

AMENDMENT #1

TO THE AGREEMENT BETWEEN THE COUNTY OF TEHAMA AND HOUSING TOOLS

This Amendment #1 to Agreement Number 2023-242 dated July 12, 2023 by and between the County of Tehama, through its Health Services Agency (County) and Housing Tools (Contractor) for the provision of assisting with Permanent Local Housing Allocation (PLHA) grant administration for Tehama County and the Cities of Red Bluff and Tehama, shall be amended as follows:

3. COMPENSATION

Contractor shall be paid in accordance with the rates set forth in the Fee Schedule, attached hereto as Exhibit B after satisfactorily completing the duties described in this Agreement. The Maximum Compensation payable under this Agreement shall not exceed \$126,200. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

Exhibit B shall be replaced in its entirety.

It is mutually agreed that all other terms and conditions of Agreement Number 2023-242 shall remain in full force and effect.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

Date: 10-23-24

COUNTY OF TEHAMA

Jayme S. Bottke
Jayme S. Bottke, Executive Director

Date: 10/22/24

HOUSING TOOLS

James Coles
James Coles, Principal

Vendor Number

Exhibit B



3400 Cottage Way, Suite B, Sacramento, CA 95825
(916) 692-8544 | housing-tools.com

September 10, 2024

Jayne S. Bottke
Executive Director
Tehama County Health Services Agency
P.O. Box 400
Red Bluff, CA 96080

RE: Proposal for Fiscal Years 2023-24, 2024-25, and 2025-26 Amended Scope of Services

Dear Ms. Bottke,

This letter outlines a proposed amended scope of housing and community development services centered on the Homeless Housing, Assistance and Prevention (HHAP) and Permanent Local Housing Allocation (PLHA) Programs. The proposed amended scope of services was informed by the July-August 2024 meetings between you, Andrea Curry of the Tehama County Continuum of Care, and Jessica Candela of Housing Tools. We appreciate the opportunity to continue working with you.

Purpose of the Proposal

Housing Tools ("Consultant") presents the following proposal to Tehama County ("Client"). The Client's Health Services Agency Executive Director has requested that Housing Tools submit a proposal for HHAP and PLHA services for the multi-year period of 2023-2026 ("Services").

Scope of Services and Schedule

Consultant will provide the following services as described below relating to HHAP and PLHA. These programs are administered by the California State Department of Housing and Community Development (HCD). Services are grouped into the activities listed below.

- Activity 1: PLHA Formula Funds
- Activity 2: PLHA Request for Proposals
- Activity 3: Coordination and General Technical Assistance
- Activity 4: HHAP Technical Assistance

Below is an itemized listing of proposed tasks. Each task includes scope of work, schedule, and proposed budget. *Each task will be billed hourly, not to exceed the amount shown in the budget column.* You may choose to incorporate some or all of these tasks into a contract for HHAP and PLHA services with Housing Tools.



<u>Activity/Task</u>	<u>Scope of Work</u>	<u>Schedule</u>	<u>Proposed Budget</u>
Activity 1: Permanent Local Housing Allocation (PLHA) Formula Funds			
Task 1.1: Annual Progress Reports (APRs)	Housing Tools takes the lead on preparing the three (3) Annual Progress Reports (APRs) for the County and the Cities of Red Bluff and Tehama, and any amendments requested by HCD. The County will submit the APRs to HCD and copy Housing Tools on the correspondence.	Annually, July 1 st to 31 st in 2023, 2024, and 2025	\$7,000
Task 1.2: Annual Streamlined Applications	Housing Tools takes the lead on preparing the three (3) Annual Streamlined Applications for the County and the Cities, and any amendments requested by HCD. The County will submit the Annual Streamlined Applications to HCD and copy Housing Tools on the correspondence.	Annually July 1 st to December 31 st in 2023 and 2024 depending on NOFA schedule	\$2,700
Task 1.3: 2 nd 5-Year Cycle of Formula Funds	Housing Tools takes the lead on preparing the Plans/Applications for the 2nd 5-year cycle of formula funds. This is up to four (4) applications for the County and the Cities (including the City of Corning). Housing Tools will project manage, prepare materials, and help submit applications. Materials include Legally Binding Agreements, Plan/Application forms, resolutions, public notices, staff reports, presentations, and supporting documentation. The County provides assistance as needed as the administrative entity, including reviewing all materials, coordinating governing body meeting materials, and submitting applications.	July 1 st to December 31 st in 2025, depending on NOFA schedule	\$18,000



Task 1.4: Requests for Funds and Supporting Documentation	Housing Tools takes the lead on Requests for Funds and Supporting Documentation for the County and the Cities, including coordination, preparing materials, project management, etc. The County reviews items and provides assistance as needed as the administrative entity.	Ongoing July 1, 2023 to June 30, 2026	\$13,750
Task 1.5: Monitoring of Subgrantee Projects	Housing Tools takes the lead on monitoring subgrantee projects once during the grant period as required by the Standard Agreement. This includes coordination/correspondence, preparing materials, and conducting onsite visits in Tehama County. The County reviews items and provides assistance as needed as the administrative entity. Monitoring will include, but may not be limited to, navigation center operations and supportive/case management services.	January to June 2025	\$5,000
Task 1.6: Project Files Documentation	Housing Tools takes the lead on Project Files Documentation for the County and Cities including coordination, preparing materials, organizing files, etc. The County reviews items and provides assistance as needed as the administrative entity.	Ongoing July 1, 2023 to June 30, 2026	\$9,000
Task 1.7: Preparing and Maintaining the Formula Funds Tracking System	Housing Tools takes the lead on Preparing and Maintaining the Tracking System for Formula Funds for the County and Cities. The County reviews and provides assistance as needed as the administrative entity.	Ongoing July 1, 2023 to June 30, 2026	\$9,000
Task 1.8: Correspondence and Coordination	Housing Tools assists with correspondence and coordination with HCD, Cities, CoC, and service providers, as well as additional tasks as directed by the County that are not reflected in 1.1-1.7. This may	Ongoing July 1, 2023 to June 30, 2026	\$9,000



	include reviewing Standard Agreements and Amendments.		
Task 1.9: Corning Remaining Five-Year Cycle Delegation & Application	<p>Housing Tools will project manage, prepare materials, and help Tehama County submit an application for the remaining five-year cycle of Corning's PLHA formula funds. This will not be a new five-year plan but instead will match the existing five-year plan of the County and the Cities of Red Bluff and Tehama. Tehama County and the City of Corning must achieve Housing Element compliance by February 2025 in order to not lose Corning's 2021 allocation.</p> <p>Materials Housing Tools will prepare include a Legally Binding Agreement, Plan/Application form, resolutions, public notice, staff report, presentation, and supporting documentation. Housing Tools may be present at the in-person Board of Supervisors meeting but not the Corning City Council meeting. The County provides assistance as needed as the administrative entity, including reviewing all materials, communicating with the City of Corning, coordinating governing body meeting materials, and submitting the application.</p>	September 2024 to February 2025	\$7,500
Task 1.10: Transmittal of PLHA Files	Housing Tools will gather, organize, and transmit copies of their PLHA files to the County via a flash drive or Dropbox folder, depending on the County's preference. Housing Tools will then meet with the County over Zoom to review the files and answer any questions the County has. This task will assist the County in building capacity to administer the PLHA program. The files may include, but not be limited to: Applications, Award Letters, Standard	January to June 2025	\$1,120



	Agreements/Amendments, Project Files, Requests for Funds, Supporting Documentation, Requests for Proposals, and Annual Progress Reports.		
Activity 1 Total			\$82,070
Activity 2: PLHA Request for Proposals			
Task 2.1: Draft Request for Proposal (RFP) & Memorandum of Understanding (MOU)	The CoC and County both have RFP templates that Housing Tools can modify. Housing Tools will prepare the RFP and MOU documents to be responsive to PLHA guidelines and the County's 5-year plan, including navigation center operations and/or supportive/case management services. The County reviews the RFP and MOU within two weeks.	August to September 2023	\$6,500
Task 2.2: Revise and Publish RFP and MOU	Housing Tools makes revisions based on County staff and County Counsel comments. The County assists in publishing the RFP with the MOU as an attachment. Housing Tools compiles a list of potential respondents and emails the RFP to the list.	September to October 2023	\$860
Task 2.3 Administer RFP	Housing Tools administers the RFP, coordinating Q&A materials and the review and ranking committee process. Housing Tools participates in the evaluation of proposals and conducts interviews if deemed appropriate by the County. The County assists in publishing the Q&A materials and participates in the review and ranking committee. The RFP should be open for at least six weeks.	October to December 2023	\$4,000
Task 2.4: Present Recommended Service	Housing Tools prepares materials in collaboration with the County to be presented to the Board of Supervisors regarding the RFP process and the	December 2023 to May 2024	\$2,000



Provider(s) to Board of Supervisors	recommended service provider(s). Housing Tools participates in the in-person Board presentation.		
Task 2.5: Kickoff Meeting with Service Provider(s)	Housing Tools coordinates a kickoff meeting with the chosen service provider(s), the County, and the CoC. The meeting will provide a venue to discuss next steps and the PLHA requirements of all parties.	May to June 2024	\$1,250
Task 2.6: Meeting #2 and Financial/Programmatic Report	Along with facilitating a follow-up meeting between the chosen service provider and the County, Housing Tools will develop a financial and programmatic report template and review the completed report as submitted by the provider. The follow-up meeting and report are detailed in the PLHA grant agreement between the County and the provider.	October to December 2024	\$2,800* (*This amount is <i>not</i> included in the overall budget as there is \$2,773 unbilled from Tasks 2.1-2.5 above that can be applied to Task 2.6)
Task 2.7: Grant Agreement Amendment	Housing Tools will lead the process to amend the existing grant agreement between the County and the chosen service provider, to include additional PLHA formula funds from the 2023 allocation as detailed in the 5-Year Plan. This task's schedule is contingent upon the County receiving an award letter and executing a standard agreement amendment with the State.	June to August 2025	\$1,120
Task 2.8: Annual County-Provider Coordination Meetings	Housing Tools will organize and facilitate an annual in-person coordination meeting between the County and the chosen service provider, as outlined in the PLHA grant agreement. Meeting topics may include, but not be limited to, expenditure of funds, fulfillment of grant agreement requirements, operations, supportive services, project outcomes,	Annually, April 1 st to May 31 st in 2025 and 2026	\$2,800



	information for PLHA Annual Progress Reports, and emerging project issues.		
Activity 2 Total			\$18,530
Activity 3: Coordination and General Technical Assistance			
Task 3.1: Monthly Coordination Meetings	Housing Tools facilitates monthly coordination meetings with the County and the CoC. Housing Tools will set up meetings using Zoom, prepare agendas, take notes, and coordinate follow-up items. The County and CoC will attend the meetings and work on follow-up items.	Ongoing July 1, 2023 to June 30, 2026	\$14,300
Task 3.2: General Technical Assistance	Conduct work outside of other proposed tasks as requested by County due to changing circumstances or unanticipated needs.	Ongoing July 1, 2023 to June 30, 2026	\$5,000
Activity 3 Total			\$19,300
Activity 4: HHAP Technical Assistance			
Task 4.1: Review HHAP NOFAs, Guidelines, FAQs, and County Materials	Housing Tools will review the HHAP NOFAs, Guidelines, FAQs, and other documents to understand written guidance published thus far. Housing Tools will also review the County's HHAP materials provided by Tehama CoC.	September to October 2024	\$560
Task 4.2: Confirm Process with County and HCD	Housing Tools will confirm the budget modification, reserve set-up, expenditure, and reporting processes with HCD for a supportive services reserve for permanent supportive housing. It is understood that the County would like to reallocate their HHAP Rounds 1 and 2 mobile outreach funds of	October to November 2024	\$1,400



	approximately \$291K to a supportive services reserve for permanent supportive housing.		
Task 4.3: Undergo Process with County and HCD	Using the information gathered in Task 4.2, Housing Tools will lead the County through the process to reallocate HHAP-1/2 funds from mobile outreach to supportive services reserve. This will include: 1) Preparing and submitting any documentation or requests from HCD; 2) Assisting County fiscal staff to set up the supportive services reserve and draw funds down from the account; and 3) Coordination with Tehama CoC staff for reporting purposes.	November to February 2025	\$3,500
Task 4.4: Coordination and Communication	Housing Tools may need to coordinate and communicate with HCD, Tehama CoC, and Tehama County above and beyond the scope detailed in Tasks 4.1-4.3. These ad-hoc and unanticipated items may be billed to Task 4.4.	September 2024 to February 2025	\$840
Activity 4 Total			\$6,300
OVERALL TOTAL			\$126,200



Consultant Expertise

Our first-hand experience working in the public sector provides us with an intimate understanding of local government context, challenges, and opportunities. The foundation of our work in this arena is inclusive, transparent, and constructive community outreach. Whether our efforts are homeless initiatives, housing plans, fund development, or policy analysis and evaluation, we are eager to help you make your community more vibrant and equitable. We guide community planning processes that incorporate comprehensive community outreach and build on community strengths. Our planning work has included Housing Elements, HUD Consolidated Plans, Regional Homeless Plans, and Permanent Local Housing Allocation (PLHA) Plans. We provide comprehensive PLHA grant administration and technical assistance services.

Insurance

Consultant maintains liability insurance that covers the firm's employees in executing its normal business activities. The amount of coverage is \$1 million per occurrence and \$2 million in aggregate. Consultant also maintains auto insurance at \$1 million per occurrence and workers compensation insurance at \$1 million per occurrence. Consultant may provide Client with an insurance certificate naming the Client as Additional Insured at Client's request.

Project Staffing

The budget is based on the following hourly rates, travel, and printing costs, which are current as of September 2024. The budget includes hourly rates, travel reimbursement, printing costs, and course of business costs such as leases, insurance, equipment, training, utilities, taxes, etc. These rates are subject to increase during the term of the contract on an annual basis.

Cost	Rate
Principal	\$160/hour
Community Development Manager	\$160/hour
Senior Project Manager	\$140/hour
Project Manager	\$120/hour
Assistant Project Manager	\$110/hour
Labor Compliance Specialist	\$110/hour
Administrative	\$95/hour
Travel Reimbursement	\$0.67/mile
Printing and Media Reimbursement	100% of cost



Below is a summary of the not-to-exceed amount for the services described above for Tehama County for the 2023-2026 fiscal years.

Tehama County Contract Amount	
Activity 1	\$82,070
Activity 2	\$18,530
Activity 3	\$19,300
Activity 4	\$6,300
Total	\$126,200

Thank you for your interest in our firm's HHAP, PLHA, and housing and community development services. Please do not hesitate to let me know of any questions you may have at jcoles@housing-tools.com or (530) 513-3116.

Sincerely,

James Coles
Principal

CC: Alexis Ross, Assistant Executive Director, Program
Tehama County Health Services Agency