



# Board Agenda Item 57

DATE: September 26, 2017

TO: Board of Supervisors

SUBMITTED BY: Delfino E. Neira, Director, Department of Social Services

SUBJECT: Agreement with the Housing Authority of the City of Fresno for Emergency Housing Facility

## RECOMMENDED ACTION(S):

- 1. Make a finding that it is in the best interest of the County to suspend the competitive bidding process consistent with Administrative Policy Number 34 for unusual or extraordinary circumstances as the Housing Authority of the City of Fresno is a local governmental agency; and,**
- 2. Approve and authorize the Chairman to execute an Agreement with the Housing Authority of the City of Fresno for an emergency housing facility, located at 4041 Plaza Drive, Fresno, CA 93702, effective October 1, 2017, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$2,263,768.**

Approval of the recommended actions will suspend the competitive bid process and ensure the continued provision of housing for homeless families served by the Department. The Housing Authority of the City of Fresno (Housing Authority) will provide a 32-unit apartment complex for the exclusive use of County clients. The recommended agreement will be effective October 1, 2017 through September 30, 2020, and include the option to extend for two additional twelve-month terms. The recommended agreement will be funded with a combination of 2011 Realignment and CalWORKs Single allocation, with no increase in Net County Cost.

## ALTERNATIVE ACTION(S):

There are no viable alternative actions. A discontinuation of services may result in homelessness for families currently housed at the facility and eliminate an essential resource for other families that will need temporary housing while involved with the Department.

## SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The recommended action to suspend the competitive bid process is consistent with Administrative Policy No. 34 based upon the Housing Authority's status as a local governmental agency. Based on this information, a letter of interest was not necessary. The Internal Services Department - Purchasing concurs with the Department's request to suspend the competitive bidding process.

## FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The maximum cost of the agreement (\$2,263,768) will be fully offset using 2011 Realignment and CalWORKs Single Allocation funds. Sufficient appropriations are included in the FY 2017-18 Adopted Budget for the Department of Social Services,

Organization 5610 and will be included in subsequent budgets.

DISCUSSION:

For approximately 38 years, the County has contracted with the Housing Authority to provide temporary emergency housing for families receiving Department services that are homeless or require stable housing. The Housing Authority provides 32, two-bedroom furnished units in an apartment complex for the exclusive use by the Department. Families who are housed at this facility are primarily involved with the Department's Child Welfare services that are in need of temporary housing to safely reunify with their children; however, families can also be referred by other Department programs.

The Housing Authority provides full-time on-site staff that includes facility maintenance and clerical support to assist with client intake. The units are furnished and families are provided with bedding, towels, and cookware as needed. The agreement allows for the replacement of couches and mattresses on a routine basis. The recommended agreement also includes security services, which consist of seven hours on-site and additional perimeter/walk-throughs for the remaining hours that ensure 24-hour coverage.

All families that enter the facility receive cash assistance and are required to save a portion of this money monthly to obtain permanent housing. The Department provides staff on-site to assist with eligibility determination and to assist families with meeting permanent housing goals, family reunification, employment and/or self-sufficiency. In 2016, the Department provided emergency housing for 310 families (404 adults, 730 children), 86% of which were involved with the Department's Child Welfare Services system.

The recommended agreement is effective October 1, 2017 through September 30, 2020 and includes the option to be extended for two additional twelve-month periods at the same terms and conditions unless either party gives a 60-day advance written notice of non-renewal. The Department Director or designee is authorized to execute such written approval on behalf of the County based on the Contractor's satisfactory performance. The agreement also gives the Department Director or designee authority to terminate the agreement without cause upon giving a 60-day advance written notice. The inclusion of the 60-day notification allows the parties ample time to transition families should the agreement be terminated. The agreement also includes a mutual hold harmless language at the request of the Housing Authority. This was reviewed and found acceptable by County's Risk Management.

REFERENCE MATERIAL:

BAI #19, September 9, 2014

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with Housing Authority of the City of Fresno  
Suspension of Competition Form PD-048

CAO ANALYST:

Ronald Alexander