



SUMMARY REPORT

---

**Agenda Date:** 4/21/2020

---

**To:** Sonoma County Board of Supervisors

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

**Staff Name and Phone Number:** Paul Dunaway, 565-3673 & Kathleen Cortez, 565-5903

**Vote Requirement:** 4/5th

**Supervisorial District(s):** Countywide

**Title:**

West County Community Services Federal Transportation Authority 5310 Year Two Contract Amendment #1

**Recommended Action:**

- A) Adopt a budget resolution authorizing the budgetary adjustments to the HSD FY 2019-20 budget to increase year-two funding from \$95,749 to \$168,884. (4/5<sup>th</sup> Vote Required)
- B) Authorize the Director of the Human Services Department to execute contract amendment #1 with West County Community Services (WCCS) in the amount of \$73,095. (Majority Vote required)

**Executive Summary:**

On July 1, 2018, the Human Services Department (HSD) entered into a contract with West County Community Services (WCCS) to implement the “West County Feeder Shuttle” transportation program with Caltrans grant award funding allocated each fiscal year of the grant cycle; fiscal years 2018-19 and 2019-20. The first-year contract funding ended June 30, 2019 with unspent funds remaining in the amount of \$73,095 due to delays in receiving the initial funding from Caltrans.

HSD is requesting that the Board approve WCCS contract amendment #1 to increase fiscal year 2019-20 contract with WCCS by \$73,095 for a total of \$168,884.

**Discussion:**

In 2018, the Human Services Department, Area Agency on Aging program (HSD-AAA) received a two-year Federal Transportation Authority (FTA) Section 5310 grant in the amount of \$649,780 administered by Caltrans for the period July 1, 2018 to July 31, 2020, with HSD-AAA funding six subcontracted service providers. The total funding allocated for the WCCS project is \$191,538 for the period July 1, 2018 to July 31, 2020; \$95,749 for the first year of operations and \$95,789 for the second year of operations.

The HSD-AAA contract with WCCS is to develop and operate a rural shuttle known as the “West County Feeder Shuttle.” The shuttle program fills a great need by transporting west county residents age 60+ to Santa Rosa for important medical appointments, shopping, and social events 3 days a week, as well as rides to the Russian River Senior Center to enjoy social and wellness activities.

Caltrans requires that all subcontracts receive Caltrans approval prior to project implementation and allocation of grant funding. The process of approval of the WCCS contract was delayed by Caltrans which delayed the release of the grant funding. This prohibited WCCS from doing program work such as planning, hiring and

training program staff. Because of this, \$73,095 of the \$95,749 of the year one funding remained as unspent funds. Caltrans approved a total grant of \$168,884 which enables us to augment FY 19-20 contract services for WCCS. The additional funding will expand access, increase coordination of transportation services and increase mobility management options for older adults and individuals with disabilities in West Sonoma County.

In FY19-20, HSD-AAA renewed the Caltrans contract with WCCS for \$95,789, the amount awarded for the second year of the grant cycle. The WCCS West County Feeder Shuttle transportation program is now fully staffed and is successfully up and running.

The Board is requested to approve HSD-AAA to enter into Contract Amendment #1 to allocate the \$73,095 unspent funding from first grant year (FY18-19) to the current FY19-20 or second grant year contract of \$95,789, making \$168,884 the total contract amount for FY19-20.

The augmented funding for Year 2 is an authorized roll-over of unused funds from Year 1 by the CDA. Since the CDA was delayed in the implementation of the program during Year 1, they are allowing the county to use the unspent Year 1 funds in Year 2 to make up for lost time.

**Prior Board Actions:**

October 16, 2018 - Approved a Caltrans FTA 5310 Older Adults Transportation Grant Award in the amount of \$649,780.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses	\$95,789		
Additional Appropriation Requested	\$73,095		
<b>Total Expenditures</b>	<b>\$168,884</b>	<b>0</b>	<b>0</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	\$168,884		
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$168,884</b>	<b>0</b>	<b>0</b>

**Narrative Explanation of Fiscal Impacts:**

The requested contract amendment amounts to an additional \$73,095, which augments the \$95,789 already in the adopted budget for FY 2019-20. The additional appropriation is from the FTA - Caltrans 5310 Grant. There is no match requirement and no General Fund impact. The expense appropriation will be posted to subsection 24030157 (Adult Grants) and account code 53012 (Support and Care of Persons).

<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):**

None

**Attachments:**

Budget Resolution

WCCS Contract Amendment #1

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

None