

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
BEHAVIORAL HEALTH SERVICES AS LEAD AGENCY FOR THE LAKE  
COUNTY CONTINUUM OF CARE AND NORTH COAST  
OPPORTUNITIES, INC. FOR FISCAL YEARS 2025-26, 2026-27**

This Agreement is made and entered into by and between the County of Lake, hereinafter referred to as "County," and North Coast Opportunities, Inc., hereinafter referred to as "Contractor," collectively referred to as the "parties."

WHEREAS, the Lake County Behavioral Health Services (hereinafter, "LCBHS") is the lead agency for Lake County Continuum of Care (hereinafter LCCoC); and

WHEREAS, LCBHS has issued a Request for Proposals to secure the services for Rapid Rehousing; and

WHEREAS, Contractor, a nonprofit organization has responded to that Request for Proposals, is well-qualified to provide the services necessary for Rapid Rehousing; and

WHEREAS, after a formal selection process, LCCoC and LCBHS recommend the selection of Contractor to provide the above-described services.

NOW, THEREFORE, based on the forgoing recitals, the parties hereto agree as follows:

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to County the services described in the "Scope of Services" attached hereto and incorporated herein as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibits A/B/C, the Agreement shall prevail.
2. TERM. This Agreement shall commence immediately after an applicant has been given a letter of intention, and shall terminate on June 30, 2027, unless earlier terminated as hereinafter provided. In the event County desires to temporarily continue services after the expiration of this Agreement, such continuation shall be deemed on a month-to-month basis, subject to the same terms, covenants, and conditions contained herein.
3. COMPENSATION. Contractor has been selected by County to provide the services described hereunder in Exhibit A, titled, "Scope of Services." Compensation to Contractor shall not exceed Five Hundred Twenty-Seven Thousand, Six Hundred Twenty-Five Dollars and Ninety-Six Cents. (\$527,625.96).

The County shall compensate Contractor for services rendered, in accordance with the provisions set forth in Exhibit B, titled "Fiscal Provisions" attached hereto and incorporated herein, provided that Contractor is not in default under any provisions of this Agreement.

4. TERMINATION. This Agreement may be terminated by mutual consent of the parties or by County upon 14 days written notice to Contractor.

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In the event of non-appropriation of funds for the services provided under this Agreement, County may terminate this Agreement, without termination charge or other liability.

Upon termination, Contractor shall be paid a prorated amount for the services provided up to the date of termination.

5. MODIFICATION. This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning scope of services which do not affect the compensation may be modified by mutual written consent of Contractor and County executed by the Lake County Behavioral Health Services Director.

6. NOTICES. All notices that are required to be given by one party to the other under this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited with the United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses, unless such addresses are changed by notice, in writing, to the other party.

County of Lake

North Coast Opportunities, Inc.

Lake County Behavioral Health Services

413 North State Street

PO Box 1024

Ukiah, CA 95482

6302 Thirteenth Avenue

Lucerne, CA 95458-1024

Attn: Elise Jones

Attn: Daniel McIntire

Behavioral Health Services Director

Chief Executive Officer

7. EXHIBITS. The Agreement Exhibits, as listed below, are incorporated herein by reference:

Exhibit A - Scope of Services

Exhibit B - Fiscal Provisions

Exhibit C - Compliance Provisions

8. TERMS AND CONDITIONS. Contractor warrants and agrees that it shall comply with all terms and conditions of this Agreement including Exhibit A, Exhibit B, and Exhibit C, titled, "Compliance Provisions," attached hereto and incorporated herein in addition to all other applicable federal, state and local laws, regulations and policies and all standards

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stated in federal, state and local Notice of Available Funding, Notice of Funding Opportunity and Request for Proposals.

9. INTEGRATION. This Agreement, including attachments, constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior Agreements, related proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties.

County and Contractor have executed this Agreement on the day and year first written above.

COUNTY OF LAKE

North Coast Opportunities, Inc.

\_\_\_\_\_

  
Daniel McIntire (Jan 20, 2026 17:02:54 PST)

Chair  
Board of Supervisors

Daniel McIntire  
Chief Executive Officer

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

Date: 01/20/2026

**APPROVED AS TO FORM:**

**ATTEST:**

**LLOYD C. GUINTIVANO**  
County Counsel

**SUSAN PARKER**  
Clerk to the Board of Supervisors

By:  \_\_\_\_\_  
Digitally signed by Lloyd C. Guintivano  
DN: cn=Lloyd C. Guintivano, o=US,  
ou=County of Lake, ou=Office of the County  
Counsel,  
email=Lloyd.Guintivano@lakelakecountycityca.gov  
Date: 2025.09.05 08:36:56 -0700

By: \_\_\_\_\_

Date: September 5, 2025

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

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EXHIBIT A – SCOPE OF SERVICES

1. CONTRACTOR’S RESPONSIBILITIES.

1.1 Contractor shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Lake and all other appropriate governmental agencies, including any certification and credentials required by County. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by County. Contractor and County shall comply with California Code of Regulations (CCR), Title 9, Section 1810.435, in the selection of providers and shall review for continued compliance with standards at least every three (3) years.

1.2 Contractor agrees to extend to County, Lake County Continuum of Care (LCCOC), or their designee the right to review and monitor all records, programs or procedures at any time in regards to clients as well as the overall operation of Contractor’s programs in order to ensure compliance with the terms and conditions of this Agreement.

1.3 Contractor will provide families and individuals (participants) who are experiencing or at risk of homelessness in quickly securing and/or maintaining stable housing. NCO will deliver a comprehensive range of rapid rehousing services, including rental subsidies and deposits, housing relocation, housing stabilization, utility deposits, and landlord liaison and incentives. Over the 27-month grant period, NCO will serve a minimum of 40 participants, based on an average caseload of 10 participants per case manager. These services will be provided by grant-funded case managers, in collaboration with case managers specializing in other areas, supported by secondary funding sources, to ensure participants receive the full spectrum of services needed to address any identified needs.

1.4 Contractor shall prioritize assistance to homeless individuals and families over assistance to individuals and families at risk of homelessness.

1.5 Contractor agrees to extend to County or its designee, the right to review and monitor all records, programs or procedures, at any time in regards to clients, as well as the overall operation of Contractor’s programs in order to ensure compliance with the terms and conditions of this Agreement.

1.6 All expenses of copying records and other documents shall be borne by the party seeking to review those records and/or documents and charged at the rate of \$0.25 cents per page.

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1.7 Contractor shall ensure that the logo for Lake County Continuum of Care (LCCoC) is included on flyers, handouts, and any advertising materials for any projects or events that the LCCoC contributes to via funding from this Agreement.

1.8 Contract will notify the County about any change that may affect Contractor's eligibility and ability to provide services including, but not limited to, changes in licensing, certification, ownership and address.

1.9 Injury/Harm to Persons. In addition to taking any and all necessary and advisable measures to ensure the care and safety of all persons served, including but not limited to emergency/medical personnel and/or the Lake County Sheriff as applicable, the Contractor shall ensure that any injury or harm is reported to Lake County Behavioral Health Services as soon as practically possible.

2. DESCRIPTION OF SERVICES.

2.1 Contractor will focus on individuals and families experiencing homelessness or those at risk of homelessness. A universal screening tool will be utilized during intake to identify and prioritize vulnerable populations, including, but not limited to, families with children experiencing homelessness, individuals with medical or mental health challenges, older adults, veterans, and those with developmental and physical disabilities. These populations, along with others identified by HUD and the CoC, will be prioritized based on their level of vulnerability

2.2 Contractor will provide Rapid Rehousing delivered by program Case Managers based at NCO Lake County offices. Case Managers will assess participant eligibility and prioritize individuals based on their specific needs and needs that have been identified to be high risk. Adopting a Housing First approach, Case Managers will focus on helping participants find and secure suitable housing.

2.3 Once a participant is successfully housed, Contractor will develop a housing plan to address potential challenges that could lead to future episodes of homelessness. The plan will include support in areas such as budgeting, professional development, employment, and addressing any other barriers the participant identifies. Housing Plans will be reviewed and updated quarterly to track goal completion and set new objectives as needed.

2.4 Contractor will partner with other community-based agencies and shelters to identify and intake eligible participants. Including regular onsite case manager presence at shelters. Case Managers will participate in community events where there is potential for community encounters with the unhoused population

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3. PERFORMANCE MEASURES. Contractor agrees to hit expected performance measures.

3.1 Compliance with reporting requirements including as follows:

Expenditure Reports and Submission of monthly Financial Statements  
Homeless Management Information System data requirements  
Coordinated Entry System requirements  
Reporting on numbers served, including duplicated and unduplicated, as well as age, gender/sex, race, and ethnicity as requested.

3.2 Meeting expected targeted numbers as follows:

40 persons expected to serve with the proposed funding  
18 persons served through Street Outreach  
25 homeless persons exiting the program or project to permanent housing  
5 one-time assistances to prevent homelessness, by payment of rental arrears, rental application fee, security deposit, or other  
200 emergency motel/shelter stay  
4 months estimated total time in project before entry into permanent housing  
5 people estimated to return to homelessness  
20 households expected to increase monthly income  
100% of the people participating in the project will be counted in the Housing Inventory County (HIC)  
95% anticipated percentage of unduplicated person in HMIS  
5% maximum errors in HIMS and CES.

4. REPORTING REQUIREMENTS. Contractor agrees to provide County with any reports which may be required by State or Federal agencies for compliance with this Agreement.

4.1 Contractor agrees to acquire and/or maintain required Homeless Management Information System (HMIS) license and all required trainings to maintain license. Contractor will follow HMIS data standards procedures as contained in LCCoC policy which include:

Timely data entry:

All entry of data into HMIS will be completed within five (5) business days of the event that generated by the data collection. This includes but is not limited to, Participant Intake, Entry and Exit from Program, and required annual updates if Participant is participating for longer than one year in the program.

Accurate and Complete Data:

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95% of all state and federal defined mandated data points are supplied (fields do NOT reflect a "Null", "Don't Know or Refused" OR "Data Not Collected" value).

Reflect a 95% or higher data completeness and quality result at all times.

Data Collection Methodology:

HMIS Data Standards and LCCoC HMIS designed program task flow(s) for each homeless program type. This includes but is not limited to client demographics, Household type, living situation and destination, health and disability, income and requires Coordinated Entry (CES) assessments.

System Performance Data Collection requirements of all fields in HMIS Enrollment entry and exits are complete with required data. Provider makes every attempt at gathering the required data and only allows for a 5% error rate of all required data.

User Training: All Users of the HMIS will receive general HMIS User Training and Security and Privacy training prior to receiving login credentials to the HMIS. Additionally, all HMIS Users shall receive updated Security and Privacy training annually.

Contractor will notify HMIS Administrator of any HMIS user departing their HMIS role within 24 hours of departure.

Required Quarterly Reporting: Contractor shall utilize data from the following reports as the basis for quarterly report submissions and include with their report submission:

HUD Data Quality report for the program being reported with a data range from the start of the fiscal year to the end of the required report period (cumulative)

Homeless Count Participation: Contractor will participate in annual HUD requires Housing Inventory Count (HIC) by maintaining accurate and up-to-date data in good standing and being responsive to the LCCoC and LCCoC HMIS Administrator's requests for current and accurate information prior to and after the HIC.

4.2 Contractor agrees to keep records by using the Coordinated Entry Systems (CES). This will include but is not limited to Housing Problem Solving interview, CES standardized screening assessment and referral based on client need. Determination of participant referrals will be completed within a timely manner of three business days or less. Contractor will follow CES procedures as contained in LCCoC CES policy.

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4.3 Contractor agrees to provide County with Quarterly Reporting as required by State or Federal agencies for compliance with this Agreement.

4.4 All Expenditure reports shall contain a detailed report which must include at a minimum:

4.5 Monthly CoC Coordination Meetings

Contractor shall participate in monthly meetings with the Lake County Continuum of Care (LCCoC) to ensure timely and accurate data entry in HMIS and CES, discuss project performance, and support coordination with the CES operator (Lake County Community HUB).

4.6 CES Operator MOU

Contractor shall maintain an active Memorandum of Understanding (MOU) with the Lake County Community HUB, the designated CES operator, to coordinate referrals and case conferencing as required by LCCoC policy.

4.7 Equity and Accessibility

Contractor shall incorporate culturally responsive practices and strategies to reduce barriers for underserved populations and address racial and systemic inequities in access to housing services.

4.8 Quarterly Reporting

Contractor shall submit quarterly reports detailing HMIS data entries, expenditures to date, and a summary of program activities to Lake County Behavioral Health Services, as the Administrative Entity for the LCCoC.

4.9 Required Policies

Contractor shall maintain and provide upon request the following policies: Security and Privacy Policy, Code of Conduct, and Grievance Policy. These shall be accessible to staff and participants, in accordance with HHAP and HHIP requirements.

- 1) The Contractor's program or project selection process performed in collaboration with LCCOC.
- 2) The Amounts awarded to the activities identified.
- 3) Projected performance measures;
- 4) Contract expenditures, including an itemized breakdown for each fiscal year of this agreement until all funds awarded to contractor have been expended;

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- 5) Monthly financial report on expenditures will be turned in with monthly invoice;
- 6) Progress on the following performance measures and others established by the Contractor and described in this Exhibit to evaluate success in implementing eligible activities listed below:
  - a) The number of homeless persons served.
  - b) The number of unsheltered homeless persons served, and the average length of time spent as homeless before entry into the program or project;
  - c) The number of homeless persons exiting the program or project to permanent housing.
  - d) The number of persons that return to homelessness after exiting the program or project.

4.5 Contractor shall participate in monthly meetings with the Lake County Continuum of Care (LCCoC) to ensure that all data required under this Agreement, including Homeless Management Information System (HMIS) and Coordinated Entry System (CES) data, is being entered timely and accurately. Participation in these meetings is a condition of continued compliance with the reporting requirements of this Agreement.

5. RECORDS RETENTION.

5.1 Contractor shall prepare, maintain and/or make available to County upon request, all records and documentation pertaining to this Agreement, including financial, statistical, property, recipient and service records and supporting documentation for a period of five (5) years from the date of final payment of this Agreement. If at the end of the retention period, there is ongoing litigation or an outstanding audit involving the records, Contractor shall retain the records until resolution of litigation or audit. After the retention period has expired, Contractor assures that confidential records shall be shredded and disposed of appropriately.

5.2 Contractor shall maintain books, records, documents and other evidence that demonstrates the funding was used for the appropriate purposes laid out in the Scope of Services.

6. PRIORITY HIRING CONSIDERATIONS. Contractor shall give priority consideration in filling vacancies in positions funded by this Agreement to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

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EXHIBIT B – FISCAL PROVISIONS

1. **CONTRACTOR’S FINANCIAL RECORDS.** Contractor shall keep financial records for funds received hereunder, separate from any other funds administered by Contractor, and maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget’s Cost Principles.

2. **INVOICES.**

2.1 Contractor’s invoices shall be submitted for the initial amount above upon execution of this contract. Subsequent invoices, in accordance to 2.1 above and upon the LCCOC determining the above requirements have been met. Invoices shall be itemized and formatted to the satisfaction of the County.

2.2 Contractor’s invoices shall be submitted electronically by email to LCBHS\_Fiscal@Lakecountycga.gov.

2.4 County shall make payment within 20 business days of an undisputed invoice for the compensation stipulated herein for supplies delivered and accepted or services rendered and accepted, less potential deductions, if any, as herein provided. Payment on partial deliverables may be made whenever amounts due so warrant or when requested by the Contractor and approved by the Assistant Purchasing Agent.

2.5 County shall not be obligated to pay Contractor for services provided which are the subject of any bill if Contractor submits such bill to County more than fifteen days (15) after the date Contractor provides the services, or more than fifteen (15) days after this Agreement terminates, whichever is earlier.

2.6 Contractor and County shall each appoint one responsible representative for the purpose of resolving any billing questions or disputes which may arise during the term of this Agreement. Should such issues arise, County shall still be obligated to pay Contractor on a timely basis for those amounts and/or services which are not in dispute or with respect to which there are no questions. Questioned amounts, once adjusted (if necessary) as agreed by the two representatives, shall be paid to Contractor immediately after the Agreement is reached by the two representatives.

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3. AUDIT REQUIREMENTS AND AUDIT EXCEPTIONS.

3.1 Contractor warrants that it shall comply with all audit requirements established by County and will provide a copy of Contractor's Annual Independent Audit Report, if applicable.

3.2 County may conduct periodic audits of Contractor's financial records, notifying Contractor no less than 48 hours prior to scheduled audit. Said notice shall include a detailed listing of the records required for review. Contractor shall allow County, or other appropriate entities designated by County, access to all financial records pertinent to this Agreement.

3.3 Contractor shall reimburse County for all audit exceptions within 30 days of written demands or shall make other repayment arrangements subject to the approval of County.

4. PAYMENT TERMS. The LCCOC has determined that Written Dollar Amount (\$527,625.96) from the lake County Continuum of Care Rapid Rehousing grant, as administered by the County, has been allocated for Rapid Rehousing Services, and for which North Coast Opportunities has been awarded. The County will distribute the funding in accordance to the parameters set forth by the California Department of Housing and Community Development (HCD)

4.1 County will provide the initial disbursement of Eighty-Three Thousand Thirty-Four Dollars (\$83,034.00) to the Contractor, which represents 40% of the total funding of this agreement.

4.2 Contractor may request an additional disbursement of up to 40% of total awarded Grant funds at one time. After initial disbursement, Contractor must demonstrate prior to each subsequent disbursement request, that at least 80% of Grant funds previously disbursed have been expended by Contractor pursuant to the terms of this agreement.

4.3 Contractor shall make a good faith effort to minimize the number of disbursement requests by anticipating and requesting funds in advance.

4.4 Any Grant funds which have not been expended by the Expenditure Deadline must be returned to County with accrued interest.

5. BUDGET. Contractor has submitted the following budget within their accepted proposal. Contractor shall be compensated only for expenses included in the approved budget. Modification to the budget must be approved in advance by the county.

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Copy of Budget

YEAR 1 BUDGET NARRATIVE

Year 1 costs total \$261,182.76, as detailed below.

PERSONNEL SALARIES: \$90,058.90

Position, Computation, Cost

Project Director: To Be Hired (10% FTE x salary of \$133,770 = \$12,261.70)

Project Manager: Breanna Ramirez (30% FTE x salary of \$79,040 = \$23,713.20)

Case Manager: To Be Hired (50% FTE x salary of \$54,080 = \$27,042)

Case Manager: To Be Hired (50% FTE x salary of \$54,080 = \$27,042)

The Project Director will provide oversight and guidance for the project and will supervise the Project Manager.

The Project Manager will provide guidance, project development, and grant administration; supervise Care Managers; and monitor service delivery, as well as ensuring accurate and timely reporting and participating in Continuum of Care meetings. The Case Managers will provide direct intensive care management and will also work with partners to identify and access community resources; will conduct landlord and innkeeper outreach and develop an incentive structure to maintain strong relationships with landlords and innkeepers.

FRINGE BENEFITS: \$33,321.79

Computation and Cost

37% fringe benefit rate x \$90,058.90 = \$33,321.79

Fringe benefits are calculated at 37% and include retirement, FICA-A and B, unemployment, worker compensation, and health insurance.

TRAVEL COSTS: \$3,520

Item, Computation, Cost

Mileage reimbursement (419 miles/month @ \$0.70/mile= \$3,520)

Mileage reimbursement will cover costs of staff travel to meetings, participant locations, landlord locations, community outreach, etc. Costs are calculated at the IRS rate for 2025 and estimated at 419 miles/month.

OPERATING EXPENSES COSTS: \$12,692

Item, Computation, Cost

Office occupancy (\$800/month x 12 months = \$9,600)

Office supplies (\$60/month x 12 months = \$720)

IT services (\$100/month x 12 months = \$1,200)

Zoom Phone License (2@ \$250 each = \$500)

Cyber Insurance (\$45/year x 3 staff = \$135)

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Directors & Officers Insurance: (\$129/year x 3 staff = \$387)  
General Liability & Property Insurance: \$150 a year

Office occupancy includes rent, maintenance, utilities, janitorial services, etc. and are calculated at \$800/month (2 offices for Case Managers at \$400/month each)

Office supplies include paper, toner, and other supplies necessary to operate the project at \$60/month.

IT services will cover costs of technology maintenance and services for each Case Manager and are calculated at \$50/month per Case Manager.

Zoom Phone License will cover the cost of a secure phone service for each Case Manager and is calculated at \$250.00 each annually.

DIRECT SERVICE (RAPID REHOUSING) COSTS: \$108,050.00

Item, Computation, Cost

Interim emergency housing assistance (140 nights x \$145/night = \$20,300)

Rent assistance, averaging 4 months/family at \$1,200 per month (15 individuals or families x \$4,800 = \$72,000)

Move-in assistance (5 individuals or families x \$3,000/family = \$15,000)

Utility deposits/payments (5 individuals or families x \$150/family = \$750)

Interim housing assistance will provide up to 140 nights of occupancy at an average cost of \$145/night, for a total of \$20,300. When no appropriate emergency shelter is available for a household we serve, the proposed funding will enable NCO to provide emergency housing through motel vouchers when rental housing cannot be secured in a timely manner. Housing families in motels allows Case Managers to work with these clients on the stabilization process so that they can successfully retain a housing placement when it becomes available for them.

Rent assistance will support an estimated 15 families, at an average cost of \$4,800.

Note that NCO provides rental assistance on a sliding scale, with the program paying full rental costs for the first month and increasing the client share by 20% for each subsequent month for up to four months.

Move-in assistance may include security deposits, first month rent, application fees, moving expenses, etc. \$15,000 is budgeted to serve an estimated 5 households@ \$3,000 per family/individual.

Utility deposits and utility payments averaging \$150 per family for 5 families (\$750 total).

INDIRECT COSTS: \$13,540.07.

Indirect costs are included as a fixed amount in accordance with the approved project budget and shall not exceed the amount stated above. Note: taking slightly less to balance budget.

YEAR 2 BUDGET NARRATIVE

Year 2 costs total \$266,443.20, as detailed below.

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PERSONNEL SALARIES: \$93,508.12

Position, Computation, Cost

Project Director: To Be Hired (10% FTE x salary of \$133,770 = \$13,377)

Project Manager: Breanna Ramirez (30% FTE x salary of \$81,415.33 = \$24,424.60)

Case Manager: To Be Hired (50% FTE x salary of \$55,706.52 = \$27,853.26)

Case Manager: To Be Hired (50% FTE x salary of \$55,706.52 = \$27,853.26) Note that Year 2 salaries include a 3% annual increase for each position excluding Project Director.

The Project Director will provide oversight and guidance for the project and will supervise the Project Manager.

The Project Manager will provide guidance, project development, and grant administration; supervise Care Managers; and monitor service delivery, as well as ensuring accurate and timely reporting and participating in Continuum of Care meetings.

The Case Managers will provide direct intensive care management and will also work with partners to identify and access community resources; will conduct landlord and innkeeper outreach and develop an incentive structure to maintain strong relationships with landlords and innkeepers.

FRINGE BENEFITS: \$34,598

Computation, Cost

37% fringe benefit rate x \$93,508.12 = \$34,598.

Fringe benefits are calculated at 37% and include retirement, FICA-A and B, unemployment, worker compensation, and health insurance.

TRAVEL COSTS: \$3,523

Item, Computation, Cost

Mileage reimbursement (419 miles/month at \$0.70/mile = \$3,523) Note that total travel costs were adjusted to balance the budget.

Mileage reimbursement will cover costs of staff travel to meetings, participant locations, landlord locations, community outreach, etc. Costs are calculated at the IRS rate for 2025 and estimated at 419 miles/month.

OPERATING EXPENSES COSTS: \$12,760

Item, Computation, Cost

Office occupancy (\$800/month x 12 months = \$9,600)

Office supplies (\$60/month x 12 months = \$720)

IT services (\$100/month x 12 months = \$1,200)

Zoom Phone License (2@ \$250 each = \$500)

Cyber Insurance (\$49.50/year x 3 staff = \$149)

Directors & Officers Insurance: (\$142/year x 3 staff = \$426)

General Liability & Property Insurance: \$165 a year

Office occupancy includes rent, maintenance, utilities, janitorial services, etc. and are calculated at \$800/month (2 offices for Case Managers at \$400/month each)

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Office supplies include paper, toner, and other supplies necessary to operate the project at \$60/month.

IT services will cover costs of technology maintenance and services for each Case Manager and are calculated at \$50/month per Case Manager.

Zoom Phone License will cover the cost of a secure phone service for each Case Manager and is calculated at \$250.00 each annually.

Cyber Insurance (\$49.50/year x 3 staff = \$149)

Directors & Officers Insurance: (\$142/year x 3 staff = \$426)

General Liability & Property Insurance: \$165 a year

DIRECT SERVICE (RAPID REHOUSING) COSTS: \$108,050.00

Item, Computation, Cost

Interim emergency housing assistance (140 nights x \$145/night = \$20,300)

Rent assistance, averaging 4 months/family at \$1,200 per month (15 individuals or families x \$4,800 = \$72,000)

Move-in assistance (5 individuals or families x \$3,000/family = \$15,000)

Utility deposits/payments (5 individuals or families x \$150/family = \$750)

Interim housing assistance will provide up to 140 nights of occupancy at an average cost of \$145/night, for a total of \$20,300. When no appropriate emergency shelter is available for a household we serve, the proposed funding will enable NCO to provide emergency housing through motel vouchers when rental housing cannot be secured in a timely manner. Housing families in motels allows Case Managers to work with these clients on the stabilization process so that they can successfully retain a housing placement when it becomes available for them.

Rent assistance will support an estimated 15 families, at an average cost of \$4,800. Note that NCO provides rental assistance on a sliding scale, with the program paying full rental costs for the first month and increasing the client share by 20% for each subsequent month for up to four months.

Move-in assistance may include security deposits, first month rent, application fees, moving expenses, etc. \$15,000 is budgeted to serve an estimated 5 households @ \$3,000 per family/individual.

Utility deposits and utility payments averaging \$150 per family for 5 families (\$750 total).

INDIRECT COSTS: \$14,004.08

Indirect costs are included as a fixed amount in accordance with the approved project budget and shall not exceed the amount stated above. Note: taking slightly less to balance the budget.

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EXHIBIT C – COMPLIANCE PROVISIONS

1. INFORMATION INTEGRITY AND SECURITY. Contractor shall immediately notify County of any known or suspected breach of personal, sensitive and confidential information related to Contractor’s work under this Agreement.

2. NON-DISCRIMINATION. During the performance of this Agreement, Contractor shall not deny the contract’s benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours’ notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., title. 2, §11105.)

3. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.

3.1 The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors:

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A. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

B. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in the preceding paragraph; and

D. Have not, within a three-year period preceding this Agreement, had one or more public transactions terminated for cause or default.

3.2 Contractor shall report immediately to County, in writing, any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.

4. AGREEMENTS IN EXCESS OF \$100,000. Contractor shall comply with all applicable orders or requirements issued under the following laws:

4.1 Clean Air Act, as amended (42 USC 1857).

4.2 Clean Water Act, as amended (33 USC 1368).

4.3 Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)

4.4 Environmental Protection Agency Regulations (40 CFR and Executive Order 11738).

5. INDEMNIFICATION AND HOLD HARMLESS. Contractor shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with Contractor's operations hereunder or

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the performance of the work described herein, unless such damages, loss, injury or death is caused solely by the negligence of County. Contractor's obligations under this Section.

6. **STANDARD OF CARE.** Contractor represents that it is specially trained, licensed, experienced and competent to perform all the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed, whether by Contractor or designated subcontractors, in a manner according to generally accepted practices.

7. **INTEREST OF CONTRACTOR.** Contractor assures that neither it nor its employees has any interest, and that it shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder.

8. **DUE PERFORMANCE – DEFAULT.** Each party agrees to fully perform all aspects of this agreement. If a default to this agreement occurs then the party in default shall be given written notice of said default by the other party. If the party in default does not fully correct (cure) the default within 30 days of the date of that notice (i.e. the time to cure) then such party shall be in default. The time period for corrective action of the party in default may be extended in writing executed by both parties, which must include the reason(s) for the extension and the date the extension expires.

Notice given under this provision shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable time period. No such notice shall be deemed a termination of this Agreement, unless the party giving notice so elects in that notice, or so elects in a subsequent written notice after the time to cure has expired.

9. **INSURANCE.**

9.1 Contractor shall procure and maintain Workers' Compensation Insurance for all of its employees.

9.2 Contractor shall procure and maintain Comprehensive Public Liability Insurance, both bodily injury and property damage, in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverage: personal injury, premises-operations, products and completed operations, blanket contractual, and independent contractor's liability.

9.3 Contractor shall procure and maintain Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned

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vehicles used in connection with Contractor's business in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence.

9.4 Contractor shall not commence work under this Agreement until it has obtained all the insurance required hereinabove and submitted to County certificates of insurance naming the County of Lake as additional insured. Contractor agrees to provide to County, at least 30 days prior to expiration date, a new certificate of insurance.

9.5 In case of any subcontract, Contractor shall require each subcontractor to provide all of the same coverage as detailed hereinabove. Subcontractors shall provide certificates of insurance naming the County of Lake as additional insured and shall submit new certificates of insurance at least 30 days prior to expiration date. Contractor shall not allow any subcontractor to commence work until the required insurances have been obtained.

9.6 For any claims related to the work performed under this Agreement, the Contractor's insurance coverage shall be primary insurance as to the 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 in excess of the Contractor's insurance and shall not contribute with it.

9.7 The Commercial General Liability and Automobile Liability Insurance must each contain, or be endorsed to contain, the following provision:

The County, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds and shall be added in the form of an endorsement to Contractor's insurance on Form CG 20 10 11 85. Contractor shall not commence work under this Agreement until Contractor has had delivered to County the Additional Insured Endorsements required herein.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of California Civil Code Section 2782.

9.8 Insurance coverage required of Contractor under this Agreement shall be placed with insurers with a current A.M. Best rating of no less than A: VII.

9.9 Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor for liability in excess of such coverage, nor shall it preclude County from taking other action as is available to it under any other provision of this Agreement or applicable law. Failure of County to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at a later date.

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9.10 Any failure of Contractor to maintain the insurance required by this section, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Agreement.

10. **ATTORNEY'S FEES AND COSTS.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

11. **ASSIGNMENT.** Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of County except that claims for money due or to become due Contractor from County under this Agreement may be assigned by Contractor to a bank, trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to County. Any attempt at assignment of rights under this Agreement except for those specifically consented to by both parties or as stated above shall be void.

12. **PAYROLL TAXES AND DEDUCTIONS.** Contractor shall promptly forward payroll taxes, insurances and contributions to designated governmental agencies.

13. **INDEPENDENT CONTRACTOR.** It is specifically understood and agreed that, in the making and performance of this Agreement, Contractor is an independent contractor and is not an employee, agent or servant of County. Contractor is not entitled to any employee benefits. County agrees that Contractor shall have the right to control the manner and means of accomplishing the result agreed for herein.

Contractor is solely responsible for the payment of all federal, state and local taxes, charges, fees, or contributions required with respect to Contractor and Contractor's officers, employees, and agents who are engaged in the performance of this Agreement (including without limitation, unemployment insurance, social security and payroll tax withholding.)

14. **OWNERSHIP OF DOCUMENTS.** All non-proprietary reports, drawings, renderings, or other documents or materials prepared by Contractor hereunder are the property of County.

15. **SEVERABILITY.** If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

16. **ADHERENCE TO APPLICABLE DISABILITY LAW.** Contractor shall be responsible for knowing and adhering to the requirements of Section 504 of the Rehabilitation Act of 1973,

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the Americans with Disabilities Act, (42 U.S.C. Sections 12101, et seq.). California Government Code Sections 12920 et seq., and all related state and local laws.

17. SAFETY RESPONSIBILITIES. Contractor will adhere to all applicable CalOSHA requirements in performing work pursuant to this Agreement. Contractor agrees that in the performance of work under this Agreement, Contractor will provide for the safety needs of its employees and will be responsible for maintaining the standards necessary to minimize health and safety hazards.

18. JURISDICTION AND VENUE. This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue of any action or proceeding regarding this Agreement or performance thereof shall be in Lake County, California. Contractor waives any right of removal it might have under California Code of Civil Procedure Section 394.

19. RESIDENCY. All independent contractors providing services to County for compensation must file a State of California Form 590, certifying California residency or, in the case of a corporation, certifying that they have a permanent place of business in California.

20. NO THIRD-PARTY BENEFICIARIES. Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in or for the benefit of third parties.

21. UNUSUAL OCCURRENCE REPORTING. Contractor is required to have procedures for reporting unusual occurrences relating to health and safety issues. Contractor shall report to County any unusual events, accidents, or injuries requiring medical treatment for clients, staff, or members of the community. An unusual occurrence shall be reported to the County in writing (or electronic mail) as soon as possible but no later than three (3) working days of the Contractor's knowledge of the event. An unusual occurrence is subject to investigation by Lake County Behavioral Health Services; and upon a request, a copy of the County's investigation shall be made available to the State Department of Behavioral Health, which may subsequently conduct its own investigation.

22. OVERSIGHT. Lake County Behavioral Health Services shall conduct oversight and impose sanctions on the Contractor for violations of the terms of this Agreement, and applicable federal and state law and regulations, in accordance with Welfare & Institutions Code 14712(c)(3) and CCR, Title 9, Section 1810.380 and 1810.385.

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# Revised 25.26.27 LCCoC-NCO Rapid Rehousing FY 2025-27 2025.1.20.26

Final Audit Report

2026-01-21

Created:	2026-01-20
By:	Sarah Miller (sarah.miller@lakecountyca.gov)
Status:	Signed
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## "Revised 25.26.27 LCCoC-NCO Rapid Rehousing FY 2025-27 2025.1.20.26" History

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-  Signer dmcintire@ncoinc.org entered name at signing as Daniel McIntire  
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