



Housing Authority of the County of Stanislaus

...also serving Alpine ▪ Amador ▪ Calaveras ▪ Inyo ▪ Mariposa ▪ Mono ▪ Tuolumne Counties.

DATE: January 25, 2017

TO: Board of Commissioners

FROM: Barbara Kauss, Executive Director

SUBJECT: **Item # 1** - Approval of Amendment to the Contract with the Office of Migrant Services for Property Improvements at the Empire & Westley Migrant Centers

PREPARED BY: Scott Fitzgerald, Director of Asset Management

Resolution No. 16-17-04

RECOMMENDATION

Staff is recommending that the Board of Commissioners approve the amendment to the contract with the Office of Migrant Services (OMS) which will provide funding for improvements to the buildings and sites at the Westley & Empire Migrant Centers.

BACKGROUND/DISCUSSION

On August 16, 2016, through Resolution #15-16-44, the Commission approved a contract with the State Office of Migrant Services which provided funding for property improvements at the Empire and Westley Migrant Centers. However, at the time, the contract did not include funding for administration of the contract. The proposed amendment includes an additional \$5,864.00 specifically for administration of the grant as illustrated below.

Project	Total
Housing Rehabilitation – Empire & Westley Migrant Centers	\$121,502.54
3% Administration	\$5,864.00
Total	\$127,366.54

FISCAL IMPACT

The proposed amendment increases the total amount of the funds available under the contract to \$127,366.54.

ATTACHMENTS

1. Resolution
2. Standard Agreement



EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Agreement Amount and Disbursement Schedule

- A. Upon receipt of a certified resolution and execution of this Agreement, the State agrees to disburse to the Contractor funds not to exceed the total amount stated on Page 1 Section 3 of this Agreement (STD 213).
- B. The State further agrees to disburse said funds only for the approved purposes and amounts stated in Section 2 of Exhibit A. If requested by the Contractor, the State may by written notice authorize changes in the approved purposes and amounts.
- C. The State shall not be held *liable* for any costs incurred by the Contractor prior to the effective date of this Agreement unless specifically authorized by the Department, in its sole discretion, and if effectuated in writing after the effective date of this agreement. As detailed in Exhibit D, work is not to commence prior to the effective date of the Agreement.
- D. If the Contractor is in violation of any provision of this Agreement or the operating and maintenance agreement referenced in Exhibit A, Item 1, the State may, at its sole discretion, withhold payment of funds under this Agreement until such violations are corrected.

2. Requests for Funds

- A. The Department shall reimburse the Contractor monthly in arrears for the Contractor's actual and necessary expenses in accordance with the Construction/Rehabilitation Budget set forth below and which were incurred in a manner consistent with all applicable laws and ordinances.
- B. For each disbursement the Contractor shall submit, in a form determined by the State, a written request that states the purposes for which the disbursement is requested and shall attach to said request copies of the invoices, bids, contracts, schedules, deeds, or the like that document the need for the disbursement.
- C. All requests for disbursement and other fiscal documents shall be dated and executed by the Contractor's executive officer or fiscal officer after its verification and certification of the information therein.

3. Disbursements

The State shall disburse the requested funds only for work performed for and documented by

EXHIBIT B

the Contractor or for equivalent services that have been rendered to and documented by the Contractor or for the actions that are to be performed and documented by the Contractor pursuant to statute, regulation, contract, or schedule.

4. Cost Estimates

Project	Total
Housing Rehabilitation – Empire/Westley OMS Migrant Center	\$121,502.54
3% administration	\$5,864.00
Total	\$127,366.54

No later than six months after the execution date of this agreement, the Contractor shall submit a final project budget to the State. The final project budget cannot exceed the amount of this agreement.

RESOLUTION NO 16-17-04

RESOLUTION APPROVING THE 2015-2016 FISCAL YEAR REHABILITATION CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS CONTRACT No. 15-OMS-10854

All, or a necessary quorum and majority of the Board of Commissioners of the Housing Authority of the County of Stanislaus (“Applicant”) hereby consent to, adopt and ratify the following resolution:

- A. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) has a current contractual relationship with the Housing Authority of the County of Stanislaus, through its Office of Migrant Services Program (OMS) (“Program”) for the purposes of managing and maintaining the OMS Westley Migrant Center, which was formalized through the execution of Standard Agreement #15-OMS-10555.
- B. WHEREAS the OMS Program and the Housing Authority of the County of Stanislaus have agreed that the OMS Center is in need of rehabilitation and improvements to best serve the health and safety needs of the residents in accordance with the California Codes of Regulations Sections 7600-7665.
- C. WHEREAS the Housing Authority of the County of Stanislaus commits to facilitate the rehabilitation and improvements at the Westley Migrant Center, and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the Housing Authority of the County of Stanislaus and the Department.

NOW THEREFORE BE IT RESOLVED THAT Contract No. 15-OMS-10854, with a rehabilitation budget in the amount not to exceed \$127,366.54, be approved by Housing Authority of the County of Stanislaus and Barbara S. Kauss, Executive Director of the Housing Authority of the County of Stanislaus is authorized to execute this Standard Agreement and any amendments or modifications thereto, as well as any other documents which are related to the Program, as the Department may deem appropriate, on behalf of the Housing Authority of the County of Stanislaus .

PASSED AND ADOPTED at a regular meeting of the **Housing Authority of the County of Stanislaus** this 9th day of February, 2017 by the following vote:

AYES: _____ ABSTENTIONS:

NOES: _____ ABSENT:

Signature of Approving Officer

Carlos Estacio III, Chairperson
Printed Name and Title of Approving Officer
(cannot be person authorized above or the Treasurer)

ATTEST: _____
Signature
Barbara S. Kauss, Executive Director
Printed Name and Title