County of Santa Cruz

HUMAN RESOURCES AGENCY
Cecilia Espinola, Director
1000 Emeline Avenue, Santa Cruz, CA 95060
(831) 454-4130 or 454-4045 FAX: (831) 454-4642

June 6,2006 AGENDA: June 20,2006

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Homeless Action Partnership Consultant Contract

Dear Members of the Board:

As your Board is aware, for the past six years the Santa Cruz County Continuum of Care Homeless Action Partnership (HAP) has hired a consultant specializing in homelessness to prepare the annual U.S. Department of Housing and Urban Development (HUD) grant application. The purpose of this letter is to request your Board's approval to execute a contract with a consultant for assistance in preparing the application, and to provide year round support for the HAP.

Over the past eighteen months, Tony Gardner of Tony Gardner Consulting, has worked with the HAP to submit highly successful consolidated grant applications for McKinney-Vento Homeless Assistance funds made available through the HUD. Mr. Gardner's understanding of the local community is an asset in a most difficult and competitive process of accessing federal homeless funding. In addition, Mr. Gardner's in-depth knowledge of HUD law, federal policies governing homelessness, and his special skill in developing HUD applications is critical to the local continuum.

The cost of the consultant services have historically been equally shared between the County and the City of Santa Cruz. This coming year, the cost of the contract will be borne by all units of local government and based upon their respective share of the 2000 U.S. Census population. Funds for the County's share of this contract are included in HRA's proposed FY 2006-07 budget. The total cost of the contract is $31,318.

IT IS THEREFORE RECOMMENDED that your Board authorize the Human Resources Agency Director to sign the contract with Tony Gardner Consulting in the amount of $31,318, for preparation of the 2007-08 HUD Homeless Assistance funding application, and to provide year-round support to the Homeless Action Partnership, contingent upon your Board's adoption of HRA's proposed FY 2006/07 budget.

Very truly yours,

Cecilia Espinola

CECILIA ESPINOLA
Director

CE\THP\n:\Board Letters\FY05-06\Admin\Homeless\Homeless Action Partnership Consultant Contract

Attachments:

Tony Gardner Consulting Contract

RECOMMENDED:

SUSAN A. MAURIELLO
County Administrative Officer

cc: County Administrative Officer
Auditor/Controller
City of Capitola
City of Santa Cruz
City of Scotts Valley
City of Watsonville
Tony Gardner

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: **HUMAN RESOURCES AGENCY**
By: [signature] (Signature) 6/7/06 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) [✔] Expenditure Agreement [ ] Revenue Agreement

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said Agreement is between the **County of Santa Cruz Human Resources Agency**

   and **Anthony Gardner, DBA Tony Gardner Consulting,** 508 **San Anselmo Avenue, Suite 4, San Anselmo, CA 94960** (Name/Address)

2. The agreement will provide **preparation of the** 2007-08 **HUD Homeless Assistance funding application, and to provide year-round support to the Homeless Action Partnership.**

3. Period of the agreement is from **July 1, 2006** to **June 30, 2007**

4. Anticipated Cost is $ 31,318 [ ] Fixed [ ] Monthly Rate [ ] Annual Rate [✔] Not to Exceed

   Remarks: **:Contact: Teresita Hinojosa-Pereira**

5. Detail: [ ] On Continuing Agreements List for FY [ ]-[ ] Page CC- Contract No: **63303-01** OR [ ] 1st Time Agreement
   [ ] Section II No Board Letter required, will be listed under item 8
   [ ] Section III Board Letter Required
   [ ] Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in **392100** (Index) **3665** (Subject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations (are) available and have been encumbered.
are not (will be)

Contract No: 63303-01
By: Renee Harrison Date: 6/8/06
Auditor-Controller Deputy

Subject to BOS approval of 06/07 budget

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the **Human Resources Agency Director** to execute on behalf of the **County of Santa Cruz Human Resources Agency**

Date: 6/12/06 By: [signature]
County Administrative Office

Distribution:
Board of Supervisors – White
Auditor Controller – Canary
Auditor-Controller – Pink
Department - Gold

ADM – 29 (8/01)
Title 1, Section 300 Proc Man

State of California
County of Santa Cruz
I, ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County administrative Office by an order duly entered in the minutes of said Board on _____ 20___

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO					
Document No.	JE Amount	Lines	H/TL	Keyed By	Date

TC110	$			
Auditor Description	Amount	Index	Sub-Object	User Code

CONTRACT NO. _____

0230

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this **1st** day of July, 2006 by and between the COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY, hereinafter called COUNTY, and, ANTHONY GARDNER, DBA TONY GARDNER CONSULTING, 508 San Anselmo Avenue, Suite 4, San Anselmo, CA 94960, hereinafter called CONTRACTOR. The parties agree as follows:

1. **DUTIES.** CONTRACTOR agrees to exercise special skill to accomplish the following result(s): Assist with the preparation and submission of the SuperNOFA Continuum of Care Homeless Assistance application to the federal Department *of* Housing and Urban Development, including the renewal application for the Homeless Management Information System application, and year round support of the Homeless Action Partnership (HAP), as described in Exhibit A ("Scope of Services").

2. **COMPENSATION.** In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR on the basis of appropriate claims submitted to the COUNTY in accordance with Exhibit B ("Budget"), attached hereto, during the term of this agreement for a contract amount not to exceed $31,318, upon receipt of monthly invoice, and approval by the HAP Coordinator.

   Submit invoice for payment to:

   Human Resources Agency
   Attn: Teresita Hinojosa-Pereira
   1000 Emeline Avenue, Bldg. A
   Santa Cruz, CA 95060

3. **TERM.** The term of this contract shall be July 1,2006 through June 30,2007.

4. **EARLY TERMINATION.** Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

   A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTORS performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property (ies) of CONTRACTOR and third persons.

   B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. **INSURANCE.** CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTORS insurance coverage and shall not contribute to it.

36 1

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here _____ / _____

A. Types of Insurance and Minimum Limits

1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here AJG.

2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g., owned by CONTRACTOR'S employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of $500,000.00 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here AJG / _____.

3) Comprehensive or Commercial Liability Insurance coverage in the minimum amount of $1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

4) Professional Liability Insurance in the minimum amount of $1,000,000 combined single limit. This insurance coverage shall not be required if both the CONTRACTOR and COUNTY acknowledge to this fact by initialing here AJG / _____.

B. Other Insurance Provisions

1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three years after the expiration of the Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

3) **All** the insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be cancelled until after thirty (30) days prior written notice has been given to:

Santa Cruz County

1000 Emeline Avenue, Bldg. A
Santa Cruz, CA 95060
Attn: Teresita Hinojosa-Pereira

4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverage. All Certificates of Insurance shall be delivered or sent to:

Human Resources Agency
1000 Emeline Avenue, Bldg. **A**
Santa Cruz, CA 95060
Attn: Teresita Hinojosa-Pereira

7. **EQUAL EMPLOYMENT OPPORTUNITY.** During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of $50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY general Services Purchasing Division.

2) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

3) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than $50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. **INDEPENDENT CONTRACTOR STATUS.** CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all

insurance (worker's compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR

shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST. The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS. (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and workplace; (9 The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. **OFF-SHORE OUTSOURCING.** By their signature to this agreement, the CONTRACTOR certifies that any work done under this contract, either by the CONTRACTOR or any SUBCONTRACTOR, will be performed solely by workers within the United States.

10. **NONASSIGNMENT.** Contractor shall not assign this Agreement without the prior written consent of the COUNTY.

11. **RETENTION AND AUDIT OF RECORDS.** CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

12. **PRESENTATION OF CLAIMS.** Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

13. **ACKNOWLEDGEMENT.** Contractor shall acknowledge on any commemorative plaques and in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the Contractor.

14. **LIVING WAGE ORDINANCE - REQUIREMENTS.** This agreement shall be subject to and the CONTRACTOR shall comply with the applicable provisions of Chapter 2.122 of the Santa Cruz County Code entitled "Payment of Living Wage" if either subparagraphs A. (For-Profit Contractor) or B. (Non-Profit Contractor is initialed by COUNTY.

A. **For-Profit Contractors.** The CONTRACTOR is a for-profit agency subject to the applicable provisions of Santa Cruz County Code Chapter 2,122, if this subparagraph is

initialed by COUNTY_____. Non-compliance during the term of the contract will be considered a material breach and may result in termination of the Agreement or pursuit of

other legal or administrative remedies.

If a contract for Living Wage covered services in excess of $50,000 is terminated prior to its expiration, any new contract with a subsequent contractor for the same services must include this term:

"CONTRACTOR shall make best efforts to offer employment to qualified employees of the prior contractor for the performance of this contract. Such efforts shall not be required in regard to employees who are (1) exempt under the Fair Labor Standards Act, (2) family members of the prior contractor, (3) employed by the prior contractor for less than six months, or **(4)** convicted of a job-related or workplace crime. Upon request by the COUNTY, the CONTRACTOR shall demonstrate to the COUNTY that good faith efforts have been made to comply with this provision."

B. **Non-Profit Contractors.** The CONTRACTOR is a non-profit corporation, not otherwise exempted from the requirements of Santa Cruz County Code Chapter 2.122, if this section is initialed by COUNTY _____. Non-profit contractors shall be subject to and shall comply with the applicable provisions of Santa Cruz County Code Section 2.122.050 if this subparagraph is initialed by the COUNTY.

15. **NON-PROFIT CONTRACTOR MISCELLANEOUS REQUIREMENTS.** The following requirements shall be met, in addition to any other requirements of this Agreement:

A. **WEB LINKS –** If a non-profit CONTRACTOR has an organizational web site, it shall be a requirement of this Agreement to provide links to the HelpSCC (www.helpscc.org), Santa Cruz County Government (www.co.santa-cruz.ca.us), and Workforce Santa Cruz County (www.workforcescc.com) web sites.

16. **MONITORING PROGRAM FOR 501(c) 3 NONPROFIT AGENCIES.** Each of the following requirements shall be met, in addition to any other requirements of this Agreement:

A. Within 180 days of the end of each of the CONTRACTOR'S fiscal years occurring during the term of this Agreement, the CONTRACTOR shall provide the Contract Administrator with two copies of Financial Statements relating to the entirety of the CONTRACTOR'S operations. Financial statements normally include: (1) a Statement of Financial Position or Balance Sheet; (2) a Statement of Activities or Statement of Revenues and Expenses; (3) a Cash Flow Statement; and **(4)** a Statement of Functional Expenses. The Contract Administrator will forward one copy of the financial statements to the Auditor-Controller.

1. For the purposes of this paragraph, "CONTRACTOR'S fiscal year" shall be that period the CONTRACTOR utilizes for its annual budget cycle.
2. The Contract Administrator with concurrence of the County Auditor- Controller may agree to extend the deadline for the Financial Statements required by this paragraph.

B. In the sole discretion of the County, the requirements of this paragraph may be exempted where the Contract Administrator and the County Auditor-Controller ascertain that such reporting is not essential, and both certify to its inapplicability by initialing here _____ (Aud); _____ (CA).

C. The CONTRACTOR shall make a good faith effort to provide the Contract Administrator with timely notice of any event or circumstance that materially impairs the CONTRACTOR'S financial position or substantially interferes with the CONTRACTOR'S ability to offer the services it has agreed to provide **as** set forth in this Agreement. The Contract Administrator shall notify the Auditor-Controller of any impairment upon being notified by the contractor.

D. **For audit authority of the Auditor-Controller refer to the paragraph on "Retention and Audit of Records."**

17. **ATTACHMENTS. This Agreement includes the following attachments:**

Exhibit A – Scope of Services
Exhibit B – Budget

CONTRACT # 0236

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. **TONY GARDNER CONSULTING**

By: _____
Signed

_____
Printed

Company Name: Tony Gardner Consulting

Address: 508 San Anselmo Avenue, Suite 4

San Anselmo, CA 94960

Telephone: 415.458.2460

Fax: 415.458.2460

E-Mail: tonyclardnerconsulting@yahoo.com

3. **COUNTY OF SANTA CRUZ**

By: _____
Signed

_____
Signed

2. **APPROVED AS TO INSURANCE:**

By: _____
Risk Management
6-6-06

4. **APPROVED AS TO FORM**:

By: _____
County Counsel
6/2/06

DISTRIBUTION: General Services Department
Auditor-Controller
Risk Management
Contractor

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EXHIBIT A
SCOPE OF SERVICES
(July 1,2006-June 30,2007)

Tony Gardner Consulting (hereinafter called "CONSULTANT") will assist the County of Santa Cruz (hereinafter called "COUNTY"), the Cities, and the Santa Cruz County Homeless Action Partnership (HAP) with the preparation and submission of the SuperNOFA 2007 Continuum of Care application, with the HUD-required year-round Continuum of Care planning process, and with development and implementation of program evaluation, federal policy, discharge planning, mainstreaming, and homeless census and survey issues. COUNTY and CITY staff have jointly developed and approved the following Scope of Services:

CONSULTANT will complete the following tasks:

TASK 1 Facilitate the year-round (July 2006-June 2007) Continuum of Care planning process required by HUD and needed to implement the Ten-Year Plan

Facilitate up to seven meetings of the Homeless Action Partnership (including the three HAP meetings described under Task **3** below) in order to support the year-round CoC process required by HUD and to implement the Ten-Year Plan to End Homelessness. In addition, CONSULTANT will facilitate up to three meetings as needed of HAP committees (which committee meetings will be determined through discussion with COUNTY staff). During the meetings, CONSULTANT will assist the HAP and committees in identifying issues and addressing solutions and will provide ongoing guidance. CONSULTANT will also work with COUNTY staff to prepare the agenda and accompanying documents for each meeting. (CONSULTANT will provide final copies of the agenda seven days before the meeting, any additional materials in advance of the meeting, and COUNTY staff will prepare copies for meeting participants). Topics for meetings will be determined in consultation with COUNTY/CITY staff prior to each meeting and may include but not be limited to:

A. Implementing the County Ten-Year Plan to End Homelessness: 2003-2013.
A. Developing discharge planning protocols and procedures.
B. Creating strategies to expand homeless people's access to federal mainstream benefits (such as Food Stamps and SSI).
C. Conducting a point-in-time count and survey of the sheltered and unsheltered homeless population.
D. Developing positions on federal and state policy or legislative issues, such the federal Reed bill to reauthorize and modify the McKinney-Vento Homeless Assistance Act.

E. Implementing the annual winter shelter program.

HUD is requiring a January 2007 point-in-time census and survey of both sheltered and unsheltered homeless people. Therefore, CONSULTANT will review and keep track of related HUD requirements, fully brief COUNTY staff and HAP members regarding these requirements as needed.

TASK 2 Provide ongoing, year-long advice and technical assistance to Santa Cruz County staff on a range of important homelessness issues

COUNTY staff and the HAP engage year-round in work on a broad range of issues aimed at helping homeless housing and service providers achieve positive results for homeless people and at building communitywide capacity to end homelessness. In the coming year, key issues that will engage COUNTY staff, may include, but are not limited to, all of the specific topics listed under Task 1 above. Tony Gardner Consulting will:

A. Provide advice, guidance, and technical assistance to COUNTY staff as needed via phone, e-mail, and informal meetings
B. Review, comment on, and edit key documents and materials created by COUNTY staff
C. Monitor the field of homelessness and advise COUNTY staff on key developments and issues requiring attention.

TASK 3 Plan and prepare a recommended approach for developing Santa Cruz County's application for SuperNOFA 2007

Sometime during the latter part of the contract year (probably in February or March 2007), HUD is expected to release the 2007 SuperNOFA. Under this task, Tony Gardner Consulting will:

A. Review relevant background material, including prior year's Continuum of Care (CoC) application, summary of needs and gaps, and other relevant materials.
B. Develop a work plan and timeline, including tasks, meeting dates, etc., for review by members of the Santa Cruz County HAP.
C. Prepare presentations for meetings with staff, HAP members, and community, including agenda, support materials, strategies, etc.

TASK 4 Facilitate the planning process for Santa Cruz County's application for SuperNOFA 2007

A. Facilitate five meetings (this includes three of the fill HAP meetings above) to carry out the planning required for the 2007 SuperNOFA application. During the meetings, CONSULTANT will assist participants in identifying issues and addressing solutions and will provide guidance throughout the process. CONSULTANT will also

work with COUNTY staff to prepare the agenda and accompanying documents for each meeting. (CONSULTANT will provide final copies of the agenda seven days before the meeting, other materials in advance of the meeting, and COUNTY staff will prepare copies for meeting participants). The topics and tasks to be addressed at the meetings include:

a. Meeting #1—Homeless Action Partnership
   i. Review process and timeline.
   ii. Review NOFA changes and priorities.
   iii. Review local process for collecting needed information.
   iv. Confirm project ranking process.

b. Meeting #2—Technical Workshop for Interested Agencies
   i. Review 2007 application in more detail.
   ii. Provide materials describing key requirements.
   iii. Develop detailed timeline for agency application submission.
   iv. Provide follow-up phone consultation with service providers regarding their application questions.

c. Meeting #3—Homeless Action Partnership
   i. Establish Ranking Committee.
   ii. Review approvals needed for consolidated application.
   iii. Review information needed to complete Exhibit 1 of the application.
   iv. Complete gaps analysis and charts for housing, services, homeless populations, and subpopulations.

d. Meeting #4—Ranking Committee
   i. Provide guidance to the Ranking Committee for presentations by service providers and in follow-up discussions regarding selection of proposals.

e. Meeting #5—Homeless Action Partnership
   i. Discuss ranking results.
   ii. Obtain feedback from HAP members on first draft of Exhibit 1 Narrative.
   iii. Check on approvals/leverage letters.

As in previous years, the Technical Workshop and Ranking Committee meeting will take place on the same day as HAP meetings if at all possible.

TASK 5 Draft the SuperNOFA 2007 Exhibit 1 Continuum of Care Narrative

A. Prepare a draft 2007 Exhibit 1 CoC Narrative, including all required

tables, charts, and narratives.

B. Obtain feedback in the draft from HRA staff and HAP members, and incorporate the feedback into the final, complete Exhibit 1 CoC Narrative.

TASK 6 Submit final 2007 consolidated application

A. Prepare, compile, package, and submit final application via HUD's anticipated electronic submission protocol. Work shall include but not be limited to:

a. Ensuring compliance with all mandatory filing dates.

b. Electronic filing of final document.

c. Providing a hard copy of the entire submission for COUNTY records.

TASK 7 Submit funding application to support work of Homeless Action Partnership

A. Discuss potential funding sources to support the projects of the HAP and advise COUNTY staff regarding key prospects.

B. Prepare and submit one complete grant application by October 31, 2007 of up to ten pages from a source selected by COUNTY staff. (Any longer grant applications will require additional funding for CONSULTANT.)

EXHIBIT B
BUDGET

Contractor shall submit monthly invoices for the work periods below.

Work Period	**Anticipated Deliverables**	**Payment Amount**
July 2006	2006 Consolidated McKinney-Vento application submitted (unless previously submitted); advice and technical assistance provided as needed	$2,500
August 2006	Initial assessment of grant opportunities for HAP activities completed; August HAP meeting completed; advice and technical assistance provided as needed	$2,500
September 2006	Final assessment of grant opportunities research for HAP activities completed; September committee meeting completed; advice and technical assistance provided as needed	$2,500
October 2006	Grant application for HAP work complete and submitted; October HAP meeting completed; advice and technical assistance provided as needed	$2,500
November 2006	Review of 2006 HAP accomplishments completed; November committee meeting completed; advice and technical assistance provided as needed	$2,500
December 2006	Final work plan for 2007 HAP activities completed; December HAP meeting completed; advice and technical assistance provided as needed	$2,500
January 2007	January committee meeting completed; advice and technical assistance provided as needed	$2,500
February 2007	February HAP meeting completed; advice and technical assistance provided as needed	$2,500
March 2007	Analysis of 2007 SuperNOFA requirements provided; March HAP (or NOFA) meeting completed; advice and technical assistance provided as needed	$2,500
April 2007	Technical Assistance Workshop completed and Proposal Ranking process designed; April HAP (or NOFA) meeting completed; advice and technical assistance provided as needed	$2,500
May 2007	Proposal ranking meeting and process completed; May HAP (or NOFA) meeting completed; advice and technical assistance provided as needed	$3,159
June 2007	June HAP meeting completed; advice and technical assistance provided as needed; 2007 Consolidated McKinney-Vento application submitted (unless deadline is in July or later)	$3,159
	TOTAL	**$31,318**