

## **SUBRECIPIENT AGREEMENT**

**BETWEEN  
COUNTY OF SANTA BARBARA  
AND  
CITY OF SANTA BARBARA**

### **Street Outreach and Housing Personnel Funds State of California Encampment Resolution Funding (CERF) - Round 3**

THIS SUBRECIPIENT AGREEMENT (“Agreement”) is made and entered into by and between the County of Santa Barbara (the “COUNTY”), a political subdivision of the State of California, and CITY OF SANTA BARBARA (the “SUBRECIPIENT” and together with COUNTY, collectively, the “Parties” and each individually a “Party”), whose address is 630 Garden Street, Santa Barbara, CA 93103.

#### **WITNESSETH THAT:**

**WHEREAS**, The State of California has established the Encampment Resolution Funding Program (“CERF” or “Program”) pursuant to Chapter 7 (commencing with Section 50250) of Part 1 of Division 31 of the Health and Safety Code (Amended by Stats. 2021, Ch. 111, Sec.13. (AB 140) effective July 19, 2021); and

**WHEREAS**, The CERF Program was initially authorized in 2021 through Assembly Bill (AB) 140 (Chapter 111, Statutes of 2021), which allocated \$50 million for what would become the first round of funding. SB 197 (Chapter 70, Statutes of 2022) amended the program and AB 178 (Chapter 45, Statutes of 2022) allocated an additional \$300 million for Round 2 of CERF funding. CERF-3 was authorized in 2022 through Senate Bill 197 (Chapter 70, Statutes of 2022), enacted under Chapter 7 of Part 1 of Division 31 of the California Health and Safety Code (HSC) (sections 50250 et seq.). The \$400 million for this third round was appropriated by SB 101 (Chapter 12, Statute of 2023); and

**WHEREAS**, the Program is administered by the California Interagency Council on Homelessness (Cal ICH) in the Business, Consumer Services and Housing Agency (“Agency”);

**WHEREAS**, CERF provides one-time, competitive grant funds to counties and other jurisdictions;

**WHEREAS**, On December 12, 2023, the County of Santa Barbara’s Board of Supervisors passed and adopted Resolution No. 23-00054 allowing the Director of the Community Services Department to apply for, receive, and administer the CERF funds for the County of Santa Barbara; and

**WHEREAS**, the County provided an award letter on April 19, 2024, stating that jurisdictions may begin expending CERF funds to reimburse eligible costs incurred as of the date of award letter. The County will enter into a Standard Agreement with the State of California (“Standard Agreement”) for \$7,975,380 in CERF funds (“CERF Funds”), which will set forth CERF Program guidelines governing use of the CERF Funds (the “CERF Program Guidelines”); and

**WHEREAS**, SUBRECIPIENT’s services are eligible activities as outlined in the State’s CERF Program Guidelines as they represent an innovative service delivery model and cross systems collaboration that supports individuals experiencing homelessness in encampments as they move towards a meaningful path to safe and stable housing, using non-punitive, low-barrier, person-centered, Housing First approaches as set forth in Welfare and Institutions Code sections 8255 et seq.; and

**WHEREAS**, COUNTY selected the following eligible activities from the State’s CERF Program Guidelines for use of the CERF Funds: Street Outreach, Services Coordination, Systems Support, Delivery of Permanent Housing, Interim Sheltering, and Administrative Costs; and

**NOW, THEREFORE**, the Parties agree that the above recitals are true to the best of their knowledge and, in consideration of the mutual covenants and conditions contained herein, it is agreed by and between the parties hereto that they will carry out the Program according to this Agreement.

**I. SCOPE OF SERVICES**

**A. General**

All services ("Services" or "services") described in the Scope of Services attached hereto and incorporated herein as Exhibit A ("Scope of Services") shall be performed in Santa Barbara County under the supervision of SUBRECIPIENT's Executive Director, who shall ensure that the SUBRECIPIENT's staff and contractors providing the Services are competent to perform the services and duly licensed to the extent required by Applicable Law (defined below).

**B. Services**

**1. Eligible Costs**

Only costs incurred to administer the Services are eligible for reimbursement and are included in the Budget attached hereto and incorporated as Exhibit B ("Budget"). All of the Services shall be performed by SUBRECIPIENT or under SUBRECIPIENT's supervision. SUBRECIPIENT represents that it possesses the professional and technical skills required to perform the Services. SUBRECIPIENT and its contractors and subcontractors shall perform all Services in a professional and competent manner, and with the reasonable and customary level of care provided by practitioners of such party's profession performing such work in the State of California.

All Services shall be performed by qualified and experienced personnel who are not employed by COUNTY. SUBRECIPIENT represents and warrants that the Services to be performed shall conform to the requirements of this Agreement, all Applicable Law, and the highest professional standards.

SUBRECIPIENT represents and warrants to COUNTY that it and its contractors and subcontractors have, shall obtain, and shall keep in full force and effect at all times during the Term (defined below), at their sole cost and expense, all licenses, permits, qualifications, insurance and approvals of whatsoever nature that are required under Applicable Law to practice their respective professions and to perform the Services. All Services shall be performed in a manner consistent with the requirements of Housing First as set forth in Welfare and Institutions Code sections 8255 et seq., and shall include, but not be limited to, use of a homelessness coordinated entry system, Housing First practices, and progressive engagement practices.

**2. Services to be Provided**

The SUBRECIPIENT shall be responsible for providing the services as set forth in the Scope of Services in a manner satisfactory to the COUNTY and consistent with all applicable federal, state, and local governmental laws, regulations, ordinances, orders, rules, directives, circulars, bulletins, notices, guidelines (collectively, "Applicable Law"), including, but not limited to, all federal requirements and standards required as a condition of receiving CERF funds.

**C. Staffing**

Only the salary and benefits for the positions listed in the budget in Exhibit B as funded with CERF, if any, are eligible for reimbursement. Any changes in the positions whose salary and benefits are eligible for reimbursement under this Agreement shall be approved in writing by CSD through an amendment to the budget in Exhibit B. All services shall be performed by SUBRECIPIENT or under SUBRECIPIENT's supervision. SUBRECIPIENT represents that it possesses the professional and technical personnel required to perform the services required by this Agreement. SUBRECIPIENT and its contractors and

subcontractors shall perform all services in a manner commensurate with their own usual and customary standards and with the reasonable and ordinary level of care provided by others performing similar or like work.

All services shall be performed by qualified and experienced personnel who are not employed by COUNTY. SUBRECIPIENT represents and warrants that the services to be performed shall conform to the requirements of this Agreement; all applicable federal, state and local laws; and the highest professional standards.

SUBRECIPIENT represents and warrants to COUNTY that it and its contractors and subcontractors have, shall obtain, and shall keep in full force and effect during the term hereof, at their sole cost and expense, all licenses, permits, qualifications, insurance and approvals of whatsoever nature that are legally required to practice their professions.

**D. Levels of Accomplishment – Goals and Performance Measures**

SUBRECIPIENT shall report performance data to COUNTY quarterly, in accordance with Sections VII.B.1, VII.B.2, and VII.C of this Agreement, regarding the goals and performance measures set forth in Exhibit A, and as otherwise required by the State.

**E. Performance Monitoring**

SUBRECIPIENT shall be responsible for providing services in a manner satisfactory to COUNTY. In addition, COUNTY shall review the performance of SUBRECIPIENT in accord with the applicable provisions of ERF and its related implementing regulations, guidance, and rules. COUNTY shall monitor the performance of SUBRECIPIENT against the goals and performance measures set forth in Section I.D of this Agreement and Exhibit A. SUBRECIPIENT's failure to meet any of these goals and performance measures as determined by COUNTY in its sole discretion shall constitute a breach of this Agreement. If action to correct such breach is not taken by SUBRECIPIENT within seven (7) days after being notified by COUNTY, contract suspension or termination procedures may be initiated pursuant to Section VI.F of this Agreement.

**F. COUNTY Recognition**

SUBRECIPIENT shall ensure recognition of the role of COUNTY in providing CERF funds made available under this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled or provided with signage as to funding source. In addition, SUBRECIPIENT shall include a reference to the support provided by COUNTY that is made possible with CERF Program funds made available under this Agreement.

**II. TERM**

**A. Term and Time of Performance**

The term of this Agreement shall begin on June 4, 2024, and shall terminate on December 31, 2026, subject to annual appropriations and budget approval, unless suspended or terminated earlier in accordance with the provisions of this Agreement, or there are insufficient CERF funds available to the COUNTY for any reason (the "Term"). All work to be performed hereunder as described in the Scope of Services and that is funded with the ERF award may commence on June 4, 2024, and shall be completed by December 31, 2026 (the "Award Time of Performance"). Any funds not expended by December 31, 2026 shall no longer be available to the SUBRECIPIENT.

**B. Close-outs**

SUBRECIPIENT's obligations to COUNTY shall not end until all close-out requirements are completed, including, but not limited to: receipt of final payments from COUNTY under this Agreement, disposing

of program assets (including the return of all unused materials, equipment, and accounts receivable to COUNTY), and determining the custodianship of records. The terms of this Agreement shall remain in effect during any period that SUBRECIPIENT has control over CERF funds, including program income. All program assets (unexpended program income, property, equipment, etc.) shall revert to COUNTY upon termination of this Agreement.

### III. BUDGET

The budget for SUBRECIPIENT's services, specifying CERF-funded line items, shall be as set forth in Exhibit B, attached hereto and incorporated herein by reference ("budget"). COUNTY may require a more detailed budget breakdown than the one contained herein, and SUBRECIPIENT shall provide such supplementary budget information within one (1) week of COUNTY's request and in the form and content prescribed by COUNTY. Any amendments to the budget shall require prior written approval by both COUNTY and SUBRECIPIENT in accordance with Section VI.E, below.

CERF requires an expedited spending schedule 50% of the budget (\$744,410) must be expended by June 30, 2025, or approximately \$372,205 per quarter. If the SUBRECIPIENT is not on track to meet the 50% expenditure deadline COUNTY can recapture CERF funding to ensure expenditure deadlines are met.

SUBRECIPIENT represents that the budget includes only allowable costs and an accurate analysis of costs eligible for reimbursement under the CERF Program Guidelines. SUBRECIPIENT shall comply with all requirements of the Program, including, but not limited to, Chapter 7 (commencing with Section 50250) of Part 1 of Division 31 of the Health and Safety Code (amended by Stats. 2021, Ch. 111, Sec.13 (AB 140) Effective July 19, 2021), SB 197 (Chapter 70, Statutes of 2022), AB 178 (Chapter 45, Statutes of 2022), and the Standard Agreement, including all Exhibits, Attachments, and Appendices thereto. The budget shall be in sufficient detail to provide a sound basis for COUNTY to effectively monitor SUBRECIPIENT's performance under this Agreement.

### IV. PAYMENT

It is expressly agreed and understood that the total amount of funds to be paid by COUNTY under this Agreement shall not exceed **\$1,488,820** ("Maximum Contract Amount"). Payments by COUNTY to SUBRECIPIENT for the reimbursement of documented eligible expenditures shall be made in accordance with the budget line items specified in Exhibit B hereto. In accordance with the CERF Program Guidelines, no less than once per quarter but not more often than monthly, and no later than December 31, 2026, SUBRECIPIENT may request reimbursement for its documented eligible expenditures hereunder. For each reimbursement request hereunder, SUBRECIPIENT shall submit a completed Expenditure Summary and Payment Request ("ESPR") in the form attached hereto as Exhibit C, together with proper support documentation sufficient for COUNTY to confirm that such expenditures were for eligible services described in Sections I.A and I.B, staff salaries and benefits described in Section I.C, and performance data required in Sections I.D, VII.B.1, VII.B.2, and VII.C of this Agreement. No costs shall be invoiced, billed, or deemed eligible except for expenditures authorized in the budget as set forth in Exhibit B. The support documentation submitted by SUBRECIPIENT to COUNTY reflecting itemized costs incurred by SUBRECIPIENT for which SUBRECIPIENT seeks reimbursement hereunder shall be of sufficient detail to provide a sound basis for COUNTY to effectively monitor eligibility of such expenditures under this Agreement. COUNTY shall review each ESPR and shall reimburse SUBRECIPIENT for eligible expenses within thirty (30) days after receiving SUBRECIPIENT's complete ESPR and sufficient supporting documentation, in accordance with the CERF Program Guidelines. SUBRECIPIENT shall only seek reimbursement under this Agreement for expenses reasonably and actually incurred by SUBRECIPIENT during the Term.

### V. NOTICES

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery. Notices may be sent by facsimile or other electronic means if the Party to be noticed consents to the delivery of the notice by facsimile or such electronic means and if the Party required to give notice delivers such notice via mail (postage prepaid), commercial courier, or personal delivery the next business day. Any notice delivered or sent as aforesaid shall be effective on the date of personal delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Notices and other written communications concerning this Agreement shall be directed to the following representatives:

COUNTY	SUBRECIPIENT
Jesús Armas, Director County of Santa Barbara Community Services Department Housing and Community Development Division 123 E. Anapamu St., Second Floor Santa Barbara, CA 93101	<u>Elias Isaacson</u> CITY OF SANTA BARBARA Community Development Department 630 Garden Street Santa Barbara, CA 93101

**VI. GENERAL CONDITIONS**

**A. General Compliance**

SUBRECIPIENT agrees to comply with the requirements of the CERF program, including the statutes set forth in Health and Safety Code, Div. 31, Part 1, Ch. 7, Sec. 50250-50254, program guidelines, Welfare and Institutions Code 8255 et seq., and additional regulations and program guidance as may be applicable from time to time. In addition, SUBRECIPIENT agrees to comply with the terms of the award, Title 25 of the California Code of Regulations (CCR), Sections 8400 et seq. ("State Regulations"), attached hereto and incorporated as Exhibit F, including the grant agreement, assurances in applications, notices of award, and all other applicable federal, state, and local laws, regulations, ordinances, orders, rules, guidelines, directives, circulars, bulletins, notices, and policies governing the CERF funds provided under this Agreement. The judgment of any court of competent jurisdiction, or the admission of SUBRECIPIENT in any action or proceeding against SUBRECIPIENT, whether COUNTY is a party thereto or not, that SUBRECIPIENT has violated any such law, regulation, ordinance or order, shall be conclusive of that fact as between SUBRECIPIENT and COUNTY. SUBRECIPIENT shall be responsible for providing services in a manner consistent with all federal and state requirements and standards required as a condition of receiving and expending CERF funds provided under this Agreement.

**B. Independent Contractor**

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the Parties. SUBRECIPIENT shall at all times remain an independent contractor with respect to services to be performed under this Agreement. COUNTY shall not be responsible for paying any taxes on SUBRECIPIENT's behalf, and should COUNTY be required to do so by federal, state, or local taxing agencies, SUBRECIPIENT agrees to promptly reimburse COUNTY for the full value of such paid taxes plus interest and penalty if any. These taxes shall include, but not be limited to, the following: Federal Insurance Contributions Act (FICA) tax, unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance. In addition, SUBRECIPIENT understands and acknowledges that neither it nor its employees or subcontractors shall be entitled to any of the benefits of a COUNTY employee,

including, but not limited to, vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation, and protection of tenure.

**C. Insurance and Indemnification**

SUBRECIPIENT shall comply with the insurance and indemnification provisions set forth in the Standard Indemnification and Insurance Provisions attached hereto and incorporated herein as Exhibit E.

**D. Workers' Compensation**

SUBRECIPIENT shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement as set forth in Exhibit E.

**E. Changes or Amendments**

Except as otherwise specifically set forth in this Section VI.E, changes to this Agreement may only be made through a written amendment to this Agreement executed by COUNTY and SUBRECIPIENT. COUNTY and SUBRECIPIENT may amend this Agreement at any time, provided that such amendments make specific reference to this Agreement, are executed in writing, and signed by a duly authorized representative of each Party. No amendment shall invalidate any parts of this Agreement that are not changed by such amendment, nor relieve or release COUNTY or SUBRECIPIENT from such Party's obligations under this Agreement that are not changed by such amendment. SUBRECIPIENT agrees to not unreasonably withhold its approval of any amendment(s) proposed by COUNTY that are necessary in order to conform with federal, state, or local governmental laws, regulations, ordinances, orders, rules, directives, circulars, bulletins, notices, guidelines, policies, and available funding amounts.

All amendments to this Agreement must be approved by the Board of Supervisors and executed by the Chair of the Board, except that the Director of CSD or his designee ("Director") is authorized to approve and execute amendments to this Agreement on behalf of COUNTY to make any one or more of the following changes:

1. Increase or decrease the Maximum Contract Amount to ensure full and timely expenditure of all CERF funds awarded to the COUNTY by the State; provided, however, that (i) any increase in the Maximum Contract Amount hereunder shall not exceed 10% of the original Maximum Contract Amount, (ii) all budget line items and expenditures under this Agreement as so amended are eligible pursuant to the CERF Program Guidelines and all other Applicable Law, and (iii) in no event shall the Maximum Contract Amount be increased to an amount in excess of the amount of the CERF funds available to the COUNTY.
2. Changes to, additions, or deletions of line items set forth in the Budget, provided that (i) such line item changes do not result in any increase in the Maximum Contract Amount beyond the limitations set forth in Section VI.E.1, above, and (ii) all line items in the Budget as so amended, and all expenditures under this Agreement, must be eligible pursuant to the CERF Program Guidelines and all other Applicable Law. In no event shall an amendment be made pursuant to this Section VI.E that will result in material change to the Scope of Services attached hereto as Exhibit A.
3. Execute amendments that extend the Term beyond December 31, 2026. This Section 6.E.3 shall not obligate the County to extend the length of the Term, or otherwise alter the County's rights to terminate this Agreement or reduce the Maximum Contract Amount. The authority delegated to the Director in this Section 6.E.3 may only be exercised to the extent not inconsistent with the terms of the CERF Standard Grant Agreement or State regulations, notices, or other direction, or with any other Applicable Laws.

4. Administrative changes to the Agreement that are necessary in order to conform with federal, state, or local governmental laws, regulations, ordinances, orders, rules, directives, circulars, bulletins, notices, guidelines, policies, or available funding amounts.

**F. Suspension or Termination**

COUNTY may suspend or terminate this Agreement if SUBRECIPIENT fails to comply with this Agreement or with any of the terms of the Standard Agreement, the CERF Program Guidelines, or in the event of any of the following:

- Failure to comply with Applicable Law or 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 CERF funds provided under this Agreement;
- Actions and behavior by SUBRECIPIENT that undermine the integrity of the Program, including but not limited to client, child and staff endangerment, inappropriate and reckless staff behavior, and health code violations; or
- Submittal of reports that are false or that are incorrect or incomplete in any material respect.

COUNTY may withhold any and all payments due to SUBRECIPIENT until such time as the exact amount of damages resulting from SUBRECIPIENT's breach is determined.

1. 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 its obligations hereunder.

- a. **For Convenience.** This Agreement may be terminated for convenience by COUNTY, upon written notification to SUBRECIPIENT, setting forth the effective termination date and, in the case of partial termination, the portion to be terminated.
- b. **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 during 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.
- c. **For Cause.** Should SUBRECIPIENT default in the performance of this Agreement or breach any of its provisions, COUNTY may, in COUNTY's sole discretion, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of such notice, SUBRECIPIENT shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance hereunder. The date of termination shall be the date such notice is given by COUNTY, unless the notice directs otherwise.

2. Termination by SUBRECIPIENT

This Agreement may be terminated by SUBRECIPIENT, upon written notification to COUNTY, setting forth the reasons for such termination, the effective termination date, and in the case of partial termination, the portion to be terminated; provided, however, that in the case of a partial termination, if COUNTY determines that the remaining portion of the Agreement will not accomplish the purposes for which this Agreement was made, COUNTY may terminate this Agreement in its entirety.

3. 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 connection with this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit SUBRECIPIENT to retain.
4. 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.
5. If State of California demands reimbursement from COUNTY for COUNTY's payments to SUBRECIPIENT due to SUBRECIPIENT's failure to comply with the terms of the State's award to COUNTY, including, but not limited to, the grant agreement, assurances in applications, or notices of award, any applicable term of this Agreement, or any Applicable 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 all such disallowed payments.

**G. STATE and COUNTY Enforcement of CERF Program Requirements**

COUNTY and SUBRECIPIENT acknowledge that the State will review the performance of COUNTY and SUBRECIPIENT in carrying out their respective responsibilities as the recipient of CERF funds, and COUNTY must take actions as prescribed if COUNTY determines that SUBRECIPIENT is not complying with the State requirements or this Agreement.

**VII. ADMINISTRATIVE REQUIREMENTS**

**A. Financial Management**

1. Accounting Standards  
SUBRECIPIENT agrees to comply with and adhere to the accounting principles and procedures required herein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
2. Cost Principles  
SUBRECIPIENT shall administer its program in accordance with the Program, including, but not limited to, Chapter 7 (commencing with Section 50250) of Part 1 of Division 31 of the Health and Safety Code (Amended by Stats. 2021, Ch. 111, Sec.13 (AB 140) Effective July 19, 2021), and the Standard Agreement between the State and COUNTY and all Exhibits, Attachments, and Appendices thereto. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.
3. Indirect Costs  
SUBRECIPIENT may not charge an indirect cost allocation under this Agreement.
4. Procurement



SUBRECIPIENT shall comply with the procurement requirements in Santa Barbara County Code Chapter 2, Article VI concerning the purchase of services, supplies, or equipment and concerning the required maintenance of inventory and records for all services, equipment and supplies procured with funds provided herein.

5. Travel

SUBRECIPIENT shall obtain written approval from COUNTY for the use of any funds provided under this Agreement for the reimbursement of any costs incurred for travel outside the County of Santa Barbara.

**B. Documentation and Record Keeping**

1. Records to Be Maintained

Cal ICH and its designees shall have the right to review, obtain, and copy all records and supporting documentation pertaining to SUBRECIPIENT's performance under this Agreement. SUBRECIPIENT agrees to provide Cal ICH, and its designees, with all relevant information requested. SUBRECIPIENT agrees to give Cal ICH and its designees access to SUBRECIPIENT's premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the Encampment Resolution Funding Program laws, guidance, or directives, and this Agreement.

SUBRECIPIENT shall comply with all reporting requirements of COUNTY and shall maintain all records required by and described in State laws including, but not limited to, the CERF and its related implementing regulations, guidance, and rules, and all other records that are pertinent to the activities to be funded under this Agreement. SUBRECIPIENT agrees to maintain accounting books and records in accordance with Generally Accepted Government Auditing Standards. SUBRECIPIENT further agrees that the State and its designated representatives have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. Such records shall include, but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records required to determine the eligibility of activities;
- c. Records supporting disbursements of CERF funds for the performance of eligible activities;
- d. Records supporting the sources of costs expended for eligible activities under the CERF Program;
- e. Financial records as required by the State of California Encampment Resolution Funding Program ("CERF"), including, but not limited to, Chapter 7 (commencing with Section 50250) of Part 1 of Division 31 of the Health and Safety Code (Amended by Stats. 2021, Ch. 111, Sec.13 (AB 140) Effective July 19, 2021), and the Standard Agreement between the State and COUNTY and all Exhibits, Attachments, and Appendices thereto; and
- f. Other records necessary to document compliance with applicable state and federal requirements.

2. Client Data

- a. SUBRECIPIENT shall collect and maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, Persons Served List, client

name, address, homeless status or other basis for determining eligibility, and descriptions of services provided.

- b. SUBRECIPIENT shall participate in the Homeless Management Information System and follow all relevant policies and procedures.

3. Retention

SUBRECIPIENT shall retain all records required by or pertinent to this Agreement for five (5) years. The five-year retention period begins on the date that all funds from the Agreement under which a program participant was served are expended and the final payment for eligible expenses has been submitted to COUNTY by SUBRECIPIENT and has been paid by COUNTY. Notwithstanding the above, if there is litigation, claims, demands, audits, negotiations, disputes, or other actions that involve any of the records and that have started before the expiration of the required retention period, then such records must be retained until completion of the actions and final resolution of all issues, or the expiration of the required retention period, whichever occurs later.

4. Ownership of Documents

Each and every report, draft, map, record, plan, document and other writing produced, prepared or caused to be produced or prepared by or on behalf of any of SUBRECIPIENT, its officers, employees, agents, representatives, contractors, and subcontractors, in connection with this Agreement (collectively, "Documents") shall be and become the exclusive property of COUNTY, and COUNTY shall have the sole right to use such Documents in its sole discretion without further compensation to SUBRECIPIENT or any other party. SUBRECIPIENT shall, at SUBRECIPIENT's own expense, provide the Documents to COUNTY upon COUNTY'S written request.

5. Disclosure

SUBRECIPIENT understands that client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of COUNTY or SUBRECIPIENT's responsibilities with respect to services provided under this Agreement, may be prohibited under federal or state law unless written consent is obtained from such person receiving services and, in the case of a minor, that of a responsible parent/guardian. COUNTY shall disclose any information required by state or federal law, unless there is an applicable exception.

6. Audits and Inspections

All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to the COUNTY, State, and Federal governments or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make copies, excerpts, or transcripts of all relevant data. Any deficiencies, audit findings, or required corrective actions noted in audit reports must be fully cleared by the SUBRECIPIENT within 30 days after receipt by SUBRECIPIENT unless a longer time period is agreed upon in writing by the COUNTY. SUBRECIPIENT hereby agrees to have an annual program-specific audit conducted by a certified public accounting firm in accordance with the State of California Encampment Resolution Funding Program ("CERF"), including, but not limited to, Chapter 7 (commencing with Section 50250) of Part 1 of Division 31 of the Health and Safety Code (Amended by Stats. 2021, Ch. 111, Sec.13 (AB 140) Effective July 19, 2021) and the Standard Agreement between the State and COUNTY and all Exhibits, Attachments, and Appendices thereto, and current COUNTY policy and requirements concerning audits.

Since 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 the COUNTY or as

part of any audit of the COUNTY, for a period of three (3) years after final payment under this Agreement (Cal. Govt. Code Section 8546.7). SUBRECIPIENT shall participate in all audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

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

SUBRECIPIENT agrees to maintain all records required by or pertinent to this Agreement for possible audit by the State and its designated representatives for possible audit for a minimum of five (5) years from the expiration date of this Agreement.

7. Access to Records

SUBRECIPIENT shall furnish and cause each of its own contractors and subcontractors to furnish all information and reports required hereunder and will permit access to books, records, and accounts by COUNTY, State, and Federal or other authorized officials or their agents, to ascertain compliance with the laws, rules, regulations, executive orders, ordinances, resolutions, guidelines, policies, directives, standards, and provisions stated in this Agreement or CERF.

C. **Reports**

For each quarter during the Term, SUBRECIPIENT shall deliver to COUNTY an CERF Quarterly Status Report, in the form attached hereto as Exhibit D, on or before the twentieth day of each October, January, April, and July during the Term, setting forth its activities for the previous quarter. Furthermore, should the State require additional reports, SUBRECIPIENT agrees to timely submit all information requested for such additional reports in the manner and format approved by the COUNTY and State.

**VIII. PERSONNEL AND PARTICIPANT CONDITIONS**

A. **Civil Rights**

1. Nondiscrimination

SUBRECIPIENT shall comply with Title VIII of the Civil Rights Act of 1968 (42 U.S.C., § 3601 et seq.); Title I of the Housing and Community Development Act of 1974 (42 U.S.C., § 5301 et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C., § 12101 et seq.); the Age Discrimination Act of 1975 (42 U.S.C., § 6101 et seq.); Executive Order 11063; and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086; and all implementing regulations, and all as may be amended. In addition, COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the Ordinance were specifically set out herein and SUBRECIPIENT agrees to comply with said Ordinance.

B. **Affirmative Action**

1. Affirmative Outreach

SUBRECIPIENT shall make known that use of its facilities, assistance, and services are available to all on a nondiscriminatory basis in accord with Federal and State laws and regulations. Pursuant to and in accord with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and the

President's Executive Order 13166, SUBRECIPIENT is also required to take reasonable steps to ensure meaningful access to programs and activities for Limited English Proficiency (LEP) persons.

2. Women- and Minority-Owned Businesses (W/MBE)

SUBRECIPIENT shall use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, as amended (15 U.S.C. § 632), and "minority and women's business enterprise" means a business that is at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African Americans; Spanish-speaking, Spanish-surnamed, or Spanish-heritage Americans; Asian Americans; and American Indians. SUBRECIPIENT may rely on written representations by businesses regarding their status as minority and women's business enterprises in lieu of an independent investigation.

3. Subcontract Provisions

SUBRECIPIENT shall include the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended, in every contract, subcontract, or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own contractors, subcontractors, and vendors.

**C. Employment Restrictions**

1. Prohibited Activity

SUBRECIPIENT is prohibited from using CERF funds provided herein or personnel employed in the performance of the activities set out in the Scope of Services under this Agreement for political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards Requirements

SUBRECIPIENT shall comply with federal Fair Labor Standards Act requirements as well as all labor laws and regulations of the State of California and COUNTY. Where funds provided through this Agreement are used for construction work, or in support of construction work, SUBRECIPIENT shall ensure that the requirements of Chapter 1 (commencing with Section 1720) of Part 7, Division 2 of the State of California Labor Code (pertaining to payment of prevailing wages and administered by the California Department of Industrial Relations) are met.

**D. Conduct**

1. Assignability

SUBRECIPIENT shall not assign or otherwise transfer, directly or indirectly, whether by operation of law or otherwise, this Agreement, any interest in this Agreement, or any of SUBRECIPIENT's rights or obligations hereunder without the prior written consent of the COUNTY thereto in each instance, and any attempt to so assign or transfer without such consent shall be null and void and without legal effect, and shall constitute grounds for immediate termination of this Agreement by COUNTY. The foregoing sentence of this Section VII.D.1. notwithstanding, claims for money due or to become due to the SUBRECIPIENT from the COUNTY under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval, provided that SUBRECIPIENT notifies COUNTY in writing within two (2) business days of any such financial institution assignment.

2. Contracts and Subcontracts

a. Approvals

SUBRECIPIENT shall not enter into any contract(s) or subcontract(s) with any agency, entity, or individual to perform services under this Agreement, in whole or in part, without the written consent of COUNTY prior to the execution of each such agreement. A contractor or subcontractor is not eligible to receive CERF funds if not licensed and in good standing in the State of California, or if listed on the Federal Consolidated List of Debarred, Suspended and Ineligible Contractors.

b. Monitoring

SUBRECIPIENT shall monitor all contracted and subcontracted services on a regular basis to assure compliance with this Agreement. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance. SUBRECIPIENT shall retain all such written reports and submit such reports upon COUNTY's request.

c. Content

SUBRECIPIENT shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any contract or subcontract executed by a contractor or subcontractor for that contractor's or subcontractor's performance of this Agreement.

d. Selection Process

SUBRECIPIENT shall undertake to ensure that all contracts and subcontracts entered into in connection with this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all such contracts and subcontracts shall be forwarded to COUNTY along with documentation concerning the selection process for each.

e. Insurance

SUBRECIPIENT shall undertake to ensure that all contracts and subcontracts entered into in connection with this Agreement comply with minimum State-required Worker's Compensation insurance and all insurance and indemnification provisions set forth in the Standard Indemnification and Insurance Provisions attached hereto and incorporated herein as Exhibit E.

3. Hatch Act

SUBRECIPIENT agrees that no funds provided, nor personnel employed, under this Agreement, shall be in any way or to any extent used for or engaged in the conduct of political activities in violation of 5 U.S.C., § 7321 et seq. or 5 CFR Parts 733 and 734, all as may be amended.

4. Conflicts of Interest

SUBRECIPIENT agrees to abide by and keep records to show compliance with the organizational and individual conflicts of interest provisions of the State of California Encampment Resolution Funding Program ("CERF"), including, but not limited to, Chapter 7 (commencing with Section 50250) of Part 1 of Division 31 of the Health and Safety Code (Amended by Stats. 2021, Ch. 111, Sec.13 (AB 140) Effective July 19, 2021) and the Standard Agreement between the State and COUNTY and all Exhibits, Attachments, and Appendices thereto, which include, but are not limited to, the following:

- a. SUBRECIPIENT shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees, agents or consultants engaged in the award and administration of contracts supported by CERF funds.

- b. No employee, officer, agent or consultant of SUBRECIPIENT shall participate in the selection, or in the award, or administration of, a contract supported by CERF funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CERF -funded activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the CERF-funded activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CERF-funded activity, or with respect to the proceeds derived from the CERF-funded activity, either for themselves or those with whom they have business or family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of COUNTY, SUBRECIPIENT, or any designated public agency.

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

5. Copyright

If this Agreement results in any material, works or inventions that may be protected by copyright, trademark, or patent, COUNTY, State, and/or HUD reserves the right to a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the materials, works or inventions for governmental purposes.

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. SUBRECIPIENT shall not release any materials under this section except after prior written approval of COUNTY.

No materials produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country except as determined at the sole discretion of COUNTY. COUNTY shall have the unrestricted authority to publish, disclose, distribute, and otherwise use in whole or in part, any reports, data, documents or other materials prepared under this Agreement.

**IX. ENVIRONMENTAL CONDITIONS**

**California Environmental Quality Act**

This Agreement is subject to the provisions of the California Environmental Quality Act (CEQA). SUBRECIPIENT assumes responsibility to fully comply with CEQA's requirements in connection with the Services. The obligation of funds and incurring of costs hereunder are hereby conditioned upon compliance with CEQA and completion by the State of all applicable review and approval requirements.

**X. SEVERABILITY**

If any provision of this Agreement is held invalid, illegal or unenforceable by a court of competent jurisdiction, then such provision shall be deemed severable from the remaining provisions hereof, and, the remainder of

the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

**XI. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not affect the meaning, construction or effect of the terms of this Agreement.

**XII. WAIVER**

COUNTY's delay or failure to act with respect to a breach by the SUBRECIPIENT shall not constitute or be construed as a waiver of COUNTY's rights with respect to subsequent or similar breaches. Any delay or failure of COUNTY to exercise or enforce any right or provision of this Agreement shall not constitute a waiver of such right or provision, and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

**XIII. ENTIRE AGREEMENT**

This Agreement, including the Exhibits attached hereto, constitutes the entire agreement between the COUNTY and the SUBRECIPIENT with respect to the subject matter hereof, and it supersedes all prior and contemporaneous communications and proposals, whether electronic, oral, or written between the COUNTY and the SUBRECIPIENT with respect to the subject matter hereof. Each party hereto waives the future right to claim, contest, or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver, or estoppel.

**XIV. REMEDIES NOT EXCLUSIVE**

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

**XV. TIME IS OF THE ESSENCE**

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

**XVI. NONEXCLUSIVE AGREEMENT**

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

**XVII. CALIFORNIA LAW**

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

**XVIII. EXECUTION OF COUNTERPARTS**

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

**XIX. AUTHORITY**

Each signatory and party to this Agreement warrants and represents that such party has the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any

entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, SUBRECIPIENT hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which SUBRECIPIENT is obligated, which breach would have a material effect hereon.

**XX. ORDER OF PRECEDENCE**

In the event of conflict or inconsistency between the provisions contained in the numbered sections I through XX of this Agreement and the provisions contained in the Exhibits shall be resolved by giving precedence in the following order:

- A. Exhibit F
- B. Exhibit E
- C. The numbered sections I through XX of this Agreement
- D. Exhibit B
- E. Exhibit A
- F. Other exhibits

[Signatures Appear on the Following Pages]



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

ATTEST:  
MONA MIYASATO  
CLERK OF THE BOARD

By: Shirley Labuena  
Deputy Clerk

"COUNTY"  
COUNTY OF SANTA BARBARA:

By: Steve Lavagnino  
Steve Lavagnino, Chair  
Board of Supervisors

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

DocuSigned by:  
By: Betsy Schaffer  
6BAAEA15901943F  
Auditor-Controller

DocuSigned by:  
By: Jesús Armas  
E33B804A8E03475...  
Jesús Armas  
Community Services Director

APPROVED AS TO FORM:  
RACHEL VAN MULLEM  
COUNTY COUNSEL

DocuSigned by:  
By: Lauren Wideman  
6E464D827C84459  
Deputy County Counsel

APPROVED AS TO FORM:  
GREG MILLIGAN  
RISK MANAGEMENT

DocuSigned by:  
By: Gregory Milligan  
7777777777777777...  
Risk Manager

“SUBRECIPIENT”  
CITY OF SANTA BARBARA

DocuSigned by:  
*Elias Isaacson*  
By: \_\_\_\_\_  
5D9C4B075C2E406...  
Elias Isaacson, Community Development Director

EXHIBIT A

**Scope of Services**

State of CA Encampment Resolution Funding (CERF) – Round 3

**Project Title:** Street Outreach and Housing Services Personnel for Vehicle Encampments  
**Agreement Amount:** \$ 1,488,820  
**Time of Performance:** June 4, 2024 – December 31, 2026

**A. INTRODUCTION**

This Scope of Services is attached to and incorporated into the Subrecipient Agreement (“Agreement”) between the County of Santa Barbara (“COUNTY”) and City of Santa Barbara (“SUBRECIPIENT”), as referenced in the Agreement. The purpose of this Scope of Services is to further describe the Services referenced in Section I of the Agreement.

The California Encampment Resolution Funding (“CERF”) Program funds actionable, person-centered projects that resolve the experience of unsheltered homelessness for people residing in vehicle encampments, as identified in Exhibit A.1. (Maps). The Services will serve approximately 100 persons and resolve currently inhabited vehicle encampments (approximately 50 persons moving to interim housing/shelter, and approximately 50 persons moving to permanent housing), linking persons to services to meet their unique needs, such as: Street Outreach (SO) case managers and housing navigators, services coordinators, housing locator/landlord liaisons, and community supports. SUBRECIPIENT shall provide specialized SO teams to provide in-field case management to encourage people to accept available and planned Interim Housing and Permanent Housing. Teams will meet acute needs in the field and will link unsheltered persons to long-term supportive services to ensure their retention in housing placements. Teams will work on a regional basis, partnering with outreach teams and resources available in north-county, mid-county, or south-county.

**B. PROJECT DESCRIPTION**

**1. Purpose**

The purpose of the Services is to provide Street Outreach and Housing Services Personnel for Vehicle Encampments with a goal of moving persons from unsheltered vehicular homelessness into shelter and permanent housing through case management and housing navigation services (“Project”). SUBRECIPIENT’s outreach services shall include system navigation, integrated targeted outreach and engagement, and operations exclusively in the City of Santa Barbara.

SUBRECIPIENT shall provide and shall only be reimbursed for providing Street Outreach, Services Coordination, Delivery of Permanent Housing and Systems Support Funds to unsheltered homeless people as set forth in the Federal and State Regulatory Information in Section B.2.b., below. Specifically, the Services shall include delivery of homeless outreach services targeted to encampment sites for the purpose of linking persons experiencing unsheltered homelessness to a safe residential option. The focus of services is to prevent, prepare for, and respond to populations in vehicular encampments in the City of Santa Barbara, including those near State rights-of-way, ; these services shall include supportive services, linkage to needed resources, and housing navigation, operating in the City of Santa Barbara. Geographic locations of focus shall be determined by the Maps in Exhibit A.1. and County and City staff based on the CERF Program Guidelines.

SUBRECIPIENT shall provide street outreach to encampments in the City of Santa Barbara, with mobile teams of outreach workers who shall engage unsheltered homeless community members in vehicle encampments in the City of Santa Barbara. SUBRECIPIENT shall provide essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, and critical services; and, provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Essential services shall include engagement, case management, emergency health and mental health services, transportation, and services for special populations, including housing relocation and stabilization services, as well as data contributions to the Homeless Management Information System (“HMIS”) designated by the Continuum of Care for the area, as outlined in Exhibits A and B to the Agreement.

In addition, SUBRECIPIENT shall contribute to the HMIS for the Santa Maria / Santa Barbara County Continuum of Care.

## 2. Services

### a. General

SUBRECIPIENT shall implement and adhere to the following Best Practices. Recent successful exits from homelessness to temporary and permanent housing placements have resulted from best practices such as consistent engagement by trained providers, emphasizing case management in the field, focus on a housing and services plan, and employing best practices like progressive engagement and more accountability in the coordinated entry system for housing navigation. Some key lessons learned and Best Practices are listed below:

- Allow ample time for comprehensive engagement and case management; this includes flexible outreach hours (early mornings, evenings, weekends, and holidays).
- Understand the population at the site and their needs (number of persons, persons with disabilities, pets, transitional-aged youth, number of people living in cars).
- Document outreach consistently to assess needs and interests in housing and/or services (this includes daily updates to Fulcrum mapping software and in the Homeless Management Information System).
- Understand and adhere to the applicable laws/regulations in the area (streets, sidewalks, parks, private property, and other public land).
- Identify resources that can be offered: housing, emergency shelter, storage, trash disposal, transportation, hygiene trailers, safe needle drops, COVID-19 testing and vaccinations.
- Understand the community’s (members of the encampment) informal leadership to facilitate buy-in on housing options.
- Start identifying the housing options available before engagement and clean-up begins.
- Once a site is resolved, outreach teams must conduct regular checks and outreach to anyone who has re-populated in the previously cleared site.
- Ensure that an after-action report is written to provide data on overall housing placements, services offered, other accomplishments, effective best practices used, and lessons learned.

SUBRECIPIENT shall conduct robust outreach and engagement, which must include all of the following:

- Strong coordination among teams of outreach and engagement workers
- Ample time and a flexible schedule/availability (including early mornings, evenings, weekends, and holidays) for engagement and rapport-building
- Individualized case management
- Client-centered, trauma-informed, and voluntary services
- Services grounded in harm reduction
- Availability of housing resources and strong housing navigation
- Transparency in communication
- Consistency
- Weekly case conferencing
- Weekly, monthly, and quarterly tracked outcomes; and
- Synchronization with Coordinated Entry and all service partners.

SUBRECIPIENT shall provide all of the following components of ongoing case management and housing navigation services:

- Staff recruitment, screening, training, and onboarding, including safety training (this may include but is not limited to trauma-informed care, harm reduction, general safety and situational awareness, site-specific safety considerations such as railways and creeks, etc.)
- Maintain up-to-date contact information and areas frequented for each person via Fulcrum mapping software and the HMIS;
- Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are experiencing homelessness;
- Engage individuals and families not yet working with a CES Partner Agency, with a primary focus on unsheltered families and individuals in encampments;
- Reconnect individuals and families who had previous contact with CES;
- Conduct frequent visits to encampments known to have persons experiencing homelessness throughout the County;
- Conduct assessments on eligible persons;
- Record all assessments and subsequent services in the HMIS. Enter and maintain timely and complete client data;
- Connect or reconnect individuals and families to basic services including eligible benefits, primary healthcare clinic, and other necessary resources (e.g. food, clothing, and shelter);
- Link to the Coordinated Entry System in order to provide ongoing engagement, document collection, and case management services in order to facilitate a match to an appropriate housing resource.

In performing the Services set forth in this Agreement, SUBRECIPIENT shall consider the impacts on neighboring housed communities, and shall follow:

- Centers for Disease Control and Prevention guidance;
- Recent legal decisions, including in the cases of Martin v. Boise, Blake v. City of Grants Pass, and LA Alliance v. City of Los Angeles;
- Field experience of County Public Health, Fire, and Sheriff;
- Best practices and guidance from other communities and experts in the field; and
- COVID-19 guidelines and considerations, which may be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/unsheltered-homelessness.html>.

The following principles, specific to addressing unsheltered homelessness, shall inform SUBRECIPIENT's outreach and engagement model:

- It is not safe or healthy for people to live unsheltered.
- Adequate safe, accessible, and supportive shelter and housing of all types is the solution to homelessness.
- Low-barrier pathways to permanent housing are the best solution to addressing encampments.
- People may sleep and live in encampment settings alone or as a collective for many reasons, including a sense of community and safety.
- Community member concerns about encampments within their neighborhoods, including those related to health, sanitation, and safety, should be addressed.
- Jurisdictions must balance the interests of unsheltered residents with the interests of other community residents.

SUBRECIPIENT's CERF-funded Street Outreach Housing Navigators shall work closely with other street outreach teams addressing unsheltered homelessness throughout the City and County. SUBRECIPIENT shall coordinate and work closely with teams addressing unsheltered homelessness throughout the County, including other designated street outreach providers and the County's Multi-Disciplinary Team.

SUBRECIPIENT shall collaborate with the City and County to provide targeted outreach and engagement to sites, with a focus on robust outreach and engagement with a goal of moving persons from unsheltered homelessness into shelter/permanent housing through case management and housing navigation services. SUBRECIPIENT shall work with the County's Encampment Response Coordinator/Team to consider a strategic allocation of resources while engaging homeless individuals through the process of rapport building with the goal of linking individuals to a permanent housing resource. SUBRECIPIENT's street-based engagement shall focus on linking participants to housing interventions. SUBRECIPIENT shall provide services throughout the City of Santa Barbara.

SUBRECIPIENT's outreach leads shall serve on the cross-jurisdictional Encampment Response Team as the Team assesses sites and recommend interventions, alongside County Community Services, Public Health, County Fire, and County Law Enforcement, City staff leads, and transit agencies (Caltrans and California Highway Patrol). SUBRECIPIENT shall assess existing encampments reported for health and safety risks, provide education on hazards, and provide linkages to shelter and services. SUBRECIPIENT's outreach leads should participate in case conferencing to ensure clients entering CES are matched to the appropriate permanent housing resource. SUBRECIPIENT shall

provide an avenue to respond to resident and local business concerns about encampments and homeless residents, targeting the population identified in the maps attached hereto as Exhibit A.1. ), SUBRECIPIENT will follow encampment response policies that are based on health and safety risks, available resources, available shelter capacity and due process. SUBRECIPIENT shall, to the extent feasible, store personal property in accordance with the City of Santa Barbara Policy on Lost and Unclaimed Personal Property and Abandoned Property Found on City-Owned Property when a person is being relocated from a site where they have been residing. SUBRECIPIENTS will work with the County and program participants to establish solutions that allow for vehicle storage as needs are identified. Grant funds can be used for private storage in order to assist with relocation to shelter or housing or address service needs.

COUNTY shall administer, evaluate, and monitor SUBRECIPIENT’s programs to ensure compliance with the core components of Housing First. SUBRECIPIENT shall employ a progressive engagement approach and offer opportunities to clients to increase client’s household’s income or to help clients retain employment.

All CERF-funded activities shall operate in a manner consistent with the requirements of Welfare and Institutions Code, Division 8, Chapter 6.5, section 8255, subdivision (b), referred to as “Core Components of Housing First”, including, but not limited to, use of a homelessness coordinated entry system, Housing First practices, and progressive engagement practices.

b. Federal and State Regulatory Information

Costs are informed by similar activities funded through the Emergency Solutions Grant programs: Street Outreach (24 CFR 576.101) and Housing Location/Stabilization Services (24 CFR 576.105).

Activity	State Regulation
Street Outreach Personnel Program Manager and Outreach Case manager and Housing Navigator); Services Coordination (Services Coordinator to provide linkages to employment services, social services, behavioral health providers, etc.); System/Data Support Personnel (HMIS, Mapping Software, Reporting); Outreach & Engagement Flexible Funds; Permanent Housing Flexible Funds; Project Implementation (phones, transportation, supplies/equipment, office space); Administrative Costs	Health and Safety Code, Div. 31, Part 1, Ch. 7, Sec. 50254 et seq. and SB 197 (Chapter 70, Statutes of 2022) amended the program and AB 178 (Chapter 45, Statutes of 2022)

3. **Levels of Accomplishment**

a. Goals

SUBRECIPIENT shall provide the following levels of services during the Term of the Agreement:

STREET OUTREACH PERSONNEL PROGRAM MANAGER AND OUTREACH CASE MANAGER AND HOUSING NAVIGATOR) Goal

Unduplicated number of homeless persons or persons at imminent or at risk of homelessness to be served	100
Number of unsheltered homeless persons entering shelter	50
Number of homeless persons entering permanent housing (placed into units)	50

b. Performance Measures

SUBRECIPIENT shall meet the following performance measures during the Term of the Agreement:

	Goal
% of individuals successfully placed in permanent housing	50%
% of adult participants gaining new or increasing cash income at Project exit	50%
% of adult participants increasing non-cash benefits at Project exit	20%
% of Project participants who move into permanent housing remaining housed at 1 year	90%

C. DATA COLLECTION AND REPORTING

1. **General**

Data collection must be completed in accordance with Health and Safety Code, Div. 31, Part 1, Ch. 7, Sec. 50254 et seq., HMIS Policies and Procedures, Fulcrum mapping software, and any additional data collection required by State funding, and in sufficient detail to determine the Project’s progress in meeting the goals and performance measures as set forth in Section B.3, below.

2. **Report Schedule**

Monthly Status Reports and Financial/Invoice Reports are due on a monthly basis by the 15<sup>th</sup> of the following month in accordance with the following sample schedule:

Period	Due Date
June 4, 2024 – July 31, 2024	August 15, 2024
August 1, 2024 – August 31, 2024	September 15, 2024
September 1, 2024 – September 30, 2024	October 15, 2024
October 1, 2024 – October 31, 2024	November 15, 2024
November 1, 2024 – November 30, 2024	December 15, 2024
December 1, 2024 – December 31, 2024	January 15, 2025

Follow pattern of monthly submissions.

3. **Report Content**

Each Status Report must contain the following:

- a. Persons Served List (PSL) with secure client level-data for monthly reporting;
- b. CERF Annual Performance Report (APR) Subrecipient Report generated from the Santa Barbara County HMIS;
- c. Data on goals and permanent measures as set forth in Section B.3.;
- d. Data on funding received for the Project from all sources; and
- e. Signature of SUBRECIPIENT’s Executive Director or his or her designee attesting to the accuracy of the information submitted.

See Exhibit D for a Status Report sample.



EXHIBIT A.1.

Maps

State of CA Encampment Resolution Funding (CERF) – Round 3

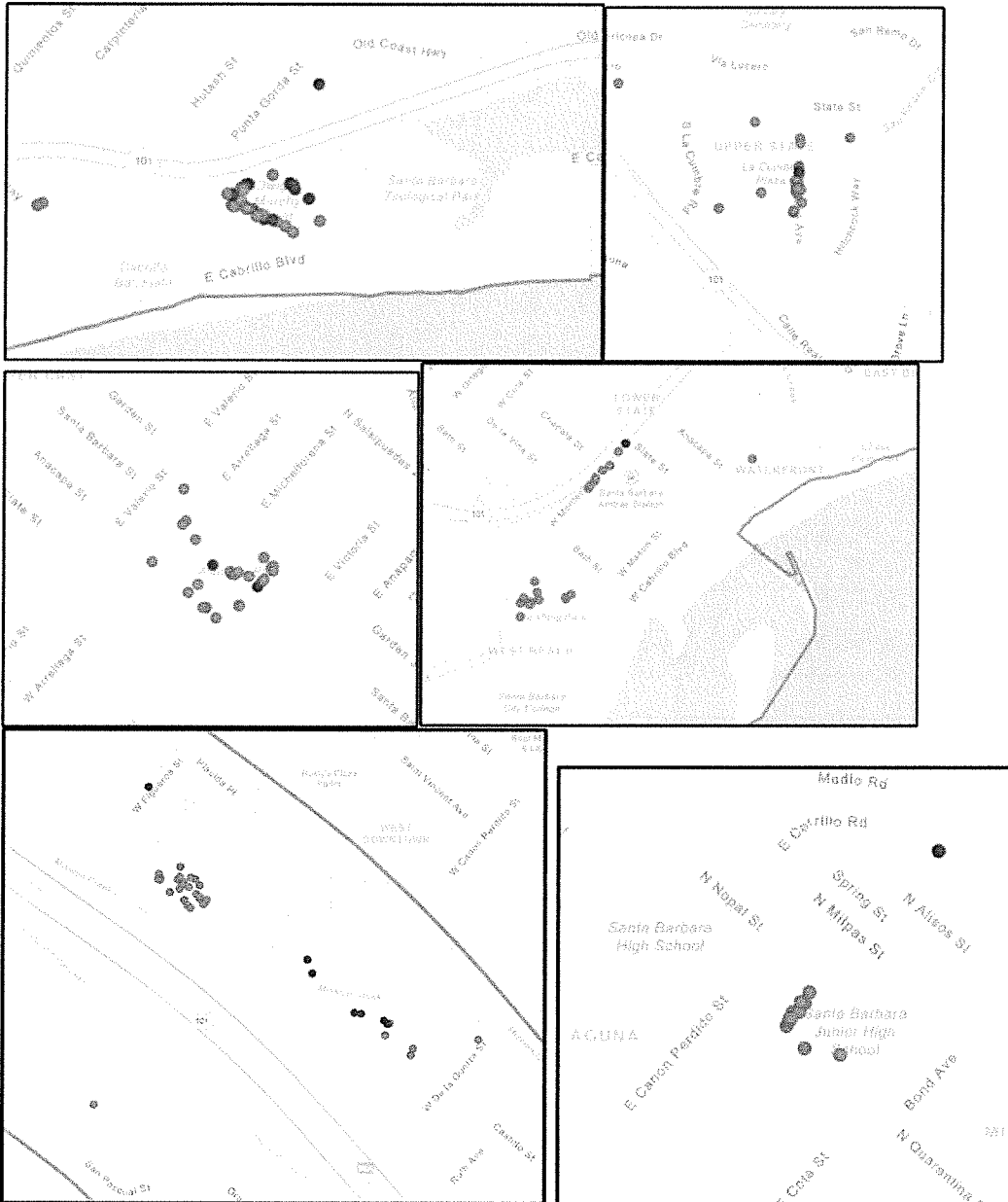


EXHIBIT B

**Budget and Payment Procedures**

State of CA Encampment Resolution Funding (CERF) – Round 3

**Project Title:** Street Outreach and Permanent Housing for Vehicle Encampments  
**Agreement Amount:** \$ 1,488,820  
**Time of Performance:** June 4, 2024 – December 31, 2026

**A. INTRODUCTION**

This Budget and Payment Procedures is attached to and incorporated into the Subrecipient Agreement between the County of Santa Barbara (“COUNTY”) and **CITY OF SANTA BARBARA** (“SUBRECIPIENT”) as referenced in the Agreement. The purpose of this Budget and Payment Procedures is to further describe the requirements referenced in Sections I.C., II., III., and IV. of the Agreement.

**B. BUDGET**

Exhibit B – Attachment 1 represents the proposed Project Expenditure Budget, detailing lines items to be reimbursed by CERF Funds.

Changes to Revenue or Expenditure line items to be eligible for reimbursement from CERF Funds require a Budget Amendment in accordance with the provisions of the Agreement. The Maximum Contract Amount shall not be changed, except by a duly executed amendment to the Agreement as set forth above in the Agreement.

**C. PAYMENT REQUESTS**

Each reimbursement request must include all of the following:

1. Expenditure Summary and Payment Request (ESPR) form, a sample of which is found on Exhibit C, containing an itemized list of expenditures for which reimbursement is requested from CERF Funds. Adequate documentation of all eligible expenditures must be included in each reimbursement request.
2. Supporting documentation:
  - Third-party invoices or receipts
  - Copies of cancelled checks
  - Payroll registers and time and activity sheets
  - Copies of leases and rent comparability documentation for financial and rental assistance requests

Attachment B-1



CA Encampment Resolution Fund - Round 3 (CERF-3)  
Project Budget - Expenses

Project Title: Encampment Response Outreach Program  
Applicant Name: City of Santa Barbara

CERF-3 Award

Budget Term: June 4, 2024 - December 31, 2026  
\*CERF-3: 50% must be expended by June 30, 2025

Expense	Total Program Budget	New Beginning County CERF-3	City of Santa Barbara CERF-3	Other County CERF-3	Other Funding Sources
<b>Salary (including Benefits) FTE \$</b>					
<b>Total Labor Budget</b>	<b>\$ 3,510,000.00</b>	<b>\$ 2,116,125.00</b>	<b>\$ 1,393,875.00</b>	<b>\$ -</b>	<b>\$ -</b>
Street Outreach: Program Manager	\$ 685,625.00	\$ 405,560.00	\$ 278,063.00	\$ -	\$ -
Street Outreach: Outreach Case Manager and Housing Navigator	\$ 1,840,133.00	\$ 743,050.00	\$ 597,083.00	\$ -	\$ -
Services Coordination: Services Coordinator (linkages to employment services, Soc Svcs, BeWell, etc.)	\$ 94,500.00	\$ 305,600.00	\$ 156,238.00	\$ -	\$ -
Delivery of Permanent Housing: Housing Locator/Landlord Liaison	\$ 94,500.00	\$ 462,273.00	\$ 506,170.00	\$ -	\$ -
Delivery of Permanent Housing: Housing Retention Specialist	\$ 94,500.00	\$ 474,653.00	\$ 311,995.00	\$ -	\$ -
Systems Support: Data Analyst (HMIS, mapping software)	\$ 101,250.00	\$ 87,500.00	\$ 43,750.00	\$ -	\$ -
<b>Total Client Services and Direct Assistance Street Outreach Budget</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Flexible Client Financial Assistance: Vehicle-related expenses: registration, insurance, gas cards, storage of vehicles/RVs	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -
<b>Total Interim Sheltering Budget Budget</b>	<b>\$ 700,000.00</b>	<b>\$ 700,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Safe Parking Program (lot administration (permits, restrooms, lot improvements)	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -	\$ -
Interim Housing (example: hotels, non-congregate shelter)	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ -
<b>Total Delivery of Permanent Housing Budget</b>	<b>\$ 3,000,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Rental Assistance/Rapid Rehousing Flexible Funds, Landlord Incentives, Security Deposit, Utilities, IDs, Clothing, Food	\$ 3,000,000.00	\$ 3,000,000.00	\$ -	\$ -	\$ -
<b>Total Program Implementation Budget</b>	<b>\$ 285,600.00</b>	<b>\$ 285,600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Cellphones/Telephones for SO staff	\$ 40,320.00	\$ 40,320.00	\$ -	\$ -	\$ -
Transportation	\$ 50,400.00	\$ 50,400.00	\$ -	\$ -	\$ -
Supplies/Equipment	\$ 66,880.00	\$ 66,880.00	\$ -	\$ -	\$ -
Training	\$ 24,000.00	\$ 24,000.00	\$ -	\$ -	\$ -
Office Space/Operations	\$ 104,000.00	\$ 104,000.00	\$ -	\$ -	\$ -
<b>Other (specify below)</b>	<b>\$ 379,780.00</b>	<b>\$ 189,890.00</b>	<b>\$ 94,945.00</b>	<b>\$ 94,945.00</b>	<b>\$ -</b>
Administrative Costs	\$ 379,780.00	\$ 189,890.00	\$ 94,945.00	\$ 94,945.00	\$ -
<b>Total Expenses</b>	<b>\$ 7,975,380.00</b>	<b>\$ 6,301,615.00</b>	<b>\$ 1,488,820.00</b>	<b>\$ 94,945.00</b>	<b>\$ -</b>

Exhibit C

**EXPENDITURE SUMMARY AND PAYMENT REQUEST (ESPR)**

CA Encampment Resolution Fund - Round 3 (CERF-3)  
 County of Santa Barbara Community Services Department

Agency Name: City of Santa Barbara DUNS #: \_\_\_\_\_  
 Project Name: Street Outreach & Housing Services Personnel  
 Address: \_\_\_\_\_  
 Contact Person: Elizabeth Stotts Title: Homelessness Programs Analyst  
 Email Address: estotts@sansobarbaraca.gov Phone #: \_\_\_\_\_  
 Submit completed ESPR and required documentation to:  
 Staff Person: Katherine Soto-Vasquez Title: Encampment Response Team  
 Email Address: er@ccourtycltb.org Phone #: \_\_\_\_\_

ESPR Request #: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Report Period:  
 Month  
 Year  
 \_\_\_\_\_  
 PD/Contract #: \_\_\_\_\_  
 HCD Project #: \_\_\_\_\_

**Grant Budget and Expenditures**

Activity ID	Program Component	Activity	Budget	Previous Drawdowns	Requested Drawdown	New Available Balance
	EPF - Street Outreach (SO) Personnel: Program Manager, Outreach Case	Street Outreach Personnel	\$ 796,500.00	\$ -	\$ -	\$ 796,500.00
	EPF - Services Coordination (SC) Personnel: Services Coordinator	Services Coordination Personnel	\$ 94,500.00	\$ -	\$ -	\$ 94,500.00
	EPF - Delivery of Permanent Housing (PH) Personnel: Housing Locator/Landlord Liaison and Housing	Permanent Housing Personnel	\$ 472,500.00	\$ -	\$ -	\$ 472,500.00
	EPF - Systems Support (SS): Data Analyst Personnel	System/Data Support Personnel (HMS, Mapping Software, Reporting)	\$ 30,375.00	\$ -	\$ -	\$ 30,375.00
	EPF - Administrative Costs (Admin)	Administrative Costs	\$ 94,945.00	\$ -	\$ -	\$ 94,945.00
<b>TOTAL</b>			<b>\$ 1,488,820.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,488,820.00</b>

Check this box if this is the final payment.

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

Manager / Fiscal Officer \_\_\_\_\_

Administrator / Executive Director \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

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

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

**Exhibit D**



**Quarterly Status Report**

County of Santa Barbara  
Community Services Department

Instructions: Submit this status report to Katherine Soto-Vasquez by email to ksotovasquez@countyofsb.org.

- |                                                                            |                                                                                 |                                                                                   |                                                                               |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Quarter 1</b><br>June 4, 2024 – June 30, 2024  | <input type="checkbox"/> <b>Quarter 2</b><br>July 1, 2024 – September 30, 2024  | <input type="checkbox"/> <b>Quarter 3</b><br>October 1, 2024 – December 31, 2024  | <input type="checkbox"/> <b>Quarter 4</b><br>January 1, 2025 – March 31, 2025 |
| <input type="checkbox"/> <b>Quarter 5</b><br>April 1, 2025 – June 30, 2025 | <input type="checkbox"/> <b>Quarter 6</b><br>July 1, 2025 – September 30, 2025  | <input type="checkbox"/> <b>Quarter 7</b><br>October 1, 2025 – December 31, 2025  | <input type="checkbox"/> <b>Quarter 8</b><br>January 1, 2026 – March 31, 2026 |
| <input type="checkbox"/> <b>Quarter 9</b><br>April 1, 2026 – June 30, 2026 | <input type="checkbox"/> <b>Quarter 10</b><br>July 1, 2026 – September 30, 2026 | <input type="checkbox"/> <b>Quarter 11</b><br>October 1, 2026 – December 31, 2026 |                                                                               |

Agency <u>City of Santa Barbara</u>	Contact Person <u>Elizabeth Stotts</u>
Project <u>Street Outreach and Housing Services Personnel</u>	Phone Number _____
Contract # _____	Email Address <u>Estotts@santabarbaraca.gov</u>

**1. APR Subrecipient Report**

Generate an APR Subrecipient Reports from the Santa Barbara County Homeless Management Information System for the reporting period and attach a print-out to this report. Domestic violence programs should generate comparable reports from a HMIS-comparable database.

**2. Accomplishments**

**Goals**

	Goal	Quarter	Program-to-Date
Unduplicated number of homeless persons or persons at imminent or at risk of homelessness to be served	100		
Number of unsheltered homeless persons entering shelter	50		
Number of homeless persons entering permanent housing (placed into units)	50		

**Performance Measures - Overall**

	Goal	Quarter			Program-to-Date		
		Universe (N)	# Meeting Target	% Meeting Target	Universe (N)	# Meeting Target	% Meeting Target
% of individuals successfully placed in permanent housing	50%						
% of adult participants gaining new or increasing cash income at project exit	50%						
% of adult participants increasing non-cash benefits at project exit	20%						
% of project participants who move into permanent housing remaining housed at 1 year	90%						

## 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 the 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 the SUBRECIPIENT'S profession, with limit of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the SUBRECIPIENT maintains higher limits than the minimums shown above, COUNTY requires and shall be entitled to coverage for the higher limits maintained by the 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 the 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 the 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, the 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 the 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 affect 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 the 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 the SUBRECIPIENT's obligation to provide them. The 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, the 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 State Terms and Conditions

This Project is being assisted by the State of California. The following State provisions must be included in all contracts pursuant to the provisions applicable to such State assistance.

Please note that in the event of a conflict between the State laws and regulations and the federal laws and regulations, **federal laws and regulations will prevail.**

### 1. Commencement of Work and Completion Dates

- A. SUBRECIPIENT agrees that the Project shall not commence, nor shall any costs to be paid with CERF Program funds be incurred or obligated by any party prior to execution of this Agreement by the COUNTY, completion of all required environmental clearances, compliance with the applicable conditions of this Agreement, and not before receipt of an award notification letter from COUNTY.
- B. SUBRECIPIENT agrees that the Project shall be completed by the expiration date specified in this Agreement and that the Scope of Work shall be provided for the full term of this Agreement.

### 2. Sufficiency of Funds and Termination

- A. The COUNTY may, by written notice to SUBRECIPIENT, terminate this Agreement, at any time for cause. Cause shall consist of: violations of any terms and/or special conditions of this Agreement; the Federal Statutes; the Federal Regulations; the State Regulations; or withdrawal of the State's expenditure authority. Upon termination of this Agreement, unless otherwise approved in writing by the COUNTY, any unexpended funds received by the SUBRECIPIENT shall be returned to the COUNTY within thirty (30) days of the Notice of Termination.
- B. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of Congressional appropriation of funds for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the Agreement were executed after the determination was made.
- C. This Agreement is valid and enforceable only if sufficient funds are made available to the COUNTY by the STATE and/or United States Government for the purposes of this Program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions, or statute, regulations or any other laws, whether federal or those of the State of California, or of any agency, COUNTY, or any political subdivision of the federal or the State of California governments, which may affect the provisions, terms or funding of this Agreement in any manner.
- D. It is mutually agreed that if the Congress does not appropriate sufficient funds for the Program, this Agreement shall be amended to reflect any reductions in funds.

### 3. Transfers

SUBRECIPIENT may not transfer by subcontract or novation, or by any other means, the rights, duties, or performance of this Agreement or any part thereof, except with the prior written approval of the COUNTY and a formal amendment to this Agreement to effect such subcontract or novation.

4. **Contractors and Subcontractors**

SUBRECIPIENT and its contractors or subcontractors shall not enter into any Agreement, written or oral, with any contractor without the prior written approval of the COUNTY and determination by the COUNTY and State of the contractor's eligibility. A contractor, or its subcontractor, is not eligible to receive grant funds if the contractor or subcontractor is not licensed and in good standing in California or is listed on the Federal Consolidated List of Debarred, Suspended and Ineligible Contractors.

A. The Agreement between the COUNTY and SUBRECIPIENT shall require that any contractor or subcontractor must:

- 1) Perform all services in accordance with Federal, State and local housing and building codes, as applicable.
- 2) Comply with the labor standards described in this Exhibit, Paragraph 13, as applicable. In addition to the requirements of this Exhibit, all contractors and subcontractors must comply with the provisions of the California Labor Code, as applicable.
- 3) Comply with all applicable Equal Opportunity Requirements, more fully described in this Agreement under Section VIII, PERSONNEL AND PARTICIPANT CONDITIONS.
- 4) Maintain at least the minimum COUNTY and State-required worker's compensation insurance for those employees who will perform the Project or any part of it.
- 5) Maintain, as required by law, unemployment insurance, disability insurance, and liability insurance in an amount to be determined by the State which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the contractor or any subcontractor in performing the Project or any part of it.
- 6) Agree to include all the terms of this Agreement in each subcontract, and that all requirements set forth in this Agreement apply between the SUBRECIPIENT and any contractor or subcontractor.

5. **Liability Insurance**

Unless otherwise approved in writing, SUBRECIPIENT shall have and maintain in full force and effect during the term of this Agreement liability insurance in an amount of not less than \$1,000,000.00 per occurrence with the COUNTY named as an additionally insured. Prior to drawdown of funds, SUBRECIPIENT shall provide a valid certificate of insurance to the COUNTY Designated Representative for review and approval.

6. **Inspections**

- A. SUBRECIPIENT shall inspect all services performed hereunder to ensure that the services are being and have been performed in accordance with the applicable Federal, State and/or local requirements, and this Agreement.
- B. The COUNTY and State reserves the right to inspect all services performed hereunder to ensure that the services are being and have been performed in accordance with the applicable Federal, State and/or local requirements, and this Agreement.
- C. SUBRECIPIENT agrees to require that all work that is determined based on such inspections not to conform to the applicable requirements shall be corrected by SUBRECIPIENT and that COUNTY shall withhold payments to the SUBRECIPIENT until it is corrected.

**7. Audit/Retention and Inspection of Records**

- A. SUBRECIPIENT agrees to maintain accounting books and records in accordance with Generally Accepted Government Auditing Standards (GAGAS). SUBRECIPIENT agrees that the COUNTY, the STATE Department of General Services, the Bureau of State Audits, or their designated representatives, shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. SUBRECIPIENT agrees to maintain such records for possible audit for minimum of five (5) years from the expiration date of this Agreement. SUBRECIPIENT agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of employees who might reasonably have information related to such records. Further, SUBRECIPIENT agrees to include a similar right of the COUNTY and State to audit records and interview staff in any subcontract related to performance of this Agreement.
- B. The audit shall be performed by a qualified State, local, or independent auditor. SUBRECIPIENT shall notify the COUNTY of the auditor's name and address immediately after the selection has been made. The contract for audit shall include a clause which permits access by the COUNTY and State to the independent auditor's working papers.
- C. SUBRECIPIENT shall comply with the audit requirements contained in 2 CFR Part 200 Subpart F.

**8. Monitoring Grant Activities**

- A. COUNTY shall monitor the SUBRECIPIENT activities to ensure compliance with federal and State CERF requirements. An onsite monitoring visit of SUBRECIPIENT may occur whenever determined necessary by the COUNTY, but at least once during the grant period.
- B. The COUNTY shall monitor the performance of the SUBRECIPIENT based on a risk assessment and according to the terms of this Agreement.
- C. The COUNTY shall monitor the performance of SUBRECIPIENT and the Project based on the performance measures used by the CERF program. In the event that project-level or system-wide performance consistently remains low, the COUNTY shall work collaboratively with the

SUBRECIPIENT to develop performance improvement plans which shall be incorporated into this Agreement and other agreements required.

- D. If it is determined that a SUBRECIPIENT falsified any certification, application information, financial, or contract report, the SUBRECIPIENT shall be required to reimburse to COUNTY the full amount of the funds provided by this Agreement, and may be prohibited from any further participation in the CERF program.
- E. As requested by the COUNTY, the SUBRECIPIENT shall submit to the COUNTY all monitoring documentation necessary to ensure that SUBRECIPIENT is in continued compliance with State CERF requirements. Such documentation requirements and the submission deadline shall be provided by the COUNTY at the time such information is requested from the SUBRECIPIENT.

**9. Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. Failure of the COUNTY to enforce the provisions of this Agreement or required performance by the SUBRECIPIENT of these provisions, at any time, shall in no way be construed to be a waiver of such provisions, nor affect the validity of this Agreement, or the right of the COUNTY, to enforce these provisions.

**10. Litigation**

- A. If any provision of this Agreement, or any underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the COUNTY, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. SUBRECIPIENT shall notify the COUNTY immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement of the COUNTY and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the COUNTY.

**11. Compliance with State Law and Regulations**

SUBRECIPIENT agrees to comply with all State laws and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all others matters applicable to the SUBRECIPIENT and the Project.

**12. Environmental Requirements**

This Agreement is subject to the provisions of the California Environmental Quality Act (CEQA). SUBRECIPIENT assumes responsibility to fully comply with CEQA's requirements regarding the Agreement. The obligation of funds and incurring of costs is hereby conditioned upon compliance with CEQA, and completion by the COUNTY and the State of all applicable review and approval requirements.

**13. Prevailing Wages**

- A. Where funds provided through this Agreement are used for construction work, or in support of construction work, SUBRECIPIENT shall ensure that the requirements of Chapter 1 (commencing with Section 1720) of Part 7 of the Labor Code (pertaining to the payment of prevailing wages and administered by the California Department of Industrial Relations) are met.
- B. For the purposes of this requirement "construction work" includes but is not limited to rehabilitation, alteration, demolition, installation, or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "construction contract"). Where the construction contract will be between the SUBRECIPIENT and a licensed building contractor, SUBRECIPIENT shall serve as the "awarding body" as defined in the Labor Code. Where the SUBRECIPIENT will provide funds to a third party that will enter into the construction contract with a licensed building contractor, the third party shall serve as the "awarding body".
- C. The construction contract and any amendments thereto shall be subject to the prior written approval of the COUNTY. Prior to any disbursement of funds, including but not limited to release of any final payment, the COUNTY may require a certificate from SUBRECIPIENT that prevailing wages have been or will be paid when required by Section 1720 et. seq. of the Labor Code.

**14. Eligible Activities**

- A. State CERF funds awarded by the COUNTY shall be used for the eligible activities set forth in Exhibits A and B as permitted under the State regulations.

**15. Core Practices**

All CERF-funded activities shall operate in a manner consistent with the requirements of Health and Safety Code, Div. 31, Part 1, Ch. 7, Sec. 50254 et seq., including, but not limited to, use of a homeless coordinated entry system, housing first practices, and progressive engagement practices.

**16. Core Components of Housing First**

All CERF-funded activities shall operate in a manner consistent with the requirements of Welfare and Institutions Code, Division 8, Chapter 6.5, section 8255, subdivision (b), referred to as "Core Components of Housing First", including but not limited to, use of a homelessness coordinated entry system, Housing First practices, and progressive engagement practices.

**17. Reporting and Recordkeeping**

- A. By January 20, 2027 SUBRECIPIENT shall submit a final Annual Performance Report to the COUNTY. In accordance with federal reporting requirements, the report shall include, but not be limited to, beneficiary data including performance measurements.
- B. No less than once per month, SUBRECIPIENT shall deliver to COUNTY a C Program Financial/Invoice Report, in the form attached hereto as Exhibit C, on or before the 15th day following the close of the previous month, setting forth its activities for the previous month. Further, should the State require additional reports, SUBRECIPIENT agrees to submit such reports in a timely fashion in a manner and format approved by the COUNTY and State. A close-

out-of-grant report shall be submitted within fifteen (15) days after the end of the reporting period.

- C. No less than once per quarter, but not more often than monthly, SUBRECIPIENT shall provide COUNTY with a Program Quarterly Status Report, in the form attached hereto as Exhibit D, on or before the 20th day following the close of the previous month, setting forth its activities for the previous quarter. Further, should the State require additional reports, SUBRECIPIENT agrees to submit such reports in a timely fashion in a manner and format approved by the COUNTY and State. A close-out-of-grant report shall be submitted within fifteen (15) days after the end of the reporting period.
- D. SUBRECIPIENT shall manage and maintain all client data information using a Homeless Management Information System (HMIS) or comparable data system (defined as a separate data system that collects required HMIS and CERF data elements and complies with all Federal and State data and technical Standards). SUBRECIPIENT shall collect all program data elements using the HMIS and comply with all reporting requirements.
- E. SUBRECIPIENT shall maintain all fiscal and program records pertaining to the Agreement for a period of five (5) years from the date of expiration of the Agreement.
- F. SUBRECIPIENT shall submit required reports on forms approved by the County.