

# SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

353



**FROM:** DEPARTMENT OF PUBLIC SOCIAL SERVICES

**SUBMITTAL DATE:**

October 15, 2013

**SUBJECT:** ACCEPT GRANT FUNDS FOR 2014 HOMELESS VETERANS ENUMERATION AND APPROVE A SINGLE SOURCE PROCUREMENT WITH THE INSTITUTE FOR URBAN INITIATIVES [Districts - All] [\$45,800 - Federal]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Accept grant funds from the U.S. Department of Veterans Affairs in the amount of \$45,800 to perform the 2014 Point-in-Time Homeless Veterans Count.
2. Approve and direct the Auditor-Controller to make the budget adjustments shown on Schedule A, attached.
3. Authorize the Director of the Department of Public Social Services (DPSS) to administer the contract.
4. Approve and authorize the Purchasing Agent, to negotiate and execute a single source agreement with Institute for Urban Initiatives for the period of October 1, 2013 – June 30, 2014, with a total aggregate amount not to exceed \$45,800.
5. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the grant amount.

FISCAL PROCEDURES APPROVED

PAUL ANGULO, CPA, AUDITOR-CONTROLLER

BY

*Tanya S. Harris*  
TANYA S. HARRIS, CPA 10/23/2013

*Patricia Reynolds for Susan Loew*  
Patricia Reynolds  
Assistant Director for Susan Loew

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 45,800	\$ 0.00	\$ 45,800	\$ 0.00	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

**SOURCE OF FUNDS:** Federal Funding: 100%

**Budget Adjustment:** YES

**For Fiscal Year:** FY 13-14

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Debra Cournoyer*  
Debra Cournoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

Positions Added ☐ Change Order ☐

A-30 ☐ 4/5 Vote ☒

Prev. Agn. Ref.: 153 BH 1-55

District: All

Agenda Number:

3-34

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: ACCEPT GRANT FUNDS FOR 2014 HOMELESS VETERANS ENUMERATION AND APPROVE**  
**A SINGLE SOURCE PROCUREMENT WITH THE INSTITUTE FOR URBAN INITIATIVES**

**DATE:** November 5, 2013

**PAGE:** 2 of 3

**BACKGROUND:**

HUD requires Continuum of Cares to undertake a community-wide effort to collect information on the number and demographics of individuals and families experiencing homelessness on a single night. These one-night counts, called Point-In-Time counts (PIT), must be conducted at least every two years (in odd calendar years) during the last ten days in January, according to HUD's standards. The PIT count also includes estimates of particular homeless subpopulations, including Veterans. In past years, data on the number of Veterans experiencing homelessness often differed across sources. This is largely because of different methodological approaches to collecting the information. For this reason, The United States Veterans Administration (VA) invited Riverside County Department of Public Social Services Homeless Programs Unit (DPSS) to submit an application for funds to perform a 2014 Point-in-Time (PIT) Enumeration of Homeless Veterans to accurately capture the number of homeless veterans living in Riverside County. This data will be used in conjunction with the data collected during the 2013 PIT count.

On September 30, 2013, DPSS was awarded \$48,500 in grant funds from the VA for the enumeration. The point-in-time will occur during a discreet period of time within the final ten (10) days of January, 2014 and shall be used by HUD and the VA as the definitive federal estimate of Veteran homelessness in Riverside County. In order to accomplish the objectives identified by the VA, DPSS desires to contract with The Institute for Urban Initiatives (IUI) which received the award for the 2013 Homeless Count and Survey Consultant Services (2013 PIT) through the competitive bid process. For consistency in the survey methodology and to reduce the learning curve and project timeline, DPSS would like to award this year to the same firm. IUI will adhere to the same statistical methodology used during the 2013 Homeless County and Survey in order to meet the requirements set forth in the VA grant proposal. Given that IUI perform the 2013 Count, the information gathered will be able to be merged with the 2013 data. Specifically, the activities to be performed by IUI include organizing, coordinating and implementing the count and subpopulation survey.

As stipulated in the Grant Agreement, the deliverables include a project management plan, monthly activities reports, the housing inventory/PIT count report, and a community outreach and awareness plan. The final PIT count report is due to the VA May 25, 2014. Final results shall be presented to the Board once the report is finalized.

**FINANCIAL:**

DPSS is requesting a budget adjustment increasing appropriations for the Point in Time Count of Homeless Veterans.

**Impact on Citizens and Businesses**

The results of the Homeless Veterans Count will provide accurate information regarding the number of veterans who need to find stable, permanent housing. These individuals can then be directed to the programs available in Riverside County for the needed assistance. The results shall also provide Riverside County with information to accurately judge the impact of programs on this subpopulation.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

N/A

**Contract History and Price Reasonableness**

N/A

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**DATE:** November 5, 2013

**PAGE:** 3 of 3

**ATTACHMENTS (if needed, in this order):**

**A. BUDGET ADJUSTMENT**

Attachment A – FY 13/14 Budget Adjustment

SL:eps

**ATTACHMENT A – FY 13/14 Budget Adjustments**

**Increase Appropriations**

DPARC-21300-5100600000-525440 (Professional Services) - \$45,800

**Increase Estimated Revenue**

DPARC-21300-5100600000-767220 (Fed - Other Operating Grants) - \$45,800

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**  
**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NO.  
101-13-4-2246-0055

PAGE 1 OF 34

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE 09-30-2013	4. ORDER NO. VA119-13-P-0075	5. SOLICITATION NUMBER VA119-13-Q-0121	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:	a. NAME Lance Belcher	b. TELEPHONE NO. (No Collect Calls) 202-560-7393	8. OFFER DUE DATE/LOCAL TIME	

9. ISSUED BY U.S. Department of Veterans Affairs Strategic Acquisition Center 10300 Spotsylvania Ave Fredericksburg VA 22408	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 541910 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) N SIZE STANDARD: \$14 Million
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11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS Net 30 Days	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	13b. RATING N/A	14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP
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5. DELIVER TO Department of Veterans Affairs Homeless Veterans Initiative Office Attn: Mr. Michael Taylor 1722 Eye Street, NW Washington DC 20006	16. ADMINISTERED BY U.S. Department of Veterans Affairs Strategic Acquisition Center 10300 Spotsylvania Ave Fredericksburg VA 22408
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7a. CONTRACTOR/OFFEROR RIVERSIDE, COUNTY OF DEPARTMENT OF PUBLIC SOCIAL SERVICES 4060 COUNTY CIRCLE DRIVE RIVERSIDE CA 925033420 TELEPHONE NO. _____ DUNS: 152240540 DUNS+4: _____	18a. PAYMENT WILL BE MADE BY U.S. Department of Veterans Affairs Financial Services Center PO BOX 149971 Austin TX 78714-8917 PHONE: _____ FAX: _____
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17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
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19. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	This is a Firm-Fixed Price Sole Source acquisition with the Riverside, County of Department of Public Social Services Continuum of Care for the procurement of services for the enumeration of homeless Veterans.  See Section B2- Price/Cost Schedule  (Use Reverse and/or Attach Additional Sheets as Necessary)				

1. ACCOUNTING AND APPROPRIATION DATA 101-C37449	26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$45,800.00
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27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.	27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED	

29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:						
<table border="1"> <tr> <td>29a. SIGNATURE OF OFFEROR/CONTRACTOR <i>Susan Loew</i></td> <td>31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Robert E. Jones</i></td> </tr> <tr> <td>30a. DATE SIGNED 9-30-13</td> <td>31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Robert E. Jones</td> </tr> <tr> <td>30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Susan Loew, Director</td> <td>31c. DATE SIGNED 9/30/2013</td> </tr> </table>	29a. SIGNATURE OF OFFEROR/CONTRACTOR <i>Susan Loew</i>	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Robert E. Jones</i>	30a. DATE SIGNED 9-30-13	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Robert E. Jones	30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Susan Loew, Director	31c. DATE SIGNED 9/30/2013
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30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Susan Loew, Director	31c. DATE SIGNED 9/30/2013					

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FORM APPROVED COUNTY COUNSEL

BY: *Elenam Boeva* 10-23-13  
ELENA M. BOEVA DATE

STANDARD FORM 1449 (REV. 2/2012)  
Prescribed by GSA - FAR (48 CFR) 53.212