

**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

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone and Ashley
Nays: None
Absent: Benoit
Date: November 5, 2013
xc: DPSS, Purchasing, EO, Auditor

Kecia Harper-Ihem
Clerk of the Board
By Kecia Harper-Ihem
Deputy

Prev. Agn. Ref: 153 BH 1155 District: All Agenda Number:

FORM APPROVED COUNTY COUNSEL
BY: Elena M. Boeva
DATE: 10-23-13
Departmental Control

Purchasing: Mark Seiler
Mark Seiler, Assistant Director

A-30
Positions Added
Change Order
4/5 Vote

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 mythology 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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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 CODE 10. THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE: _____ % FOR: SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 541910 HUBZONE SMALL BUSINESS EDWOSB SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A) N SIZE STANDARD: \$14 Million

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS Net 30 Days 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING N/A 14. METHOD OF SOLICITATION RFQ IFB RFP

5. DELIVER TO Department of Veterans Affairs Homeless Veterans Initiative Office Attn: Mr. Michael Taylor 1722 Eye Street, NW Washington DC 20006 CODE 16. ADMINISTERED BY U.S. Department of Veterans Affairs Strategic Acquisition Center 10300 Spotsylvania Ave Fredericksburg VA 22408 CODE

7a. CONTRACTOR/OFFEROR CODE FACILITY CODE 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:

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

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

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED. 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE 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:

30. SIGNATURE OF OFFEROR/CONTRACTOR Susan Loew b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Susan Loew, Director 30c. DATE SIGNED 9-30-13 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Robert E. Jones 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Robert E. Jones 31c. DATE SIGNED 9/30/2013