	Institute for Urban Initiatives
<b>Contractor Representative</b>	Joe Colletti, PhD, CEO
<b>Telephone Number</b>	626-304-3753
<b>Contract Term</b>	July 12, 2016 – June 30, 2023
<b>Original Contract Amount</b>	\$1,298,250
<b>Amendment Amount</b>	\$ 87,000
<b>Total Contract Amount</b>	\$1,385,250
<b>Cost Center</b>	6210011000

THIS CONTRACT is entered into in the State of California by and between the San Bernardino County, 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. Replace 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, with revised Addendum IX dated June 16, 2021, revising Homeless Consulting Services Description for the period of July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023.
- II. Replace Attachment I – Program Budget for FY 2021-22 and FY 2022-23, with revised Attachment I dated June 16, 2021, increasing the Program Budget for FY 2021-22 by \$87,000, from \$191,850 to \$278,850.

III. 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.

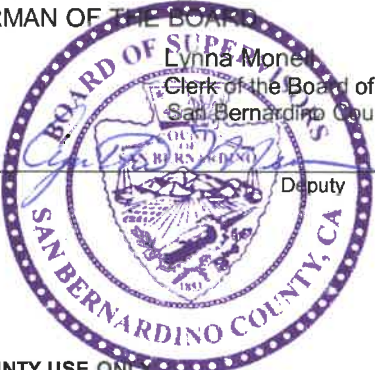
SAN BERNARDINO COUNTY

▶ *Curt Hagman*  
Curt Hagman, Chairman, Board of Supervisors

Dated: JUL 13 2021

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

By *Lynna Monet*  
Lynna Monet, Clerk of the Board of Supervisors  
San Bernardino County  
Deputy



INSTITUTE FOR URBAN INITIATIVES

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

By ▶ *Joe Colletti*  
EEDEF01214975418  
(Authorized signature - sign in blue ink)

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

Title Chief Executive Officer  
(Print or Type)

Dated: 6/23/2021

Address 1719 Monte Vista Street  
Pasadena, CA 91106

FOR COUNTY USE ONLY

Approved as to Legal Form  
▶ *Suzanne Bryant*  
Suzanne Bryant, Deputy County Counsel  
Date 6/23/2021

Reviewed for Contract Compliance  
▶ \_\_\_\_\_  
Date \_\_\_\_\_

Reviewed/Approved by Department  
▶ *CaSonya Thomas*  
CaSonya Thomas, Assistant Executive Officer  
Date 6/25/2021

## 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 San Bernardino County (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

Contractor shall:

1. Compose the Homelessness Action Plan;
2. Promote the use of technology to prevent and end homelessness;
3. Provide technical assistance regarding initiatives that focus on subpopulations of homeless persons;
4. Develop a Senior Initiative;
5. Develop an Unaccompanied Women Initiative;
6. Develop a Morbidity and Mortality Prevention Initiative;
7. Provide a report on lessons learned post COVID;
8. Provide input on the recalibration of best practices; and
9. Participate in select meetings with staff, committees, and regional planning areas.

G. Trauma-Informed Design and Care

Contractor shall:

1. Create a model shelter that incorporates trauma-informed care into the shelter's systems of care in order to prevent traumatizing and re-traumatizing shelter residents;
2. Create a model shelter that incorporates trauma-informed design into the physical environment of shelters that support the tenets of trauma-informed care;

3. Identify funding sources that permit funding to be used to incorporate the trauma-informed design of the model shelter into:
  - new construction of trauma-informed care shelters;
  - acquiring and/or rehabilitating existing properties to create trauma-informed care shelters; and
  - integrating trauma-informed design into the physical environment of existing shelters that support the tenets of trauma-informed care.

## **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.

## **III. Homeless Management Information System Consultant**

Contractor shall review and revise Homeless Management Information System policies and procedures.

## **IV. Grant Writing Consultant**

Contractor shall:

Provide technical assistance and consulting services to staff for completion of HUD Youth Homelessness Demonstration Program (YHDP) grant application:

- A. Analyze the CoC's prior YHDP applications and identify strengths and weaknesses;
- B. Review YHDP Notice of Funding Opportunity and identify needed information and responsible parties to respond to questions;
- C. Convene and facilitate stakeholder meetings with youth service providers and advocates to gather input for application. Conduct virtual stakeholder meetings when acceptable;
- D. Convene and facilitate stakeholder meetings with youth with lived expertise to gather input for application. Conduct virtual stakeholder meetings when acceptable;
- E. Solicit and compile necessary data from relevant stakeholders for application;
- F. Solicit and compile necessary written information from relevant stakeholders for application;
- G. Serve as lead writer in developing application; and
- H. Ensure timely submission of application.

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## HOMELESS CONSULTING

PROGRAM BUDGET  
FY 2021-22

	Budget	Cost
<b>Homeless Services Consultant:</b>		
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	400 hours @ \$100 per hour	\$40,000
Trauma-Informed Design and Care	500 hours @ \$100 per hour	\$50,000
<b>Subtotal</b>		<b>\$184,250</b>
<b>Training Consultant:</b>		
Homeless Count and Continuum of Care Technical Assistance	1,040 hours @ \$65 per hour	\$67,600
<b>Subtotal</b>		<b>\$67,600</b>
<b>Homeless Management Information System Consultant:</b>		
Review/revise HMIS policies and procedures	120 hours @ \$100 per hour	\$12,000
<b>Subtotal</b>		<b>\$12,000</b>
<b>Grant Writing Consultant:</b>		
Provide TA/consulting services for HUD YHDP grant application	150 hours @ \$100 per hour	\$15,000
<b>Subtotal</b>		<b>\$15,000</b>
<b>Total</b>		<b>\$278,850</b>

## HOMELESS CONSULTING

PROGRAM BUDGET  
FY 2022-23

	Budget	Cost
<b>Homeless Services Consultant:</b>		
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
<b>Subtotal</b>		<b>\$124,250</b>
<b>Training Consultant:</b>		
Homeless Count and Continuum of Care Technical Assistance	1,040 hours @ \$65 per hour	\$67,600
<b>Subtotal</b>		<b>\$67,600</b>
<b>Total</b>		<b>\$191,850</b>