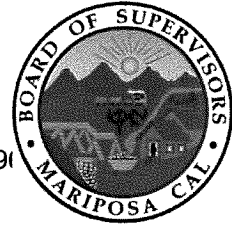




MARIPOSA COUNTY

HHS/Behavioral Health & Recovery Services • (209) 91



RESOLUTION - ACTION REQUESTED 2019-690

MEETING: December 10, 2019
TO: The Board of Supervisors
FROM: Chevon Kothari, Health and Human Services Director
RE: Alliance for Community Transformations Agreement to Manage Leased Units for the CoC Grant

RECOMMENDATION AND JUSTIFICATION:

Approve an Agreement with the Alliance for Community Transformations to locate and manage leased housing units and to provide client supportive services in an amount not to exceed \$75,300; and authorize the Board of Supervisors Chair to sign the Agreement.

Health and Human Services Agency wishes to contract with the Alliance for Community Transformations (Alliance) to assist with the implementation of the "Mariposa County Human Services Housing Program," a program funded by a Department of Housing and Urban Development (HUD) Continuum of Care Grant.

Under this Agreement, Alliance will locate and manage the leased housing units, actively participate on the supportive services team, and provide supportive services from their existing programs, when applicable to a participant's needs. The Alliance provides a variety of services including: domestic and sexual violence services (including emergency shelter and transitional housing), substance use recovery support, offender services, and a Wellness Center for individuals experiencing mental illness, substance abuse and homelessness.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors approved the previous agreement on the March 19, 2019, resolution number 2019-142.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If this Agreement is not approved, Mariposa County will be unable to fully comply with the Continuum of Care grant terms and may forfeit the opportunity to receive funding for the new project that could provide permanent supportive housing to persons with mental or physical disabilities.

FINANCIAL IMPACT:

This costs for this Agreement will be paid by \$59,740 in grant funds (budget 352-0505) and \$15,560 in matching funds from the MHSA CSS (410-0436) and/or Innovation fund (410-0439). The grant award was anticipated and included in the FY19-20 budget. There is no impact to the County General Fund.

Resolution - Action Requested 2019-690

ATTACHMENTS:

Alliance - CoC Agreement 2020 Wesignature (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

AGREEMENT FOR HOUSING SUPPORT SERVICES

THIS AGREEMENT (“Agreement”) is made and entered into this 10th day of Dec., 2019, by and between the County of Mariposa, a political subdivision of the State of California, (“County”), and Alliance for Community Transformations, (“Contractor”), pursuant to the following terms and conditions.

WITNESSETH:

1. TERM

The term of this Agreement shall commence on January 1, 2020 and terminate on December 31, 2020 unless extended as provided by this Agreement.

2. SERVICES

Contractor shall perform housing support services as described in Exhibit A, “Scope of Work,” which is attached hereto and incorporated herein by reference. Contractor shall provide all staffing and materials necessary to perform the Scope of Work.

3. COMPENSATION

Contractor shall be compensated for services performed in an amount not to exceed \$75,300. The Contractor’s rates are listed in Exhibit B, “Cost Proposal.” The County shall pay Contractor within thirty (30) days of receipt of an approved invoice.

4. INSURANCE

Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

(2) Automobile Liability: ISO Form Number CA 00 01 covering any auto, (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(4) Professional Liability (Errors and Omissions): Insurance appropriate to the Contractor's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

B. OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provision:

(1) Additional Insured Status: The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 forms if a later edition is used).

(2) Primary Coverage: For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

(3) Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

(4) Waiver of Subrogation: Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

(5) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability

to pay losses and related investigations, claim administration, and defense expenses within the retention.

(6) **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the County.

(7) **Verification of Coverage:** Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

(8) **Subcontractors:** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors.

(9) **Special Risks or Circumstances:** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

5. HOLD HARMLESS/INDEMNIFICATION

Contractor shall hold harmless, defend and indemnify County and its officers, employees, agents, and volunteers, from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of County.

6. INDEPENDENT CONTRACTOR

It is the expressed intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venturer or partner of County. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Agreement.

7. PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of

Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

8. STATE AND FEDERAL TAXES

As Contractor is not County's employee, Contractor is responsible for paying all required state and federal taxes. In particular:

- a. County will not withhold FICA (Social Security) from Contractor's payments;
- b. County will not make state or federal unemployment insurance contributions on behalf of Contractor;
- c. County will not withhold state or federal income tax from payment to Contractor;
- d. County will not make disability insurance contributions on behalf of Contractor;
- e. County will not obtain workers' compensation insurance on behalf of Contractor.

9. ASSIGNMENT

It is understood and agreed that this Agreement contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Agreement will be permitted only with the express written consent of the County.

10. NOTICE

Any and all notices, reports or other communications to be given to County or Contractor shall be given to the persons representing the respective parties at the following addresses:

CONTRACTOR:
Alliance for Community
Transformations
P.O. Box 2075
Mariposa, CA 95338

COUNTY:
County of Mariposa
5362 Lemee Lane
P.O. Box 99
Mariposa, CA 95338
Fax: (209) 742-0996

11. COMPLIANCE

Contractor shall comply with all federal, state and local laws, codes, ordinance and regulations applicable to Contractor's performance under this Agreement, including, but not limited to, laws related to prevailing wages. Specifically, Contractor shall not engage in unlawful employment discrimination, including, but not limited to, discrimination based upon a person's race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation, as prohibited by state or federal law.

12. PUBLIC RECORDS ACT

Contractor is aware that this Agreement and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the Contractor to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

13. ENTIRE AGREEMENT AND MODIFICATION

This Agreement contains the entire agreement of the parties relating to the subject matter of this Agreement and supersedes all prior agreements and representations with respect to the subject matter hereof. This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning the scope of services which do not affect the agreed price may be modified by mutual written consent of the Contractor and the Health and Human Services Agency. If there are exhibits attached hereto, and a conflict exists between the terms of this Agreement and any exhibit, the terms of this Agreement shall control.

14. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this Agreement shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

15. TERMINATION AND RIGHTS UPON TERMINATION

A. This Agreement may be terminated upon mutual written consent of the parties, or as a remedy available at law or in equity. In the event of the termination of this Agreement, Contractor shall immediately be paid all fees earned as of the effective date of termination.

B. Either party may terminate this Agreement for convenience upon 30 calendar days' written notice to the other party. Upon termination for convenience, Contractor shall be entitled to compensation for services performed acceptably up to the effective date of termination, as set forth in Exhibit B.

C. Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County, at its option, may terminate this Agreement by giving written notification to Contractor. The termination date shall be the effective date of the notice. For the purposes of this subsection, default or material breach of this Agreement shall include, but not be limited to, any of the following: failure to perform required services in a timely manner, willful destruction of County property, dishonesty, or theft.

16. NO WAIVER

The failure to exercise any right to enforce any remedy contained in this Agreement shall not operate as to be construed to be a waiver or relinquishment of the exercise of such right or remedy, or of any other right or remedy herein contained.

17. DISPUTES

Should it become necessary for a party to this Agreement to bring an action in connection with this Agreement, the prevailing party in any claim or action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney's fees.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Mariposa, State of California.

18. CAPTIONS

The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

19. NUMBER AND GENDER

In this Agreement, the neutral gender includes the feminine and masculine, the singular includes the plural, and the word "person" includes corporations, partnerships, firms or associations, wherever the context so requires.

20. MANDATORY AND PERMISSIVE

"Shall" is mandatory. "May" is permissive.

21. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

22. COUNTERPARTS

This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

23. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

24. CONTROLLING LAW

The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

25. AUTHORITY

Each party and each party's signatory warrant and represent that each has full authority and capacity to enter into this Agreement in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the agreement shall comply with all requirements of law, including capacity and authority to amend or modify the Agreement.

26. NEGOTIATED AGREEMENT

This Agreement has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Agreement within the meaning of California Civil Code section 1654. Each party represents and warrants that in executing this Agreement it does so with full knowledge of the rights and duties it may have with respect to the other party. Each party also warrants and represents that it has received independent legal advice from its attorney with respect to the matters set forth in this Agreement and the rights and duties arising out of this Agreement, or that such party willingly foregoes any such consultation.

27. NO RELIANCE ON REPRESENTATIONS

Each party warrants and represents that it is not relying and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Agreement, have been independently verified. Each party further understands that it is responsible for verifying the representations of law or fact provided by the other party.

28. WARRANTY

County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby warrants that all work shall be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

29. FUNDING AVAILABILITY

It is mutually agreed that if the County budget of the current fiscal year and/or any subsequent fiscal years covered under this Agreement does not appropriate sufficient funds for this Agreement, this Agreement shall terminate and be of no further force and effect upon the day notice is provided by County to Contractor of such event. Upon termination of this Agreement, the County shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement except for services rendered prior to such termination and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement. County budget decisions are subject to the discretion of the Board of Supervisors.

If funding for any fiscal year is reduced or deleted by the County budget for purposes of this Agreement, the County shall have the option to either cancel this Agreement with no liability occurring to the County, except County must reimburse Contractor for services rendered prior to

such reduction or modification of the County budget, or offer an Agreement amendment to Contractor to reflect the reduced amount.

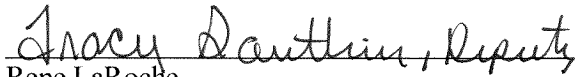
IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

COUNTY OF MARIPOSA



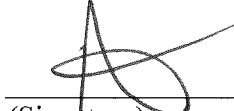
Miles Menetrey, Chair
Board of Supervisors

ATTEST:



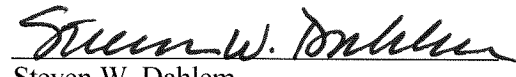
Tracy Daulton, Deputy
Rene LaRoche
Clerk of the Board

CONTRACTOR



(Signature)

APPROVED AS TO FORM:



Steven W. Dahlem
County Counsel

Exhibit A
SCOPE OF WORK

A. Mariposa County Health and Human Services Agency shall provide:

1. Processes and forms for referrals, screening, and data collection for required tracking, grant reporting and quality improvement;
2. Identification of individuals for program participation through screening and regular team meetings with Program/Agency staff involved;
3. Coordination of weekly team meetings among staff at Health and Human Services and Alliance to ensure successful outcomes of program requirements. As the program develops and grows, the frequency of these meetings may be reduced, but will occur monthly at a minimum
4. Perform case management activities through programs including:
 - Mental Health
 - Substance Abuse
 - Employment & Training
 - Social Services – Medi-Cal, CalFresh, IHSS, APS, General Assistance and Social Security Advocacy
 - Energy Assistance
5. Services which will include but not be limited to:
 - Potential attainment of income
 - Counseling / Therapy Services
 - Case Management
 - Life Skills training and classes
 - Supportive Services
 - Additional Housing Supports when deemed necessary
6. Signed participant releases that will ensure Health and Human Services and Alliance can coordinate their services. Both parties agree that refusal of this requirement will result in the participants' ineligibility to participate in the Permanent Supportive Housing Program;
7. Additional rental rates for homes rented if the rental rate is agreed upon by Health and Human Services prior to the lease being signed;
8. Payment for maintenance and repairs of leased homes if repairs exceed the amount allocated in the budget;
9. An upfront payment to Alliance in the amount of \$5,000 to account for start-up costs and thereafter provide monthly payments as invoiced for contractual costs

10. Payment to Alliance in the amount of \$2,500 to account for administrative office rent and utilities, insurance, and IT costs

B. Alliance for Community Transformations shall:

1. Locate and lease suitable housing units and provide copies of said documents to the Health and Human Services Agency. If no suitable housing units can be located after diligent search, Alliance may request in writing to be released from this contract, and the County shall notify Alliance in writing of the termination.
2. Allow a representative from Health and Human Services to accompany Alliance staff for the pre-inspection of the home before the lease is signed and schedule quarterly inspections of the homes that Health and Human Services program specific staff, including maintenance staff, will accompany Alliance staff on. The first visit will consist of a formal site visit and the 3 additional visits will consist of maintenance inspections. All visits will be scheduled with 30 days advance notice of deliverable requirements and date of site visit.
3. Provide payment for deposit, monthly rent, utilities and furnishings for the homes.
4. Maintain and manage houses secured through this program, including home repairs, yard maintenance, property tax and insurance payments, replacement or repair of any damages, provision and maintenance of major appliances, windows, carpets, flooring, furnishings, etc.
5. Provide supportive services from their existing funded programs.
6. Actively participate on the care coordination team and ensure that the participants are meeting goals set to maintain housing stability and cohesiveness. If goals are not being met, consult with the participant's Case Management team.
7. Provide monthly fiscal reports on items such as program income received (for example, any share of housing cost received from participants), expenditures for maintenance, utilities, lease payment, tax and insurance payments.
8. Collect data necessary to meet HUD's basic data collection requirements as outlined in the grant agreement and submit reports on a monthly basis to Health and Human Services.

Alliance agrees to the extent required by 42 U.S.C. 1171 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPAA), to comply with applicable requirements of law and subsequent amendments relating to protected health information, as well as any task or activity contractor performs on behalf of County, to the extent County would be required to comply with such requirements.

Exhibit B
COST PROPOSAL

The total amount for this agreement is not to exceed \$75,300. Specific information related to the budget is contained in the Attachment – *Budget 2020* on the next page.

CoC Budget

Leasing Units	Monthly cost	Months	Total
1 unit	\$ 1,200.00	12	\$ 14,400.00
2 units	\$ 800.00	12	\$ 19,200.00
Total Units			\$ 33,600.00

Personnel Costs		Annual Cost
Case Management 30%	\$ 45,403.07	\$ 13,620.92
Supervision 5%	\$ 77,682.00	\$ 3,884.10
Total Personnel Costs		\$ 17,505.02

Operating Costs	Annual Cost
Maintenance/Repair, Supplies	\$ 4,000.00
Insurance	\$ 1,950.00
Replacement Reserve	\$ 4,244.98
Electricity, Propane, Water, Phone	\$ 11,500.00
Total Operating Costs	\$ 21,694.98

Admin Costs	Annual Cost
Office rent and utilities, insurance, and IT costs	\$ 2,500.00
Total Admin Costs	\$ 2,500.00

Total Costs \$ 75,300.00

CoC Budget

Leasing Units	Monthly cost	Months	Total
1 unit	\$ 1,200.00	12	\$ 14,400.00
2 units	\$ 800.00	12	\$ 19,200.00
Total Units			\$ 33,600.00
Personnel Costs			Annual Cost
Case Management 30%	\$ 45,403.07		\$ 13,620.92
Supervision 5%	\$ 77,682.00		\$ 3,884.10
Total Personnel Costs			\$ 17,505.02
Operating Costs			Annual Cost
Maintenance/Repair, Supplies			\$ 4,000.00
Insurance			\$ 1,950.00
Replacement Reserve			\$ 4,244.98
Electricity, Propane, Water, Phone			\$ 11,500.00
Total Operating Costs			\$ 21,694.98
Admin Costs			Annual Cost
Office rent and utilities, insurance, and IT costs			\$ 2,500.00
Total Admin Costs			\$ 2,500.00
Total Costs			\$ 75,300.00