

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT ("Agreement") is made by and between the County of Santa Barbara, a political subdivision of the State of California ("COUNTY") and Homebase, a California nonprofit public benefit corporation whose principal place of business is located at 870 Market Street, Suite 1228, San Francisco, CA 94102 ("CONTRACTOR") wherein CONTRACTOR agrees to provide the services specified herein (the "Services").

WHEREAS, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special Services required by COUNTY, and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. DESIGNATED REPRESENTATIVE

Joseph Dzvonik at phone number 805-568-3523 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY ("COUNTY DESIGNATED REPRESENTATIVE"). Meadow Robinson at phone number 415-788-7961 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES

All notices and consents required or permitted to be given under this Agreement shall be delivered to the respective parties in writing, by personal delivery, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: County of Santa Barbara
Community Services Department
Division of Housing and Community Development (CSD/HCD)
Attn: Assistant Director, HCD
123 East Anapamu Street #202
Santa Barbara, CA 93101

To CONTRACTOR: Homebase
870 Market Street
Suite 1228
San Francisco, CA 94102

With copies to: summer@homebaseccc.org

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

3. SCOPE OF SERVICES

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. TERM

The term of this Agreement shall commence as of February 1, 2025, and shall expire on June 30, 2025, unless earlier terminated in accordance with the provisions of this Agreement.

5. COMPENSATION OF CONTRACTOR

In full consideration for CONTRACTOR's performance under this Agreement, CONTRACTOR shall be paid in accordance with the provisions set forth in Exhibit B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY to this Agreement, and which shall be delivered to the address for COUNTY set forth in Section 2, above, in accordance with Exhibit B. Unless otherwise specified in Exhibit B, payment shall be net thirty (30) days from presentation of invoice.

6. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venture, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

7. STANDARD OF PERFORMANCE

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. DEBARMENT AND SUSPENSION

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

9. TAXES

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes.

plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

10. CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY. COUNTY hereby grants to CONTRACTOR an irrevocable, non-exclusive, perpetual, royalty-free license to use, make, reproduce, prepare derivative works based upon, distribute copies of, perform, and/or display, for internal CONTRACTOR staff training purposes only, any work products developed by CONTRACTOR in connection with the services performed under this Agreement.

Unless otherwise specified in Exhibit A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

12. NO PUBLICITY OR ENDORSEMENT

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

13. COUNTY PROPERTY AND INFORMATION

All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such items only in connection with providing the services. CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

14. RECORDS, AUDIT, AND REVIEW

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

15. INDEMNIFICATION AND INSURANCE

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

16. NONDISCRIMINATION

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

17. NONEXCLUSIVE AGREEMENT

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

18. NON-ASSIGNMENT

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. CHANGES OR AMENDMENTS

No changes to this Agreement shall be effective unless made through a written amendment to this Agreement executed by COUNTY and CONTRACTOR. COUNTY and CONTRACTOR may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, are executed in writing, and signed by a duly authorized representative of each party. No such amendment shall invalidate any parts of this Agreement that are not changed by such amendment, or relieve or release either of COUNTY or CONTRACTOR from such party's obligations under this Agreement that are not changed by such amendment. CONTRACTOR agrees to not unreasonably withhold its approval of any amendments proposed by COUNTY that are necessary in order to conform with federal, state, or local governmental laws, regulations, ordinances, orders, rules, directives, circulars, bulletins, notices, guidelines, policies and available funding amounts.

Any amendments to this Agreement must be approved and executed by the Chair of the Board of Supervisors, except that the Director of the COUNTY's Community Services Department ("Director" is authorized to approve and execute amendments to this Agreement on behalf of COUNTY to make any one or more of the following changes:

1. Increase the Maximum Contract Amount hereunder shall not exceed 20% of the original Maximum Contract Amount, (ii) in no event shall the Maximum Contract Amount be increased to an amount in excess of the amount of the HHAP funds available to the COUNTY.
2. Extend the Term beyond June 30, 2025; provided, however, that no such amendment may extend the Term beyond June 30, 2026. This Section 6.E.3 shall not obligate the County to extend the length of the Term, or otherwise alter the County's rights to terminate this Agreement or reduce the Maximum Contract Amount. The authority delegated to the Director in this Section 19 may only be exercised to the extent not inconsistent with the terms of the HHAP Standard Grant Agreement posted at [Homeless Housing, Assistance and Prevention \(HHAP\) Grant Program | California Department of Housing and Community Development](#), any other HUD or State regulations, notices, or other direction, or with any other Applicable Laws.

20. TERMINATION

- A. By COUNTY. COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.
 1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.
 2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.
 3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately

discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.

- B. By CONTRACTOR. Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

21. SECTION HEADINGS

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

22. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

23. REMEDIES NOT EXCLUSIVE

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

24. TIME IS OF THE ESSENCE

Time is of the essence in this Agreement and each covenant and term is a condition herein.

25. NO WAIVER OF DEFAULT

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

26. ENTIRE AGREEMENT AND AMENDMENT

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

27. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

28. COMPLIANCE WITH LAW

CONTRACTOR shall, at its sole cost and expense, comply with all applicable County, State and Federal ordinances, statutes, rules and regulations in effect during the Term. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

29. CALIFORNIA LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

30. EXECUTION OF COUNTERPARTS

This Agreement may be executed electronically and in any number of counterparts, and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

31. AUTHORITY

Each signatory and party to this Agreement warrants and represents that such party has the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies) or person(s), and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, CONTRACTOR hereby represents and warrants that, by entering into this Agreement, it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated.

32. SURVIVAL

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

33. SUBCONTRACTORS

CONTRACTOR shall not subcontract any of the Services, except to the extent specified in Exhibit A with the subcontractors identified therein ("Subcontractor(s)"). CONTRACTOR shall be fully responsible for all Services *Agreement for Services of Independent Contractor by and between the **County of Santa Barbara** and Homebase*

performed by Subcontractor(s). CONTRACTOR shall secure from each of the Subcontractor(s) all rights afforded to COUNTY in this Agreement, including, but not limited to, audit rights.

34. HANDLING OF PROPRIETARY INFORMATION

CONTRACTOR understands and agrees that certain materials which may be provided by COUNTY may be classified and conspicuously labeled as proprietary and/or confidential information ("COUNTY Confidential Information"). COUNTY Confidential Information shall be subject to the following special provisions:

A. CONTRACTOR shall prevent disclosure of COUNTY Confidential Information except those personnel of CONTRACTOR working on the Services who have a need to use such COUNTY Confidential Information for the purpose of performing the Services hereunder.

B. COUNTY Confidential Information shall only be used by CONTRACTOR to the extent necessary to perform the Services hereunder.

C. Upon conclusion of CONTRACTOR'S work, CONTRACTOR shall return all copies of all COUNTY Confidential Information to the COUNTY Representative.

35. NEWS RELEASES, INTERVIEWS, GRANT FUNDING ACKNOWLEDGEMENT

CONTRACTOR agrees for itself, its agents, employees and subcontractors, that it will not communicate with representatives of the media concerning the subject matter of this Agreement without prior written approval of the COUNTY in each instance. CONTRACTOR further agrees that all media requests for communication will be referred to the COUNTY Representative. The COUNTY's Community Services Department will be the primary contact for direct communication with the public, including the communications media, regarding this Agreement and the Services to be provided hereunder.

36. ORDER OF PRECEDENCE

In the event of conflict or inconsistency between the provisions contained in the foregoing numbered Sections 1 through 35 of this Agreement and this Section 36 (collectively, the "Numbered Sections"), and the provisions contained in the Exhibits attached hereto, the provisions contained in the Numbered Sections shall control and prevail over those in the Exhibits, other than Exhibit C, which shall control and prevail over all other provisions of this Agreement. If any Proposal, scope of work, work order, change order, or quotes provided by CONTRACTOR include any terms and conditions from CONTRACTOR, or any hyperlinks to terms, conditions, "agreements" or other provisions ("CONTRACTOR Terms"), CONTRACTOR agrees that in the event of discrepancy, inconsistency, gap, ambiguity, or conflict between (i) the COUNTY Terms set forth in the Numbered Sections and Exhibits A, B, and C, hereto, on the one hand (collectively, the "COUNTY Terms"), and (ii) CONTRACTOR Terms, on the other, the COUNTY Terms shall take precedence and control and prevail, followed by CONTRACTOR Terms, if any.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the first date duly executed by all of the parties hereto.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: Shirley Guerra
Deputy Clerk

COUNTY OF SANTA BARBARA:

By: Laura Capps
Laura Capps
Chair, Board of Supervisors

Date: 5-6-25

RECOMMENDED FOR APPROVAL:

Community Services Department

CONTRACTOR:

Homebase

DocuSigned by:
By: Jesús Armas
E33B804A0E03475...
Jesús Armas, Director

Signed by:
By: Nikka Rapkin
7AB27073EE3D4E5...
Authorized Representative
Name: Nikka Rapkin
Title: Executive Director/President

APPROVED AS TO FORM:

Rachel Van Mullem
County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

Signed by:
By: Lauren Wideman
8F464D822C84458...
Lauren Wideman
Deputy County Counsel

Signed by:
By: Shawna Jorgensen
DF6DB8D7D6344E6...
Shawna Jorgensen
Deputy Auditor-Controller

APPROVED AS TO FORM:

Risk Management

Signed by:
By: Greg Milligan
05F555F00269486...
Greg Milligan
Risk Management

EXHIBIT A STATEMENT OF WORK

The following tasks shall be performed by CONTRACTOR to support the Santa Maria/Santa Barbara County Continuum of Care (“CoC”) as directed by CSD management in the following areas, as specified in more detail below:

1. Support to the CoC Lead
2. General Technical Assistance (“TA”)
3. Supporting Equity in Santa Barbara
4. Supporting the Application Process for the Emergency Solutions Grant
5. Supporting the Application Process for HHAP
6. Supporting CoC Performance Review and Monitoring
7. Supporting the Coordinated Entry System
8. Supporting 90-day Youth Challenge

Task Descriptions

Support to the CoC Lead:

- Help the County/CoC review current processes, meetings, and structure to assess how to maximize the use of resources while maintaining compliance and performance.
- Attend Internal County Meetings as needed
 - o Attend weekly agenda planning/general team meeting w/ all COUNTY Homeless Program Staff to provide TA and subject matter expertise
 - o Attend topic-specific meetings upon County request
- CoC Lead Staff facilitate CoC-related Meetings and CONTRACTOR shall provide subject matter expertise as needed and/or additional TA (set up at agenda mtg)
 - o CoC Officer’s Meeting – CoC Lead Staff review upcoming meetings and priority items with CoC Officers
 - o CoC Board Meetings (6 regular mtgs per year)
 - o CoC General Meetings (twice per year)
 - o CoC Planning (quarterly unless special mtgs needed)
 - o Committee meetings – as needed for specific items only

Technical Assistance:

- Provide on-call TA for CoC Lead Staff/County Leadership
 - o Help with document preparation and presentation of materials at meetings for technical issues requiring CONTRACTOR subject matter expertise
 - o TA and training on new/difficult material for CoC Lead Staff
 - o Help for items for County Board of Supervisors presentations of homeless-related items
- Provide support to onboard new County Homeless Program staff:
 - o Bi-weekly meetings w/ new staff over 3 months (Total: 6)
 - o Provide 3-6 months of CoC-specific onboarding training to new staff up to 40 total hours, as direct by County Management Staff, such as:
 - § CoC 101, CES Overview, and more advanced training
 - § TA on-demand, as needed, subject to availability
- As directed by COUNTY in COUNTY’s sole discretion:
 - o Provide on-call, light touch support for Homeless Management Information System (“HMIS”) and Coordinated Entry specialists
 - o Provide continued support to review governance documents annually or as needed
 - o Provide on-call TA to address emerging or ongoing needs or challenges, including questions that relate to HMIS, Point-in-Time Count, and other State and Federal required processes and reports, etc.

- o Provide light touch TA to CoC/ESG-funded providers as requested by Lead Agency Staff, such as:

- § Basic compliance questions
- § Reporting questions (i.e. Annual Performance Report)
- § Housing First implementation

- Supporting Equity in Santa Barbara County:

- o Provide support for people with lived experience to be integrated into the homeless system of care leadership and for the Lived Experience Advisory Board (“LEAB”) to thrive.

- o Provide support for CoC staff in administering the LEAB, especially in finding ways to incorporate the LEAB in a positive, meaningful, action-oriented way that also accounts for regional differences.

- o Provide TA to continue to bolster the Diversity Equity and Inclusion (“DEI”) Committee, expand its role in the CoC and ensure that members are authentically engaged in meaningful work that validates their dedication in joining and serving.

- o Provide support, as needed, to bolster the new DEI Committee to ensure it has a diverse, healthy balance and does meaningful, action oriented work that is incorporated into the CoC.

- ESG FY 2024

- o Provide TA to new County staff in developing a compliant local process and developing a local Request for Proposals.

- o Provide TA to County staff to assist them in writing/preparing any CoC related documents, attachments, or application materials that are required by HCD as part of the application packet as well as in helping them to support selected agencies to complete compliant, competitive applications.

- Homeless Housing, Assistance, and Prevention Program (“HHAP”) 5&6:

- HHAP 5 and HHAP 6 (expected February – July 2025)

- o Provide TA for possible edits required for the HHAP 5 Action Plan

- o Provide TA to CoC Lead Staff in developing a compliant local process and regional plan.

- o Provide support for local community engagement process

- o Help review draft application for compliance

- CoC Performance Review and Monitoring:

- Performance Review

- o Evaluate most recent System Performance Measures as well as HDIS data once during the Term

- o Provide recommendations and next steps for system performance improvement

- o Support a debrief assessment of System Performance Measures and Homeless Database Information System led by Lead Agency Staff to help identify action plan for improvement.

- Coordinated Entry Support (“CES”):

- Support the Coordinated Entry System:

- o Work on the CES Evaluation as directed by COUNTY staff

- o Review CES Evaluation with CES Committee and CoC Board

- o CONTRACTOR will work with COUNTY staff to identify high-priority action items and recommend timelines for implementation based on data migration, staffing, and resources

- o Create action plan that is acceptable to COUNTY, CES Committee, and CoC Board; and implement prioritized CES recommendations within the agreed upon timelines

- o Help COUNTY with CE System questions on-demand as requested by COUNTY.

- Youth/YHDP:

- o Provide TA and support as needed for the 90-day Youth Challenge and goals

EXHIBIT B**PAYMENT ARRANGEMENTS****Periodic Compensation**

- A. For Services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed an aggregate amount of **\$100,000** ("Maximum Contract Amount")
- B. Payment for Services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, ranging from \$82 - \$305 as set forth in the Table 1 below in this Exhibit B. Invoices submitted for payment hereunder must contain sufficient detail to enable an audit of the charges set forth therein, and must include supporting documentation to the extent specified in **EXHIBIT A**.
- C. Monthly, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice for the Service performed over the one-month period specified therein. Each invoice must cite the assigned Board Contract Number for this Agreement. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the Service performed and if found to be satisfactory and in accordance with the provisions of this Agreement shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
- D. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.

Table 1: Contractor Rate Schedule

Homebase Staff Person	Title	Hourly Rate
Alex Michel	Senior Policy Analyst A	\$117
Carolyn Wylie	Principal - Contract Lead A	\$185
Felicia Gorman	Directing Analyst - Data & Evaluation Lead A	\$156
Frankie Perkins	Policy Analyst II A	\$94
James Roop	Operations Manager A	\$118
Jessie Hewins	Director A	\$178
Julie Silas	Senior Directing Attorney A	\$171
Kenya Rawls	Senior Policy Analyst II A	\$140
Mark Mora	Senior Policy Analyst II B	\$125
Meadow Robinson	Senior Directing Attorney - Team Lead A	\$161
Michele Byrnes	Directing Analyst A	\$158
Nicole Johnson	Directing Attorney A	\$138
Nikka Rapkin	Executive Director	\$305
Riley Meve	Policy Analyst A	\$82
Will Earley	Senior Data Analyst A	\$117

** Please note: Staff assigned to this project may change. Homebase will provide notification of staff changes upon request. Hourly rates are unique to individual staff members & subject to change annually. Staff titles do not appear on invoices.*

EXHIBIT C

Indemnification and Insurance Requirements (For Professional Contracts)

INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by COUNTY on account of any claim except where such indemnification is prohibited by law. CONTRACTOR'S indemnification obligation applies to COUNTY'S active as well as passive negligence but does not apply to COUNTY'S sole negligence or willful misconduct.

NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. *(Not required if CONTRACTOR provides written verification that it has no employees)*
4. **Professional Liability:** (Errors and Omissions) Insurance appropriate to the CONTRACTOR'S profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage and/or the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR'S insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
2. **Primary Coverage** – For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR'S obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all

required insurance policies, including endorsements required by these specifications, at any time.

8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.
9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
 - i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
 - iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the CONTRACTOR must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
11. **Special Risks or Circumstances** – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of COUNTY to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of COUNTY.