

# SHELTER OPERATIONS GENERAL FUND SERVICE AGREEMENT

BETWEEN  
COUNTY OF SANTA BARBARA  
AND  
GOOD SAMARITAN SHELTER

**Santa Maria Emergency Shelter, Family Emergency and Bridgehouse Shelter**

THIS Agreement is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereinafter "COUNTY") and Good Samaritan Shelter (Good Samaritan), a California not-for-profit public benefit corporation, (hereinafter "CONTRACTOR").

## WITNESSETH THAT

**WHEREAS**, COUNTY provides funds to partially finance specific programs that provide Shelter Services (as defined in Section 1 below) to Homeless persons (as defined in Section 1 below) on a seven (7) days per week basis; and

**WHEREAS**, the Board of Supervisors approved General Funds funding on June 13, 2018 in the amount of \$345,000 for the operations of year-round homeless shelters for Fiscal Year 2018-2019; and

**WHEREAS**, the Board of Supervisors finds that the services provided by Good Samaritan at the Santa Maria Emergency Shelter, Family Emergency Shelter and Bridgehouse Shelter are necessary to meet the social needs of the population of Santa Barbara County; and

**WHEREAS**, CONTRACTOR is one of the entities in Santa Barbara County that provides Shelter Services to homeless persons; and

**WHEREAS**, CONTRACTOR has experience, knowledge and skill to provide Shelter Services; and

**WHEREAS**, CONTRACTOR operates the Santa Maria Emergency Shelter, Family Emergency Shelter and Bridgehouse Shelter; and

**WHEREAS**, COUNTY will provide \$242,793 to CONTRACTOR to provide Shelter Services at the Santa Maria Emergency Shelter, Family Emergency Shelter and Bridgehouse Shelter; and

**WHEREAS**, COUNTY through its Community Services Department (hereinafter "COUNTY CSD") will oversee CONTRACTOR's performance and conduct the review, approval and payment of invoices.

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

### 1. DEFINITIONS

The following terms have the following meanings wherever used in this Agreement, attached exhibits, or documents incorporated into this Agreement by reference:

"Administrative Costs" mean the costs associated with accounting for the use of funds under this Agreement, preparing reports for submission to COUNTY, similar costs related to administering funds under this Agreement, and staff salaries associated with these administrative costs.

“Agreement” means this legally binding contract entered into between COUNTY and CONTRACTOR.

“COUNTY” means the County of Santa Barbara, a political subdivision of the State of California.

“Eligible Costs” mean costs incurred during the performance of services pursuant to Exhibit A to this Agreement. Eligible Costs are restricted to Administrative Costs, Essential Services Costs, and Operating Costs.

“Essential Services Costs” mean costs incurred for the provision of, or referral to, services concerned with employment, health, education, family support services, substance abuse services, victim services, or mental health services.

“HOMELESS” is an individual or family who lacks a fixed, regular, and adequate nighttime residence; an individual or family who will imminently lose their primary nighttime residence; or any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

“Operating Costs” mean costs incurred by CONTRACTOR operating a facility in which Shelter Services are provided with respect to (A) the administration, maintenance, repair, and security of such a facility; and (B) utilities, fuels, furnishings, and equipment for such a facility.

“Program” means the provision of Shelter Services as set forth in the Statement of Work attached hereto and incorporated herein as Exhibit A to this Agreement. Any one of these activities constitutes a component of the overall Program funded under this Agreement.

“Shelter Services” mean those services provided by CONTRACTOR as set forth in Section 1 of CONTRACTOR’s Primary Responsibilities in Exhibit A to this Agreement.

2. CONTRACT ADMINISTRATION  
COUNTY CSD, or its designee, shall have full authority to act for COUNTY in the administration of this Agreement on behalf of COUNTY.
3. SCOPE OF SERVICES  
CONTRACTOR will perform all the services set forth in Exhibit A to this Agreement.
4. REPORTING  
SUBRECIPIENT shall provide COUNTY with a Quarterly Status Report, for which a sample is attached hereto as Exhibit D, within thirty (30) days of the end of the quarter, setting forth its activities for the previous quarter.
5. TIME OF PERFORMANCE  
This Agreement shall begin on the date executed by all parties to be effective as of July 1, 2018 and shall terminate on June 30, 2019, subject to the termination provisions contained herein.
6. COMPENSATION
  - A. COUNTY will pay CONTRACTOR, on a reimbursement and performance basis as set forth in Section 7 below, an amount of money not to exceed the sum Two hundred Forty-Two Thousand Seven Hundred and Ninety Three Dollars (\$242,793), which payment shall constitute full and complete compensation for CONTRACTOR’s services provided hereunder.

B. CONTRACTOR will receive funding under this Agreement for the performance of services in accordance with Exhibit A to this Agreement and the following Eligible Costs as defined in Section 1:

- i) Administrative Costs
- ii) Essential Services Costs
- iii) Operating Costs

Costs not associated with the performance of services pursuant to Exhibit A to this Agreement, such as fund raising and public relations, are not reimbursable under this Agreement.

C. COUNTY assumes no responsibility to pay for costs not specifically set forth in Section 3 of this Agreement. Further, CONTRACTOR understands that COUNTY makes no commitment to fund the Program beyond the term of this Agreement.

7. METHOD OF PAYMENT

A. CONTRACTOR shall receive reimbursement for Eligible Costs, subject to availability of funds for the Program and subject to all other provisions of this Agreement.

B. Invoices shall be submitted to COUNTY within thirty (30) days of the end of the quarter in which Eligible Costs were incurred.

C. CONTRACTOR shall submit an Expenditure Summary and Payment Request (ESPR), for which a sample is attached hereto as Exhibit E, making a claim to the County for the amount due under this Statement of Work. Invoices shall be in form and detail satisfactory to COUNTY. Invoices shall be accurate and complete in all respects and submitted in accordance with Section 7.B. If inaccurate or incomplete invoices are submitted to COUNTY, COUNTY may reject invoices and require CONTRACTOR to correct or clarify invoices until deemed acceptable by COUNTY. Quarterly Status Reports, Exhibit D, shall accompany all requests for reimbursement pursuant to this Agreement, including for costs incurred prior to the execution of this Agreement.

8. DISBURSEMENT OF FUNDS

COUNTY shall disburse funds under this Agreement to CONTRACTOR for reimbursement for Eligible Costs within thirty (30) days of CONTRACTOR's submission of a satisfactory invoice and status report in accordance with Section 7.C. of this Agreement.

9. WITHHELD PAYMENTS

Payments to CONTRACTOR may be withheld by COUNTY if CONTRACTOR fails to comply with any of the provisions of this Agreement.

10. FISCAL ACCOUNTABILITY

A. CONTRACTOR agrees to manage money received under this Agreement in accordance with generally accepted accounting principles and incur only Eligible Costs for reimbursement.

B. CONTRACTOR must establish and maintain on a current basis an accrual accounting system in accordance with generally accepted accounting principles and standards. Further, CONTRACTOR must develop an accounting procedures manual. Said manual shall be made available to COUNTY upon request or during fiscal monitoring visits.

C. Checks, payrolls, or other accounting documents shall be clearly identified and readily made available to COUNTY. All accounting records and supportive documentation shall be made available to COUNTY at CONTRACTOR's main accounting office.

11. REVENUE DISCLOSURE REQUIREMENT

Upon request by COUNTY, CONTRACTOR shall file with COUNTY a written statement listing all revenues received, or expected to be received, by CONTRACTOR from federal, state, county, or city sources, or other governmental sources with respect to the Program which is the subject of this Agreement. Such statement shall reflect the dollar amount of funding provided, or to be provided, by each and every governmental agency for the Program, and the full name and address of each governmental agency providing such funding.

12. JOINT FUNDING

COUNTY shall not pay, under this Agreement, for any costs incurred by CONTRACTOR that has been or will be paid with other funds, including funds disbursed pursuant to a separate agreement with the County. If COUNTY determines that it has paid for any costs that have also been paid for with other funds, CONTRACTOR shall reimburse those funds to COUNTY.

13. INTEREST EARNED

No interest shall be earned on any funds deposited under this Agreement.

14. NOTICES

All notices under this Agreement shall be served in writing. Notices to CONTRACTOR under this Agreement shall be sent to CONTRACTOR's representative at the following address or such other address as CONTRACTOR designates in writing:

Sylvia Barnard, Executive Director  
Good Samaritan Shelter  
245 Inger Drive, Suite 103B  
Santa Maria, CA 93455

Notices, reports and statements to COUNTY shall be delivered or sent to the Director of COUNTY CSD or his/her designee at the following address or such other address as COUNTY designates in writing:

George Chapjian, Director  
Santa Barbara County Community Services Department  
123 E. Anapamu Street, 2nd Floor, Suite 202  
Santa Barbara, CA 93101

15. INDEPENDENT CONTRACTOR

Both parties hereto in the performance of this Agreement will be acting in an independent capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the agents or employees of the other party for any purpose whatsoever, including workers' compensation liability.

16. GRIEVANCE PROCEDURES

CONTRACTOR shall establish and implement a program for the resolution of any grievance or disagreement that a participant may have with another participant or with CONTRACTOR staff regarding services provided under this Agreement. CONTRACTOR shall maintain documentation of all such grievances. The documentation shall contain a description of the grievance and of the resolution or disposition of said grievance. Said

documentation shall be retained in a central dispute or grievance file, which shall be made available to COUNTY upon request.

17. SUBCONTRACTS

- A. All subcontracts under this Agreement must be approved by COUNTY CSD in writing including purchase agreements, lease or rental agreements (excluding real property agreements), third party agreements, consultant services subcontracts, and construction subcontracts that are paid with funds provided under this Agreement. All subcontracts entered into in the performance of this Agreement shall:
- i) Be in writing.
  - ii) Be subject to the terms and conditions set forth in this Agreement, and contain the applicable provisions of this Agreement.
  - iii) Specifically prohibit assignment or transfer of interest without prior written approval by COUNTY CSD.
  - iv) Specifically provide proof, when applicable, of qualifications necessary, appropriate permits and/or business licenses.
  - v) Specifically provide parties to the subcontract, a full description of the exact scope of services to be performed, the length of time, and compensation for services rendered.
- B. COUNTY CSD's approval of any subcontracts under this Agreement shall not be construed as compliance with Federal, State, and local laws, ordinances, regulations, directives and guidelines, or as a waiver of any rights to challenge such subcontracts. COUNTY CSD's approval of any such subcontracts shall not imply that any costs incurred as part of such subcontracts are Eligible Costs. Further, COUNTY CSD's approval of any such subcontracts shall not bind or obligate COUNTY to the terms of any such subcontract, nor shall COUNTY CSD's approval of such subcontracts make COUNTY a promisor, guarantor, or surety of CONTRACTOR's performance of the terms of such subcontracts.
- C. Under no circumstances shall CONTRACTOR enter into subcontracts the compensation for which is on a cost plus percentage basis.
- D. Eligible Costs pertaining to subcontracts shall be supported by properly executed documents evidencing in detail the nature of the charges, including but not limited to receipts and invoices, which comply with invoicing provisions of this Agreement, including but not limited to Section 7.

18. PROGRAM MONITORING

- A. COUNTY shall monitor CONTRACTOR's performance and may conduct Program evaluations, which may include but is not limited to a review of the effectiveness and impact of the Program and the internal systems such as reporting tools, tracking systems and techniques developed by CONTRACTOR to serve Homeless persons, at any time during the term of this Agreement. COUNTY shall provide written notice to CONTRACTOR for all visits at least fifteen (15) days prior to the scheduled visit, observe client confidentiality rules and shall have the right of unlimited access to all activities and facilities operated by CONTRACTOR under this Agreement.
- B. Facilities for the purpose of Subsection A above include all files, records, and other documents related to the performance of this Agreement. Activities include attendance at staff, board of directors, advisory committee and advisory board meetings, and observation of on-going Program functions. CONTRACTOR shall ensure the cooperation of its staff and board members in providing complete access to COUNTY.

- C. Monitoring visits will consist of announced visits focusing on the extent to which the proposed Program has been implemented, effectiveness of Program administration and management.

19. AUDITS AND INSPECTIONS

- A. COUNTY reserves the right to dispatch auditors of their choosing to any site where the Program is being conducted, controlled or advanced in any way. Said sites may include the home office, any branch office or other locations of CONTRACTOR if such site or the activities performed thereon have any relationship to the Program funded herein. COUNTY shall provide written notice to CONTRACTOR for all announced visits at least fifteen (15) days prior to the scheduled visit.
- B. CONTRACTOR shall make available at all times during the term of this Agreement and for a period of five (5) years thereafter, for the purpose of audit or inspection, any and all books, financial documents, papers, records, property, and premises of CONTRACTOR. CONTRACTOR's staff will cooperate fully with auditors when they conduct audits and examinations of CONTRACTOR's Program.
- C. At COUNTY's discretion, COUNTY may request at any time audits of CONTRACTOR's performance under this Agreement. This Section 19 survives the expiration and/or termination of this Agreement.

20. AUDIT FINDINGS

- A. CONTRACTOR agrees that in the event the Program established hereunder is audited by independent auditors, COUNTY, or appropriate federal, state, and local audit agencies, CONTRACTOR shall be solely responsible for the consequences of all audit finding(s) and complying with all required corrective actions. In the event that said findings have a fiscal impact on COUNTY, CONTRACTOR shall fully indemnify, defend, and hold harmless and pay COUNTY the full amount of COUNTY costs resulting from such finding(s).
- B. If any audit findings indicate misappropriation or misapplication of the funds under this Agreement COUNTY may require further or additional audits, and the costs of the audits shall be borne solely by CONTRACTOR and are not to be reimbursed from the funds authorized by this Agreement, unless specifically agreed to in writing by COUNTY.
- C. In the event that an audit raises questions regarding the eligibility of expenses that have been paid to CONTRACTOR under this Agreement, COUNTY shall notify and provide CONTRACTOR the opportunity to justify said expenditures prior to making a final determination of disallowed costs.
- D. Upon a final determination of disallowed costs, if any, CONTRACTOR agrees to repay all said costs to COUNTY within sixty (60) days after issuance of COUNTY's final determination.

21. RECORDS

- A. CONTRACTOR shall maintain records in accordance with requirements prescribed by this Agreement and by COUNTY, including with respect to all matters under this Agreement and under any subcontract. Except where otherwise required by law to be retained for a longer period of time, such records shall be retained within Santa Barbara County for a period of five (5) years after receipt of final payment under this Agreement, unless authorization to remove them earlier is granted in writing by COUNTY and all agencies that may otherwise require the retention of such records. These records shall be made available to COUNTY for copying, audit, and inspection at any time during normal business hours.
- B. At such times and in such forms as COUNTY may require, CONTRACTOR shall furnish to COUNTY such statements, records, reports, financial data and information as COUNTY may request pertaining to matters covered by this Agreement and any subcontract.

22. INSURANCE  
Insurance coverage as set forth in Exhibit C to this Agreement, and incorporated herein, must be in full force and effect during the term of this Agreement as set forth in Section 5 hereof.
23. INDEMNIFICATION  
CONTRACTOR agrees to indemnify, defend and save harmless COUNTY as set forth in Exhibit C.
24. COMPLIANCE WITH LAWS AND REGULATIONS  
All parties agree to be bound by applicable Federal, State, and local laws, ordinances, regulations directives and guidelines as they pertain to the performance of this Agreement including but not limited to required licenses or permits. CONTRACTOR further assures and certifies that it shall comply with all applicable regulations and guidelines as they exist or may be amended.
25. ASSIGNMENT  
This Agreement is not assignable by CONTRACTOR without the express written consent of COUNTY. Any attempt by CONTRACTOR to assign any performance of the terms of this Agreement without written consent of COUNTY shall be null and void and shall constitute a material breach of this Agreement.
26. LIMITATION OF CORPORATE ACTS  
CONTRACTOR shall not move to dissolve, transfer any assets derived from funds provided herein or take any other steps which may materially affect the performance of this Agreement without first notifying COUNTY in writing. CONTRACTOR shall notify COUNTY within forty-eight (48) hours in writing of any change in CONTRACTOR's legal name.
27. CONFLICT OF INTEREST  
CONTRACTOR covenants that CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, 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.
28. DISCRIMINATION  
No person shall, on the grounds of race, ethnicity, sex, creed, color, religion, age, sexual orientation, disability or national origin, be excluded from participation in, be refused the benefits of, or otherwise be subject to discrimination in any activities, program or employment supported by this Agreement. This Agreement is subject to COUNTY's anti-discrimination ordinance set forth as Santa Barbara County Code Sections 2-94 through 2-98, all as may be amended, which is hereby incorporated by reference.
29. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT PRACTICES  
CONTRACTOR shall make every effort to provide equal employment and career advancement opportunities for minorities, women and small businesses. In addition, CONTRACTOR shall make every effort to employ residents of the area in which this Program is located and shall keep a record of the positions that have been created directly as a result of this Program.
30. NEPOTISM  
CONTRACTOR shall not hire nor permit the hiring of any person to fill a position funded in part or in whole through this Agreement if a member of that person's immediate family is employed in an administrative capacity by CONTRACTOR. For the purpose of this section, the term "immediate family" means spouse, child, mother, father, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law,

daughter-in-law, aunt, uncle, niece, nephew, stepparent and stepchild. The term "administrative capacity" means having selection, hiring, fiscal, supervisory or management responsibilities, including but not limited to serving on the governing body of CONTRACTOR.

31. RELIGIOUS AND POLITICAL ACTIVITIES

CONTRACTOR agrees that funds under this Agreement will be used exclusively for performance of the work required herein, and that no funds made available under this Agreement shall be used to promote religious or political activities. Further, CONTRACTOR agrees that it will not perform, nor permit to be performed, any religious or political activities in connection with the performance of this Agreement.

32. AMERICANS WITH DISABILITIES ACT

CONTRACTOR agrees to comply with the requirements of the Americans with Disabilities Act ("ADA") (42 U.S.C., § 12101 et seq.), and all implementing regulations, all as may be amended, and to ensure that the Program and facilities in which the Program is conducted are accessible to and usable by persons with disabilities. CONTRACTOR further agrees to provide for reasonable accommodations to allow qualified persons with disabilities to have access to and participate in its programs, services and activities in accordance with the provisions of the ADA. CONTRACTOR attests that it has adopted and is enforcing Certification Regarding Compliance with the Americans with Disabilities Act consistent with the form attached hereto as Exhibit B and incorporated herein by this reference.

33. CITIZEN PARTICIPATION

CONTRACTOR shall promptly provide all Program data necessary for COUNTY to provide reports to citizens regarding the subject matter of this Agreement. CONTRACTOR's representatives shall be available to respond to questions, receive recommendations, and attend meetings when so requested by the Director of COUNTY CSD or his/her designee.

34. PROGRAM CHANGES

In the event that CONTRACTOR wishes to make changes to the Program, written approval by COUNTY is required. CONTRACTOR shall request approval for all changes in writing to COUNTY.

35. AMENDMENTS

This Agreement, together with Exhibits A through E, embodies the whole of the agreement of the parties hereto. Any amendments or modifications to this Agreement must be in writing executed by both CONTRACTOR and COUNTY. No oral conversation between any employee, officer, or agent of the parties shall modify or be deemed to be a binding interpretation of any of the terms or conditions of this Agreement.

36. WAIVERS

- A. No waiver by COUNTY of a breach of any provision of these conditions shall be deemed for any purpose to be a waiver of breach of any other provision hereof, or of a continuing or subsequent breach of the same provision.
- B. COUNTY's failure to discover or object to any unsatisfactory work or invoices prior to payments made under this Agreement will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or invoices or seek any other legal remedy.

37. BREACH

Subject to Section 41 of this Agreement, in the event either party fails to perform, in whole or in part, any promise, covenant, or agreement herein, or should any representation made by it be untrue, any aggrieved party may avail itself of all rights and remedies at law or equity including termination of this Agreement and



specific performance. Said rights and remedies are cumulative except that in no event shall any party recover more than once, suffer a penalty or forfeiture, or be unjustly compensated.

38. DEFAULTS

Should CONTRACTOR fail to comply with the terms of this Agreement, COUNTY will provide written notice to CONTRACTOR identifying specific items of noncompliance. If CONTRACTOR fails to deliver within fifteen (15) days an acceptable written response and work plan to correct the default, COUNTY shall have the right to:

- i) Reduce funding;
- ii) Make changes in the scope of services of this Agreement;
- iii) Place CONTRACTOR on probation status; and/or
- iv) Suspend payments;

This Section shall not otherwise limit, restrict, or otherwise affect COUNTY's ability to terminate this Agreement.

39. TERMINATION

- A. This Agreement may be terminated with or without cause at any time by either party upon giving thirty (30) day notice in writing to the other party.
- B. COUNTY may immediately terminate this Agreement upon the termination of funding for the Program or if for any reason the timely completion of the work under this Agreement is rendered infeasible or impossible.
- C. This Agreement may also be terminated or suspended in COUNTY's sole discretion for actions and behavior by CONTRACTOR that undermines the integrity of the Program, including but not limited to client, child and staff endangerment, inappropriate and reckless staff behavior and health code violations.
- D. Any disposal of property, documents, data, studies, reports and records purchased or prepared by CONTRACTOR under this Agreement shall comply with all Federal, State, and local laws, ordinances, regulations, directives and guidelines and be done in accordance with this Agreement.
- E. In the event that CONTRACTOR ceases or intends to cease to operate, (i.e. dissolution of corporate status, declaration of bankruptcy, etc.) CONTRACTOR shall provide COUNTY copies of all records relating to this Agreement prior to taking the first action in furtherance of ceasing operations but in any event no later than prior to ceasing operations.
- F. Upon satisfactory completion of all closeout activities, COUNTY shall determine the total amount of compensation that shall be paid to CONTRACTOR for any unreimbursed Eligible Costs incurred in the satisfactory performance of this Agreement.
- G. COUNTY may withhold any payments due to CONTRACTOR until such time as the exact amount of damages resulting from CONTRACTOR's breach is determined.
- H. Subsections D, E, F G, and H shall survive beyond the term expiring upon the date specified in Section 5 of this Agreement.

40. NOTICE OF TERMINATION

In the event that this Agreement is terminated prior to its expiration, CONTRACTOR shall immediately notify all of its employees and Program participants and shall notify in writing COUNTY and any parties subcontracted under this Agreement within five (5) working days after the termination of this Agreement.

41. EFFECT OF LEGAL JUDGMENT

Should any covenant, condition or provision herein contained be held to be invalid by final judgment in any court of competent jurisdiction, the invalidity of such covenant, condition or provision shall not in any way affect any other covenant, condition or provision herein contained.

42. CHOICE OF LAW GOVERNING THIS AGREEMENT

This Agreement shall be interpreted under and be governed by the laws of the State of California, except for those provisions relating to choice of law or those provisions preempted by federal law.

43. CONTRACT

This Agreement consists of this document and Exhibits A through E which together constitute the entire understanding and agreement of the parties.

44. AUTHORIZATION WARRANTY

CONTRACTOR represents and warrants that the signatories to this Agreement are fully authorized to obligate CONTRACTOR hereunder and that all corporate acts necessary to the execution of this Agreement have been accomplished.

45. NO THIRD PARTY BENEFICIARIES

There are no third party beneficiaries to this Agreement.

46. COUNTERPARTS

This Agreement may be executed by the parties in counterparts, which counterparts shall be constructed together and have the same effect as if all the parties had entered the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date set forth above.

ATTEST:  
MONA MIYASATO  
CLERK OF THE BOARD

"COUNTY"  
COUNTY OF SANTA BARBARA:

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
DAS WILLIAMS  
Chair, Board of Supervisors

APPROVED AS TO ACCOUNTING FORM:  
THEODORE A. FALLATI, CPA  
AUDITOR-CONTROLLER


By:   
Deputy Auditor-Controller

By:   
GEORGE CHAPIJIAN  
Community Services Director

APPROVED AS TO FORM:  
MICHAEL C. GHIZZONI  
COUNTY COUNSEL

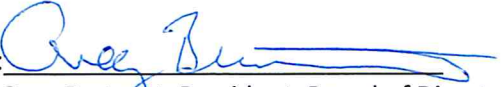
By:   
Deputy County Counsel

APPROVED AS TO FORM:  
RAY AROMATORIO, ARM, AIC  
RISK MANAGEMENT

By:   
Risk Manager

"CONTRACTOR"  
GOOD SAMARITAN SHELTER

By:   
Sylvia Barnard, Executive Director

By:   
Greg Burtnett, President, Board of Directors

By:   
Hector Giron, Chief Financial Officer

## EXHIBIT A

### Statement of Work

#### **Bridgehouse Shelter**

##### Program Description

The Bridgehouse Shelter is located at 2025 Sweeney Road, Unincorporated Santa Barbara County, California and provides Shelter Services to Homeless persons.

##### CONTRACTOR's Primary Responsibilities

1. Provision of Shelter Services, including:
  - a. Provision of up to ninety (90) emergency shelter beds per night throughout the year, for a total of up to Thirty Two Thousand Eight Hundred Fifty (32,850) bed-nights annually for use as emergency overnight shelter.
  - b. Provision of, or referrals to, services as covered by Essential Services Costs defined in Section 1 of this Agreement
  - c. Operation of the facility in which Shelter Services are provided as covered by Operating Costs defined in Section 1 of this Agreement
  - d. Meal and snack service
  - e. Supervision and security

CONTRACTOR will establish shelter rules and maintain a safe environment for Homeless persons. CONTRACTOR may refuse shelter to Homeless persons who demonstrate violent or inappropriate behavior.

2. Administration of the Program, including:
  - a. Accounting for the use of funds under this Agreement, in the amount of \$87,532
  - b. Administering funds under this Agreement
  - c. Preparation of quarterly bed-nights reports and quarterly status reports for submission to COUNTY

##### Daily Hours of Operation

The shelter will open daily at 4:30 p.m. and close the following morning at 8:00 a.m.

#### **Santa Maria Shelter**

##### Program Description

The Santa Maria Emergency Shelter is located at 401 West Morrison Avenue, Santa Maria, California and provides Shelter Services to Homeless persons.

##### GRANTEE's Primary Responsibilities

3. Provision of Shelter Services, including:
  - a. Provision of up to one hundred thirty (130) emergency shelter beds per night throughout the year, for a total of at least Forty Seven Thousand Four Hundred Fifty (47,450) bed-nights annually for use as emergency overnight shelter
  - b. Provision of, or referrals to, services as covered by Essential Services Costs defined in Section 1 of this Agreement

- c. Operation of the facility in which Shelter Services are provided as covered by Operating Costs defined in Section 1 of this Agreement
- d. Meal and snack service
- e. Supervision and security

GRANTEE will establish shelter rules and maintain a safe environment for Homeless persons. GRANTEE may refuse shelter to Homeless persons who demonstrate violent or inappropriate behavior.

- 4. Administration of the Program, including:
  - a. Accounting for the use of funds under this Agreement, in the amount of \$110,190
  - b. Administering funds under this Agreement
  - c. Preparation of quarterly bed-nights reports and quarterly status reports for submission to COUNTY

Daily Hours of Operation

The shelter will open daily at 4:30 p.m. and close the following morning at 8:00 a.m.

**Family Shelter**

Program Description

The Family Shelter is located at 401-A West Morrison Avenue, Santa Maria, California and provides Shelter Services to Homeless families.

GRANTEE's Primary Responsibilities

- 5. Provision of Shelter Services, including:
  - a. Provision of up to fifty-two (52) family emergency shelter beds per night throughout the year, for a total of at least Eighteen Thousand Nine Hundred Eighty (18,980) bed-nights annually for use as family emergency overnight shelter
  - b. Provision of, or referrals to, services as covered by Essential Services Costs defined in Section 1 of this Agreement
  - c. Operation of the facility in which Shelter Services are provided as covered by Operating Costs defined in Section 1 of this Agreement
  - d. Meal and snack service
  - e. Supervision and security

GRANTEE will establish shelter rules and maintain a safe environment for Homeless persons. GRANTEE may refuse shelter to Homeless persons who demonstrate violent or inappropriate behavior.

- 6. Administration of the Program, including:
  - a. Accounting for the use of funds under this Agreement, in the amount of \$45,071
  - b. Administering funds under this Agreement
  - c. Preparation of quarterly bed-nights reports and quarterly status reports for submission to COUNTY

Daily Hours of Operation

The shelter operates every day of the year and is open 24 hours a day.

EXHIBIT B

**Certification Regarding Compliance with the  
Americans with Disabilities Act**

The undersigned certifies, that to the best of his/her knowledge and belief, that:

CONTRACTOR is in compliance with and will continue to comply with the Americans with Disabilities Act 42 U.S.C., §§ 12101 et seq. and its implementing regulations, all as may be amended.

CONTRACTOR will provide for reasonable accommodations to allow qualified individuals with disabilities to have access to and participate in its programs, services, activities and facilities in accordance with the provisions of the Americans with Disabilities Act.

CONTRACTOR will not discriminate against persons with disabilities or against persons due to their relationship or association with a person with a disability.

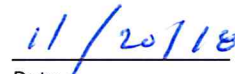
CONTRACTOR will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when the parties entered into this transaction.

**CONTRACTOR:** Good Samaritan Shelter

**Authorized Representative:** Sylvia Barnard, Executive Director

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

## EXHIBIT C

### **Indemnification and Insurance Requirements (For Service Contracts Not Requiring Professional Liability Insurance)**

#### **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 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:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** 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.

If CONTRACTOR maintains higher limits than the minimums shown above, COUNTY requires and shall be entitled to coverage for the higher limits maintained by CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to 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 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 if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. **Primary Coverage** – For any claims related to this Agreement, CONTRACTOR’s insurance coverage shall be primary insurance as respects the COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents 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 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 COUNTY. COUNTY may require 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 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. CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. 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. **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.

Instructions: Submit this status report to Miriam Moreno, Housing Program Specialist by email to [mmoreno@co.santa-barbara.ca.us](mailto:mmoreno@co.santa-barbara.ca.us) or fax to (805) 560-1091.

**Quarter 1**  
July 1 – September 30

**Quarter 2**  
October 1 – December 31

**Quarter 3**  
January 1 – March 31

**Quarter 4**  
April 1 – June 30

Agency Good Samaritan Shelter

Contact Person Kirsten Cahoon

Project Bridgehouse , Santa Maria and Family Emergency Shelter

Phone Number 805-347-3338

Contract # \_\_\_\_\_

Email Address kcahoon@goodsamaritanshelter.org

### 1. Narrative

Please provide an update on the overall status of your Emergency Shelter program. Describe the program’s impact in addressing homelessness in your geographic area and any successes you wish to highlight.

<b>Bridgehouse Shelter</b>
<b>Santa Maria Shelter</b>
<b>Family Shelter</b>

## 2. Accomplishments

### Goals

Item	Goal	Quarter	Year-to-Date
<b>Bridgehouse Shelter</b>			
Beds provided	32,850		
Unduplicated number of persons served	500		
Unduplicated number of households served	150		
<b>Santa Maria Shelter</b>			
Beds provided	47,450		
Unduplicated number of persons served	700		
Unduplicated number of households served	300		
<b>Family Shelter</b>			
Beds provided	18,980		
Unduplicated number of persons served	70		
Unduplicated number of households served	30		

### Performance Measures

Performance Measure	Goal (%)	Quarter			Year-to-Date		
		# of Participants	# Meeting Target	% Meeting Target	# of Participants	# Meeting Target	% Meeting Target
<b>Bridgehouse Shelter</b>							
% of participants who moved into housing at project exit	50%						
Family Reunification	10%						
Transitional Housing	15%						
Permanent Housing	50%						
Skilled nurse housing	2%						
Other	N/A						
% of housed participants who remain housed for 3 months	60%						
% of housed participants who remain housed for 6 months	60%						
% of participants who obtained/increased earned income at project exit	40%						
% of participants who obtained/increased cash/non-cash benefits at project exit	60%						
<b>Santa Maria Shelter</b>							
% of participants who moved into housing at project exit	50%						
Family Reunification	10%						
Transitional Housing	15%						
Permanent Housing	50%						
Skilled nurse housing	2%						
Other	N/A						

	Goal (%)	Quarter			Year-to-Date		
		# of Participants	# Meeting Target	% Meeting Target	# of Participants	# Meeting Target	% Meeting Target
% of housed participants who remain housed for 3 months	60%						
% of housed participants who remain housed for 6 months	60%						
% of participants who obtained/increased earned income at project exit	40%						
% of participants who obtained/increased cash/non-cash benefits at project exit	60%						
<b>Family Shelter</b>							
% of participants who moved into housing at project exit	75%						
Family Reunification	10%						
Transitional Housing	5%						
Permanent Housing	75%						
Skilled nurse housing	0%						
Other	N/A						
% of housed participants who remain housed for 3 months	60%						
% of housed participants who remain housed for 6 months	60%						
% of participants who obtained/increased earned income at project exit	40%						
% of participants who obtained/increased cash/non-cash benefits at project exit	60%						

Please describe any challenges you have encountered while working toward completion of your goals.

<b>Bridgehouse</b>
<b>Santa Maria Shelter</b>

<b>Family Shelter</b>

3. Race & Ethnicity Data

	Quarter		Year-to-Date	
	Total	Hispanic or Latino <sup>1</sup>	Total	Hispanic or Latino <sup>1</sup>
<b>Bridgehouse Shelter</b>				
White				
Black/African American				
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White				
American Indian/Alaskan Native & Black/African American				
Other multi-racial				
<b>Total for Bridgehouse</b>				
<b>Santa Maria Shelter</b>				
White				
Black/African American				
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White				
American Indian/Alaskan Native & Black/African American				
Other multi-racial				
<b>Total for Santa Maria Shelter</b>				
<b>Family Shelter</b>				
White				

<sup>1</sup> Subset of total per racial category. Hispanic or Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Black/African American				
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White				
American Indian/Alaskan Native & Black/African American				
Other multi-racial				
<b>Total for Family Shelter</b>				

#### 4. Homeless Subpopulations

	Quarter	Year-to-Date
<b>Bridgehouse Shelter</b>		
Veterans		
Victims of Domestic Violence		
Elderly		
HIV/AIDS		
Chronically Homeless		
Persons with Disabilities		
Severely Mentally Ill		
Chronic Substance Abuse		
Other Disability		
<b>Total for Bridgehouse Shelter</b>		
<b>Santa Maria Shelter</b>		
Veterans		
Victims of Domestic Violence		
Elderly		
HIV/AIDS		
Chronically Homeless		
Persons with Disabilities		
Severely Mentally Ill		
Chronic Substance Abuse		
Other Disability		
<b>Total for Santa Maria Shelter</b>		
<b>Family Shelter</b>		
Veterans		
Victims of Domestic Violence		
Elderly		
HIV/AIDS		
Chronically Homeless		
Persons with Disabilities		
Severely Mentally Ill		

Chronic Substance Abuse		
Other Disability		
<b>Total for Family Shelter</b>		

## 5. Households – All Programs

	Quarter	Year to Date
<b>Bridgehouse Shelter</b>		
Total Number of Households		
Total Number of Persons in Households		
Number of children (under age 18)		
Number of young adults (ages 18-24)		
Number of adults (over age 24)		
<b>Santa Maria Shelter</b>		
Total Number of Households		
Total Number of Persons in Households		
Number of children (under age 18)		
Number of young adults (ages 18-24)		
Number of adults (over age 24)		
<b>Family Shelter</b>		
Total Number of Households		
Total Number of Persons in Households		
Number of children (under age 18)		
Number of young adults (ages 18-24)		
Number of adults (over age 24)		

## 6. Submission Certification

I certify that all information stated in and attached to this report is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_



## EXPENDITURE SUMMARY AND PAYMENT REQUEST (ESPR)

Shelter Operations General Fund Grant  
County of Santa Barbara Community Services Department

2018 - 2019

Agency Name: Good Samaritan Shelter DUNS #: 023282457  
 Project Name: Bridgeline Shelter, Santa Maria Shelter and Family Shelter  
 Address: 2025 Sweeney Rd., Lompoc CA 93436  
 Contact Person: Hector Giron Title: Chief Financial Officer  
 Email Address: hgiron@goodsamaritanshelter.org Phone #: 805-623-5304 x2

Submit completed ESPR and required documentation to:  
 Staff Person: Miriam Moreno Title: Housing Program Specialist  
 Email Address: mmoreno@co.santa-barbara.ca.us Phone #: 805-568-2479

ESPR Request #:  
 Date Submitted:  
 Report Period:  
 Q1 (Jul - Sep)  
 Q2 (Oct - Dec)  
 Q3 (Jan - Mar)  
 Q4 (Apr - Jun)

PO/Contract #:  
 HCD Project #:

### Grant Budget and Expenditures

Activity	Eligible Costs	Budget	Previous Drawdowns	Requested Drawdown	New Available Balance
Shelter Operations	\$ 242,793.00	\$ 242,793.00			\$ 242,793.00
Administrative Costs	\$ -	-			
Essential Services Costs	\$ -	-			
Operating Costs	\$ -	-			
<b>TOTAL</b>	<b>\$ 242,793.00</b>	<b>\$ 242,793.00</b>	<b>-</b>	<b>-</b>	<b>\$ 242,793.00</b>

Check this box if this is the final payment.

### Certification

I certify to the best of my knowledge and belief that this report is true and complete and I have reviewed all supporting documentation. Disbursements have been made for the purpose and conditions of this grant and have not been paid by any other source.

Manager / Fiscal Officer

Administrator / Executive Director

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_