



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

AGENDA ITEM NO. _____ May 12, 2015

Chris Bazar
Agency Director

April 28, 2015

The Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Dear Board Members:

SUBJECT: APPROVE AMENDMENT No. 9 TO PROCUREMENT CONTRACT No. 6144 WITH EAST OAKLAND COMMUNITY PROJECT TO CONTINUE THE HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM

RECOMMENDATION:

Approve Amendment No. 9 to Procurement Contract No. 6144 with East Oakland Community Project (EOCP) (Principal: Wendy Jackson, Executive Director; Location: Oakland) for transitional housing/short term housing services under the Housing Opportunities for Persons with AIDS (HOPWA) Program, increasing the contract from \$1,050,000 to \$1,120,000 (\$70,000 increase) and extending the contract period of 3/1/2011 to 4/30/2015 by two months, through 6/30/2015.

DISCUSSION/SUMMARY:

HOPWA, funded by the U.S. Department of Housing and Urban Development (HUD), is designed to increase affordable housing opportunities for people with HIV/AIDS. The City of Oakland is the entitlement grantee for the Eligible Metropolitan Area, which includes Alameda and Contra Costa Counties. The City of Oakland contracts with the Community Development Agency's Housing and Community Development Department (HCD) to administer HOPWA funds in Alameda County.

HCD has administered HOPWA funds under contract with the City of Oakland since FY1993. HOPWA funds serve the entire County with a focus on areas with higher incidences of HIV/AIDS. Total funding so far has been more than \$25 million, which has contributed to the development of more than 199 transitional and permanent units of housing for people with HIV/AIDS, and provided supportive services and operating expenses for programs serving over three hundred people living with HIV/AIDS and their families each year.

This HOPWA contract is specifically for operating funds for a transitional housing facility (including building maintenance, staff salaries, insurance and supportive services, including nutritional services for clients) and an outreach worker to recruit new clients and assist current clients to connect to health care services. The City of Oakland has approved extending the term and adding these funds to the contract.

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Room 110

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This amendment will ensure uninterrupted operations through June 2015 while the HOPWA services and operations Request for Proposals process is completed.

SELECTION CRITERIA AND PROCESS:

HCD staff conducts Request for Proposal (RFP) processes for the provision of services and the development of housing for people with HIV/AIDS. RFPs for services are conducted as needed, with renewal of existing contracts based on satisfactory performance and continued need for service. This contract was originally selected under a prior year RFP and has been renewed annually. A new RFP was issued in March 2015, and proposals are under review. Final approval, of recommendations for funding is made by the City of Oakland and then contracts are brought to your Board for approval which is expected to occur by July 2015.

The Auditor Controller's Office of Contract Compliance has reviewed and issued Federal Grant Waiver # F226F for this contract.

FINANCING:

Funding for this amendment is included in CDA's FY2014/15 budget (\$70,000). The encumbered amount may need to be adjusted during the contract term in order to meet the changing needs of the program. This contract is funded from a federal grant which runs over multiple fiscal years. Unused funds from federal grants are rolled over to the following year/s available funds during the term of the grant. HCD includes estimated project amounts to encumber from available funds in various grants as part of the annual budget. Upon payments to contractors, HCD bills the City of Oakland contract to reimburse the County General Fund. Contract expenditures may change from one fiscal year to another due to the needs of the project and/or changes in the project schedule. HCD will make adjustments at year's end to the unused appropriations and budget rollovers in conformance with grant and contract reimbursement guidelines. No additional appropriations are required and there is no Net County Cost as a result of this action.

Very truly yours,



Chris Bazar, Director
Community Development Agency

cc: Susan Muranishi, County Administrator
Steve Manning, Auditor-Controller
Donna R. Ziegler, County Counsel
Richard Conway, County Administrator's Office
Heather Littlejohn, Office of the County Counsel
U.B. Singh, CDA Finance Director

ALAMEDA COUNTY HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
AMENDMENT NO. 9 TO THE HOUSING OPPORTUNITIES FOR PERSONS
WITH AIDS PROGRAM (HOPWA) CONTRACT NO. 6144
BETWEEN THE COUNTY OF ALAMEDA AND
EAST OAKLAND COMMUNITY PROJECT (EOCP)

THIS AMENDMENT No. 9, made and entered into on the 12th day of May, 2015, modifies the Contract No. 6144, as entered into on the 15th day of March, 2011 and previously amended on the 28th day of October, 2014, by and between the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter referred to as COUNTY and EAST OAKLAND COMMUNITY PROJECT (EOCP) for Housing Opportunities for Persons With AIDS Program (HOPWA).

The COUNTY and EOCP agree as follows:

1. Contract, Page 1, Scope of Work and Budget (Paragraph 2):

Delete "The term of this contract begins on the 1st day of March, 2011 and ends on the 30th day of April, 2015" and replace it with "The term of this contract begins on the 1st day of March, 2011 and ends on the 30th day of June 2015."

Delete "COUNTY has allocated the sum of \$1,050,000 to be expended as described in this contract," and replace it with "COUNTY has allocated the sum of \$1,120,000 to be expended as described in this contract,"

2. Contract, Pages 8, 9, and 11 Exhibit A – Alameda County Work Plan

Delete "For services provided March 1, 2011 THROUGH April 30, 2015" and replace it with "For services provided March 1, 2011 THROUGH June 30, 2015:"

3. Contract, Page 13, Exhibit B – Terms and Conditions for Payment

Delete "Total payment under the terms of this contract shall not exceed \$1,050,000." and replace it with "Total payment under the terms of this contract shall not exceed \$1,120,000."

Delete "Reimbursement for the period March 1, 2011 – April 30, 2015 shall be only for Operations, Supportive Services and Technical Assistance which are outlined in the most current budget (which is supported by the budget narrative), included as Exhibit B-1 to this current amendment," and replace it with "Reimbursement for the period March 1, 2011 – June 30, 2015 shall be only for Operations, Supportive Services and Technical Assistance which are outlined in the most current budget (which, is supported by the budget narrative), included as Exhibit B-1 to this current amendment."

4. Contract, Page 14, Exhibit B-1– Program Budget:

C-6144

Replace the existing Exhibit B-1 – HOPWA Program Budget with the attached Exhibit B-1 Revision – Program Budget.

5. Contract, Page 18, Section 3 Employment Plan

Delete “Contract Amount: \$1,050,000”, and replace it with “Contract Amount: \$1,120,000”

7. All other terms and conditions of the Contract, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 9 on the day first mentioned above.

COUNTY OF ALAMEDA

EAST OAKLAND COMMUNITY PROJECT

By: Scott Aggerty
President, Board of Supervisors

By: Wendy U. Jackson
Wendy Jackson, Executive Director

Date: 5/19/15

Date: 4/30/15

Approved as to Form:
Donna R. Ziegler, County Counsel

7515 International Boulevard, 2nd Floor
Street Address

By: Heather Littlejohn
Heather Littlejohn,
Deputy County Counsel

Oakland, CA 94621
City, State, Zip Code

94-3078181
Taxpayer Identification #

(510) 532-3211
Telephone

By signing above, signatory warrants and represents that he/she executed this Amendment No. 9 in his/her authorized capacity and that by his/her signature on this Amendment No. 9, he/she or the entity upon behalf of which he/she acted, executed this Amendment.

Exhibit B – 1 Revision
HOPWA PROGRAM BUDGET LINE ITEMS
EAST OAKLAND COMMUNITY PROJECT (EOCP)
FOR SERVICES RENDERED 3/1/2011 – 6/30/2015

	Prior Budget (to 4/30/15)	May 2015 amendment	New Budget Amount Extended
OPERATIONS:			
Maintenance	\$73,029	\$4,869	\$77,898
Shelter Facilities	\$18,276	\$1,218	\$19,494
Facilities Manager	\$18,277	\$1,218	\$19,495
Housing Advocates	\$303,951	\$20,263	\$324,214
Food Services Manager	\$146,220	\$9,748	\$155,968
Part time Cook	\$26,273	\$1,752	\$28,025
Fringe Benefits	\$65,681	\$4,379	\$70,060
TOTAL SALARIES	\$651,707	\$43,447	\$695,154
Insurance	\$30,951	\$2,063	\$33,014
Utilities	\$71,417	\$4,761	\$76,178
Furnishings	\$19,008	\$1,267	\$20,275
Supplies	\$25,963	\$1,731	\$27,694
TOTAL OPERATING	\$799,046	\$9,823	\$157,162
SUPPORTIVE SERVICES			
Nutrition	\$140,763	\$9,384	\$150,147
TECHNICAL ASSISTANCE			
Community Outreach Health Care	\$101,960	\$6,797	\$108,757
Fringe Benefits	\$8,231	\$549	\$8,780
TOTAL BUDGET	\$1,050,000	\$70,000	\$1,120,000



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/27/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SelectSolutions Insurance Services, LLC 1350 Carback Avenue Walnut Creek, CA 94596	CONTACT NAME: PHONE (A/C, No, Ext): 866-500-6359		FAX (A/C, No): (855) 804-8449
	E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:		
INSURED East Oakland Community Project 7515-23 International Blvd Oakland, CA 94621-	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Markel		621600
	INSURER B : Markel American Insurance Company		38970
	INSURER C : Philadelphia Indemnity Insurance Company		18058
	INSURER D :		
	INSURER E :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		Yes	8502SS320337-5	12/30/2014	12/30/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			1002SS320338-6	12/30/2014	12/30/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$			4602SS320339-6	12/30/2014	12/30/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability (Errors and Omissions)			8502SS320337-5	12/30/2014	12/30/2015	Occurrence / Aggregate \$1,000,000 / \$3,000,000
C	Fidelity Bond 3rd Party BKT			PHSD1006457	1/8/2015	1/8/2016	Each Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Alameda County office of Housing Community Redevelopment, County of Alameda, its board of supervisors, the individual members thereof and all county officers, agents, employees and representatives are named as Additional Insureds as their interests may appear in regards to General Liability policy.

- A: Accidental Death & Dismemberment 4102MS410990-0 4/14/2014 - 4/14/2015 \$250,000
- B: Property Coverage 8502SS320337-5 12/30/2014 - 12/30/2015
- C: Directors and Officers Liability PHSD1008204 1/8/2015 - 1/8/2016 \$1,000,000

CERTIFICATE HOLDER Alameda County office of Housing Community Redevelopment 224 W. Winton Ave., Room 108 Hayward, CA 94544	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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2015 JUN 27 AM 11:27
 ALCO - HCD

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