

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

This Contract is made and entered into by and between the County of Lake through its Department of Social Services, hereinafter referred to as "LCDSS", and North Coast Opportunities, INC., hereinafter referred to as "Contractor", collectively referred to as the "parties". The LCDSS Director shall administer this Contract on behalf of LCDSS.

1. TERM

This Contract shall commence on January 1, 2019, and shall terminate on June 30, 2021, unless earlier terminated as hereinafter provided. In the event LCDSS desires to temporarily continue services after the expiration of this Contract, such continuation shall be deemed on a month-to-month basis, subject to the same terms, covenants, and conditions contained herein.

2. COMPENSATION

Contractor has been selected by LCDSS to provide the services described hereunder in Exhibit "A" (Scope of Services), incorporated herein by this reference. Compensation shall not exceed two hundred ninety thousand dollars and zero cents (\$290,000.00) per fiscal year.

LCDSS shall compensate Contractor for services in accordance with Exhibit "B" (Fiscal Provisions), attached hereto and incorporated herein. Compensation to Contractor is contingent upon appropriation of federal, state and county funds. Compensation to Contractor shall not exceed the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program allocation for Lake County per fiscal year.

3. TERMINATION

This Contract may be terminated by mutual consent of the parties or by the LCDSS Director upon thirty (30) days written notice to Contractor.

In the event of non-appropriation of funds for the services provided under this Contract, LCDSS Director will terminate this Contract, 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.

4. MODIFICATION

This Contract 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 LCDSS Director.

5. NOTICES

All notices between the parties shall be in writing addressed as follows:

**CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST
OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM**

LCDSS
P O Box 9000
Lower Lake, CA 95457

North Coast Opportunities, INC.
413 N. State St.
Ukiah, CA 95482

6. EXHIBITS

The Contract Exhibits, as listed below, are incorporated herein by reference:

Exhibit A – Scope of Services
Exhibit B – Fiscal Provisions
Exhibit C – Compliance Provisions

7. TERMS AND CONDITIONS

Contractor warrants that it will comply with all terms and conditions of this Contract and Exhibits, and all other applicable federal, state and local laws, regulations and policies.

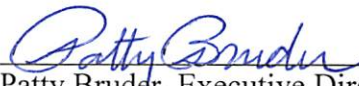
This Contract constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior contracts, related proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties.

Executed at Lakeport, California on _____.

COUNTY OF LAKE

NORTH COAST OPPORTUNITIES, INC.

CHAIR, Board of Supervisors


Patty Bruder, Executive Director

ATTEST: CAROL J. HUCHINGSON
Clerk to the Board of Supervisors

APPROVED AS TO FORM:
ANITA L. GRANT

By: _____

County Counsel
By: 

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

EXHIBIT “A” – SCOPE OF SERVICES

1. DESCRIPTION OF SERVICES

- A. Contractor shall provide housing navigation, case management and financial support to Housing Support Program (HSP) clients, which includes the following:
 1. Develop an annual budget that is in line with the State’s recommendations for HSP, which will include at least fifty percent (50%) or more to be spent on direct financial assistance to clients, thirty percent (30%) on case management, housing navigation and landlord incentives, fifteen percent (15%) on administrative support (Program managers/IT/accounting/benefits and facilities), and five percent (5%) on data tracking and reporting.
 2. Process referrals, contact clients and attempt to schedule an intake meeting as soon as possible (within seven days of receipt of referral).
 3. Provide a Project Manager for oversight and administration of services.
 4. Provide a Case Manager to work directly with landlords and clients to coordinate client services.
 5. Utilize an assessment tool that aligns with the ‘Housing First’ approach to assess and prioritize applicants based on duration/chronicity of homeless, vulnerability, or high utilization of crisis services without consideration of income or barriers in order to rapidly match clients with appropriate housing and supportive services.
 6. Contractor shall not reject clients from the program based on credit history, rental history, minor criminal convictions, sobriety or other indicators of housing readiness.
 7. Help clients to identify and locate appropriate housing by providing assistance filling out housing applications, understanding tenant rights and responsibilities, and obtaining any documentation needed to apply for housing.
 8. Provide financial assistance including one hundred percent (100%) of first month’s rent and security deposits, moving or relocation costs, interim housing needed prior to placement, utility deposits, and if necessary, landlord incentives to encourage landlords to rent to CalWORKs clients. All assistance shall be tracked by the process LCDSS develops to link HSP issuances to CalWORKs cases.
 9. Utilize the Homeless Management Information System (HMIS) when one is identified for use by Lake County’s Continuum of Care.

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

10. Provide ongoing financial support (rent) with the 'lightest touch' method of progressive client engagement for one to six months support. When the client can begin to take on a reasonable percentage of their rent, assistance will be provided in a step-down approach (100/75/50/25), with the client's share of rent increasing over time, in order to stabilize the family into a permanent housing plan.
11. Develop a housing plan with the client that is tenant-driven and works toward the ultimate goal of housing sustainability and identifies any barriers to self-sufficiency.
12. Provide clients with information and resources to address specific barriers including but not limited to: mental illness, substance abuse, financial planning and budgeting, nurturing parenting education, life skills training, and employment readiness activities that are based on the client's goals and preferences and will assist the family to achieve housing stability.
13. Communicate with HSP clients monthly to determine next steps and/or encourage progress toward meeting goals set in the housing plan.
14. Provide regular case updates to LCDSS in a format agreed upon by both parties. Updates will include client progress in finding/procuring housing, progress meeting housing plan goals as well as provide recommendations for appropriate barrier removal activities, supportive services or HSP extensions needed.
15. Attend monthly program coordination meetings with LCDSS.
16. Provide outreach to landlords in the community to provide program information, identify landlords willing to rent/lease to CalWORKs clients, and establish good working relationships in order to provide rapid rehousing services.
17. Communicate immediately with LCDSS on any landlord/tenant issues or client non-compliance with program rules. Contractor will attempt to resolve any issues directly.
18. Prepare and submit monthly HSP reports to LCDSS and California Department of Social Services using the "HSP14" report form.
19. Agree not to substitute LCDSS funded services for current services provided to individuals who are participating in similar programs offered by Contractor.
20. Obtain all required licenses and certifications necessary for the services to be provided.

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

21. Participate in the local Community of Care community meetings, in order to work toward building a system of coordinated entry that may be used in the future to identify and refer clients to the HSP program.

22. Adhere to the LCDSS rules of confidentiality and obtain proper release of information authorization prior to case engagement.

B. LCDSS shall:

1. Identify and refer eligible CalWORKs clients that meet the criteria for the HSP program (currently homeless or at imminent risk of homelessness with receipt of an eviction notice) and are in need of rapid rehousing services.
2. Work with Contractor to develop the new HSP program in a 'Housing First' approach.
3. Provide timely updates to Contractor on changes to the client's CalWORKs eligibility status, residency, participation requirements and exemption status as necessary that may impact eligibility to the HSP program.
4. Provide supportive services for active, eligible, and HSP participating Welfare-to-Work clients. Supportive services may include but are not limited to: transportation reimbursement, childcare expenses, job search assistance, and barrier removal activities.
5. Develop and implement a process to track and link HSP issuances to the client's CalWORKs case.

2. REPORTING REQUIREMENTS

Contractor shall submit monthly reports in a format approved by LCDSS by the 10th of the month following the report period.

3. MONITORING REQUIREMENTS

Contractor shall be subject to monitoring by LCDSS, allowing full access to the information requested for monitoring purposes.

4. RECORDS RETENTION

Contractor shall prepare, maintain and/or make available to LCDSS upon request, all records and documentation pertaining to this Contract, including financial, statistical, property, recipient and service records and supporting documentation for a period of four (4) years from the date of final payment of this Contract. 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

**CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST
OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM**

litigation or audit. After the retention period has expired, Contractor assures that confidential records shall be shredded and disposed of appropriately.

5. GRIEVANCE

Contractor agrees to provide a procedure through which recipients of Contract services shall have the opportunity to grieve or complain regarding service.

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CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

EXHIBIT "B" – FISCAL PROVISIONS

1. BUDGET

The Contractor shall submit, in advance, a detailed budget, in the format approved by LCDSS for review and approval by the Director. Contractor shall be compensated only for expenses included in the approved budget. Modification to the budget must be approved in advance by the Director.

2. EXPENDITURE OF FUNDS

A. Contract funds shall not be used to purchase food or promotional merchandise or to attend conferences unless specifically approved in the budget.

B. Contract funds shall not be used to purchase computers, printers, software or any related equipment unless specifically approved in the budget.

C. Director reserves the right to refuse payment to Contractor or disallow costs for any expenditure determined to be unreasonable, out of compliance, or inappropriate to the services provided hereunder.

3. EQUIPMENT PURCHASED WITH CONTRACT FUNDS

Contractor shall maintain an inventory of all equipment purchased with Contract funds and shall submit a copy of said inventory along with Contractor's June invoice or upon termination of the Contract. All equipment purchased with Contract funds is the property of LCDSS and shall be delivered to LCDSS if no longer needed or upon termination of the Contract.

4. 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.

5. INVOICES

A. Contractor shall submit monthly invoices based on actual expenses, in the format approved by LCDSS, no later than the 20th of the month following the month in which services were provided, except for the months of May and June.

B. For the months of May and June:

1. Funding for this Contract is appropriated on a fiscal year basis. LCDSS is not able to compensate Contractor after the close of the fiscal year period.

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

2. To ensure Contractor is properly compensated, Contractor shall submit invoices based on estimated expenses, including all anticipated costs, no later than June 5th of the fiscal year period.
 3. Contractor shall follow up by submitting invoices for actual expenses, as stated hereinabove in Paragraph 5A., including remittance of the full amount of any overpayment that occurred in the event estimated expenses exceeded actual.
- C. LCDSS shall review and approve Contractor's invoices and make payment within fifteen (15) days of approval.

6. AUDIT REQUIREMENTS AND AUDIT EXCEPTIONS

A. Contractors that expend \$750,000 or more in Federal Awards shall arrange for an audit to be performed as required by the Single Audit Act of 1984, Public Law 98-502, Single Audit Act Amendments of 1996, Public Law 104-156, and Office of Management and Budget (OMB) Circular A-133, and a copy submitted to the:

Lake County Department of Social Services
Attn: Theresa Showen, Program Manager
P.O. Box 9000
Lower Lake, CA 95457

The copy shall be submitted within the earlier of 30 days after receipt of the auditor's report or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency.

The Contractor shall ensure that LCDSS-funded expenditures are displayed discretely along with the related federal expenditures in the single audit report's "Schedule of Expenditures of Federal Awards" (SEFA) under the appropriate Catalog of Federal Domestic Assistance (CFDA) number as referenced in Section B of this Article.

For LCDSS contracts that do not have CFDA numbers, the Contractor shall ensure that the LCDSS funded expenditures are discretely identified in the SEFA by the appropriate program name, identifying grant/contract number, and as passed-through the California Department of Social Services.

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CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

EXHIBIT “C” – COMPLIANCE PROVISIONS

1. INFORMATION INTEGRITY AND SECURITY

A. Contractor ensures that personal, sensitive and confidential information is protected from inappropriate or unauthorized access or disclosure in accordance with Welfare and Institutions Code Section 10850, the LCDSS MEDS Data Privacy and Security Agreement, Lake County Information Security Policy, Health Insurance Portability and Accountability Act (HIPAA), and all other applicable laws, regulations and policies.

B. Contractor shall immediately notify LCDSS of any known or suspected breach of personal, sensitive and confidential information related to Contractor’s work under this Contract.

2. NON-DISCRIMINATION

A. Contractor shall not unlawfully discriminate against any qualified worker or recipient of services because of race, religious creed, color, sex, sexual orientation, national origin, ancestry, physical disability, mental disability, medical condition, marital status or age.

B. Contractor shall comply with and annually sign the LCDSS “Assurance of Compliance” form.

3. ABUSE REPORTING REQUIREMENTS

A. Contractor shall ensure that all known or suspected instances of child abuse or neglect, as defined in Penal Code Section 11165, are reported to LCDSS Child Welfare Services.

B. Contractor shall ensure that all known or suspected instances of elder abuse as defined in Welfare and Institutions Code 15610, are reported to LCDSS Adult Protective Services.

4. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

1. Are not presently debarred or suspended from federal financial assistance programs and activities, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency;

2. Have not, within a three-year period preceding this Contract, 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;

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

3. 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

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

B. Contractor shall report immediately to Director, 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 Director.

5. CHILD SUPPORT

Contractor shall comply with Public Contract Code Section 7110(a), recognizing the importance of child and family support obligations and enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code.

6. PAYROLL TAXES AND DEDUCTIONS

Contractor shall promptly forward payroll taxes, insurances, and contributions to designated governmental agencies.

7. CONTRACTS IN EXCESS OF \$100,000

Contractor shall comply with all applicable orders or requirements issued under the following laws:

- A. Clean Air Act, as amended (42 USC 1857).
- B. Clean Water Act, as amended (33 USC 1368).
- C. Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)
- D. Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738).
- E. Public Contract Code Section 10295.3.

8. INDEMNIFICATION AND HOLD HARMLESS

Contractor shall indemnify and defend the County of Lake 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 of Lake, whether for damage to or loss of property, or injury to or death of person, including properties of

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

County of Lake and injury to or death of County of Lake officials, employees or agents, arising out of, or connected with Contractor's operations hereunder or the performance of the work described herein, unless such damages, loss, injury or death is caused solely by the negligence of County of Lake.

9. 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.

10. 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.

11. INSURANCE

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

B. 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.

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

D. Contractor shall procure and maintain Professional Liability Insurance for the protection against claims arising out of the performance of services under this Contract caused by errors, omissions or other acts for which Contractor is liable. Said insurance shall be written with limits of not less than one million dollars (\$1,000,000).

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

F. 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

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

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.

G. For any claims related to the work performed under this Contract, the Contractor's insurance coverage shall be primary insurance as to the County of Lake, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by County of Lake, its officers, officials, employees, agents or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

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

The County of Lake, its officers, officials, employees, agents, and volunteers are to be covered as additional insured's 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 Contract until Contractor has had delivered to LCDSS 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.

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

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 LCDSS from taking other action as is available to it under any other provisions of this Contract or applicable law. Failure of LCDSS 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.

J. 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 Contract.

12. ATTORNEY'S FEES AND COSTS

If any action at law or in equity is necessary to enforce or interpret the terms of this Contract, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such part may be entitled.

13. ASSIGNMENT

Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same without the prior written consent of Director except that claims for money due or to become due Contractor from LCDSS under this Contract may be assigned by Contractor to a bank, trust company, or other financial institution without such approval. Written notice of any

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

such transfer shall be furnished promptly to LCDSS. Any attempt at assignment of rights under this Contract except for those specifically consented to by both parties or as stated above shall be void.

14. INDEPENDENT CONTRACTOR

It is specifically understood and agreed that, in the making and performance of this Contract, Contractor is an independent contractor and is not an employee, agent or servant of LCDSS. Contractor is not entitled to any employee benefits. LCDSS agrees that Contractor shall have the right to control the manner and means of accomplishing the result contracted 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 Contract (including without limitation, unemployment insurance, social security and payroll tax withholding.)

15. OWNERSHIP

All non-proprietary reports, drawings, renderings, or other documents or materials prepared by Contractor hereunder are the property of LCDSS.

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, 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. HIPAA COMPLIANCE

Contractor will adhere to Titles 9 and 22 and all other applicable Federal and State statutes and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and will make his best efforts to preserve data integrity and the confidentiality of protected health information.

18. SAFETY RESPONSIBILITIES

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

19. JURISDICTION AND VENUE

This Contract 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 Contract or

CONTRACT BETWEEN COUNTY OF LAKE AND NORTH COAST OPPORTUNITIES, INC. FOR THE HOUSING SUPPORT PROGRAM

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.

20. RESIDENCY

All independent contractors providing services to LCDSS 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.

21. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Contract shall be construed to create, and the parties do not intend to create, any rights in or for the benefit of third parties.

22. SEVERABILITY

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

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