

**AGREEMENT FOR THE OPERATION AND USE OF THE  
SAMUEL L. JONES HALL HOMELESS SHELTER  
YEAR-ROUND AND WINTER SHELTER PROGRAMS**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 2017, between the City of Santa Rosa, a municipal corporation ("CITY"), and Catholic Charities of the Diocese of Santa Rosa ("CONTRACTOR") a California non-profit corporation, for the operation of the Samuel L. Jones Hall Homeless Shelter located at 4020 Finley Avenue (the entire structure and surrounding property hereinafter referred to as the "SHELTER").

**RECITALS**

- A. Under the existing Conditional Use Permit, approved by the Santa Rosa City Council ("COUNCIL") on November 4, 2014, pursuant to Resolution No. 28578 (hereinafter referred to as "CONDITIONAL USE PERMIT" or "CUP"), SHELTER occupancy is limited to 138 year-round beds ("YEAR-ROUND PROGRAM") plus a 50-bed winter shelter program ("WINTER SHELTER PROGRAM") between November and March, specifically located in the gymnasium portion of the shelter.
  - B. CONTRACTOR has operated the YEAR-ROUND PROGRAM and WINTER SHELTER PROGRAM at SHELTER pursuant to separate agreements with CITY, referred to as "SHELTER AGREEMENT" and "WINTER SHELTER AGREEMENT," respectively.
  - C. CITY desires to retain the services of CONTRACTOR to operate both the YEAR-ROUND PROGRAM and WINTER SHELTER PROGRAM at SHELTER pursuant to this Agreement, which shall replace in their entirety the SHELTER AGREEMENT and WINTER SHELTER AGREEMENT.
- B. The parties have negotiated upon the terms pursuant to which CONTRACTOR will provide such services and have reduced such terms to writing.

**AGREEMENT**

NOW, THEREFORE, CITY and CONTRACTOR agree:

**1. SCOPE OF SERVICE**

- a. CONTRACTOR shall, in a manner satisfactory to CITY, perform the Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference. CONTRACTOR shall also comply with all requirements of the CUP issued by CITY for the operation of SHELTER. A true and correct copy of the CUP is attached hereto as Exhibit "B" and incorporated herein by this reference.
- b. The YEAR-ROUND PROGRAM shall be open 24 hours per day, seven

days per week, 365 days per year. The WINTER SHELTER PROGRAM shall be open from 6 p.m. to 8 a.m. between the months of November and March. CITY may activate the WINTER SHELTER PROGRAM on a year-round basis to allow for a 50-bed housing-focused shelter. CITY may activate the WINTER SHELTER PROGRAM on a year-round basis without modifying the CUP pursuant to COUNCIL's proclamation of local homeless emergency, adopted on August 9, 2016, by Resolution No. 28839, which provides the CITY with greater flexibility to address the homeless crisis.

c. CONTRACTOR shall be responsible for the routine maintenance of SHELTER. CONTRACTOR shall also be responsible for maintaining SHELTER grounds (entrances, exits, congregating areas, and the parking lots used by SHELTER patrons) free of trash and debris and for making daily rounds to ensure that trash and personal items are not in the area.

d. CONTRACTOR shall comply with, and abide by any and all provisions of any other agreements by which CITY allows use of SHELTER and which are made known to the CONTRACTOR for that purpose. CONTRACTOR shall comply with all City ordinances including, but not limited to, City noise regulations.

e. CONTRACTOR shall provide a minimum of two representatives to participate in the Advisory Panel as required under the terms of the CUP.

f. CONTRACTOR shall meet with CITY staff to discuss SHELTER operations on a regular basis. CONTRACTOR shall comply with any modifications of operational rules required by CITY to address any problems that arise in the operation of SHELTER.

g. CONTRACTOR shall maintain the landscape around SHELTER, which includes the mowing of grass. No alterations to the landscape may be made without the prior written approval of the CITY.

## **2. TERMINATION OF PRIOR AGREEMENTS; TERM OF THE AGREEMENT**

a. The SHELTER AGREEMENT and WINTER SHELTER AGREEMENT shall automatically terminate on July 1, 2017 without further action of the parties.

b. The term of this Agreement shall commence on July 1, 2017 and shall continue in effect until terminated as provided herein.

## **3. COMPENSATION**

CITY shall pay CONTRACTOR as follows:

a. Compensation for operations for the period July 1, 2017 to June 30, 2018 (Year One), shall be made in accordance with the Budget entitled "Operating Budget" attached hereto as Exhibit "C," incorporated herein by this reference, and will be based upon actual expenditures and disbursements documented by CONTRACTOR. In no event shall CITY'S funding obligation for Year One of the Agreement exceed \$442,803 for the YEAR-ROUND PROGRAM and \$130,000 for the WINTER SHELTER PROGRAM

for a combined total of \$572,803, and such funding shall be subject to approval of funding by the County of Sonoma ("COUNTY") and Community Foundation Sonoma County ("COMMUNITY FOUNDATION"), as funders of SHELTER. In the event COUNTY or COMMUNITY FOUNDATION fail to approve funding or there is a reduction in anticipated funding, parties shall discuss the impact to the Scope of Services. CITY and CONTRACTOR intend to execute amendments to this Agreement to fund SHELTER and to revise the Operating Budget for subsequent years while this Agreement is in effect, subject to the appropriation of funding by COUNCIL, COUNTY, AND COMMUNITY FOUNDATION. Compensation will not exceed the budget set forth in Exhibit "C" unless a budget amendment is mutually agreed upon in writing by the CITY and CONTRACTOR, and provided to the COUNTY and COMMUNITY FOUNDATION. CONTRACTOR may request modifications to the line items of the Operating Budget for review and approval by the Department of Housing and Community Services ("HCS") prior to the expenditure of funds detailed in the budget change. Funding provided for utilities may not be reallocated to assist with other SHELTER expenses paid for by CONTRACTOR, unless otherwise approved in writing by CITY.

b. On or before the fifteenth of each month, CONTRACTOR shall submit a claim for payment for the preceding month to CITY. Each claim for payment shall include documentation of actual expenditures and disbursements including a complete Report of Cash Disbursements for the prior month. The claim for payment shall correspond to the objectives set forth in Exhibit "A." A designee of HCS will review the claim for payment of cash disbursements and may withhold from the amount claimed any amount equal to any questionable expenditure. Any claim submitted after 30 days shall be accompanied by adequate written justification for the delay.

In the event that CITY'S fiscal and program monitoring of CONTRACTOR'S program indicates that CONTRACTOR is not fully performing the services set forth in Exhibit "A," CITY reserves the right to reduce the amount of compensation accordingly unless performance is based on factors outside the control of CONTRACTOR, without waiving any other legal remedy because of CONTRACTOR'S nonperformance.

c. The City's Chief Financial Officer is authorized to pay all proper claims from Key 340705 for the YEAR-ROUND PROGRAM and from Key 340701 for the WINTER SHELTER PROGRAM.

#### **4. SHELTER RESIDENTS**

a. All residents of SHELTER (herein after "RESIDENTS") must have pre-registered with CONTRACTOR and have been determined to be in good standing with CONTRACTOR prior to residing at SHELTER. All RESIDENTS must agree to abide by the rules and procedures adopted by CONTRACTOR as specified in paragraph b, below.

b. CONTRACTOR shall develop rules of conduct by which RESIDENTS must abide and procedures to utilize when said rules are violated. Said rules and procedures shall be approved by HCS. All rules must comply with the provisions of the CUP. CITY may require that CONTRACTOR add additional rules or procedures that CITY, in its discretion, determines are necessary to address any problems that arise with operation

of SHELTER.

c. RESIDENTS are not allowed to have visitors at SHELTER.

d. There shall be no more than one vehicle and/or bicycle per adult resident at SHELTER. RESIDENTS shall also not be allowed to keep any non-operational or unregistered vehicles at the SHELTER. All vehicles must be parked in identified parking spaces on paved surfaces only.

e. No alcohol or illegal drugs shall be allowed on SHELTER grounds. No smoking shall be allowed inside SHELTER. CONTRACTOR shall designate an outside smoking area that complies with any applicable Fire Codes and regulations and insure that the area is maintained free of debris and trash.

f. CONTRACTOR shall advise RESIDENTS or persons denied access to SHELTER that they are not to congregate in areas surrounding SHELTER. CONTRACTOR shall regularly patrol the area surrounding SHELTER to ensure that persons denied access to SHELTER are not congregating in the neighborhood. CONTRACTOR shall regularly patrol the surrounding area one hour after closing of SHELTER each morning to ensure that RESIDENTS are not congregating in the neighborhood.

g. No pets shall be allowed at SHELTER.

h. CONTRACTOR must comply with Title II of the American with Disabilities Act (ADA), which allows service animals.

i. CONTRACTOR shall notify CITY as soon as possible but no later than within twenty-four (24) hours of any incident in which a RESIDENT sustains an injury at SHELTER, a RESIDENT causes any injury to any person or property either at SHELTER or in the neighboring area, or the police or fire department is called to SHELTER. Any statements made to the media regarding such incidents shall be coordinated with CITY.

## **5. SECURITY**

CONTRACTOR shall be responsible for the monitoring of SHELTER, screening of incoming RESIDENTS, enforcing SHELTER rules, and patrolling the perimeter of SHELTER and the immediate vicinity.

## **6. PARKING**

CONTRACTOR shall be allowed to use the parking lots in the rear and on the west side of SHELTER. The parking lot can accommodate a maximum of 67 vehicles which includes 4 spaces that have been designated to comply with ADA accessibility requirements. The designated spaces shall only be used by persons qualified to use said spaces under ADA regulations.

## **7. CONTRACTOR USE OF SHELTER**

CONTRACTOR shall only use SHELTER for purposes directly associated with the operation of SHELTER. Use of SHELTER for other purposes without the prior written approval of CITY shall constitute a default of this Agreement.

**8. CITY USE OF SHELTER**

a. CITY and its designees shall have the right to utilize any meeting rooms, the kitchen, dining room, and multi-purpose room at SHELTER during the hours that SHELTER is not open or such other times as agreed to by CONTRACTOR, provided that said use does not interfere with operation of SHELTER.

b. CITY shall have the exclusive use of the office used by the Police Department. Police Department staff may access SHELTER at any time.

**9. BUILDING MAINTENANCE**

As set forth under Section 1.c., CONTRACTOR shall provide routine maintenance for SHELTER. CITY shall provide at its cost any repairs to SHELTER or structural maintenance that is necessary to keep SHELTER operational. CONTRACTOR shall immediately report to CITY in writing any repairs that are needed or maintenance that it becomes aware of.

**10. UTILITIES**

CONTRACTOR, as occupant of SHELTER, shall be responsible for the payment of all utilities needed to operate SHELTER and comply with all applicable ordinances, laws, and regulations.

**11. DOCUMENTATION/RETENTION OF MATERIALS**

a. CONTRACTOR shall maintain adequate documentation to substantiate all reimbursement requests as required by Section 3 of this Agreement.

b. CONTRACTOR shall maintain all records related to the performance of this Agreement, and shall allow CITY access to such records at all reasonable times during the term of this Agreement, and shall maintain all such records for a period of five (5) years following the termination of this Agreement.

**12. PROGRAM MONITORING AND EVALUATION**

a. CONTRACTOR shall be monitored and evaluated in terms of its effectiveness and timely compliance with the provisions of this Agreement and the effective and efficient achievement of the Scope of Services set forth in Exhibit "A."

b. CONTRACTOR shall appoint a representative to be available to CITY for consultation and assistance during the performance of this Agreement.

c. CONTRACTOR must be in good standing in collecting and entering current, accurate, and comprehensive data that reflects the homeless prevention and intervention services delivered by CONTRACTOR into the Homeless Management Information System (HMIS), as defined by HUD, as a condition of funding under this Agreement. HMIS requirements are further described in Exhibit "D."

d. CONTRACTOR shall undertake continuous quantitative and qualitative evaluation of the Scope of Service as specified in the Agreement and shall make written quarterly reports to CITY utilizing the Quarterly Status Report form in Exhibit "E" for the YEAR-ROUND PROGRAM. CONTRACTOR shall submit quarterly reports to CITY by October 10, January 10, April 10, and July 10, as more fully set forth in Exhibit "E". The quarterly reports shall be compiled into an annual cumulative report submitted to CITY by CONTRACTOR at the end of the fiscal year, no later than July 31<sup>st</sup>, each year this Agreement is in effect. CONTRACTOR shall submit yearly evaluations of the WINTER SHELTER PROGRAM to CITY no later than April 15<sup>th</sup> each year this Agreement is in effect in substantially the same form as provided in Exhibit "F."

e. CITY shall have ultimate responsibility for overall project monitoring and evaluation.

### **13. FINANCIAL REQUIREMENTS/AUDITS/REPORTING**

a. CONTRACTOR shall be accountable to CITY for all CITY funds requested by and disbursed to CONTRACTOR under this Agreement.

b. CONTRACTOR shall maintain a full set of books on a double entry basis in accordance with generally accepted accounting principles (GAAP), procedures, and regulations as deemed necessary by CITY. Such records shall be maintained by qualified personnel and completed in a timely manner.

c. CONTRACTOR shall, at all times during normal business hours and as often as CITY may deem necessary, make available to their representatives for examination, all of CONTRACTOR's records with respect to all matters covered by this Agreement and shall permit these representatives to audit, examine and make excerpts or transcripts from such records, and to make audits of all documents and conditions relating to this Agreement.

d. CONTRACTOR shall permit and facilitate observation and inspection of PROGRAM services and records at CONTRACTOR'S principal office and work site by CITY, its employees, auditors, representatives, and public authorities during reasonable business hours.

e. CONTRACTOR shall either establish a separate bank account for all funding received from CITY under this Agreement or practice full fund accounting. CONTRACTOR shall not commingle the funds provided under this Agreement with any other funds, revenue or monies.

f. CONTRACTOR shall maintain all records related to the performance of this

Agreement during the term of this Agreement and for a period of five (5) years after completion of all services hereunder.

g. Authorized representatives of CITY may perform fiscal monitoring of CONTRACTOR'S record keeping and reporting to assure compliance with this Agreement.

**14. CONFLICT OF INTEREST**

a. Section 42 of the City Charter and the CITY's Conflict of Interest Code expressly apply to this Agreement. CONTRACTOR shall be responsible for ensuring compliance with this provision.

b. CONTRACTOR shall inform the Director of the Department of Housing and Community Services (DIRECTOR) of staffing changes at the executive/management level and changes in the membership of its Board of Directors within 30 days of such changes.

**15. RELIGIOUS ACTIVITY PROHIBITED**

CONTRACTOR agrees that the Grant Amount will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization per the federal regulations set forth in 24 C. F. R. 570.200(j).

**16. PUBLICITY**

Any publicity generated by CONTRACTOR for the work funded pursuant to this Agreement, during the term of this Agreement or for one year thereafter, will make reference to the contribution of CITY, the COUNTY, and COMMUNITY FOUNDATION in making the program possible. The words "City of Santa Rosa, County of Sonoma, and Community Foundation Sonoma County" will be explicitly stated in any and all pieces of publicity, including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews, and newspaper articles with respect to PROGRAM funded under this Agreement.

CITY staff shall be available whenever possible at the request of CONTRACTOR to assist CONTRACTOR in generating publicity for the program funded pursuant to this Agreement. CONTRACTOR further agrees to cooperate with authorized CITY officials and staff in any CITY generated publicity or promotional activities undertaken with respect to this program.

**17. NONSOLICITATION CLAUSE**

CONTRACTOR warrants that it has not employed or retained any company or persons, other than a bona fide employee working solely for CONTRACTOR, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the compensation amount of this Agreement, or otherwise recover the full amount of such fee, commission, percentage brokerage fee, gift or contingent fee.

**18. FIXED ASSETS**

For purposes of this Agreement, a fixed asset is any physical item, excluding real property, having a cost in excess of \$300.00 and a usable life of three years or more. CONTRACTOR'S annual report to CITY shall include invoices and receipts of payment for all fixed assets purchased. If at any time CONTRACTOR discontinues PROGRAM referred to in the Agreement, at any time during or after the Agreement period, all fixed assets purchased or acquired by CONTRACTOR excluding real property having a cost in excess of \$300.00 and usable life of three years or more, reverts back to CITY.

**19. PUBLICATION RIGHTS AND COPYRIGHTS AND DATA OWNERSHIP**

a. The copyright to any reports, papers, forms, or other materials or documents which are created in connection with the work performed under this Agreement shall vest in CITY unless otherwise authorized in writing by CITY.

b. All reports, documents, forms, photographs, maps, data and any other materials developed, collected or prepared by CONTRACTOR pursuant to this Agreement shall be the exclusive property of CITY unless written waiver is executed by CITY.

c. Publication rights to any documents or materials produced are to be reserved by CITY.

d. Both written and oral releases are considered to be within the context of publication. However, there is no intention to limit discussion of the study with small technical groups or lectures to employees or students. Lectures to other groups which describe the project but disclose neither data nor results are permissible without advance approval.

**20. INDEMNITY/LIABILITY**

CONTRACTOR shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless CITY, and its employees, officials and agents ("Indemnified Parties") for all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings,



losses, expenses or costs of any kind, interest, defense costs, and expert witness fees) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONTRACTOR, its officers, employees, or agents, in said performance of professional services under this Agreement, excepting only liability arising from the sole active negligence or intentional misconduct of CITY. If there is a possible obligation to indemnify, CONTRACTOR'S duty to defend exists regardless of whether it is ultimately determined that there is no obligation to indemnify.

## **21. INSURANCE**

CONTRACTOR shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements" which is attached hereto and hereby incorporated and made part of this Agreement by this reference. Maintenance of the insurance coverage as set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by CONTRACTOR in exchange for CITY's agreement to make the payments prescribed hereunder. Failure by CONTRACTOR to (i) maintain or renew coverage, (ii) provide CITY notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by CITY as a material breach of this Agreement by CONTRACTOR, whereas CITY shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by CONTRACTOR to maintain required insurance coverage shall not excuse or alleviate CONTRACTOR from any of its other duties or obligations under this Agreement. In the event CONTRACTOR, with approval of CITY retains or utilizes any subcontractors or sub-consultants in the provision of any services to CITY under this Agreement, CONTRACTOR shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverage requirements set forth in the Insurance Requirements at Attachment One.

## **22. ASSIGNMENT**

CONTRACTOR shall not assign any rights or duties under this Agreement to a third party without the express written consent of CITY. CONTRACTOR agrees that prior to contracting for or otherwise engaging consultants or engineers for use or assistance in performance under this Agreement, the names shall be submitted to and approved by CITY.

## **23. TERMINATION**

a. This Agreement may be terminated by CITY upon ten (10) days written notice to CONTRACTOR from the DIRECTOR of CITY's intent to terminate the Agreement.

b. Upon such termination, CONTRACTOR shall submit to CITY an itemized statement of services performed to the date of termination in accordance with Section 2 of this Agreement. Said services may include both completed work and work in progress at the time of termination. CITY shall pay CONTRACTOR for any such work for which compensation has not previously been made by CITY. CITY may require CONTRACTOR

to complete the incomplete documents and CONTRACTOR shall deliver to CITY all documents in its possession. All documents shall be the property of CITY without additional compensation to CONTRACTOR.

**24. NOTICES**

Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

CITY:  
**City of Santa Rosa**  
**Department of Housing and Community**  
**Services**  
**90 Santa Rosa Avenue**  
**Santa Rosa, CA 95404**  
**707-543- 3315**

CONTRACTOR:  
**Catholic Charities of the Diocese**  
**of Santa Rosa**  
**P.O. Box 4900**  
**Santa Rosa, CA 95402**  
**707-528-8712**

**25. INDEPENDENT CONTRACTOR**

The parties intend that CONTRACTOR, in performing the services specified, shall act as an independent CONTRACTOR and shall have control of its work and the manner in which it is performed. It shall be free to contract for similar services to be performed for other employers while it is under contract with CITY. CONTRACTOR shall not be considered an agent or employee of CITY and is not entitled to participate in any pension plan, medical, or dental plans, or any other benefit provided by CITY for its employees.

**26. SUCCESSORS AND ASSIGNS**

CITY and CONTRACTOR each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

**27. ENTIRE AGREEMENT**

This Agreement is the entire agreement between the parties.

**28. MODIFICATION**

This Agreement shall not be modified except in writing executed by both parties. The City Manager, or designee, is authorized to approve and execute amendments to this Agreement on behalf of CITY.

**29. HOMELESS COUNT**

CONTRACTOR will take part in annual unsheltered Homeless Count by assigning staff to assist in Count processes and by making facilities and other CONTRACTOR resources available to support the Count commensurate to the size of the CONTRACTOR's homelessness program relative to the overall Sonoma County Continuum of Care program.

**30. SIGNATURES REQUIRED FOR CORPORATIONS**

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; and b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

**31. POSSESSORY INTEREST**

This Agreement may create a possessory interest subject to property taxation. CONTRACTOR may be subject to the payment of property taxes levied on the interest.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

CONTRACTOR  
Catholic Charities of the Diocese of Santa Rosa

CITY OF SANTA ROSA  
A Municipal Corporation

By \_\_\_\_\_

By \_\_\_\_\_

Name  
\_\_\_\_\_

Title \_\_\_\_\_

Title  
\_\_\_\_\_

ATTEST \_\_\_\_\_  
City Clerk

Taxpayer ID  
# \_\_\_\_\_

APPROVED AS TO FORM

By \_\_\_\_\_

By \_\_\_\_\_  
Office of the City Attorney

Name  
\_\_\_\_\_

Title  
\_\_\_\_\_

Attachments:

- Attachment One – Insurance Requirements
- Exhibit A – Scope of Services
- Exhibit B – Conditional Use Permit
- Exhibit C – Operating Budget
- Exhibit D – HMIS Requirements
- Exhibit E – Quarterly Status Report (Year-Round Program)
- Exhibit F – Winter Shelter Program Report

**ATTACHMENT ONE  
INSURANCE REQUIREMENTS**

**A. Insurance Policies:** Contractor shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

<b>Insurance</b>	<b>Minimum Coverage Limits</b>	<b>Additional Coverage Requirements</b>
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. <b>Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.</b>
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Contractor shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.
5. Property Insurance	Full replacement cost of tenant improvements	Against all risks of loss to any tenant improvements or betterments with no coinsurance penalty provision.

**B. Endorsements:**

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
  - a. For any claims related to this project, Contractor's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Contractor's insurance and shall not contribute with it; and,
  - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

**C. Verification of Coverage and Certificates of Insurance:** Contractor shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

**D. Other Insurance Provisions:**

1. No policy required by this Agreement shall prohibit Contractor from waiving any right of recovery prior to loss. Contractor hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Contractor and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Contractor or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Contractor may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## **EXHIBIT “A”**

### **SCOPE OF SERVICES**

#### **YEAR-ROUND PROGRAM**

Samuel L. Jones Hall Homeless Shelter (SHELTER) is Sonoma County’s largest emergency shelter and homeless services provider for single adults. Serving 581 individuals in Fiscal Year 2015/2016, this scale represents approximately 20% of all County homeless adults (2016 Sonoma County Homeless Point-In-Time Census and Survey). Operating 365 days a year, 24/7, SHELTER has 138 beds (YEAR-ROUND PROGRAM), which include 13 medical respite beds in the Nightingale Program (for medical respite), plus an additional 50 beds between November and March to address severe weather exposure concerns (WINTER SHELTER PROGRAM). The overarching goal of SHELTER is to get homeless individuals into housing as rapidly as possible, in order to reduce the negative impacts of homelessness on the individual and our community. SHELTER provides lifeline support and client engagement, as participants pursue housing. In addition to emergency services, clients access programs, including health and public benefits which can assist clients in their efforts to secure and retain stable housing.

YEAR-ROUND PROGRAM will achieve the following:

#### Planned Outputs:

1. Provide year-round shelter for a maximum of 138 individuals per night or 550 unique individuals per year. Shelter clients will be screened and registered at an off-site, central location.
2. Provide a minimum of 40,000 bed nights of shelter for homeless individuals.
3. Provide a minimum of 30,000 meals for homeless individuals.
4. Provide a safe and secure environment for individuals with the goal of moving them into housing.
5. Provide services in alignment with the City of Santa Rosa’s Housing First approach to solving homelessness.

#### Planned Indicators:

1. 20% of participants will exit to permanent housing.
2. 25% of participants will exit to temporary housing (shelter, transitional housing, staying or living with family or friends, safe haven, hotel/motel paid by voucher).
3. 70% of participants that exit SHELTER will retain or increase their benefit status.
4. 75% of participants’ average length of stay will be 90 days or less.

## EXHIBIT "A"

### SCOPE OF SERVICES

#### WINTER SHELTER PROGRAM

##### Program Goals

- Operation of 50 emergency shelter beds in the multi-purpose room (gymnasium) at SHELTER between the months of November and March (WINTER SHELTER PROGRAM).
- Catholic Charities will maintain the existing 138-bed program (YEAR-ROUND PROGRAM) at SHELTER.

##### Operation of Emergency Shelter Beds

- 8:00pm through 8:00am
- Daily Schedule will look like:
  - 7:30pm – Clean up from YEAR-ROUND PROGRAM dinner and set up multi-purpose room
  - 8:00pm – Open for occupants
  - 8:00pm – Community groups set up and serve dinner
  - 9:00pm – Clean up dinner and settle down for night
  - 10:00pm – Lights Out
  - 6:00am – Wake-up Calls and shuttles begin to Homeless Services Center
  - 7:00am – Breakfast Served
  - 8:00am – Participants leave and are transported to Homeless Services Center
  - 8:00am – Staff clean-up

##### Staffing

- One site manager staff on duty at all times at SHELTER.
- One volunteer from the community on site from 8:00pm-12:00am and 5:00am-9:00am.

##### Meals

- Catholic Charities will offer two meals during this program.
  - Dinner will be "adopted" every night on a rotating basis by a church or community group who will donate the food and time to prepare and serve.
  - A light breakfast will be served at SHELTER.

##### Referral Process & Eligibility Criteria

- All emergency shelter bed occupants will be screened at the Homeless Services Center at 600 Morgan St. during the day hours of 6:00am-11:00am.
- It will be a first come, first served basis, and all eligible emergency shelter bed occupants will be given a voucher to go to SHELTER that night.
- Eligibility Criteria includes:
  - Commitment to adhere to all program rules during stay
  - Agreement to fill out the HMIS Intake Packet
  - Commitment to not bring drugs/alcohol/paraphernalia on to SHELTER property
  - Agreement to leave SHELTER property and not be in the immediate vicinity of the neighborhood outside of the operating hours of the emergency shelter beds
  - If an emergency shelter bed occupant has a pet, the pet will not be allowed to come to SHELTER unless it is a registered service animal with current documentation

##### Contracted Services

- No additional contracting services are necessary for the emergency shelter beds operation in the multi-purpose room at SHELTER.

##### Advisory Panel

- Catholic Charities will utilize the existing SHELTER Advisory Panel.



## EXHIBIT "B"

### CONDITIONAL USE PERMIT

RESOLUTION NO. 28577

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA MAKING FINDINGS AND DETERMINATIONS AND APPROVING A CONDITIONAL USE PERMIT FOR THE SAMUEL L. JONES HALL HOMELESS SHELTER EXPANSION - LOCATED AT 4020 FINLEY AVENUE - FILE NUMBER CUP14-065

WHEREAS, an application was filed with the Department of Community Development requesting the approval of a Conditional Use Permit for the Samuel L. Jones Hall Homeless Shelter expansion, to be located in the northeast corner of 4020 Finley Avenue, also identified as Sonoma County Assessor's Parcel Number(s) 035-141-013; and

WHEREAS, on November 4, 2014 the Council held a duly noticed public hearing on the application at which all those wishing to be heard were allowed to speak or present written comments and other materials; and

WHEREAS, the City Council has considered the application, the staff reports, oral and written, the General Plan and zoning on the subject property, the testimony, written comments, and other materials presented at the public hearing; and

WHEREAS, the project has been found consistent with the requirements of the California Environmental Quality Act and has been determined to qualify for a Class 1 Categorical Exemption under Section 15301, in that the project consists of an expansion of services within an existing structure of a parcel with no significant effects to traffic, noise, air quality, or water quality on a site adequately served by City services. Further, the project has been found to be consistent with the City of Santa Rosa General Plan 2035 EIR and land use provisions meeting the requirements of CEQA Guidelines Section 15183.

NOW, THEREFORE, BE IT RESOLVED, that after consideration of the reports, documents, testimony, and other materials presented, and pursuant to City Code Section 20-52.050 (Conditional Use Permit), the Council of the City of Santa Rosa finds and determines:

- A. The proposed homeless shelter use is allowed within the applicable zoning district in that transitional housing is permitted in all zoning districts subject to Conditional Use Permit approval and the proposed use complies with all other applicable provisions of the Zoning Code and the City Code; and
- B. The proposed use is consistent with the General Plan and any applicable specific plan in that the General Plan Housing Element encourages the distribution of homeless services throughout the City and this site was specifically identified as an appropriate location by the City of Santa Rosa General Plan; and

- C. The design, location, size, and operating characteristics of the proposed activity, as conditioned, would be compatible with the existing and future land uses in the vicinity; and
- D. The site is physically suitable for the type, density, and intensity of use being proposed, including access, utilities, and the absence of physical constraints; and
- E. Granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.

BE IT FURTHER RESOLVED that this Conditional Use Permit is subject to all applicable provisions of the Zoning Code, including Section 20-54.100 (Permit Revocation or Modification).

BE IT FURTHER RESOLVED that a Conditional Use Permit for the Samuel L. Jones Hall Homeless Shelter Expansion, to be located at 4020 Finely Avenue, is approved subject to all applicable provisions of the Zoning Code, and to each of the following conditions:

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**GENERAL:**

- 1. The Conditional Use Permit shall allow the expansion of the existing homeless shelter from 120-beds to 138-beds and to further allow the additional use of the facility as a winter shelter during the months of November through March with up to 50 beds, as described in the project description included in the application.
- 2. Compliance with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of building permit review and approval. All fees must be paid prior to issuance of a building permit.
- 3. All work and occupancy shall be (done) according to the final approved plans dated August 13, 2014.

**EXPIRATION AND EXTENSION:**

- 4. This Conditional Use Permit shall be valid for the duration of use. If the approved use has not commenced within two (2) years from date of approval, this approval shall automatically expire and shall be invalid unless an application for extension is filed prior to expiration.

**BUILDING DIVISION**

5. The project is subject to the accessibility requirements in California Building Code Chapter 11A. A building permit is required for all interior and exterior changes or for any change of occupancy from one building code group to another.
6. Comply with all Federal, State and local codes, disabled access included.
7. A building permit is required for any on-site demolition, construction or change of occupancy.

**PLANNING DIVISION:**

8. Any future additions, expansions, remodeling, etc., will be subject to review and approval of the Planning Division.
9. Compliance with City Graffiti Abatement Program Standards for Graffiti Removal (City Code 10-17.080).
10. All outdoor storage of materials or refuse bins/cans shall be maintained within a completely screened structure or out of site location.
11. **PARKING LOT AREA:**
  - A. No more than one vehicle per adult resident shall be allowed onsite. Sufficient parking shall be provided on a flexible basis to accommodate all on site uses including residents, staff, law enforcement, and emergency vehicles. Non-operational and unregistered vehicles shall not be kept on site.
  - B. The parking lot shall be striped according to City standards and all handicapped and compact spaces shall be identified and marked accordingly.
  - C. Bicycle parking shall be provided in accordance with Zoning Code requirements. The location and number of spaces shall be shown on the site plan submitted for issuance of a building permit.

**NATURAL RESOURCES:**

12. All mitigation requirements placed on the original conditional use permit approval are still valid and must be maintained as a part of this decision. These include, but are not limited to:
  - A. Any permanent night lighting necessary for site safety and building access at Samuel L. Jones Hall shall be down-directed and shielded to reduce glare to adjacent homes; and
  - B. To prevent California Tiger Salamanders from migrating from the adjacent protected habitat area to either parking lot, a barrier will be incorporated into the fence separating the protected habitat area from the developed

portion of the property. In addition, a barrier will be placed along the northern and western boundary of the protected habitat area, to prevent salamanders from entering Finley Avenue and South Wright Road from the protected habitat area. Ideally, both barriers will allow entry into the protected habitat area, but not let salamanders re-enter parking lots or the roadway. Migration between the protected area and areas to the south and southwest will not be impeded. Barrier fencing construction and final placement will be as recommended by the U.S. Fish and Wildlife Service.

13. Mitigation requirement. The City's approval or permit is valid only if the applicant, its successors, heirs, assigns or transferees, comply with the terms, conditions and mitigations set forth in any clearance, permit, or approval.
14. Power to stop work if violation occurs. Nothing in this approval shall prevent the City of Santa Rosa from exercising its power to stop work in instances where a violation of state or federal law is brought to the City's attention.
15. No building or grading permit of any type shall be issued by the City until a required federal or state, as applicable, clearance or authorization, with or without conditions, has been filed with the City.

#### **FIRE DEPARTMENT**

16. Aisles and exiting requirements shall be maintained per current Building and Fire Codes.
17. An approved UL rated fire extinguisher shall be provided for each 3,000 square feet or fraction thereof.
18. Comply with Group R-1 occupancy requirements of the CA Fire Code (CCR Title 24, Part 9), California Building Code (CCR Title 24, Part 2) and CCR Title 19 Public Safety.
19. Verify (or provide) the Dormitory, hallway and corridors of the egress system for the Dormitory are equipped with automatic smoke detection connected to the fire alarm panel.
20. Provide audible and visual fire alarm notification (horns/strobes) in the Dormitory including "visible alarms" per CA Fire Code 907.5.2.3.3.
21. Verify (or modify to provide) "quick response" residential fire sprinkler heads in the Dormitory.
22. Provide Fire Safety & Evacuation Plan per CA Fire Code Section 404.
23. Deferred construction permits include fire alarm modification and fire sprinkler modification. Annual operation permit (residential) at Fire will need to be increased to accommodate the additional occupants.

## **POLICE DEPARTMENT**

24. Office space shall be provided to accommodate up to six police department employees.
25. The Police Department may use the assembly room/gymnasium, as coordinated with the shelter operator for meetings and/or training.

## **SHELTER PROGRAMS**

26. A maximum of 138 people may be housed as part of normal shelter operations.
27. Shelter occupancy may be increased by 50 additional beds between the months of November and March to address cold weather situations.
28. Individuals accessing the cold weather shelter beds must adhere to the shelter intake protocols, including off-site shelter registration and shuttling to the winter shelter.
29. Shower and restroom facilities must be provided to all permanent and winter shelter residents on a daily basis. Provision of these facilities may be accommodated through off-site or portable facilities, operational or programmatic measures or other means identified and established by the operator. Shelter staff is required to facilitate access to restroom and shower facilities through staggered schedules, program agendas or other operational criteria that ensures equal access to personal hygiene facilities for all residents.
30. The permanent shelter may be operated 365 days a year, up to 24 hours a day. The Winter Shelter may only operate from 6 p.m. to 8 a.m., during the months of November thru March.
31. The operator shall provide adequate staff coverage, including security and management staff, to ensure the safety of the shelter residents and the well-being of the neighborhood. Coverage refers to paid operator staff. Volunteers can supplement, but not replace, paid agency staff.
32. The shelter may serve single adults and families with minors.
33. Maximum length of stay is limited to 180-days.
34. Use of illicit drugs and all alcohol is strictly prohibited on-site.
35. Smoking is prohibited in the building and must be confined to a designated outdoor smoking area. Shelter operator shall ensure that residents comply with the City's smoking ordinance as may be amended from time to time.
36. The operator shall ensure strict adherence to noise codes between the hours of 10 pm to 7 am.

37. The facility shall be clean and well maintained at all times. Residents, under supervision, may perform light maintenance and housekeeping. All facility upkeep shall be performed by qualified personnel and in strict accordance with governing codes.
38. The operator will conduct daily rounds of the surrounding neighborhood for removal of litter, debris and any personal items left by shelter residents.
39. An advisory panel must be maintained for the duration of the use. The advisory panel shall include, at a minimum, shelter operation staff, resident representatives, a police department representative, neighborhood representatives, and a City Department of Economic Development and Housing staff person. This panel shall meet regularly to review operations, provide advice to the operator regarding these operations, and to provide opportunities for the community and the neighborhood to constructively participate in establishing and improving operations.
40. Individual shelter residents must be 18 years of age or older or legally emancipated by the courts. A parent or a legal guardian must accompany all minors. The shelter operator, in cooperation with the Police Department and with input from the advisory panel, shall develop rules of conduct and standards for admission to the shelter prior to commencement of operation. Shelter residents must agree to comply with rules and procedures.
41. Shelter residents must be pre-registered and in good standing with the recognized service provider prior to reside in the shelter.
42. Health and safety of the shelter residents and surrounding neighborhood are primary concerns. Threatening or abusive behavior will not be tolerated in the shelter. Police shall be notified if individuals on shelter property or near the shelter exhibit threatening or endangering behaviors. The operator shall develop, in concert with the advisory panel, the plan and protocols to follow for responding to those not able to live within the shelter's rules or who are otherwise ill-suited for the program.
43. Recognizing that the incidence of serious mental illness, chemical dependence, and other social and public health problems run high in homeless populations, the operator will establish formal linkages with existing service agencies to connect those services to shelter residents.
44. The evening curfew shall be no later than 10 pm. Exceptions to the stated curfew will be granted by operator to accommodate individuals who work swing or late shifts or for other, similar and compelling reasons.
45. The shelter operator shall be responsible for facility surveillance, screening of all incoming residents for weapons, and assisting in enforcing facility rules as requested by the shelter operation staff.

46. The operator will promptly bring law enforcement matters to the attention of the Santa Rosa Police Department. Communication protocols between the operator and the Police Department shall be worked out and maintained to the satisfaction of the advisory panel and the City of Santa Rosa staff. Santa Rosa Police Department will incorporate increased law enforcement patrol and walk-throughs of the shelter and its immediate surroundings to the extent possible.
47. The operator will be pro-active in communicating with the greater community, especially the immediately surrounding neighborhood and will provide all interested parties with clear instruction and information about contacting the operator with complaints, questions, or concerns regarding shelter operations.
48. The operator shall ensure facility rules are followed. Hourly walk-throughs to insure no emergency situations go untreated shall be done by operator staff.
49. The shelter operator shall maintain adequate facilities for storage of residents' personal belongings. Storage of bicycles and other items that are kept outside shall be placed out of public view. The shelter operator and City staff shall develop rules governing storage of personal property.
50. No open fires or outdoor cooking by shelter residents is allowed.
51. The shelter operator shall patrol in the vicinity of the shelter as needed to ensure that individuals are not loitering in the neighborhood.
52. The shelter operator shall meet with City staff on a regular basis to discuss facility operations. Modifications of operational rules to address problems with the facility shall be at the discretion of City staff.
53. Landline phone service must be maintained by the shelter operator and be used for shelter staff only. An additional emergency phone must be available to sleeping area.
54. The shelter operator must ensure facility grounds are adequately maintained and free of trash and debris.
55. The shelter operator shall be responsible for the towing of unauthorized or abandoned vehicles on the shelter property.
56. The contract language with the shelter operator shall provide for revocation terms for non-performance or failure to adhere to conditional use provisions.
57. No pets shall be kept on shelter property.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Santa Rosa finds and determines this entitlement to use would not be granted but for the applicability and validity of each and every one of the above conditions and that if any one or more of the above said conditions are invalid, this entitlement to use would not have been granted without requiring other valid conditions for achieving the purposes and intent of such approval.

IN COUNCIL DULY PASSED this 4th day of November, 2014.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_

APPROVED: \_\_\_\_\_

City Clerk

Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



**EXHIBIT "C"**

**OPERATING BUDGET**

YEAR-ROUND PROGRAM JULY 1, 2017 – JUNE 30, 2018

Uses:	
Salaries and Benefits	265,000.00
Utilities	40,000.00
Program Support Fee	57,000.00
Telecommunications	4,000.00
Supplies	60,000.00
Insurance	5,000.00
Miscellaneous Expenses	11,803.00
<b>TOTAL</b>	<b>442,803.00</b>

WINTER SHELTER PROGRAM NOVEMBER 1, 2017 – MARCH 31, 2018

Uses:	
Salaries and Benefits	\$83,050
Administrative	\$14,610
Utilities	\$6,000
Telecommunications	\$1,000
Food	\$7,000
Storage Costs	\$2,500
Transportation	\$8,000
Miscellaneous Supplies and Expenses, Contingency	\$7,840
<b>TOTAL</b>	<b>\$130,000</b>

## EXHIBIT "D"

### HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

As stated more specifically in the Sonoma County Continuum of Care Homeless Management Information System Participant Agreement, CONTRACTOR must be in "good standing" in collecting and entering current, accurate, and comprehensive data that reflects the homeless program services delivered by CONTRACTOR into the COMMISSION's Efforts to Outcomes (EtO) Homeless Management Information System (HMIS) licensed by Social Solutions Group as a condition of funding under this Agreement.

- A. HMIS "Good Standing": Good Standing is defined as timely data entry, complete and accurate data reflective of the Client status at Intake, Update and Exit and adherence to the prevailing HMIS Data Standards.
1. Timely data entry encompasses:
    - a. Entry of data into EtO HMIS within five (5) business days of the event that generated by the data collection (i.e., Client Intake, Entry and Exit from Program, and required annual updates if Client is participating for longer than one year in the program) with the exception of services which may be bulk entered ten (10) days after month end.
  2. Accurate and Complete Data:
    - a. All homeless client data for Covered Homeless Organizations (CHO's) will be entered into the EtO HMIS.
    - b. 95% of all mandated data points are supplied (fields do NOT reflect a "Null", "Don't Know or Refused" OR "Data Not Collected" value).
    - c. The EtO Data Validation Report (required Quarterly Reporting for each homeless program) will reflect a 95% or higher data completeness and quality result at all times.
  3. Data Collection Methodology:
    - a. CONTRACTOR shall adhere to the prevailing federal HMIS Data Standards and Sonoma County HMIS Lead recommended program workflow(s) for each homeless program type.
- B. User Training: All Users of the HMIS will receive general HMIS User Training and Security and Ethics prior to receiving login credentials to the HMIS. Additionally, all HMIS Users shall receive updated Security and Ethics training annually. CONTRACTOR shall report Users departing their HMIS role for any reason within 24 hours of their departure for removal of user from the EtO HMIS.
- C. Required Quarterly Reporting: CONTRACTOR shall use data from the following reports to inform their quarterly report submissions:
  - a. EtO Data Validation report with a data range from the start of the fiscal year to the end of the required report period (cumulative)
  - b. The 1-Sono – 0607-CDBG/CAPER (CDC Quarterly & Other Grant Reporting)
- D. HMIS Financial Match and Other Financial Requirement: CONTRACTOR agrees to pay the calculated fair share portion of the McKinney-Vento required funding match within 60 days of billing by the Commission. CONTRACTOR also agrees to provide the Commission with leveraging information within 30 days of request.
- E. Homeless Count Participation: CONTRACTOR will take part in annual sheltered Homeless Count by maintaining accurate and up-to-date data in good standing and being responsive to the Continuum of Care and HMIS Coordinators' requests for current and accurate information. CONTRACTOR will take part in biennial unsheltered Homeless Count by assigning staff to assist in the Count process and by making facilities and other CONTRACTOR resources available to support the Count commensurate to the size of the CONTRACTOR's homelessness program relative to the overall Sonoma County Continuum of Care program.

**EXHIBIT "E"**

**QUARTERLY STATUS REPORT  
YEAR-ROUND PROGRAM**

Reporting is required as a condition of funding. The CITY will receive quarterly updates based on the information provided in this report (*and for HMIS participants as it compares to the HMIS reports*). Reports may be submitted electronically.

Each quarter should be reported cumulative (or for the quarter if requested below) beginning July 1, 2017, and ending through the quarter for which the report is being submitted.

**Agency Name: Catholic Charities of the Diocese of Santa Rosa**  
**Program Title: Samuel L. Jones Hall Homeless Shelter**  
**Term: July 1, 2017 to June 30, 2018**

**Reporting Due Dates and Period (please check only one):**

<b>Report</b>	<b>Due Date</b>	<b>Report Period Covered</b>
<input type="checkbox"/> 1 <sup>st</sup> Quarter Rpt:	October 10 <sup>th</sup> 2017	July 1, 2017 – September 30, 2017
<input type="checkbox"/> 2 <sup>nd</sup> Quarter Rpt:	January 10 <sup>th</sup> 2018	July 1, 2017 – December 31, 2017
<input type="checkbox"/> 3 <sup>rd</sup> Quarter Rpt:	April 10 <sup>th</sup> 2018	July 1, 2017 – March 31, 2018
<input type="checkbox"/> 4 <sup>th</sup> Quarter Rpt:	July 10 <sup>th</sup> 2018	July 1, 2017 – June 30, 2018

**1. Total Number of Unduplicated Participants Assisted (cumulative through report period and enter only numbers for only 1a OR 1b depending on your project):**

1a. For projects serving only individuals **OR** families (households) enter the total number of unduplicated participants or families/households served (but not both):

\_\_\_\_\_ Individuals (singles)     **OR**     \_\_\_\_\_ Families (households)

1b. For projects serving **both** individuals (singles) AND family (households) enter the total number of participants (singles + all household members) served (enter one number only): \_\_\_\_\_

**2. Please include narrative on your program's progress:**

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**EXHIBIT "E"**

**QUARTERLY STATUS REPORT**

**YEAR-ROUND PROGRAM**

3. **INCOME DETERMINATION:** complete the table below indicating the total number of participants assisted for the ***QUARTER and CUMULATIVE TO DATE***. For each year in which ANY grant funds were expended, direct benefit data will be required for the entire year.

Number of Participants Directly Assisted

	Total No. of Participants Assisted	Below 30% (Extremely Low)	31% to 50% (Very Low)	51% to 80% (Low Income)	Over 80% (Non-low Moderate)
For the quarter					
Cumulative to date					

4. **RACE/ETHNICITY DETERMINATION:** The total number of participants shown in the first column below should equal the number of participants directly assisted in #3 above.

RACE/ETHNICITY DATA	<i>For the quarter</i>		<i>Cumulative to date</i>	
	<i>(Total) No. of participants served</i>		<i>(Total) No. of participants served</i>	
White				
Black or African American				
Asian				
Mexican/American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
Mexican/American Indian or Alaska Native and White				
Asian and White				
Black/African American and White				
Mexican American Indian/Alaska Native & Black/African Am.				
Other multi-racial				
Total number assisted (must equal the total number of participants in Q #1 and #3 above):				
<b>*this number should be equal to or less than the total # of participants served</b>				

This report has been created using the project's HMIS data: \_\_\_\_\_ Yes \_\_\_\_\_ No

If HMIS data has not been used, indicate the data source: \_\_\_\_\_

**EXHIBIT "E"**

**QUARTERLY STATUS REPORT**

**YEAR-ROUND PROGRAM**

**5. Performance Outcomes (CUMULATIVE):**

Using the approved outcomes sheet included with your project's funding agreement Exhibit A, please complete the table below indicating the actual number of project participants who have achieved outcomes from July 1, 2017, through the reporting period.

<b>Project Quantitative Measure Text</b>	<b>Actual Outcomes Achieved from July 1, 2017 through this report period</b>
1) 550 persons will receive shelter, of these: <ul style="list-style-type: none"><li>○ 20% will exit to permanent housing</li><li>○ 25% will exit to temporary housing (shelter, transitional housing, staying or living with family or friends, safe haven, hotel/motel paid by voucher)</li><li>○ 70% of participants that exit shelter will retain or increase their benefit status.</li><li>○ 75% of participants' average length of stay will be 90 days or less</li></ul> 2) 40,000 bed nights will be provided 3) 30,000 meals will be provided	<b>Number who achieved Outcome(s):</b> 1)      2)      3)

**EXHIBIT "E"**

**QUARTERLY STATUS REPORT**

**YEAR-ROUND PROGRAM**

6. Please complete the table below indicating the **CUMULATIVE** number of individuals assisted from July 1, 2017, through the reporting period.

Men	
Women	
<b>Total</b>	
Veterans	
Elderly	
Disabled	
Female Head of Household	
<b>Last City of residence prior to entering the shelter?</b>	
Sonoma Valley	
Petaluma	
Cotati	
Rohnert Park	
Santa Rosa	
Windsor	
Healdsburg	
Cloverdale	
Guerneville/West County	
Other/Sonoma County	
Out of County (SPECIFY)	
Out of State (SPECIFY)	
Other (SPECIFY)	

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

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

Name: \_\_\_\_\_  
(type/print)

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT "F"

### WINTER SHELTER PROGRAM REPORT

November \_\_\_\_\_, 201\_\_ to March 31, 201\_\_

Total Persons Served: \_\_\_\_\_

Total bed Nights: \_\_\_\_\_

Race and Ethnicity	Hispanic/ Latino	Non Hispanic/ Latino	Total number of Race Responses
White			
Black or African American			
Asian			
American Indian or Alaska Native			
Native Hawaiian or Other Pacific Islander			
Other			
Total			

Gender	Age	Number of known Physical And Mental Disabilities
Male	18-24	None
Female	25-34	1 or more
Total	35-44	Total
	45-54	
	55-61	
	62+	
	Total	

Number of participants exited to Sam Jones Hall Year-Round Program	
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Include one or two anecdotes, stories, or examples about how the PROGRAM has impacted the lives of its participants: