

**GRANT AGREEMENT FOR  
HCA FAMILY FUND PROGRAM**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the CITY OF SANTA ROSA (CITY) and COMMUNITY ACTION PARTNERSHIP OF SONOMA COUNTY, a California non-profit corporation (CONTRACTOR).

**RECITALS**

- A. CONTRACTOR currently administers the HCA Family Fund program (PROGRAM) which provides housing financial assistance to Sonoma County residents, a portion of which PROGRAM has been funded by donations from a private anonymous donor (DONOR) since 1988.
- B. DONOR has stated that in order to continue funding the PROGRAM, DONOR requires a contribution of funds from the CITY to CONTRACTOR to cover a portion of administrative costs for the PROGRAM.
- C. On June 21, 2016, the Council of the City of Santa Rosa (COUNCIL) by Resolution No. \_\_\_\_\_ approved the budget for the City of Santa Rosa for Fiscal Year 2016/2017 which included funding in the amount of \$60,000.00 to CONTRACTOR for the administration of the PROGRAM.
- D. The funding source for the services of CONTRACTOR in the performance of this Agreement will be CITY local funds.
- E. The parties have negotiated upon the terms pursuant to which CONTRACTOR will provide services under this Agreement and CITY will fund the services and have herein reduced such terms to writing.

**AGREEMENT**

1. SCOPE OF SERVICES

CONTRACTOR shall, in a manner satisfactory to CITY, perform the scope of services described in Exhibit A ("Scope of Services").

2. TERM OF AGREEMENT

The term of this Agreement shall commence on July 1, 2016, and continue in effect until terminated as provided herein.

3. GRANT

Notwithstanding any other provision of this Agreement, PROGRAM funding from CITY to CONTRACTOR shall not exceed \$60,000.00 for the period of July 1, 2016 to June 30, 2017 (Year One). The CITY's Chief Financial Officer is authorized to pay all proper claims from Fund 1209 and Key 340707.

A. Grant of these funds from CITY to CONTRACTOR shall be considered a matching grant to support the PROGRAM. In the event that CONTRACTOR terminates the PROGRAM for any reason, including specifically, but not limited to, failure to receive the necessary contribution of funds from DONOR, then CITY shall have the right to terminate this Agreement and any future payments hereunder upon ten (10) days written notice to CONTRACTOR.

B. Payments by CITY to CONTRACTOR shall be made monthly in arrears on the basis of the Budget in Exhibit B and upon the proper documentation of expenditures. CITY and CONTRACTOR intend to execute amendments to this Agreement to fund the PROGRAM and revise the Budget for subsequent years while this Agreement is in effect, subject to the appropriation of funding by COUNCIL. On or before the tenth day of each month, CONTRACTOR shall submit an invoice to CITY for the prior month. The Director of the Department of Housing and Community Services or designee (DIRECTOR) will review each invoice and may deny reimbursement where: 1) an expenditure is questionable or improperly documented; or 2) CONTRACTOR has not provided PROGRAM services. Invoices submitted after 30 days shall include acceptable written justification for the delay.

In addition to the rights of CITY under subsection A, above, in the event that the DIRECTOR determines that CONTRACTOR is not fully providing the PROGRAM services identified in Exhibit A, he shall have the right to reduce the grant award, unless the failure to provide services is beyond CONTRACTOR's control. The exercise by the DIRECTOR of CITY's rights under this provision shall not be construed as a waiver by CITY of any other right or remedy.

#### 4. 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 pursuant to Section 10 below, retains or utilizes any subcontractors or sub-consultants in the provision of any services 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 in Attachment One.

5. 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”) from 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, volunteers or agents, in said performance of services under this Agreement, excepting only liability arising from the sole negligence, 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.

6. INDEPENDENT CONTRACTOR

The parties intend that CONTRACTOR, in performing services herein 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 is not to 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.

7. 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 with respect to all promises and agreements contained herein.

8. FINANCIAL REQUIREMENTS/AUDITS/REPORTING

A. CONTRACTOR shall be accountable to CITY for all 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 and the State of California 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. Authorized representatives of CITY shall perform fiscal monitoring of CONTRACTOR'S record keeping and reporting to assure compliance with this Agreement.

G. 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.

## 9. BUDGET

Any requested modification to the line items of the Budget shall be reviewed and approved by the DIRECTOR prior to the expenditures of funds detailed in the modification. Budget modifications shall not alter: 1) the Scope of Services; or 2) the total grant award under Section 3.

## 10. SUBCONTRACTS

A. Any subcontract funded under this Agreement shall be submitted to the DIRECTOR for review and approval prior to its execution.

B. Any subcontract funded under this Agreement shall be subject to the terms and conditions of this Agreement.

## 11. 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 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.

12. PUBLICITY

During the term of this Agreement and for one year thereafter, CONTRACTOR shall acknowledge CITY's contribution to the PROGRAM in all publicity regarding the PROGRAM, including but not limited to, website and social media, flyers, press releases, posters, brochures, public service announcements, interviews, and newspaper articles. The words "City of Santa Rosa" shall be explicitly stated in any and all pieces of publicity, with respect to the PROGRAM.

Upon request, CITY staff shall assist CONTRACTOR in generating publicity for the PROGRAM. CONTRACTOR agrees to cooperate with CITY staff in any CITY generated publicity or promotional activities related to the PROGRAM.

13. 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 rescind this Agreement without liability or, at its discretion, reduce the grant award under this Agreement, or otherwise recover the full amount of such fee, commission, percentage brokerage fee, gift or contingent fee.

14. PUBLICATION RIGHTS COPYRIGHTS AND DATA OWNERSHIP

A. The copyright to any reports, papers, forms, or other materials or documents that are created in connection with the services 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 PROGRAM but disclose neither data nor results are permissible without advance approval.

E. CITY reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use the work developed pursuant to

this Agreement, for governmental purposes.

## 15. PROGRAM MONITORING AND EVALUATION

### A. Purpose

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 PROGRAM objectives.

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

CONTRACTOR shall undertake continuous quantitative and qualitative evaluation of the Scope of Services and shall make written quarterly reports to CITY utilizing the Quarterly Status Report form in Exhibit C. CONTRACTOR shall submit quarterly reports to CITY by October 10, January 10, April 10, and July 10, as more fully set forth in Exhibit C. 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>.

### B. Responsibilities of CITY

CITY shall monitor and evaluate the PROGRAM.

### C. Responsibilities of CONTRACTOR

CONTRACTOR shall submit quarterly reports, substantiating that the PROGRAM is operating in compliance with all the requirements of this Agreement. In the event financial or reporting issues are identified by CITY or through a compliance review by CITY, CONTRACTOR may be required to reimburse the CITY for funds that were expended on ineligible activities.

### D. Homeless Management Information System

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.

## 16. ASSIGNMENT

CONTRACTOR shall not assign any rights or duties under this Agreement to a third party without the express written consent of CITY.

17. MODIFICATION

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

18. TERMINATION OF AGREEMENT

CITY may terminate this Agreement immediately for cause, which shall include as example but not as a limitation:

- A. Failure, for any reason, of CONTRACTOR to fulfill, in a timely and proper manner, its obligations under this Agreement including compliance with CITY, State, and Federal laws and regulations and applicable directives;
- B. Failure to meet the performance standards contained in other sections of this Agreement;
- C. Improper use or reporting of funds provided under this Agreement;
- D. Suspension, termination or modification of any of the grants upon which CITY planned to fund this Agreement;
- E. Any event, (whether natural, social, political or financial) which is beyond the control of CITY and which results in a change in the funds available to CITY, or which triggers a need by CITY to reallocate funding to CONTRACTOR.
- F. In connection with the provisions of subsections D and E, above, CONTRACTOR understands that CITY has based its overall allocation of funds to CONTRACTOR and to other recipients on an assumed level of contribution from outside sources and on the basis of current budgeting requirements. It is therefore agreed that during the term of this Agreement, should all or any part of the funding available to CITY be reduced in any amount whatsoever, or should CITY be faced with unusual or unexpected natural, social, political or financial events which diminish CITY's ability to fund agreements with CONTRACTOR and other recipients, or which events generate additional needs in the community, then CITY shall have the right to review and reallocate the amount of funding to be advanced to CONTRACTOR under this Agreement. There is no requirement that such reallocation and reduction, if any, be proportionate among the various recipients under contract with CITY. On any of the occurrences described above, CITY may terminate all or any part of the remaining funding due to CONTRACTOR under this Agreement. CITY shall have the sole discretion to determine whether there is a need to reallocate or terminate funding to CONTRACTOR, as well as the sole discretion to determine the amount of the reduction and reallocation.

Should such a reduction in funding occur, CITY shall notify CONTRACTOR as soon as reasonably practicable after CITY has made the determination of the need to reconsider its funding allocation. Should there be a modification of this Agreement; the modification shall take effect upon notice from CITY to CONTRACTOR in writing. All

other terms and conditions of the Agreement shall remain in effect.

In no event shall CITY be obligated to fund any part of this Agreement from CITY's own financial resources.

19. LAWS, REGULATIONS, FEES, TAXES

A. CONTRACTOR shall carry out its responsibilities pursuant to this Agreement in accordance with all applicable Federal, State and Local laws and all policies, procedures, regulations and requirements as the federal government, State, and CITY from time to time prescribe.

B. CONTRACTOR shall comply with Title VI of the Civil Rights Act of 1964 (24 CFR §§ 1 *et seq.*) which states that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

C. CONTRACTOR shall pay all fees and taxes as required by law.

20. NOTICES

Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party hereto, 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 affixed thereto, and addressed as indicated below, and depositing said envelope in the United States mail to:

CITY:  
Department of Housing and Community  
Services  
90 Santa Rosa Avenue  
Santa Rosa, California 95404

CONTRACTOR:  
Community Action Partnership  
of Sonoma County  
141 Stony Circle, Suite 210  
Santa Rosa, California 95401

21. ENTIRE AGREEMENT

This agreement is the entire Agreement between the parties.

22. INCORPORATION OF ATTACHMENT AND EXHIBITS

The attachment and exhibits to this Agreement are incorporated and made part of this Agreement, subject to the terms and provisions herein.

23. 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; 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.

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

CONTRACTOR  
Community Action Partnership of  
Sonoma County

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

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

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

CITY OF SANTA ROSA  
A Municipal Corporation

By \_\_\_\_\_

Title \_\_\_\_\_

ATTEST \_\_\_\_\_

City Clerk

APPROVED AS TO FORM

By \_\_\_\_\_

Office of the City Attorney

Attachments:

Attachment One: Insurance Requirements

EXHIBIT A: SCOPE OF SERVICES

EXHIBIT B: BUDGET

EXHIBIT C: QUARTERLY STATUS REPORT

EXHIBIT D: HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

**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.

**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.

Form approved by the City Attorney 4-14-14

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 insured's 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**

### **Fiscal Year 2016-2017 HCA Family Fund Program (Community Action Partnership of Sonoma County)**

#### **Planned Outcome**

Community residents facing homelessness or at-risk of becoming homeless will be able to apply for the HCA Family Fund program, providing short-term rental assistance (homeless prevention) up to three months, assistance with security deposits, or mortgage assistance for homeowners.

#### **Planned Outputs**

- 180 households will receive housing/homeless prevention assistance.
- Financial literacy and credit counseling will be offered to all households.
- Coordination with local service providers to maximize supportive services.
- Homeless Management Information Systems (HMIS) data will be captured for all clients served.

#### **Planned Indicators**

- 100% of households (180) served will complete an intake with housing specialist (measured by intake forms completed).
- 33% of households (60) served will reduce their household debt by at least 10% (measured by debt to income ratio assessment).
- 75% of households (125) served will maintain their housing through HCA assistance (measured by post-assessment/follow-up).
- 8% of households (15) served will exit homelessness through HCA assistance (measured by post-assessment/follow-up).
- 100% of households (180) served will complete financial literacy workshops (measured by verification of certificate, sign-in log and HMIS data).

**EXHIBIT B: BUDGET**

**Fiscal Year 2016-2017**  
**HCA Family Fund Program**  
(Community Action Partnership of Sonoma County)

Salaries and benefits	\$59,000.00
Program supplies	\$ 1,000.00
<b>TOTAL</b>	<b>\$60,000.00</b>

**EXHIBIT C: QUARTERLY STATUS REPORT**

**Fiscal Year 2016-2017  
HCA Family Fund Program  
(Community Action Partnership of Sonoma County)**

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.

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, 2016 and ending through the quarter for which the report is being submitted.

**Agency Name: Community Action Partnership of Sonoma County  
Program Title: HCA Family Fund  
Term: July 1, 2016 to June 30, 2017**

**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:	Due October 10 <sup>th</sup> 2016	July 1, 2016 – September 30, 2016
<input type="checkbox"/> 2 <sup>nd</sup> Quarter Rpt:	Due January 10 <sup>th</sup> 2017	July 1, 2016 – December 31, 2016
<input type="checkbox"/> 3 <sup>rd</sup> Quarter Rpt:	Due April 10 <sup>th</sup> 2017	July 1, 2016 – March 31, 2017
<input type="checkbox"/> 4 <sup>th</sup> Quarter Rpt:	Due July 10 <sup>th</sup> 2017	July 1, 2016 – June 30, 2017

**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):

**N/A** 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): **N/A**

**2. Please include a brief narrative of 50 words or less on your program’s progress:**

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### EXHIBIT C: QUARTERLY STATUS REPORT

3. **INCOME DETERMINATION:** complete the table below indicating the total number of HOUSEHOLDS 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 Households Directly Assisted

	Total No. of Households 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 households shown in the first column below should equal the number of households directly assisted in #3 above.

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

This report has been created using the project's HMIS data:

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

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

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## EXHIBIT C: QUARTERLY STATUS REPORT

**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, 2016, through the reporting period.

Outcome Identifier	Project Quantitative Measure Text	Actual Outcomes Achieved from July 1, 2016 through this report period
1	180 households will receive housing/homeless prevention assistance:  a) 100% of households (180) served will complete an intake with housing specialist. b) 33% of households (60) served will reduce their household debt by at least 10%. c) 75% of households (1135) served will maintain their housing through HCA assistance. d) 8% of households (15) served will exit homelessness through HCA assistance. e) 100% of households (180) served will complete financial literacy workshops.	<b>Number who achieved Outcome(s):</b> Renter Households: # Homeowner Households: #  a) #  b) #  c) #  d) #  e) #

6. Please complete the table below indicating the **CUMULATIVE** number of those assisted from July 1, 2016, through the reporting period.

City of Last Residence:	
Cloverdale	
Cotati	
Healdsburg	
Petaluma	
Rohnert Park	
Santa Rosa	
Sebastopol	
Sonoma	
Windsor	
Unincorporated County	

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

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

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

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

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



**EXHIBIT D: HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**  
**Fiscal Year 2016-2017**  
**HCA Family Fund Program**  
(Community Action Partnership of Sonoma County)

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.