



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

---

**Agenda Date:** 2/25/2025

---

**To:** Board of Supervisors

**Department or Agency Name(s):** Human Services

**Staff Name and Phone Number:** Angela Struckmann 707-565-5800, Kellie Noe 707-565-5849

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Human Services Department Contract Amendment No. 2 with Witt O'Brien's, LLC

**Recommended Action:**

Authorize the Director of the Human Services Department to execute the second amendment to an agreement with Witt O'Brien's, LLC for additional scope of services increasing the amount by \$199,725 resulting in a new total not to exceed \$1,383,896, contract term December 7, 2022, through June 30, 2026.

**Executive Summary:**

Agreement Number: ADM-WOB-ARPA-2225, Amendment No. 2 will add an additional scope of services to close out the Small Business Equity and Recovery Program (Agreement Number: PREE-SRMC-ARPA-2224). The amendment also includes a scope of services for finalizing the reconciliation plan between the County of Sonoma and the Santa Rosa Metro Chamber. The amendment increases the agreement by \$199,725 for an updated contract total of \$1,383,896. The additional scope of services is necessary to transfer the administrative duties from the Santa Rosa Metro Chamber related to closeout and reconciliation of the Small Business Equity and Recovery Program.

**Discussion:**

In May of 2022, the Board approved 27 proposals for the America Rescue Plan Act Community Resilience Program (ARPA CRP) funding. These proposals included both county department and community projects.

On December 6, 2022, the Board authorized the Director of the Human Services Department to sign a contract with Witt O'Brien's, LLC. The scope of services included annual compliance monitoring for each ARPA CRP subrecipient to ensure compliance with ARPA federal requirements. Additionally, the contract included technical assistance and capacity building training for local community-based organizations and County staff with the goal of building a stronger foundation to pursue future federal funding opportunities.

The Santa Rosa Metro Chamber (SRMC) agreement to implement the Small Business Equity and Recovery (SBER) Program ended on June 30, 2024, with obligated unspent funding due to projects ending early. As a result, SRMC is no longer serving as the fiscal lead for the SBER program and Human Services has taken over the administrative role for the closeout and reconciliation of the SBER agreement.

Given the scale of activities and expertise needed to close out the agreement with SRMC, the contract amendment adds an expanded scope of services for Witt O'Brien's to provide targeted technical assistance

---

**Agenda Date:** 2/25/2025

---

and support to the SBER subrecipients and SRMC for the close out process. Witt O'Brien's, on behalf of the Human Services Department, will help gather necessary documentation from the subrecipients to complete the reconciliation process now that SRMC is no longer serving as the fiscal lead.

**Strategic Plan:**

N/A

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

**10/24/23:** File #2023-0636 received ARPA CRP status update and authorized Director of the Human Services Department, or designee, to execute agreements and/or amendments as needed to effectuate any project renewals or terminations for the second cycle of ARPA CRP funding.

**12/06/22:** File #2022-1075 received ARPA CRP status update and approved CRP administration capacity improvements.

<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=5948417&GUID=63E476AA-80B5-4129-B84A-D31D52D7B8FC&Options=ID%7CText%7C&Search=2022-1075>

**5/24/22:** File #2022-0376 approved 27 department and community proposals for ARPA funding; authorized Director of the Human Services Department, or designee, to execute contracts with selected organizations.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 24-25 Adopted</b>	<b>FY 25-26 Projected</b>	<b>FY 26-27 Projected</b>
Budgeted Expenses		\$66,575	\$133,150
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$66,575</b>	<b>\$133,150</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal		\$66,575	\$133,150
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$0</b>	<b>\$66,575</b>	<b>\$133,150</b>

**Narrative Explanation of Fiscal Impacts:**

There is no change to the total APRA budget with this Board action. Obligated unspent funding from Agreement Number PREE-SRMC-ARPA-2224 will support this amendment.

---

**Agenda Date:** 2/25/2025

---

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Contract Amendment with Witt O'Brien's, LLC

**Related Items "On File" with the Clerk of the Board:**

None