

**Attachment A**

CoC Program Subrecipient Agreement for CES

**CONTINUUM OF CARE PROGRAM SUBRECIPIENT AGREEMENT**

**BETWEEN**

**COUNTY OF SANTA BARBARA**

**AND**

**UNITED WAY OF NORTHERN SANTA BARBARA COUNTY**

**Santa Barbara County Coordinated Entry System**

CFDA No. 14.267

THIS AGREEMENT, entered by and between the County of Santa Barbara, a political subdivision of the State of California (hereinafter "COUNTY") and United Way of Northern Santa Barbara County, a California not-for-profit public benefit corporation (hereinafter "SUBRECIPIENT"),

**WITNESSETH THAT:**

**WHEREAS**, the Continuum of Care Program (CoC Program) is authorized by Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C., § 11381 et seq.) hereinafter called the "Act"; and

**WHEREAS**, the United States of America, through its Department of Housing and Urban Development (HUD) released a Notice of Funding Availability for the Fiscal Year 2019 Continuum of Care Program Competition (CoC Program NOFA) on July 3, 2019; and

**WHEREAS**, COUNTY responded to the CoC Program NOFA by submitting an application for new funding for the Santa Barbara County Coordinated Entry System (hereinafter "PROJECT") to HUD on September 23, 2019; and

**WHEREAS**, HUD announced on March 13, 2020 that PROJECT was funded; and

**WHEREAS**, PROJECT's time of performance will begin August 1, 2020; and

**WHEREAS**, the availability of grant funds for PROJECT is contingent upon the execution of a Grant Agreement between COUNTY and HUD;

**WHEREAS**, COUNTY determined that United Way of Northern Santa Barbara County is a Subrecipient and its Federal Award Identification Information is attached hereto and incorporated herein as Exhibit I.

**WHEREAS**, SUBRECIPIENT operates PROJECT; and

**WHEREAS**, SUBRECIPIENT is qualified by reason of experience, preparation, organization, staffing, and facilities to provide services.

**NOW, THEREFORE**, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, 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:

"Agreement" means this legally binding contract entered into by and between COUNTY and SUBRECIPIENT.

“Continuum of Care Program” (“CoC Program”) means the program as described in 24 CFR Part 578.

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

“Homeless” is defined in 24 CFR 578.3, as may be amended, and means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - (i) The primary nighttime residence will be lost within fourteen (14) days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under twenty-five (25) years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C., § 5732a); section 637 of the Head Start Act (42 U.S.C., § 9832); section 41403 of the Violence Against Women Act of 1994 (42 U.S.C., § 14043e-2); section 330(h) of the Public Health Service Act (42 U.S.C., § 254b(h)); section 3 of the Food and Nutrition Act of 2008 (7 U.S.C., § 2012); section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C., § 1786(b)); or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C., § 11434a); all implementing regulations; and, all as may be amended;
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
  - (i) 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, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - (ii) Has no other residence; and
  - (iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

“Eligible Costs” mean costs eligible for payment under the CoC Program as specified in 24 CFR 578.39 - 24 CFR 578.63.

“Homeless Management Information System” (“HMIS”), as defined in 24 CFR 578.3, means the information system designated by COUNTY to comply with the requirements prescribed by HUD.

“HUD” means the United States Department of Housing and Urban Development.

“MOU” means the Memorandum of Understanding between the COUNTY and SUBRECIPIENT that generally governs SUBRECIPIENT’S relationship with COUNTY.

“Operating Costs” mean costs incurred by SUBRECIPIENT for the day-to-day operation of PROJECT as specified in 24 CFR 578.55.

“Operating Start Date” means the date that SUBRECIPIENT can begin incurring Administrative Costs and Operating Costs.

“Permanent Housing,” as defined in 24 CFR 578.3, means community-based housing without a designated length of stay.

“Permanent Supportive Housing”, as defined in 24 CFR 578.3, means Permanent Housing in which Supportive Services are provided to assist Homeless persons with a disability to live independently.

“PROJECT” means the Coordinated Entry System project as described in the Project Application.

“Project Administrative Costs” mean the costs associated with the management, coordination, monitoring, and evaluation of PROJECT as specified in 24 CFR 578.59.

“Project Application” means the application submitted to HUD on September 19, 2018 for funding to operate PROJECT attached hereto and incorporated by reference herein as Exhibit B.

“Project Budget” means the budget for Eligible Costs set forth in Exhibit C to this Agreement attached hereto and incorporated by reference herein.

“Project Costs” mean any and all Eligible Costs, fees or expenses incurred in connection with PROJECT, including Operating Costs and Project Administrative Costs.

“Program Participant” means a Homeless person assisted by PROJECT.

“SUBRECIPIENT” means Good Samaritan Shelter, a California not-for-profit public benefit corporation.

“Supportive Services” mean those services as defined in 24 CFR 578.53, as may be amended, and provided by SUBRECIPIENT to assist Program Participants.

2. **Contract Administration**

The County of Santa Barbara Community Services Department, Housing and Community Development Division, 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**

- A. SUBRECIPIENT will be responsible for ensuring that homeless persons receiving services in the county are accessing those services through the Coordinated Entry System (CES). The SUBRECIPIENT is responsible for the success of the CES project including its day-to-day activities, oversight, and evaluation, and management of the CES. The responsibilities of the SUBRECIPIENT are outlined in Exhibit A and Exhibit B to this Agreement.
- B. SUBRECIPIENT will administer PROJECT and perform the activities undertaken pursuant to this Agreement in compliance with all applicable federal, state, and local laws, ordinances, regulations, directives and guidelines governing PROJECT, and in a manner satisfactory to COUNTY.

4. **Time of Performance**

This Agreement shall begin on the date executed by all parties to be effective as of August 1, 2020 (“Operating Start Date”) and shall terminate on July 31, 2021, subject to the termination provisions contained herein.

5. **Levels of Accomplishment – Performance Measures**

SUBRECIPIENT will meet the following performance measures during the term of this Agreement:

<b>Goal</b>	<b>United Way/CES</b>
Add new entry points in CES	2
Maintain entry points in CES	7
Trainings for all entry point staff	8
Case conferences (four per month: two general countywide, two veteran-specific)	48
Marketing/outreach contacts informing individuals and families experiencing homelessness about CES	4
Marketing/outreach contacts informing providers (both CoC and non-CoC) about CES	4
Marketing/outreach contacts informing the community about CES	4
New affordable housing providers to provide units for permanent housing placements	4
Standardized assessments at through physical and outreach CES entry points	500
Placements into Permanent Supportive Housing (including VASH) through the CES	50
Placements into housing using Rapid Re-Housing, or other voucher program through the CES	150
Permanent housing placements to maintain housing for 6 months from move-in date	80%
Diversions to mainstream services or homeless prevention	1,000
Unduplicated number of HOUSEHOLDS to access CE during the operating year (count all households, not persons in households)	2,000
households without children	1,550
households with adults and children	350
households with only children	50
Households of unaccompanied youth	50
Unduplicated number of HOUSEHOLDS to screen/assess during the operating year	1,000
households without children	750
households with adults and children	50
households with only children	25
Households of unaccompanied youth	75
Households to provide with one or more referrals during the operating year	2,500
Refer to emergency shelter/safe haven	1,000
Refer to transitional housing	50
Refer to rapid re-housing	300
Refer to permanent supportive housing	75
Refer to homelessness prevention (enrollment in HMIS)	350
Refer to other continuum project type	50
Refer to a homelessness diversion program	500

6. **Budget and Compensation**

- A. COUNTY will pay SUBRECIPIENT an amount of money not to exceed the sum of One Hundred Twenty-four Thousand, Seven Hundred Seventy-five Dollars (\$124,775), which payment shall constitute full and complete compensation for services provided hereunder. Funds under this Agreement shall only be spent according to the Project Budget, as specified in Exhibit C to this Agreement. The payments shall be used exclusively for Eligible Costs, including Project Costs.
- B. Funding under this Agreement is subject to revision in accordance with the availability of grant funds provided to COUNTY by HUD upon the execution of a Grant Agreement between COUNTY and HUD. Accordingly, COUNTY reserves the right to amend the amount of compensation set forth herein and the Project Budget in the event HUD amends funding available for PROJECT.
- C. COUNTY assumes no responsibility to pay for Project Costs not specifically set forth in the Project Budget. Further, SUBRECIPIENT understands that COUNTY makes no commitment to fund PROJECT beyond the term of this Agreement.

7. **Method of Payment**

- A. COUNTY shall distribute funds to SUBRECIPIENT in accord with 24 CFR 578.85(c).
- B. SUBRECIPIENT shall receive reimbursement for items identified in the Project Budget, subject to availability of funds for PROJECT and subject to all other provisions of this Agreement.
- C. Invoices shall be submitted to COUNTY within the following time frames:
  - i) For those Project Costs incurred before the date this Agreement is executed by all the parties, SUBRECIPIENT shall submit invoices to COUNTY within thirty (30) days of the date this Agreement is executed.
  - ii) For those Project Costs incurred after the date this Agreement is executed by all the parties, SUBRECIPIENT shall submit invoices within thirty (30) days of the end of the month in which Project Costs were incurred.
- D. Upon the submission of the Expenditure Summary and Payment Request (ESPR), for which a sample is attached hereto as Exhibit D, together with proper support documentation for the Scope of Services described in Section 3 of this Agreement, COUNTY shall distribute funds to SUBRECIPIENT at least once per month. Payments may be contingent upon certification of SUBRECIPIENT's compliance with financial management system requirements in accordance with the standards specified in 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- E. Expenditures made by SUBRECIPIENT in the performance of this Agreement shall be in strict compliance and conformity with the Project Budget.

8. **Withheld Payments**

- A. Unearned payments under this Agreement may be suspended or terminated if grant funds to COUNTY are suspended or terminated, or if SUBRECIPIENT refuses to accept additional conditions imposed by HUD.
- B. Payments to SUBRECIPIENT may be withheld by COUNTY if SUBRECIPIENT fails to comply with any of the provisions of this Agreement.

9. **Close-Outs**

In addition to the requirements set forth in 24 CFR 578.109, SUBRECIPIENT agrees to complete all necessary financial close-out procedures required by COUNTY, within a period of not more than forty-five (45) calendar days from the termination or completion of this Agreement ("Financial Close-out Period"). COUNTY is not liable to provide reimbursement for any Project Costs incurred by SUBRECIPIENT prior to but not invoiced until after the expiration of the Financial Close-out Period. After the expiration of the Financial Close-out Period, those funds not paid to SUBRECIPIENT under this Agreement, if any, may be immediately reprogrammed by HUD.

10. **Funding Reduction**

- A. COUNTY reserves the right to revise this Agreement in the event that grant funds are reduced. In the event of a funding reduction, COUNTY may unilaterally reduce the Project Budget, in whole or as to a Project Cost, may limit the Time of Performance, and may restrict SUBRECIPIENT's use of both its uncommitted and its unspent grant funds.
- B. In no event shall COUNTY be responsible for payment of Project Costs incurred by SUBRECIPIENT in excess of grant funds available resulting from a funding reduction.

11. **Fiscal Accountability**

- A. SUBRECIPIENT agrees to manage grant funds received through COUNTY in accordance with sound accounting policies; incur and claim only eligible Project Costs for reimbursement; and adhere to accounting standards established in 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- B. SUBRECIPIENT must establish and maintain on a current basis an accrual accounting system in accordance with Generally Accepted Accounting Principles and Standards. Further, SUBRECIPIENT must develop an accounting procedures manual. Said manual shall be made available to COUNTY upon request or during fiscal monitoring visits.
- C. Claimed Project Costs shall only be deemed eligible for payment if they are supported by properly executed invoices, time records, receipts, purchase vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. Checks, payrolls, invoices, vouchers, purchase orders, 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 SUBRECIPIENT's main accounting office.
- D. Invoices shall be accurate and complete in all respects. COUNTY may reject invoices and require SUBRECIPIENT to correct or clarify invoices until deemed acceptable by COUNTY.

12. **Revenue Disclosure Requirement**

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

13. **Matching Funds and Joint Funding**

- A. SUBRECIPIENT shall provide funds in at least the amounts specified in the Project Application and Project Budget plus any amount necessary to comply with matching requirements specified in 24 CFR 578.73.

SUBRECIPIENT shall document all sources and uses of matching funds and/or in-kind donations and demonstrate the availability of said sources to COUNTY. Further, at the end of the Time of Performance, SUBRECIPIENT must demonstrate that it has met all matching requirements.

- B. COUNTY shall not pay for any Project Costs incurred by SUBRECIPIENT that are paid with other funds. If COUNTY determines that it has paid for Project Costs that have also been paid for with other funds, SUBRECIPIENT shall reimburse those funds to COUNTY.

14. **Interest Earned**

In the event that SUBRECIPIENT earns or receives interest on funds deposited under this Agreement, SUBRECIPIENT shall remit any and all interest to COUNTY at the end of the Time of Performance.

15. **Program Participant Data**

SUBRECIPIENT shall maintain Program Participant data in HMIS. SUBRECIPIENT shall ensure that all required data elements collected from a Program Participant are inputted into HMIS in a timely manner. Such information shall be made available to COUNTY or its designees for review upon request. Failure to comply with HMIS reporting requirements may result in COUNTY withholding payment, in accordance with Section 8 of this Agreement.

16. **Notices**

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

Eddie Taylor, Chief Executive Officer  
Northern Santa Barbara County United Way  
1660 S. Broadway, Ste. 201  
Santa Maria, CA 93454  
Office: (805) 922-0329 X107  
Fax: (805) 349-9848

Notices, reports and statements to COUNTY shall be delivered or sent to the Director of the County of Santa Barbara Community Services Department or his or her designee at the following address or such other address as COUNTY designates in writing:

Director  
County of Santa Barbara  
Community Services Department  
123 E. Anapamu St., Second Floor  
Santa Barbara, CA 93101

17. **Independent Contractor**

Both parties hereto in the performance of this Agreement will be acting as independent contractors 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.

18. **Grievance Procedures**

SUBRECIPIENT shall establish and implement a program for the resolution of any grievance or disagreement that



a Program Participant may have with another Program Participant or with SUBRECIPIENT's employees regarding PROJECT. SUBRECIPIENT shall maintain documentation of all grievances. The documentation shall contain a description of the grievance and the resolution or disposition of said grievance. Said documentation shall be retained in a central dispute or grievance file, which file shall be made available to COUNTY upon request. SUBRECIPIENT shall provide a formal process for terminating assistance to a Program Participant who violates PROJECT requirements or conditions of occupancy in accordance with 24 CFR 578.91.

19. **Program Income**

SUBRECIPIENT may use any resident rents and occupancy charges received through PROJECT only in the manner specified in 24 CFR 578.97 and calculated according to 24 CFR 578.77 including any amendments thereto.

20. **Subcontracts**

A. For the purpose of this Agreement, any subcontracts under this Agreement must be approved by COUNTY in writing and may include purchase agreements, lease or rental agreements (excluding real property agreements), third party agreements, consultant services subcontracts, and construction subcontracts. 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.
- 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's approval of any subcontracts under this Agreement shall not be construed as SUBRECIPIENT's compliance with federal, state, and local laws, ordinances, regulations, directives and guidelines, or as a waiver of any rights of COUNTY to challenge such subcontracts. COUNTY's approval of any such subcontracts shall not imply that any costs incurred as part of such subcontracts are allowable. Further, COUNTY's approval of any such subcontracts shall not bind or obligate COUNTY to the terms of any such subcontracts, nor shall COUNTY's approval of such subcontracts makes COUNTY a promisor, guarantor, or surety of SUBRECIPIENT's performance of the terms of such subcontracts.

C. Under no circumstances shall SUBRECIPIENT enter into subcontracts the compensation for which is on a cost plus percentage basis.

21. **Project Evaluation**

A. SUBRECIPIENT shall make available for inspection during the term of this Agreement and for a period of five (5) years thereafter financial and all other records pertaining to the performance of this Agreement to HUD and/or COUNTY.

B. Evaluation may include but is not limited to a review of the effectiveness and impact of PROJECT and a review of the internal systems such as reporting tools, tracking systems and techniques developed by SUBRECIPIENT to serve Program Participants.

22. **Monitoring**

A. COUNTY shall monitor SUBRECIPIENT's performance and may conduct PROJECT progress reviews at any time

during the term of this Agreement. COUNTY shall provide written notice to SUBRECIPIENT for all visits, observe client confidentiality rules and shall have the right of unlimited access to all activities and facilities operated by the SUBRECIPIENT under this Agreement.

- B. Facilities for the purpose of Subsection 22.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 PROJECT functions. SUBRECIPIENT shall ensure the cooperation of its staff and board members in providing complete access to COUNTY.
- C. Monitoring visits may consist of announced visits focusing on the extent to which PROJECT has been implemented, measurable goals achieved, and effectiveness of PROJECT administration and management.

23. **Fiscal Monitoring**

- A. COUNTY reserves the right to dispatch auditors of their choosing to any site where PROJECT is being conducted, controlled or advanced in any way. Said sites may include the home office, any branch office or other locations of SUBRECIPIENT if such site or the activities performed thereon have any relationship to PROJECT funded herein. COUNTY shall provide written notice to SUBRECIPIENT for all announced visits.
- B. SUBRECIPIENT 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 SUBRECIPIENT. SUBRECIPIENT's staff will cooperate fully with authorized auditors when they conduct audits and examinations of PROJECT. A financial audit of SUBRECIPIENT's performance under this Agreement may be conducted at COUNTY's discretion.

24. **Audits**

- A. COUNTY may request a final financial audit for activities performed under this Agreement at or after the expiration of the Financial Close-out Period.
- B. In the event that SUBRECIPIENT spends an aggregate of Seven Hundred Fifty Thousand Dollars (\$750,000.00) or more of federal funds in a fiscal year, SUBRECIPIENT shall have conducted at its own expense within nine (9) months after the close of SUBRECIPIENT's fiscal year, an audit in accordance with 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. SUBRECIPIENT, no later than fifteen days after receipt of the final report resulting from an audit under the foregoing Subsection 24.B., shall submit a copy of the audit report to COUNTY.
- D. As this Agreement exceeds ten thousand dollars (\$10,000.00), SUBRECIPIENT shall be subject to the examination and audit of the California State Auditor, at the request of COUNTY or as part of any audit of COUNTY, for a period of three (3) years after final payment under this Agreement (Cal. Govt. Code Section 8546.7). SUBRECIPIENT shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

25. **Audit Findings**

- A. SUBRECIPIENT agrees that in the event that PROJECT is audited by independent auditors, COUNTY, or federal, state, or local agencies, SUBRECIPIENT shall be solely responsible for such finding(s) and complying with any required corrective actions. In the event that said findings have a fiscal impact on COUNTY, SUBRECIPIENT shall fully indemnify, defend and hold harmless COUNTY for the full amount of COUNTY costs resulting from said finding(s).

- B. If in COUNTY's judgment there are indications of misappropriation or misapplication of funds under this Agreement, COUNTY may require a special audit, and the cost of the audit shall be borne by SUBRECIPIENT and is not to be reimbursed from funds under this Agreement, unless specifically agreed to in writing by COUNTY.
- C. In the event that an audit reveals that COUNTY reimbursed SUBRECIPIENT for disallowed or ineligible costs under this Agreement, COUNTY shall notify and provide SUBRECIPIENT the opportunity to justify said costs prior to a final determination of disallowed costs.
- D. Upon final determination of disallowed costs, if any, SUBRECIPIENT agrees to repay all said costs to COUNTY within sixty (60) days after issuance of the final determination.

26. **Deobligation**

In the event HUD deobligates COUNTY from all or part of grant funds as provided in 24 CFR 578.107(d), COUNTY may deobligate SUBRECIPIENT from all or parts of funds under this Agreement. Such event shall relieve COUNTY of all obligations to provide funds to SUBRECIPIENT under this Agreement.

27. **Records**

- A. SUBRECIPIENT shall maintain records in accordance with requirements prescribed by this Agreement and by COUNTY, including with respect to all matters covered by any subcontract under this Agreement. 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.
- B. SUBRECIPIENT shall comply with recordkeeping requirements specified in 24 CFR 578.103.
- C. Expenditures shall be supported by properly executed documents evidencing in detail the nature of the charges, including but not limited to receipts and invoices. These records shall be made available to COUNTY for copying, audit, and inspection at any time during normal business hours.
- D. At such times and in such forms as COUNTY may require, SUBRECIPIENT shall furnish to COUNTY such statements, records, reports, financial data and information as COUNTY may request pertaining to matters covered by any subcontract.

28. **Insurance and Indemnification**

SUBRECIPIENT agrees to the insurance and indemnification provisions as set forth in Exhibit E attached hereto and incorporated herein by reference.

29. **Compliance with Laws and Regulations**

- A. 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. SUBRECIPIENT further assures and certifies that it shall comply with all applicable laws, ordinances, regulations, directives and guidelines as they exist or may be amended.
- B. Applicable laws, regulations, policies, and guidelines subject to the performance of this Agreement include but are not limited to: the Act; 24 CFR Part 578, including 24 CFR 578.99; the General Section to HUD's Fiscal Year 2015 Notices of Funding Availability (NOFAs) for Discretionary Programs; the CoC Program NOFA; 24

CFR Part 5; the Flood Disaster Protection Act of 1973 (42 U.S.C., §§ 4001 et seq.); the Coastal Barrier Resources Act of 1982 (16 U.S.C. 3501 et seq.); the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.); the Residential Lead-Based Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.); and, all implementing regulations; the Conflict of Interest provision in 24 CFR 578.95; and 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; all as may be amended.

30. **Facility Operating Standards**

SUBRECIPIENT must ensure that facilities in which services under this Agreement are provided are operated in accordance with 24 CFR 578.75, as may be amended.

31. **Assignment**

This Agreement is not assignable by SUBRECIPIENT without the express written consent of COUNTY. Any attempt by SUBRECIPIENT 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.

32. **Limitation of Corporate Acts**

SUBRECIPIENT 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. SUBRECIPIENT shall notify COUNTY within forty-eight (48) hours in writing of any change in SUBRECIPIENT's legal name.

33. **Conflict of Interest**

A. In addition to the conflict of interest requirements in 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 24 CFR 578.95, no person who is an employee, agent, representative, consultant, officer, or elected or appointed official of SUBRECIPIENT and who exercises or has exercised any functions or responsibilities with respect to PROJECT, or who is in a position to participate in a decision-making process or gain inside information with regard to PROJECT, may obtain a personal or financial interest or benefit from PROJECT, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter. Participation by Homeless persons who also are Program Participants in policy or decision-making under 24 CFR 578.75(g) does not constitute a conflict of interest.

B. SUBRECIPIENT must promptly disclose to COUNTY, in writing, any potential conflict of interest.

34. **Discrimination**

In addition to the requirements set forth in 24 CFR 578.93, 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.

35. **Affirmative Action and Equal Employment Practices**

SUBRECIPIENT shall make every effort to ensure that PROJECT shall provide equal employment and career advancement opportunities for minorities, women and small businesses. In addition, SUBRECIPIENT shall make

every effort to employ residents of the area in which PROJECT is located and shall keep a record of the positions that have been created directly as a result of PROJECT.

36. **Nepotism**

SUBRECIPIENT shall not hire nor permit the hiring of any person to fill a position funded in part or in whole under this Agreement if a member of that person's immediate family is employed in an administrative capacity by SUBRECIPIENT. 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 SUBRECIPIENT.

37. **Religious and Political Activities**

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

38. **Americans with Disabilities Act**

SUBRECIPIENT agrees to comply with the requirements of the Americans with Disabilities Act of 1990 ("ADA") (42 U.S.C., § 12101 et seq.), and all implementing regulations, all as may be amended, and to ensure that PROJECT and facilities in which PROJECT is conducted are accessible to and usable by persons with disabilities. SUBRECIPIENT 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. SUBRECIPIENT 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 F and incorporated by reference herein.

39. **Citizen Participation**

SUBRECIPIENT shall promptly provide all data necessary for COUNTY to provide reports to citizens. SUBRECIPIENT representatives shall be available to respond to questions, attend meetings and receive recommendations when so requested by the Director of the County of Santa Barbara Community Services Department or his or her designee.

40. **Federal Lobbyist Requirements**

A. SUBRECIPIENT is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments (31 U.S.C., § 1352), and all implementing regulations, including 24 CFR Part 87, all as may be amended, from using federally-appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment or modification of said documents. A Certification Regarding Lobbying is attached hereto as Exhibit G and incorporated by reference herein.

B. Failure on the part of SUBRECIPIENT or entities acting on behalf of the SUBRECIPIENT to fully comply with the Federal Lobbyist Requirements may be subject to penalties in addition to default provisions as set forth in Section 50 of this Agreement.

41. **Debarment**

SUBRECIPIENT assures and certifies that it, its officers, and employees are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from receiving funds under this Agreement in accordance with federal regulations as contained in Executive Order Number 12549 and 2 CFR Part 2424 and any amendment thereto and with guidance contained in 2 CFR Part 180, as may be amended. SUBRECIPIENT shall not knowingly enter into any lower tier contract, or other covered transaction, with a party that is similarly debarred or suspended from receiving funds under this Agreement. SUBRECIPIENT attests that it has adopted and is enforcing Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lowered Tier Covered Transactions consistent with the form attached hereto as Exhibit H and incorporated by reference herein.

42. **Lead-Based Paint**

When acquiring or leasing property pursuant to this Agreement, SUBRECIPIENT shall comply with the requirements of all federal, State and local health and safety laws and environmental protection laws including but not limited to the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4821 et seq.; the Residential Lead-Based Paint Hazard Reduction Act of 1992, 42 U.S.C., 4851 et seq.; and Lead Exposure Reduction, 15 U.S.C. 2681 et seq.; and, all implementing regulations, including the regulations at 24 CFR Part 35; and, all as may be amended; by undertaking, or requiring the owner to undertake, to remove, encapsulate, or enclose lead-based paint and lead contaminated dust and soil. SUBRECIPIENT is precluded from leasing, using, or conducting PROJECT in structures where lead-based paint exists and abatement has not taken place.

43. **Asbestos**

When acquiring or leasing property pursuant to this Agreement, SUBRECIPIENT shall comply with the requirements of all federal, state and local health and safety laws and environmental protection laws including but not limited to the regulation of Asbestos-Containing Material (ACM), in accord with 40 CFR Part 763, as may be amended, by undertaking, or requiring the owner to undertake, to remove, friable (Category I) and non-friable (Category II) asbestos in any and all facilities used under this Agreement. SUBRECIPIENT is precluded from using structures where asbestos exists and abatement has not taken place. SUBRECIPIENT is further prohibited from sheltering any adult or minor child in a structure where friable asbestos is known to exist.

44. **Project Changes**

In the event that SUBRECIPIENT wishes to make significant changes to the approved PROJECT under this Agreement and any amendment thereto, COUNTY and HUD written approval is required in accordance with 24 CFR 578.105(b) prior to any and all changes. SUBRECIPIENT shall request all significant changes in writing to COUNTY and HUD. Significant changes include, but are not limited to:

- a) A change in SUBRECIPIENT;
- b) A change in site where PROJECT is being conducted;
- c) Additions or deletions in the Project Costs approved under this Agreement;
- d) A shift of more than ten (10) percent of funds from one Project Cost to another; and
- e) A change in the category of Program Participants to be served.

45. **Budget Line Item Changes**

In order to promote flexibility for PROJECT, SUBRECIPIENT may transfer up to ten (10) percent of funds from one Project Cost to another, except for Project Administrative Costs. To implement this type of transfer, SUBRECIPIENT must notify COUNTY in writing of the amount of funds to be transferred and the Project Costs affected. COUNTY will notify SUBRECIPIENT when the change has been approved by COUNTY.

46. **Amendments**

This writing, with attachments, embodies the whole of the agreement of the parties hereto. Any amendments or modifications to this Agreement must be in writing and shall be made only if executed by both SUBRECIPIENT and COUNTY. No oral conversation between any officer or agent, or employee of the parties shall modify or be deemed to be a binding interpretation of any of the terms or conditions of this Agreement.

47. **Time of Performance Modifications**

In the event that SUBRECIPIENT requests a modification regarding the Time of Performance, COUNTY may grant Time of Performance modifications when those modifications:

- a) In aggregate do not exceed twelve (12) calendar months;
- b) Will not change PROJECT goals or scope of services;
- c) Are in the best interests of the COUNTY and SUBRECIPIENT in performing the scope of services under this Agreement;
- d) Are approved by HUD; and
- e) Does not alter the amount of compensation under this Agreement.

48. **Waivers**

- A. Waivers of provisions of this Agreement must be in writing and signed by the Director of the County of Santa Barbara Community Services Department or his or her designee and SUBRECIPIENT.
- B. 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.

49. **Breach**

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.

50. **Defaults**

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

- a) Reduce the Project Budget;
- b) Make changes in the Scope of Services of this Agreement;
- c) Place SUBRECIPIENT on probation status; and/or
- d) Suspend PROJECT operations.

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

51. **Suspension**

If SUBRECIPIENT has not complied or is not complying with this Agreement, COUNTY may suspend the operation of this Agreement and/or reduce the funding available to SUBRECIPIENT under this Agreement for up to ninety (90) days upon three (3) days written notice to SUBRECIPIENT of its intention to so act.

52. **Termination**

In accordance with 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 24 CFR 578.107(c), COUNTY may suspend or terminate this Agreement if SUBRECIPIENT materially fails to comply with the terms of HUD's award to COUNTY, including, but not limited to, the grant agreement, assurances in an application, or a notice of award or any terms of the Agreement, which include but are not limited to, the following:

- Failure to comply with any of the laws, rules, regulations, ordinances, provisions, orders, guidelines, policies, circulars, bulletins, notices or directives referred to herein, or as may become applicable at any time;
- Failure, for any reason, of SUBRECIPIENT to fulfill its obligations under this Agreement;
- Ineffective or improper use of CoC Program funds provided under this Agreement;
- Submittal of reports that are false or that are incorrect or incomplete in any material respect; or
- Actions or behavior by SUBRECIPIENT that undermines the integrity of PROJECT, including but not limited to client, child and staff endangerment, inappropriate and reckless staff behavior or health code violations.

A. **Termination by COUNTY**

COUNTY may, by written notice to SUBRECIPIENT, 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 SUBRECIPIENT to fulfill the obligations herein.

- 1) **For Convenience.** In accordance with 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, this Agreement may be terminated for convenience by COUNTY with the consent of SUBRECIPIENT in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- 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 operating year(s) covered by the term of this Agreement, then COUNTY will notify SUBRECIPIENT 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 SUBRECIPIENT 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, SUBRECIPIENT 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 SUBRECIPIENT, unless the notice directs otherwise.

B. **Termination by SUBRECIPIENT**

- 1) In accordance with 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, this Agreement may be terminated by SUBRECIPIENT, upon written notification to COUNTY, setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, COUNTY determines that the remaining portion of the award will not accomplish the purposes for which



the award was made, COUNTY may terminate the award in its entirety under 2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

- 2) In the event that SUBRECIPIENT ceases or intends to cease to operate, (i.e., dissolution of corporate status, declaration of bankruptcy, etc.), SUBRECIPIENT 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.
- C. Upon termination, SUBRECIPIENT 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 SUBRECIPIENT in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit SUBRECIPIENT to retain.
- D. Any disposal of property, documents, data, studies, reports and records purchased or prepared by SUBRECIPIENT 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. If HUD demands reimbursement from COUNTY for COUNTY's payments to SUBRECIPIENT due to SUBRECIPIENT's failure to comply with the terms of HUD's award to COUNTY, including, but not limited to, the grant agreement, assurances in an application, or a notice of award, any applicable term of this Agreement, or any law, regulation, ordinance, order, rule, directive, circular, bulletin, notice, guideline or policy referred to herein, or as may become applicable at any time, SUBRECIPIENT shall fully and completely reimburse COUNTY in the total amount of such disallowed payments.
- F. Upon satisfactory completion of all closeout activities, and in accordance with Section 9 of this Agreement and Subsections 52.A. and 52.B. above, COUNTY shall determine the total amount of compensation that shall be paid to SUBRECIPIENT for any unreimbursed Project Costs set forth in the Project Budget that are reasonably and necessarily incurred in the satisfactory performance of this Agreement.
- G. COUNTY may withhold any payments due to SUBRECIPIENT until such time as the exact amount of damages resulting from SUBRECIPIENT's breach is determined.
- H. The foregoing Subsections 52.A., 52.B., 52.C., 52.D., 52.E., 52.F., and 52.G. shall survive beyond the term expiring upon the date specified in Section 4 of this Agreement.

53. **Sanctions**

If COUNTY or HUD determines that SUBRECIPIENT is not complying with this Agreement and all applicable federal, state, and local laws, ordinances, regulations, directives and guidelines governing PROJECT, COUNTY shall take action as specified in 24 CFR 578.107.

54. **Notice of Termination**

In the event that this Agreement is terminated, SUBRECIPIENT 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.

55. **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.

56. **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.

57. **Contract**

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

58. **Authorization Warranty**

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

59. **No Third Party Beneficiaries**

There are no third party beneficiaries to this Agreement.

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: \_\_\_\_\_  
Gregg Hart, Chair  
Chair, Board of Supervisors

APPROVED AS TO ACCOUNTING FORM:  
BETSY SCHAFFER, CPA, CPFO  
AUDITOR-CONTROLLER

By:  \_\_\_\_\_  
Deputy Auditor-Controller

Digitally signed by C. Edwin Price, Jr.  
Date: 2020.08.12 16:37:52 -07'00'

By:  \_\_\_\_\_  
George Chapjian  
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

Ray Aromatorio, Date: 2020.08.11

By: Risk Manager 17:25:47 -04'00'  
Risk Manager

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

Ray Aromatorio, Date: 2020.08.11

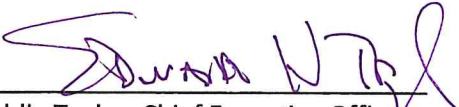
By: Risk Manager / 17:25:47 -04'00'  
Risk Manager

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

Ray Aromatorio, Date: 2020.08.11  
By: Risk Manager 17:25:47 -04'00'  
Risk Manager

"SUBRECIPIENT"

Northern Santa Barbara County United Way

By:   
Eddie Taylor, Chief Executive Officer

By:   
Mike Cordero, President, Board of Directors

By: \_\_\_\_\_  
Rick Rust, Treasurer, Board of Directors

SCOTT SANTARELLA, VP

Signing on BEHALF OF Rick Rust



EXHIBIT A  
**Scope of Work**

# CONTINUUM OF CARE GRANT AGREEMENT

BETWEEN THE COUNTY OF SANTA BARBARA AND  
UNITED WAY OF NORTHERN SANTA BARBARA COUNTY

Regional Coordinated Entry System Lead Agency

ATTACHMENT A

SCOPE OF WORK

## **Introduction:**

The United Way of Northern Santa Barbara County is the lead for the CES for the Santa Maria/Santa Barbara County CoC and has been designated to perform all responsibilities assigned to the SUB-RECIPIENT. The overarching responsibility of the SUB-RECIPIENT is to ensure that homeless persons receiving services in the County are accessing those services through the coordinated process. Under this Scope of Work, the United Way of Northern Santa Barbara County agrees to perform all responsibilities assigned to the SUB-RECIPIENT as set forth below, in the MOU between the County of Santa Barbara and the SUB-RECIPIENT, and any separate grant agreements between the UNITED WAY and the COUNTY related to CES, as well as the U.S. Department of Housing and Urban Development (HUD), by provisions in the Continuum of Care (CoC) Program interim rule at 24 CFR 578.7(a)(8). The SUB-RECIPIENT is responsible for providing a full time dedicated CES manager dedicated to the success of the CES project including its day-to-day activities, oversight, provider coordination and management. There is one SUB-RECIPIENT for the entire CoC.

SUB-RECIPIENT, as lead agency of the CES, shall operate in in Carpinteria, Santa Barbara (including unincorporated areas), Goleta, Isla Vista, Buellton/Santa Ynez (South County) and Lompoc and Santa Maria (including unincorporated areas) (North County).

## **Description:**

Under this Agreement and Scope of Work, the United Way of Northern Santa Barbara County as SUB-RECIPIENT agrees to:

- I. Implement the core elements for Coordinated Entry: Access, Assessment, Prioritization, and Referral, as well as ongoing oversight and management.
- II. Manage and maintain the Coordinated Entry System. Ongoing oversight and management: maintain and enforce policies guiding CE operations, define CE geography, participation expectations and roles, training, oversight, and management, align written P&P with CoC Written Standards, ensure equal access to CE for all persons;



The SUB-RECIPIENT must provide a monthly report to County HCD addressing progress made toward each goal outlined in this Scope of Work. Monthly and aggregate data reported should include:

- Participation in community efforts to develop and implement an array of integrated services designed to stabilize housing for people who are literally homeless or imminently at-risk of homelessness.
- Outreach staff capacity (how many people are doing outreach, when, and where).
- Number and nature of outreach meetings conducted, including:
  - Target audience
  - Location of meeting
  - Advertising efforts
  - Number of people in attendance
  - Number of new entry points or expansion of existing entry points
  - Number of new providers or a description of outreach efforts
  - Number of provider trainings
- Number and frequency of, as well as location(s) of: site visits to places known to have persons experiencing homelessness throughout the County. (The sites must include, but are not limited to, regular outreach or in-reach sites previously identified as sites frequented or occupied by individual experiencing homelessness.)
- Number of newly engaged individuals and families not previously working with a CES Partner Agency.
- Assessments on eligible persons completed.
- Assessments and subsequent services in the Homeless Management Information System (HMIS).
- Timeliness and completeness of data entry.
- Number and percent of clients achieving document readiness within 90 days of VI-SPDAT administration.
- Tracking of referrals, follow-up and feedback.
- Record of ongoing case management and/or appropriate community based services to maintain housing of housed persons.
- Number of individuals and families housed through CES.
- Housing retention rate of at least 6 months, both monthly and annual aggregate.
- System Performance measures and metrics:
  - Measure 1: The Length of Time Persons Remain Homeless
  - Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness
  - Measure 3: Number of Homeless Persons
  - Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects
  - Measure 5: Number of Persons who Become Homeless for the First Time
  - Measure 6: Homeless Prevention and Housing Placement of Persons Defined by Category 3 of HUD’s Homeless Definition in CoC Program-funded Projects
  - Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing
- Provide proof of eligible 25% match for all CoC funds expended through this grant.
- Definitions of goals can be found in [HUD CoC APR Guidebook for APRs submitted in Sage](#).

Goal	United Way/CES
Add new entry points in CES	2
Maintain entry points in CES	7
Trainings for all entry point staff	8
Case conferences (four per month: two general countywide, two veteran-specific)	48
Marketing/outreach contacts informing individuals and families experiencing homelessness about CES	4
Marketing/outreach contacts informing providers (both CoC and non-CoC) about CES	4
Marketing/outreach contacts informing the community about CES	4
New affordable housing providers to provide units for permanent housing placements	4
Standardized assessments at through physical and outreach CES entry points	500

Placements into Permanent Supportive Housing (including VASH) through the CES	50
Placements into housing using Rapid Re-Housing, or other voucher program through the CES	150
Permanent housing placements to maintain housing for 6 months from move-in date	80%
Diversions to mainstream services or homeless prevention	1,000
Unduplicated number of HOUSEHOLDS to access CE during the operating year (count all households, not persons in households)	2,000
households without children	1,550
households with adults and children	350
households with only children	50
Households of unaccompanied youth	50
Unduplicated number of HOUSEHOLDS to screen/assess during the operating year	1,000
households without children	750
households with adults and children	50
households with only children	25
Households of unaccompanied youth	75
Households to provide with one or more referrals during the operating year	2,500
Refer to emergency shelter/safe haven	1,000
Refer to transitional housing	50
Refer to rapid re-housing	300
Refer to permanent supportive housing	75
Refer to homelessness prevention (enrollment in HMIS)	350
Refer to other continuum project type	50
Refer to a homelessness diversion program	500
Unable to refer/accept within continuum; ineligible for continuum projects	
Unable to refer/accept within continuum; continuum services unavailable	
Refer to other community project (non-continuum)	
Applicant declines referral/acceptance	
Applicant terminates assessment prior to completion	
Other referral	
Data not collected	

**I. Implementation of core elements:**

Implementation of the core elements of the Coordinated Entry System must follow requirements and recommendations defined by HUD and the State of California, and be informed by local needs. SUB-RECIPIENT’s lead staff shall implement the following:

- **Access:** ensure access to emergency services 24/7, ensure access points are accessible to individuals with disabilities and effective communication with individuals with disabilities, address needs of individuals and families fleeing violence, link street outreach efforts to the Coordinated Entry process;
  - Outreach: Coordinated entry must reach the CoC’s entire geographic area, and flexibly navigate to reach homeless persons wherever they reside. Expand entry point geographic coverage by adding at least 4 new entry points to target currently underserved areas.
  - Standardized Access and Assessment: Ensure that households who present at any access point have access to the standard functions of access, such as offering places – either virtual or physical – where persons in need of assistance can access available housing and services via the CoC’s coordinated entry process. Access points must develop and promote effective diversion strategies and approaches.
  - Marketing and Non-Discriminatory Access: Affirmatively market housing and supportive services projects to eligible persons who are least likely to apply in the absence of special outreach through targeted outreach to areas of concern with prompt feedback with specifics on status of inhabitants, photos, assessment.
  - Planning Decisions: Continue to evaluate and identify access points, determine whether specialized access points need to be developed, coordinate with outreach teams, define staffing needs for access points, manage/redesign/communicate a supervision and feedback loop, use Stella to map and evaluate flow of people through the system, manage communications strategy.

- Connection to Mainstream Resources: Facilitate critical connections to mainstream and community-based emergency assistance services (e.g., supplemental food assistance programs).
- **Assessment:** enforce criteria established for uniform decision-making, prohibit “screening out” from assistance, protect all data collected through the CE assessment process, provide training to staff administering CE processes;
  - Assessment Tools: Ensure the assessment method has the following qualities: Tested, valid, and appropriate; Reliable (provide consistent results); Comprehensive (provide access to all housing and supportive services within the CoC); Person-centered (focused on resolving the person’s needs, instead of filling project vacancies); User-friendly for both the person being assessed and the assessor; Strengths-based (focused on the person’s barriers to and strengths for obtaining sustainable housing); Housing First-oriented (focused on rapidly housing participants without preconditions); Sensitive to lived experiences (culturally and situationally sensitive, focused on reducing trauma and harm); Transparent in the relationship between the questions being asked and the potential options for housing and supportive services
  - Assessment Across Stages of Coordinated Entry: Incorporate assessment tools and activities with a goal of building an accurate and concise picture of that person’s needs and preferences in order to connect them to an appropriate intervention.
  - Operation of standardized process for assessing consumer need, eligibility, and priority for various services and programs.
  - Capture data about who is entering the system and their activity once they are in the system.
- **Prioritization:** document (and update as needed) specific definable prioritization criteria, identify and define the factors and assessment information used for prioritization decisions, document process for participants to file a discrimination complaint, specify conditions for participants to maintain their place in CE prioritization when the participant rejects options.
  - Managing the Priority List: Balance prioritization approach with HUD’s recommendation to avoid creating long waiting lists of potential program participants for resources that do not exist or are not available. Reduce long wait times and avoid overly populated waiting lists. Enable persons to be cross-references among all prioritization process to ensure maximum flexibility and consideration of referral options. In addition to making sure persons with the highest priority are offered housing and supportive services projects first, ensure that all project vacancies are filled through coordinated entry’s prioritization and referral process.
  - Training on Prioritization: Offer regular training sessions for CE participants and providers of all levels of experience.
  - Score Revisions: Incorporate score revisions into regular meetings and outreach.
  - Prioritize the most vulnerable households in the community for receipt of assistance.
  - Housing Navigators: Assign a Housing Navigator to each client as a primary point of contact in CES. The primary function of the Housing Navigator is to: 1) assist clients in collecting necessary documents for housing applications, 2) accompany clients to housing appointments, and 3) assist clients in navigating the entire housing search and placement process.
  - Integrate programs to serve all populations.
  - Build system to encourage providers to serve the entire population in need.
- **Referral:** document assessment, vulnerability, and need-based factors used to make prioritization decisions (including homeless prevention services), maintain process by which individuals and families may appeal coordinated entry decisions, document protocol for participant rejection of a referral;
  - Staff person dedicated solely to coordinated entry referral tracking in order to follow activities.
  - Planning for the Referral Process: Matching requires effective planning with clear and formal decision-making that is inclusive, well-documented, and responsive to new information learned through implementation and management. Planning decisions must address the following steps and decisions: list

of project resources and entry requirements, as well as clear roles and responsibilities and expectations throughout prioritization and referral process.

- Manage Recommended Referral Approaches: Focus on people-centered approach (match people and housing types, ensure necessary wrap-around services and supports to retain housing). “Warm Handoff” Referrals: Reduce returns to homelessness through key strategies identified by CoC before, during, and post-placement. Referral Considerations for Subpopulations: Adjust referral criteria to reflect the life experiences of specific subpopulations (ex: victims/survivors of domestic violence, young people/youth).
- Address Common Implementation Challenges: Support providers in capacity building to ensure that participating projects can meet program participants’ needs, as it also reinforces the benefits and requirements of coordinated entry. Develop an integrated network of diverse service providers to ensure persons are considered for as many possible service options as possible. Focus on prioritizing the highest need people for whatever resources are available and on developing alternative referral strategies until new resources are added. Ensure providers are working with people on alternative housing plans, including applying for affordable housing in the community, increasing income from employment and benefits, and exploring other housing opportunities available through the person’s personal support network. Include a mechanism for addressing incompatibility concerns in case a provider does not feel able or well suited to accommodate a referral (this includes, but is not limited to, case counseling and reconciliation). Produce more informed referrals based on bed availability and ability of a particular program or resource to meet a client’s needs, improve the speed with which people are connected with resources or programs that best fit their needs.
- Operationalize component types with flexibility: Diversion/Flexible HSP, Service Planning Areas (SPAs) to promote regional change/choice, further exploration of Housing Preference Form use.
- Placement and Post Placement:
  - Track all referrals and assist CES participants to obtain all required documentation to be eligible and prepared for placement in Permanent Supportive Housing or Rapid Re-Housing housing within 90 days of initial assessment.
  - Account for people who are document-ready and move into housing. Review and report on housed dates, number of people who have retained their housing at the end of the year, and automate outcomes.
  - Provide a report of number of people housed through CES at each case conference and in each monthly report to County HCD.
  - Work closely with providers and clients to ensure clients in priority group 1 are “document ready” within 90 days of VI-SPDAT administration.
    - A goal of 75% of all clients receiving a VI-SPDAT evaluation and placed in priority group 1 should be document ready within 90 days.
    - Clients who are on the list more than 90 days without achieving document readiness must be discussed at each case conference.
  - Coordinate with the service provider network to ensure that a plan for post-placement services is in place before each consumer is placed in permanent housing or given a voucher. In some cases, the United Way of Northern Santa Barbara County staff may need to assist in the performance of some of these duties.
    - Goal of 80% of persons housed through CES maintain housing for at least 6 months.
  - Assist service providers if previously-housed CES consumers need to be relocated. Work to ensure any vacated units remain in the housing pool available to the CoC.

## II. System Management and Maintenance:

- One staff person dedicated solely to system support and service coordination.
- Engage, manage, and support all participating partners and build trust in the system through training and other mechanisms cited in core elements. Work with providers and county staff to streamline processes and facilitate ease of use for providers and clients. Provide training and communication on a regular basis to entry point staff on the CES assessment tool, process, policy updates, and strategies for engaging the hardest to serve.
- Maintain oversight of all manual processes, including documents such as Written Standards and Policies and Procedures, as well as marketing and communication collateral. Enforce written CES policies and procedures among entry point providers. This includes the provision of training for all new entry point staff.
- Develop and advance MOUs: Regularly renew MOUs with entry point providers to revise staffing levels and CES protocols. MOUs should ensure consistent and complete entry of data into HMIS, arrangements for client transportation, and procedures to get clients document ready.
- Community relations: Increase visibility of regional outreach leads. Develop separate and distinct affirmative marketing plans/advertising strategies for informing each of the following CES consumers: service provider network; individuals or families experiencing homelessness; and the community-at-large.
  - Each plan should describe CES using language specific to each discrete population. The strategy should specifically address how it will reach those with the highest barriers or resistance to accessing assistance.
  - Plan, advertise, and host 1 marketing outreach/educational event per quarter per population segment listed above, for an annual total of 12 CES educational events.
  - Independently, and in conjunction with the County and CoC, raise public awareness of the efforts and outcomes of the homeless service network countywide, as well as broader efforts to end homelessness.
- Facilitate case conferences; in each meeting, include mission and objectives in order to improve messaging around the purpose of meetings, and develop a reporting system regarding warm handoff/referral updates. Encourage and promote buy-in to prioritization, connecting people with resources, making sure more units are in the system; have a common goal.
  - Convene a minimum of four housing case conferences per month (two with full list, two focused on veterans) to match consumers at the top of the housing-priority list with permanent housing units or vouchers. This process should be consistent with Housing First principles and consumer choice, incorporating Service Planning Areas (SPAs).
- Conduct outreach to public and private housing providers to locate and maintain a list of appropriate housing options in all three regions of the County. This includes employing creative approaches to identifying and recruiting new housing providers. This list must be presented as part of the bi-monthly case conferencing meetings.
- Triage/Problem Solve on cases in breakout sessions by region and on a countywide level as appropriate.
- Oversee data and performance (data-informed decision making, HUD data standards);
  - Review CES Policies and Procedures to for duplicity and clarity. Note length of time for referral, housed, etc. Consistency is needed, especially as new HUD data standards are implemented.
  - Track data to report on performance measures outlined in the MOU and this Scope of Work in the Homeless Management Information System or other automated system as necessary. Provide a monthly data driven report to the County and CoC on the efficacy of CES activities to date, with recommendations for system improvement.
  - Comply with all requirements in HMIS MOU and HMIS License Agreements with the County and with HMIS participating agencies in the protection of personal information entered in the HMIS.
  - Develop and implement the use of benchmark tracking tools regarding veteran homelessness. Monitor and enforce Federal Veteran Benchmarks and ensure CES is working to meet those goals.
- Develop and maintain a single CES priority list for each housing type consisting of both individuals and families.

- Organize, publicize, and facilitate quarterly, and as needed, CE Committee meetings to discuss changes and additions to the CES policies and procedures. Develop policies in a strategic manner, based on best practices and incorporating local needs.
- Present report on CES activities/progress to the CoC Board of Directors on a quarterly basis.
- Present committee-proposed CES policy changes to the CoC Board of Directors for approval as needed. Integrate approved changes into a publicly accessible master CES Policies and Procedures manual. Ensure all participating agencies have the most up-to-date version of the manual.
- Fulfill the all CES responsibilities outlined in this Scope of Work, the corresponding MOU, and any other grant agreements with the County related to CES HUD 578.7.
- Ensure each CES participating agency has a safety plan in place for individuals and families who are fleeing, or attempting to flee, domestic violence or who are victims of human trafficking.
- Participate in annual evaluation process and implement recommended changes approved by the CoC Board.
- Participate in opportunities for strategic planning and development with Federal, State, regional, and local partners.

**Budget**

The County has committed to an amount not to exceed \$124,775 for the Scope of Work listed above. SUB-RECIPIENT must provide proof of eligible 25% match for all CoC funds expended through this grant. This Scope of Work will begin on August 1, 2020 and end on July 31, 2021. SUB-RECIPIENT will invoice HCD/CSD with monthly report detailing achievements, placements, re-unifications and other pertinent details by region, along with required ESPR and United Way services invoice. Please refer to the Project Budget submitted with the Grant Agreement for a detailed budget outline.

**Reporting**

Status Reports are due according to the following schedule:

<u>Start Date</u>	<u>End Date</u>	<u>Report Due Date</u>
8/1/2020	8/31/2020	9/20/2020
9/1/2020	9/30/2020	10/20/2020
10/1/2020	10/31/2020	11/20/2020
11/1/2020	11/30/2020	12/20/2020
12/1/2020	12/31/2020	1/20/2021
1/1/2021	1/31/2021	2/20/2021

<u>Start Date</u>	<u>End Date</u>	<u>Report Due Date</u>
2/1/2021	2/28/2021	3/20/2021
3/1/2021	3/31/2021	4/20/2021
4/1/2021	4/30/2021	5/20/2021
5/1/2021	5/31/2021	6/20/2021
6/1/2021	6/30/2021	7/20/2021
7/1/2021	7/31/2021	8/20/2021

Disbursement of funds is contingent upon receipt of Status Reports.

**Additional Agreements**

By the signature on this Scope of Work, SUB-RECIPIENT agrees:

- To meet with COUNTY to review accuracy of reimbursement requests, contract goals and performance measures on a 90-day cycle;
- To keep all work and materials related to the Scope of Work and deliverables confidential between SUB-RECIPIENT and COUNTY;
- That all documents and other materials pertaining to this Scope of Work will be considered the property of COUNTY and will not be shared to anyone outside COUNTY without COUNTY’S express consent;
- All documents and other materials will be provided to COUNTY via email attachments, USB Flash Drive provided to COUNTY, or via Dropbox™ account established by COUNTY and shared with SUB-RECIPIENT;
- That SUB-RECIPIENT has no conflict of interest, either real or perceived, with PROJECT representatives or other entities or persons related to the assigned PROJECT(S);
- SUB-RECIPIENT will not hold COUNTY liable for any accident, injury or loss, including loss of income, that may result while performing the services under this Scope of Work;
- That SUB-RECIPIENT is responsible for the results of his/her work and understands that COUNTY will rely on the results of the work, and the opinions of SUB-RECIPIENT, to make funding decisions in compliance with federal regulations.

EXHIBIT B  
**Project Application**



## Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

### **Things to Remember:**

- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask A Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2019 Continuum of Care (CoC) Program Competition. For more information see FY 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program NOFA.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2018 Project Application will be imported into the FY 2019 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the post award process or a grant agreement amendment. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Expiring Shelter Plus Care projects requesting renewal funding for the first time under 24 CFR part 578, and rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Expiring Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 578, transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2019 CoC Program Competition NOFA.

1A. SF-424 Application Type

- 1. Type of Submission:** Application  
**2. Type of Application:** Renewal Project Application

If "Revision", select appropriate letter(s):

If "Other", specify:

**3. Date Received:** 09/20/2019

**4. Applicant Identifier: 5a.**

**Federal Entity Identifier:**

**5b. Federal Award Identifier: CA1700**

This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).

Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number

- 6. Date Received by State:**  
**7. State Application Identifier:**

1B. SF-424 Legal Applicant

**8. Applicant**

**a. Legal Name:** County of Santa Barbara

**b. Employer/Taxpayer Identification Number 95-6002833**  
(EIN/TIN):

	<b>c. Organizational DUNS:</b>	131851003	<b>PLUS 4</b>	
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**d. Address**

Street 1: **123 E. Anapamu St., 2nd Floor**

Street 2:

City: **Santa Barbara**

County: **Santa Barbara**

State: **California**

Country: **United States**

Zip / Postal Code: **93101**

**e. Organizational Unit (optional)**

Department Name: **Community Services**

Division Name: **Housing and Community Development**

**f. Name and contact information of person to**

be  
contacted on matters involving this  
application

Prefix: **Mrs.**

First Name: **Dinah**

Middle Name:

Last Name: **Lockhart**

Suffix:

Title: **Deputy Director, Housing & Community Dev.**

Organizational Affiliation: **County of Santa Barbara**

Telephone Number: **(805) 568-3523**

Extension:

Fax Number: **(805) 560-1091**

Email: **[dlockhart@co.santa-barbara.ca.us](mailto:dlockhart@co.santa-barbara.ca.us)**

1C. SF-424 Application Details

**9. Type of Applicant:** B. County Government

**10. Name of Federal Agency:** Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance** **CoC Program**  
Title:

CFDA Number: **14.267**

**12. Funding Opportunity Number:** FR-6300-N-25  
Title: **Continuum of Care Homeless Assistance  
Competition**

**13. Competition Identification Number:**  
Title:

1D. SF-424 Congressional District(s)

**14. Area(s) affected by the project (State(s) only):** **California**  
(for multiple selections hold CTRL key)

**15. Descriptive Title of Applicant's Project:** Santa Barbara County Coordinated Entry  
**Renewal 2019**

**16. Congressional District(s):**  
**a. Applicant:** CA-024  
(for multiple selections hold CTRL key)  
**b. Project:** CA-024  
(for multiple selections hold CTRL key)

**17. Proposed Project**

**a. Start Date:** 08/01/2020  
**b. End Date:** 07/31/2021

**18. Estimated Funding (\$)**

**a. Federal:**  
**b. Applicant:**  
**c. State:**  
**d. Local:**  
**e. Other:**  
**f. Program Income:**  
**g. Total:**

1E. SF-424 Compliance

**19. Is the Application Subject to Review By State Executive Order 12372 Process?**      a.      **Yes**

If "YES", enter the date this application was made available to the State for review:      **09/20/2019**

**20. Is the Applicant delinquent on any Federal debt?**      No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

**21. Authorized Representative**

Prefix: **Mr.**

First Name: **George**

Middle Name:

Last Name: **Chapjian**

Suffix:

Title: **Community Services Director**

Telephone Number: **(805) 568-2467**  
(Format: 123-456-7890)

Fax Number: **(805) 560-1091**  
(Format: 123-456-7890)

Email: **gchapjian@co.santa-barbara.ca.us**

Signature of Authorized Representative: **Considered signed upon submission in e-snaps.**

Date Signed: **09/20/2019**



1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880  
U.S. Department of Housing and Urban Development OMB  
Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

**1. Applicant/Recipient Name, Address, and Phone Agency Legal**

Name: County of Santa Barbara

Prefix: **Mr.**

First Name: **George**

Middle Name:

Last Name: **Chapjian**

Suffix:

Title: **Community Services Director**

Organizational Affiliation: **County of Santa Barbara**

Telephone Number: **(805) 568-2467**

Extension:

Email: **gchapjian@co.santa-barbara.ca.us**

City: **Santa Barbara**

County: **Santa Barbara**

State: **California**

Country: **United States**

Zip/Postal Code: **93101**

**2. Employer ID Number (EIN): 95-6002833**

**3. HUD Program: Continuum of Care Program**

**4. Amount of HUD Assistance Requested/Received: \$130,675.00**

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity:

Santa Barbara County Coordinated Entry  
Renewal 2019 123 E. Anapamu St., 2nd Floor  
Santa Barbara California

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? (For further information, see 24 CFR Sec. 4.3). **Yes**

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. **Yes**

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
County of Santa Barbara, 123 E Anapamu St. Santa Barbara, CA 93101	County General Funds	\$192,000.00	Eligible staff activities for CoC Activities and HMIS

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and

2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
NA	NA	NA	\$0.00	0%
NA	NA	NA	\$0.00	0%
NA	NA	NA	\$0.00	0%
NA	NA	NA	\$0.00	0%
NA	NA	NA	\$0.00	0%

**Certification**

**Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.**

**I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.**

I AGREE:

Name / Title of Authorized Official: **George Chapjian, Community Services Director**

Signature of Authorized Official: **Considered signed upon submission in e-snaps.**

Date Signed: **08/20/2019**

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: **County of Santa Barbara**

Program/Activity Receiving Federal Grant **CoC Program**  
Funding:

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

Sites for Work Performance.

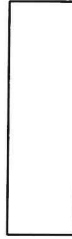
The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)  
Workplaces, including addresses, entered in the attached project application.  
Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I

X

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acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.



**Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)**

Authorized Representative

Prefix: **Mr.**

First Name: **George**

Middle Name

Last Name: **Chapjian**

Suffix:

Title: **Community Services Director**

Telephone Number: **(805) 568-2467**  
(Format: 123-456-7890)

Fax Number: **(805) 560-1091**  
(Format: 123-456-7890)

Email: **gchapjian@co.santa-barbara.ca.us**

Signature of Authorized Representative: **Considered signed upon submission in e-snaps.**

Date Signed: **09/20/2019**

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall 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 subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

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the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein,  
as well as any information provided in the  
accompaniment herewith, is true and  
accurate:

<b>X</b>
----------

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization:            **County of Santa Barbara**

Name / Title of Authorized Official:    **George Chapjian, Community Services Director**

Signature of Authorized Official:        **Considered signed upon submission in e-snaps.**

Date Signed: **09/20/2019**



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1J. SF-LLL

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

Approved by OMB0348-0046

**HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.**

**Answer “Yes” if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: “The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.”**

**Answer “No” if your organization is NOT engaged in lobbying.**

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? **No**

Legal Name: **County of Santa Barbara Street 1:**

**123 E. Anapamu St., 2nd Floor Street 2:**

City: **Santa Barbara**

County: **Santa Barbara**

State: **California**

Country: **United States**

Zip / Postal Code: **93101**

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

---

Authorized Representative

Prefix: **Mr.**

First Name: **George**

Middle Name:

Last Name: **Chapjian**

Suffix:

Title: **Community Services Director**

Telephone Number: **(805) 568-2467**  
(Format: 123-456-7890)

Fax Number: **(805) 560-1091**  
(Format: 123-456-7890)

Email: **gchapjian@co.santa-barbara.ca.us**

Signature of Authorized Official: **Considered signed upon submission in e-snaps.**

Date Signed: **09/20/2019**

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## Information About Submission without Changes

Follow the instructions below making note of the exceptions and limitations to the “Submit Without Changes” process.

In general, HUD expects a project’s proposed project application information will remain the same from year-to-year unless changes are directed by HUD or approved through the grant agreement amendment process. However, HUD expects applicants to carefully review their information to determine if submitting without changes accurately reflects the expiring grant requesting renewal.

Data can be imported into a FY 2019 renewal project application from a FY 2018 new or renewal project application. For a project application that did not import last year’s FY 2018 information, e-snaps will automatically be set to “Make Changes” and all questions on each screen must be updated.

Renewal projects that select “Fully Consolidated” on the Grant Consolidation screen may not use the “Submit Without Changes” process and esnaps will automatically be set to “Make Changes”. However, if the applicant selects “Individual Renewal”, this project application(s) can use the “Submit Without Changes” process. In addition, esnaps will automatically be set to “Make Changes” if the project applicant indicates on the Renewal Expansion Screen, this project application is for a “Combined Renewal Expansion” project application. However, the stand- alone renewal expansion project application(s) can use the “Submit Without Changes” process.

The e-snaps screens that remain “open” for required annual updates and do not affect applicants’ ability to select “Submit without Changes” are:

- Recipient Performance Screen;
- Renewal Expansion Screen;
- Renewal Grant Consolidation Screen;
- Screen 3A. Project Detail
- Screen 6D. Sources of Match
- All of Part 7: Attachments and Certification; and
- All of Part 8: Submission Summary.

All other screens in Part 2 through Part 6 begin in “Read-Only” format and should be reviewed for accuracy; including any updates that were made to the 2018 project during the CoC Post Award Issues and Conditions process or as amended. If all the imported data is accurate and no edits or updates are needed to any screens other than the mandatory screens and questions noted above, project applicants should select “Submit Without Changes” in Part 8. If project applicants imported data and do need to make updates to the information on one or more screens, they must navigate to Part 8: “Submission Without Changes” Screen, select “Make Changes”, and check the box next to each relevant screen title to unlock screens for editing.

After project applicants select the screens they intend to edit via checkboxes, click "Save" and those screens will be available for edit. Once a project applicant selects a checkbox and clicks "Save", the project applicant cannot uncheck the box.

Please refer to the Detailed Instructions and esnaps navigation guides found on the HUD Exchange to find more in depth information about applying under the FY 2019 CoC Competition.

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Recipient Performance

**1. Has the recipient successfully submitted** No  
the APR on time for the most recently expired grant  
term related to this renewal project  
request?

Explain why the APR for the most recently expired grant term related to this renewal project request has not been submitted.

**The first year of CoC funding for this project has a grant term of 8/1/18 - 7/30/19, therefore the first APR is due 10/30/19. The APR is being prepared and will be submitted before the due date.**

**2. Does the recipient have any unresolved** No  
HUD Monitoring and/or OIG Audit findings  
concerning any previous grant term related to  
this renewal project request?

**3. Has the recipient maintained consistent** No  
**Quarterly Drawdowns for the most recent grant term related**  
**to this renewal project**  
request?

Explain why the recipient has not maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request.

**The subrecipient was slow to submit invoices for reimbursement. However all funds have been expended by the end of the grant term and a drawdown for the total grant amount will be made by 10/30/19.**

**4. Have any Funds been recaptured by HUD** No **for the most**  
**recently expired grant term related to this renewal project**  
**request?**

---

Renewal Expansion

As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Expansion. This process can combine up to 1 stand-alone renewal project application and 2 stand-alone new expansion project applications into 1 combined renewal expansion project application. This means recipients no longer need to combine expansion data in CoC Post-Award. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH- PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

1. Is this project application requesting to be part of a combined renewal expansion in the FY 2019 CoC Program Competition? "If "No" click on "Next" or "Save & Next" below to move to the next screen. **No**

---

Renewal Grant Consolidation Screen



HUD encourages the consolidation of renewal grants. As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH- RRH, TH, SSO, SSO-CE or HMIS).

- 1. Is this project application requesting to be** No  
part of a renewal grant consolidation in the FY 2019  
CoC Program Competition?  
If "No" click on "Next" or "Save & Next" below  
to move to the next screen.

---

2A. Project Subrecipients

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Total Expected Sub-Awards: **\$124,775**

Organization	Type	Type	Sub-Award Amount
United Way of Northern Santa Barbara County	M. Nonprofit with 501C3 IRS Status		\$124,775

---

2A. Project Subrecipients Detail

**a. Organization Name:** United Way of Northern Santa Barbara County

**b. Organization Type:** M. Nonprofit with 501C3 IRS Status

**c. Employer or Tax Identification Number:** 95-6006513

	<b>* d. Organizational DUNS:</b>	114434582	<b>PLUS 4</b>	
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**e. Physical Address**

Street 1: **1660 S. Broadway Sute 201**

Street 2:

City: **Santa Maria**

State: **California**

Zip Code: **93454**

**f. Congressional District(s): (for multiple selections hold CTRL key)** **CA-024**

**g. Is the subrecipient a Faith-Based Organization?** No

**h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?** Yes

**i. Expected Sub-Award Amount:** \$124,775

**j. Contact Person Prefix:**  
**Ms.**  
First Name: **Emily**  
Middle Name:  
Last Name: **Allen**



---

Suffix:

Title: **Program Director**

E-mail Address: **emily@liveunitedsbc.org**

Confirm E-mail Address: **emily@liveunitedsbc.org**

Phone Number: **805-403-5224**

Extension:

Fax Number:

---

3A. Project Detail

**1. Project Identification Number (PIN) of CA1700**  
expiring grant:

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

2a. CoC Number and Name: **CA-603 - Santa Maria/Santa Barbara County**  
**CoC**

2b. CoC Collaborative Applicant Name: **County of Santa Barbara**

**3. Project Name:** Santa Barbara County Coordinated Entry  
**Renewal 2019**

**4. Project Status:** Standard

**5. Component Type:** SSO

**6. Does this project use one or more** No  
properties that have been conveyed through  
the Title V process?

---

### 3B. Project Description

**1. Provide a description that addresses the entire scope of the proposed project.**

The SM/SB CoC is seeking to renew funding for a CES that is consistent with HUD requirements. Due to the geographic size and distribution of homeless sub-populations, the CES is de-centralized across three geographical regions of the County. The system uses the United Way of Northern Santa Barbara County (United Way) staff and AmeriCorps members as well as existing staff at multiple entry points in each region to leverage CoC funds to provide in-kind services and logistical support to the CES. Entry points include: street outreach teams, emergency shelters, warming centers, health and behavioral health care providers, jails, info-lines/2-1-1, veterans providers, and drop-in centers. A key goal of the local CES is to ensure that those with this highest barriers to services, many with severe needs, go to an entry-point or are engaged by an outreach worker, are assessed using a standardized assessment tool and intake, and are entered into the system of care to facilitate rapid placement into permanent housing. The CES serves all persons experiencing homelessness in the county, including all sub-populations in Question 3 below, addressing CES participant needs through easy access at as many access points across the county as possible. The CES also diverts those who may be able to self-resolve their homeless situation to appropriate services (e.g., RRH) and expedites access to emergency and supportive services and mainstream resources, as appropriate.

This application is requesting funding for the CES Lead Agency (LA) to carry out the day-to-day activities, oversight, evaluation and management of the CES in each of the three regions as a sub-recipient of the Santa Barbara County Community Services Department (CSD). The County and CoC selected a single LA, United Way, by conducting a fair and open procurement process leading to a contract with CSD.

Specific duties of the LA include ensuring through training and oversight, consistent use of the CES standardized assessment tool and process; use of low-barrier, low-threshold, culturally-competent and trauma-informed, client-centered approaches to outreach and assessment; consistent and complete entry of data into HMIS; arranging transportation, appointments and processes to get consumers housing document ready; ensuring adequate geographic and population coverage and fair and equal access to all people and subpopulations in each region of the County; maintaining the housing-priority list for each region based on assessment scores; convening bi-weekly housing conferences to match consumers at the top of the housing-priority list with permanent housing units consistent with Housing First principles and consumer choice; conducting outreach to public and private housing providers to locate and maintain a list of appropriate housing options in all three regions of the County, employing creative approaches to identifying and recruiting new housing providers as well as advertise the CES county-wide.

2. Does your project have a specific No  
population focus?

**3. Housing First**

3a. Does the project quickly move Yes  
participants into permanent housing

3b. Does the project ensure that participants are not screened out based on the  
following items? Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance use	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3c. Does the project ensure that participants are not terminated from the program for  
the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3d. Does the project follow a "Housing First" Yes  
approach?

**4. Please select the type of SSO Project:** Coordinated Entry

4a. Will the coordinated entry process funded in part Yes  
by this grant cover the CoC's entire  
geographic area?

4b. Will the coordinated entry process funded in part Yes  
by this grant be easily accessible?

---

4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.

---

Information about the CES in both English and Spanish is shared widely, both electronically (on CoC and individual provider websites) and via flyers with the CoC homeless and housing service providers and other partners, including behavioral and public health providers, medical providers, outreach teams, veterans centers, and the faith community countywide. Mobile outreach teams, warming centers, drop-in centers and shelters will distribute fliers and palm cards and personally direct clients to entry points (which may be on-site). The County's 211-Infoline has been participating in CES planning and assists in making appropriate referrals to CES entry points.

Those with the highest barriers to accessing assistance are the focus of CES planning in all three county sub-regions. The broadened CoC participation that the CES planning process has facilitated has led to the identification of multiple locations frequented by the street homeless populations as CES-entry points that are staffed by street outreach teams with mobile, standardized assessment capabilities. CES planning has also identified health and behavioral health care clinic locations, which serve consumers with multiple and often severe needs, as referral locations. These providers have provided space and logistical support for street outreach teams to conduct standardized assessments. Key to serving this population is focused, post-assessment follow-up to keep consumers engaged, available and document ready for permanent housing and other appropriate service referrals. Outreach teams have Spanish-speaking staff and use culturally appropriate, trauma-informed engagement strategies designed to reach those with the highest barriers to accessing assistance.

4d. Does the coordinated entry process use a comprehensive, standardized assessment process? **Yes**

4e. Describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services.

The CES uses scores generated by the standardized assessment (e.g., the VI-SPDAT and Family VI-SPDAT) as well as chronic homelessness and disabling conditions to prioritize clients for PSH or RRH based on need. The CES Lead Agency convenes a bi-weekly housing conferences with service and housing providers to review and place top scoring clients in appropriate units as vacancies arise. This is a transparent process which incorporates client choice and Housing First principles, and keeps in mind household size and characteristics, including accessibility; services; employment and supportive social networks; transportation and health care needs; and other factors when determining housing suitability. The CES process is willing to locate alternative placements should initial placements prove unsuitable. The CES assessment/referral process also expedites access to emergency and supportive services and mainstream resources as appropriate to ensure that clients are safe and well, and ready to access appropriate housing at the first availability. This includes referrals to survivors of domestic violence, human trafficking and sexual assault.

Some of the consumers encountered at CES entry-points are not experiencing homelessness or score very low on the standardized assessment tool suggesting with navigation of mainstream resources there is potential for the household to self-resolve. CES entry-point staff is trained on the appropriate,

---

**nearest provider that can assist such clients, including providers of non CoC and ESG funded rapid rehousing and homeless prevention services, legal services, public assistance, employment assistance, Social Security, veteran services, transportation assistance and health and behavioral health care. CES provides resource guides as well as working with 2-1-1 for resource navigation.**

4f. If the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, are those differences limited only to the following four groups: Individuals, Families, DV, and Youth? **Yes**

6A. Funding Request

**1. Do any of the properties in this project**      No  
     have an active restrictive covenant?

**2. Was the original project awarded as either**      No  
     a Samaritan Bonus or Permanent Housing  
     Bonus project?

**3. Does this project propose to allocate funds according to**      Yes  
     an indirect cost rate?

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

**a. Please complete the indirect cost rate schedule below:**

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
County of Santa Barbara	89%	1209720

**b. Has this rate been approved by your**      Yes  
     cognizant agency?

**c. Do you plan to use the 10% de minimis**      No  
     rate?

**4. Renewal Grant Term: 1 Year**

**5. Select the costs for which funding is being**  
     requested:

Leased Structures	<input type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
HMIS	<input type="checkbox"/>



---

6D. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:	\$32,669
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$32,669

**1. Does this project generate program income**  No  
as described in 24 CFR 578.97 that will be used as  
Match for this grant?

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	County of Santa B...	09/05/2019	\$32,669

---

Sources of Match Detail

**1. Will this commitment be used towards Match? Yes**

**2. Type of Commitment: Cash**

**3. Type of Source: Government**

**4. Name the Source of the Commitment: (Be as specific as possible and include the office or grant program as applicable) County of Santa Barbara General Funds**

**5. Date of Written Commitment: 09/05/2019**

**6. Value of Written Commitment: \$32,669**

6E. Summary Budget

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2018 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2018, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$0
1b. Leased Structures	\$0
2. Rental Assistance	\$0
3. Supportive Services	\$118,875
4. Operating	\$0
5. HMIS	\$0
6. Sub-total Costs Requested	\$118,875
7. Admin (Up to 10%)	\$11,800
8. Total Assistance plus Admin Requested	\$130,675
9. Cash Match	\$32,669
10. In-Kind Match	\$0
11. Total Match	\$32,669
12. Total Budget	\$163,344

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7A. Attachment(s)

<b>Document Type</b>	<b>Required?</b>	<b>Document Description</b>	<b>Date Attached</b>
1) Subrecipient Nonprofit Documentation	No	NSBC United Way 5...	08/13/2018
2) Other Attachmenbt	No	Match Letter	09/04/2019
3) Other Attachment	No	Indirect Cost Rate	09/20/2019

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## Attachment Details

Document Description: **NSBC United Way 501c3**

Attachment Details

Document Description: **Match Letter**

Attachment Details

Document Description: **Indirect Cost Rate**

---

## 7B. Certification

### **A. For all projects:**

#### Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

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It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance. It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR 578.33(d) or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

**B. For non-Rental Assistance Projects Only. 20-Year Operation Rule.**

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 20 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

15-Year Operation Rule – 24 CFR part 578 only.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

For applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provided.

**C. Explanation.**

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

Name of Authorized Certifying Official      **George Chapjian**  
Date: **09/20/2019**  
Title: **Community Services Director**  
Applicant Organization:      **County of Santa Barbara**

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PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

Active SAM Status Requirement. I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.



Submission Without Changes

1. Are the requested renewal funds reduced No  
from the previous award as a result of  
reallocation?

2. Do you wish to submit this application without **Make changes**  
making changes? Please refer to the guidelines below to  
inform you of the  
requirements.

3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.

<b>Part 2 - Subrecipient Information</b>	
2A. Subrecipients	<input type="checkbox"/>
<b>Part 3 - Project Information</b>	
3A. Project Detail	<input checked="" type="checkbox"/>
3B. Description	<input checked="" type="checkbox"/>
<b>Part 4 - Housing Services and HMIS</b>	
<b>Part 5 - Participants and Outreach Information</b>	
<b>Part 6 - Budget Information</b>	
6A. Funding Request	<input checked="" type="checkbox"/>
6D. Match	<input checked="" type="checkbox"/>
6E. Summary Budget	<input type="checkbox"/>
<b>Part 7 - Attachment(s) &amp; Certification</b>	
7A. Attachment(s)	<input checked="" type="checkbox"/>
7B. Certification	<input checked="" type="checkbox"/>

The applicant has selected "Make Changes" to Question 2 above. Please provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):

- 3A. No changes.
- 3B. Updated Narrative Questions
- 6D. Updated Match Source.

---

**7B. No changes.**

The applicant has selected "Make Changes". Once this screen is saved, the applicant will be prohibited from "unchecking" any box that has been checked regardless of whether a change to data on the corresponding screen will be made.

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8B Submission Summary

Page	Last Updated
1A. SF-424 Application Type	08/20/2019
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/28/2019
1E. SF-424 Compliance	09/19/2019
1F. SF-424 Declaration	08/20/2019
1G. HUD-2880	08/20/2019
1H. HUD-50070	08/20/2019

<b>1I. Cert. Lobbying</b>	08/20/2019
<b>1J. SF-LLL</b>	08/20/2019
<b>Recipient Performance</b>	08/28/2019
<b>Renewal Expansion</b>	08/20/2019
<b>Renewal Grant Consolidation</b>	08/20/2019
<b>2A. Subrecipients</b>	08/20/2019
<b>3A. Project Detail</b>	08/20/2019
<b>3B. Description</b>	08/28/2019
<b>6A. Funding Request</b>	09/20/2019
<b>6D. Match</b>	08/28/2019
<b>6E. Summary Budget</b>	No Input Required
<b>7A. Attachment(s)</b>	09/20/2019
<b>7B. Certification</b>	08/20/2019
<b>Submission Without Changes</b>	08/28/2019

## EXHIBIT C Project Budget



### 2019 Continuum of Care Grant Program

Project Budget - Revenues

Project Title Coordinated Entry System  
 Applicant Name United Way of Northern Santa Barbara County

2018 CoC Grant # CA1700L9D031700 Budget Term: 8/1/2020 - 7/31/2021

Component	Award Amount
Coordinated Entry Supportive Services	\$ 118,875
Administration	\$ 5,900
TOTAL	\$ 124,775
25% Match Requirement	\$ 32,669

Revenue and Expense budgets should reflect the *entire program budget* for a 12-month period TBD. (Estimated Start Date: 7/1/2018). For both Revenue and Expenses, the totals for CoC Funds, 25% Match and Other should match Total Program Budget. **Color-coded cells should match.**

Please specify the source of "Other Federal Funds".

Revenue

Source	Total Program Budget	CoC Funds	25% Match	Other
<b>2017 CoC Funds (This grant)*</b>	\$ 124,775	\$ 124,775		
CDBG - Cities	\$ -			
CDBG - County	\$ -			
CoC Program	\$ -			
ESG - County	\$ -			
HOME - Cities	\$ -			
HOME - County	\$ -			
<b>Other Federal Funds (specify program below)</b>				
FEMA	\$ -			
CACFP	\$ -			
<b>Other State Funds (specify program below)</b>				
Calworks/EOPS				
Chief Executive Office (GF)	\$ 90,000		\$ 32,669	\$ 57,331
County Human Services Funds	\$ -			
Other Local Funds	\$ 216,000			\$ 216,000
Private Trusts and Foundation Funds	\$ 100,000			\$ 100,000
Fundraising Events	\$ 100,000			\$ 100,000
Donations	\$ 25,000			\$ 25,000
Client Fees				
<b>Other (specify source below)</b>				
AmeriCorps Patners	\$ 81,950			\$ 81,950
United Way Campaign	\$ 13,555			\$ 13,555
<b>Total Revenue</b>	\$ 751,280	\$ 124,775	\$ 32,669	\$ 593,836



### 2019 Continuum of Care Grant Program

Project Title: Coordinated Entry System  
 Applicant Name: United Way

Project Budget - Expenses

Expense	Total Program Budget	CoC Funded Portion	25% Match	Other
<i>Salaries, Benefits, and Payroll Taxes - Provide detail for all program staff. Add lines as needed.</i>				
Program Director FTE	\$ 70,000	\$ 70,000		
Program Manager 1 FTE	\$ 59,233			\$ 59,233
Team Leader (North) 1 FTE	\$ 41,601			\$ 41,601
Team Leader (Mid) 1 FTE	\$ 41,601			\$ 41,601
Team Leader (South) 1 FTE	\$ 56,577			\$ 56,577
Outing Navigator (Urban) Coordinator 1 FTE	\$ 20,000	\$ 15,000		\$ 5,000
Outing Support (Countywide)	\$ 89,000			\$ 89,000
1st AmeriCorps Members 5.64 FTE	\$ 135,360			\$ 135,360
Employee Benefits and Payroll Taxes	\$ 91,859	\$ 25,350	\$ 22,850	\$ 43,659
Admin Cost @ 6.5%	\$			
<b>Operations</b>				
NEW Intern Supervision	\$ 10,000			\$ 10,000
Utility, Utilities, and Maintenance	\$ 40,000			\$ 40,000
Telephone, Fax, and Internet	\$ 6,000	\$ 2,200		\$ 3,800
Supplies	\$ 10,000		\$ 3,435	\$ 6,565
Shipping and Printing	\$ 2,500	\$ 2,500		
Traveling	\$ 8,200			\$ 8,200
Transportation/Travel Mileage	\$ 24,000	\$ 6,825	\$ 6,368	\$ 10,807
Equipment Rental and Maintenance	\$ 1,000			\$ 1,000
Insurance	\$ 8,500			\$ 8,500
AmeriCorps Required Trainings	\$ 9,000			\$ 9,000
Consultation/Chairs on Program	\$ 20,000			\$ 20,000
Administration (CoC funded portion must total \$3,900)	\$ 5,900	\$ 5,900		
Finance Coordinator 14 FTE @ \$40,800	\$ 5,900	\$ 5,900		
<b>Total</b>	\$ 790,731	\$ 124,775	\$ 32,669	\$ 633,287

\* See Guidance on eligible Administrative expenses.

**EXHIBIT D**  
**Expenditure Summary and Payment Request (ESPR)**

Exhibit D

EXPENDITURE SUMMARY AND PAYMENT REQUEST (ESPR)							
2019 Continuum of Care Program							
County of Santa Barbara Community Services Department							
Agency Name: <u>United Way of Northern Santa Barbara County</u>		DUNS #: <u>114434582</u>		ESPR Request #: _____			
Project Name: <u>Coordinated Entry</u>				Date Submitted: _____			
Address: <u>1660 S. Broadway Suite 201, Santa Maria, CA 93454</u>				Report Period:			
Contact Person: <u>Emily Allen</u>		Title: <u>Program Director</u>		<input type="checkbox"/> 8/1/2020 - 8/31/2020 <input type="checkbox"/> 2/1/2021 - 2/28/2021 <input type="checkbox"/> 9/1/2020 - 9/30/2020 <input type="checkbox"/> 3/1/2021 - 3/31/2021 <input type="checkbox"/> 10/1/2020 - 10/31/2020 <input type="checkbox"/> 4/1/2021 - 4/30/2021 <input type="checkbox"/> 11/1/2020 - 11/30/2020 <input type="checkbox"/> 5/1/2021 - 5/31/2021 <input type="checkbox"/> 12/1/2020 - 12/31/2020 <input type="checkbox"/> 6/1/2021 - 6/30/2021 <input type="checkbox"/> 1/1/2021 - 1/31/2021 <input type="checkbox"/> 7/1/2021 - 7/31/2021			
Email Address: <u>emily@liveunitedsb.org</u>		Phone #: <u>805-403-5224</u>		PO/Contract #: _____			
Submit completed ESPR and required documentation to:				HCD Project #: _____			
Staff Person: <u>Lucille Boss</u>		Title: <u>Housing Program Specialist</u>					
Email Address: <u>lboss@countyofsb.org</u>		Phone #: <u>805-637-5129</u>					
Grant Budget and Expenditures							
Activity ID	Program Component	Activity	Budget	Previous Drawdowns	Requested Drawdown	New Available Balance	Total Match
	SSO	Coordinated Entry - Staff Costs	\$ 104,350.00	\$ -	\$ -	\$ 104,350.00	\$ -
	SSO	Coordinated Entry - Non-Staff Costs	\$ 14,525.00	\$ -	\$ -	\$ 14,525.00	\$ -
	SSO	Coordinated Entry - Administration	\$ 5,900.00	\$ -	\$ -	\$ 5,900.00	\$ -
<b>TOTAL</b>			<b>\$ 124,775.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,775.00</b>	<b>\$ -</b>
Check this box if this is the final payment. <input type="checkbox"/>							
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 _____		Name _____		Title _____	
Signature _____		Date _____		Signature _____		Date _____	

## Exhibit E

### Indemnification and Insurance Requirements (For Professional Contracts)

#### **INDEMNIFICATION**

SUBRECIPIENT 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. SUBRECIPIENT'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**

SUBRECIPIENT 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**

SUBRECIPIENT 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 SUBRECIPIENT, his 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 SUBRECIPIENT 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.
4. **Professional Liability (Errors and Omissions)** Insurance appropriate to SUBRECIPIENT'S profession, with limit of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If SUBRECIPIENT maintains higher limits than the minimums shown above, COUNTY requires and shall be entitled to coverage for the higher limits maintained by SUBRECIPIENT. 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 SUBRECIPIENT 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

SUBRECIPIENT'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, SUBRECIPIENT's insurance coverage shall be primary insurance as respects COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by COUNTY, its officers, officials, employees, agents or volunteers shall be excess of SUBRECIPIENT'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** – SUBRECIPIENT hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said SUBRECIPIENT may acquire against COUNTY by virtue of the payment of any loss under such insurance. SUBRECIPIENT agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not 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 SUBRECIPIENT 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** – SUBRECIPIENT 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 COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive SUBRECIPIENT's obligation to provide them. SUBRECIPIENT 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** – SUBRECIPIENT shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and SUBRECIPIENT 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, SUBRECIPIENT 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. SUBRECIPIENT 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.

EXHIBIT F

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

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

SUBRECIPIENT 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.

SUBRECIPIENT 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.

SUBRECIPIENT will not discriminate against persons with disabilities nor against persons due to their relationship or association with a person with a disability.

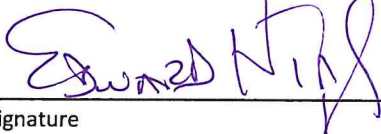
SUBRECIPIENT will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

**Subrecipient:** United Way of Northern Santa Barbara County

**Grant Number:** CA1700L9D031700

**Authorized Representative:** Eddie Taylor, Chief Executive Officer

  
Signature

8-10-20  
Date

EXHIBIT G

## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans and Cooperative Agreements

SUBRECIPIENT is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments (31 U.S.C., § 1352), and HUD's 24 CFR Part 87, all as may be amended, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment or modification of said documents.

SUBRECIPIENT must certify in writing that it is familiar with the Federal Lobbyist Requirements and that all persons and/or entities acting on behalf of SUBRECIPIENT will comply with the Lobbyist Requirements.

Failure on the part of SUBRECIPIENT or persons and/or entities acting on behalf of SUBRECIPIENT to fully comply with the Federal Lobbyist Requirements shall be subject to civil penalties.

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

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.

The undersigned shall 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 subrecipients shall certify and disclose accordingly.

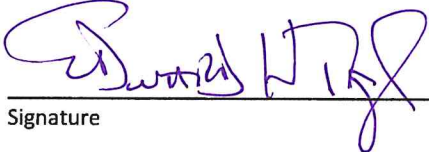
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

EXHIBIT G (CONTINUED)

**Subrecipient:** United Way of Northern Santa Barbara County

**Grant Number:** CA1700L9D031700

**Authorized Representative:** Eddie Taylor, Chief Executive Officer

  
Signature

8.10.20  
Date

EXHIBIT H

**Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 2424, as all may be amended, Participants' responsibilities.

1. By signing and submitting this document, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person with whom this agreement is entered, if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous, when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of regulations implementing Executive Order 12549.
5. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

EXHIBIT H (CONTINUED)

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

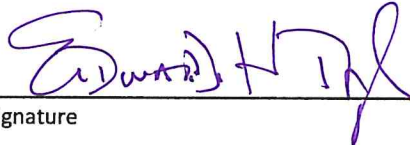
The prospective recipient of federal assistance funds certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective recipient of federal assistance funds is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Subrecipient:** United Way of Northern Santa Barbara County

**Grant Number:** CA1700L9D031700

**Authorized Representative:** Eddie Taylor, Chief Executive Officer

  
Signature

8.10.20  
Date

## EXHIBIT I

**Federal Award Identification Information**

i. Subrecipient Name (which must match the registered name in DUNS)		United Way of Northern Santa Barbara County
ii. Subrecipient DUNS number		114434582
iii. Federal Award Identification Number (FAIN)		CA1700L9D0341700
iv. Federal Award Date		March 13, 2020
v. Period of Performance		Start Date
		End Date
		8/1/2020
		7/31/2021
vi. Amount of Federal Funds Obligated by this action		\$124,775
vii. Total Amt of Federal Funds Obligated to subrecipient		\$124,775
viii. Total Amount of the Federal Award		\$130,675
ix. Federal award project description		Continuum of Care Program funds for the operation and oversight of the County of Santa Barbara Coordinated Entry System
x. Name of Federal awarding agency,		U.S. Department of Housing and Urban Development
Pass through entity,		County of Santa Barbara
And contact information for awarding official		
xi. CFDA		Number
		Name
		14.267
		Continuum of Care Program
xii. Is the award research and development?		No
xiii. Indirect cost rate for the Federal award (including if the de minimus rate is charged per §200.414 Indirect (F&A) costs.		N/A