

**THIRD AMENDMENT TO
GRANT AGREEMENT FOR HOMELESS OUTREACH SERVICES TEAM PROGRAM
WITH CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA**

This Third Amendment to Grant Agreement for Homeless Outreach Services Team Program, dated June 19, 2018 ("Agreement") is made as of this _____ day of _____, 2019, by and between the City of Santa Rosa, a municipal corporation ("CITY"), and Catholic Charities of the Diocese of Santa Rosa, a California non-profit corporation ("CONTRACTOR").

RECITALS

- A. CITY and CONTRACTOR entered into the Agreement for CONTRACTOR to administer a Homeless Outreach Services Team (HOST) "Program." The Agreement provided compensation for the period July 1, 2018 to June 30, 2019 (Year One) in the amount of \$466,450. HOST is a street outreach team that works to engage persons experiencing homelessness and living in unsheltered locations into services, shelter and housing as part of the "Housing First" model.
- B. CITY and CONTRACTOR entered into a First Amendment to the Agreement for the purpose of modifying the scope of services and total funding under the Agreement from \$466,450 to \$1,000,450 for the purpose of providing additional resources for a Housing First Fund (landlord incentives, risk mitigation, and tenant assistance) for Year One.
- C. CITY and CONTRACTOR entered in a Second Amendment to the Agreement for the purpose of providing compensation for the period July 1, 2019 to June 30, 2019 (Year Two) in the amount of \$557,350.
- D. CITY and CONTRACTOR now desire to amend the Agreement for the purpose of modifying the scope of services and increasing the total funding under the Agreement from \$557,350 to \$1,035,450 for the purpose of providing additional resources for the continued administration of a Housing First Fund (landlord incentives, risk mitigation, tenant assistance, housing assistance) for Year Two to include access to risk mitigation funding for the Santa Rosa Housing Authority's Section 8 Housing Choice Voucher (HCV) Program.

AMENDMENT

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. Section 1. SCOPE OF SERVICES

Exhibits A, A-1, and A-2 to the Agreement are replaced by Exhibit A-3 to this Amendment.

2. Section 3. GRANT

Section 3(A) is amended to provide Program funding for Year Two as follows:

"A. Notwithstanding any other provision of this Agreement, Program funding from CITY to CONTRACTOR shall not exceed \$1,035,450 for the period of July 1, 2019 to June 30, 2020 (Year Two). The City's Chief Financial Officer is authorized to pay all proper claims under this Agreement from Fund 1209 and Key 340707."

Exhibits B, B-1, and B-2 (Budget) to the Agreement is replaced by Exhibit B-3 to this Amendment.

3. Section 15. PROGRAM MONITORING AND EVALUATION.

Exhibits C, C-1, and C-2 (Quarterly Status Report) to the Agreement are replaced by Exhibit C-3 to this Amendment.

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

CONTRACTOR: Catholic Charities of the Diocese of Santa Rosa **CITY OF SANTA ROSA**
a Municipal Corporation

TYPE OF BUSINESS ENTITY:

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: _____)

By: _____

Print Name: David E. Gouin

Title: Director of Housing and Community Services

Signatures of Authorized Persons:

By: 

Print Name: Robert F. Vasa

Title: President - Bishop

By: 

Print Name: MARILYN STUART

Title: CFO

APPROVED AS TO FORM:

Office of the City Attorney

- Attachment:
- Exhibit A-3 – Scope of Services
 - Exhibit B-3 – Budget
 - Exhibit C-3 – Quarterly Status Report

EXHIBIT A-3: SCOPE OF SERVICES

HOMELESS OUTREACH SERVICES TEAM PROGRAM (Catholic Charities of the Diocese of Santa Rosa)

Planned Outcome

The Santa Rosa Homeless Outreach Services Team (HOST) program (PROGRAM) is a street outreach team that works to engage persons experiencing homelessness and living in unsheltered locations into services, shelter and housing as part of the "Housing First" model. The PROGRAM's service area will be within the CITY limits with primary service areas to be determined based on community need and/or emergent issues. HOST is the designated outreach provider for the City's Homeless Encampment Assistance Pilot (HEAP) Program and other pilot initiatives developed in response to homelessness. The HEAP Program is a multi-disciplinary team focused on a compassionate approach to address the health, safety and shelter needs of persons living in encampments and to ease impacts to surrounding communities.

The PROGRAM will provide a number of services including but not limited to the following:

- Operation of a 24/7 information and referral response line, Clean Start mobile bathroom-shower trailer (Trailer), and Conservation Crew, which provides financial incentives to recently or currently homeless individuals to help with clean-up of abandoned encampments
- Assessment of unsheltered persons utilizing the VI-SPDAT (Vulnerability Index, Service Prioritization Decision Assistance Tool) and enrollment into Coordinated Entry to access shelter and housing consistent with policies and procedures adopted by the Sonoma County Continuum of Care (Home Sonoma County), including entry of data in the Homeless Management Information System (HMIS)
- Assist unsheltered persons to access community resources (health, behavioral health, and alcohol and/or substance use services, benefits enrollment), safe shelter or temporary housing (i.e. safe parking, hotels/motels, campgrounds, emergency shelters, reunification to supportive living situation) and permanent housing

PROGRAM services will be provided by CONTRACTOR in partnership with Social Advocates for Youth and other services providers, which serve Santa Rosa residents, subject to approval by CITY.

Trailer: CONTRACTOR will operate the Trailer weekly providing up to 90 showers at the City Hall parking lot and at other locations approved by the CITY. CONTRACTOR will coordinate operation of the Trailer so as not to conflict with CITY business, events, or programs. CONTRACTOR may also operate the Trailer on properties owned by the County of Sonoma and by private parties, which serve Santa Rosa residents, subject to approval by the CITY, and the respective property owner. Each location is to be restored to its original condition after use of the Trailer by CONTRACTOR. All trash and debris is to be disposed of offsite. All Trailer waste must be disposed of offsite at a designated waste disposal facility. The Trailer will be staffed at all times by CONTRACTOR'S employees and will be stored at CONTRACTOR'S property after every use.

HEAP Program: CONTRACTOR will coordinate the outreach and engagement, assessment and triage, and transition planning and housing placement components of HEAP Program and documentation of these efforts, including but not limited to the following information:

- Number of individuals engaged
- Number of individuals completed VI-SPDAT
- Number of individuals placed into safe shelter/temporary housing and permanent housing
- Number of individuals who accessed storage
- Case notes describing efforts made to assist unsheltered individuals into shelter and housing including refusal of services and documentation relating to any requests for reasonable accommodation

CONTRACTOR will provide this information on a weekly basis during the encampment resolution process along with a final cumulative report following closure of the encampment. CONTRACTOR will also participate in other aspects of the encampment resolution process, including but not limited to resource analysis, creation of action plan, communications strategy, planning meetings, and on-going updates to the City's matrix of encampments via the HEAP Collector App.

Housing First Fund: As part of PROGRAM, CONTRACTOR also administers a Housing First Fund to encourage landlords to rent to persons experiencing homelessness as well as to assist these individuals to locate and maintain housing. This is achieved through the provision of the following:

- Landlord Incentives – Leasing bonuses and support hotline
- Risk Mitigation – "Insurance Pool" or funding available to landlords in the event of non-payment of rent or excessive damage to a rental unit, including access for the Santa Rosa Housing Authority's Section 8 Housing Choice Voucher (HCV) Program.
- Tenant Assistance – Transportation and housing preparation costs, and housing navigation, location, and stabilization support services
- Housing Assistance – Security deposits and rental payments, including Rapid Re-Housing, utility deposits and payments, moving costs.
- Marketing and outreach activities to promote PROGRAM to landlords

Planned Outputs

- 400 unsheltered homeless persons engaged by HOST, of these:
 - 200 Coordinated Entry enrollments or referrals, utilizing VI-SPDAT
- 400 calls made to 24/7 response line
- 50 coordinated abandoned camp clean-ups with Conservation Crew participants
- 2,000 showers will be provided through the operation of the Trailer
- Administration of risk mitigation funding for the HCV Program

Planned Indicators

- 100% of HOST participants will engage into supportive services, including those engaged through Trailer
- 50% of HOST participants enrolled in Coordinated Entry will be provided safe shelter or temporary housing (safe parking, hotels, campgrounds, emergency shelters, reunification to supportive living situations)
- 40% of HOST participants enrolled in Coordinated Entry will be provided permanent housing, of the housed cohort that CONTRACTOR can track through agency specific HMIS:
 - 85% will retain their housing (measured at 6 months and 12 months)

EXHIBIT B-3: BUDGET

HOMELESS OUTREACH SERVICES TEAM PROGRAM
(Catholic Charities of the Diocese of Santa Rosa)

| Contract Expenses | Budget Amounts |
|--|-----------------------|
| Salaries and Benefits – Outreach Workers, Trailer Operator, Housing Staff, plus subcontract work to Social Advocates for Youth and support to HCV Program | \$335,450 |
| Conservation Crew | \$30,000 |
| Trailer costs (dumping, water, propane, generator, pressure washer, cleaning supplies, back-up water supply, maintenance, insurance, miscellaneous expenses) | \$10,000 |
| Housing Assistance: Safe Shelter, Reunification, Housing Placement (move-in and rent assistance, short or long-term) | \$550,000 |
| Landlord Incentives (leasing bonuses, support hotline, marketing) | \$50,000 |
| Technology and Communication, Miscellaneous Expenses | \$10,000 |
| Indirect Costs | \$50,000 |
| TOTAL | \$1,035,450 |

Funds unexpended during Fiscal Year 2018/2019 for the Housing First Fund (landlord incentives, risk mitigation, and tenant assistance) will roll over for use by CONTRACTOR in Fiscal Year 2019/2020, and are not included in this budget. CITY maintains a separate accounting of these roll-over funds.

EXHIBIT C-3

QUARTERLY STATUS REPORT HOMELESS OUTREACH SERVICES TEAM PROGRAM

(Catholic Charities of the Diocese of Santa Rosa)

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, 2019 and ending through the quarter for which the report is being submitted.

Agency Name: Catholic Charities of the Diocese of Santa Rosa
Program Title: Homeless Outreach Services Team
Term: July 1, 2019 to June 30, 2020
QUARTER:
REPORTING DUE DATE:

Instructions: An entry is required in every yellow cell. Once data has been entered, the cell will revert to white. You may need to enter 0 to indicate no applicable response. There should be no yellow cells when report is submitted to the City.

1. Total Number of Unduplicated Participants Assisted

(Cumulative through report period. Enter numbers for only 1a OR 1b depending on your project):

- 1a. For projects serving only individuals **OR** only families (households) enter the total number of unduplicated participants **OR** families/households served (but not both). Enter "0" in the other box.

 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):

Individuals AND Families

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

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

| | Below 30% (Extremely Low) | 31% to 50% (Very Low) | 51% to 80% (Low Income) | Over 80% (Non-low Moderate) | Total No. of Participants Assisted |
|--------------------|------------------------------|--------------------------|----------------------------|--------------------------------|------------------------------------|
| For the Quarter | | | | | 0 |
| Cumulative to Date | 0 | 0 | 0 | 0 | 0 |

4. RACE/ETHNICITY DETERMINATION:

Race/Ethnicity information must be collected from all participants. The total number assisted for the quarter and year to date must match the totals in #3. The total number of people served in Question #1.

| RACE/ETHNICITY DATA | FOR THE QUARTER | | | YEAR TO DATE | | |
|---------------------------|--------------------|-----------------------|--------------------------------|--------------------|-----------------------|--------------------------------|
| | # Hispanic/ Latino | # Non-Hispanic/Latino | Total Number of Race Responses | # Hispanic/ Latino | # Non-Hispanic/Latino | Total Number of Race Responses |
| White | | | 0 | 0 | 0 | 0 |
| Black or African American | | | 0 | 0 | 0 | 0 |
| Asian | | | 0 | 0 | 0 | 0 |

| | | | | | | |
|---|---|---|---|---|---|---|
| American Indian or Alaska Native | | | 0 | 0 | 0 | 0 |
| Native Hawaiian or Other Pacific Islander | | | 0 | 0 | 0 | 0 |
| American Indian or Alaska Native <i>and</i> White | | | 0 | 0 | 0 | 0 |
| Asian <i>and</i> White | | | 0 | 0 | 0 | 0 |
| Black or African American <i>and</i> White | | | 0 | 0 | 0 | 0 |
| American Indian or Alaska Native <i>and</i> Black or African American | | | 0 | 0 | 0 | 0 |
| Other multi-racial | | | 0 | 0 | 0 | 0 |
| Total number assisted (Must equal the total number of persons in Q #3 above) | 0 | 0 | 0 | 0 | 0 | 0 |

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

(Select Yes or No)

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

5. PERFORMANCE OUTCOMES:

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, 2019, through the reporting period.

| Project Quantitative Measure Text (Planned Outputs) | Actual Outcomes Achieved from July 1, 2019 through this report period | Percentage of Total Output Achieved |
|---|---|-------------------------------------|
|---|---|-------------------------------------|

| | | |
|--|---|----|
| 400 unsheltered homeless persons engaged into Supportive Services by HOST, including through the Trailer; half of which will enroll in Coordinated Entry | Number of unsheltered homeless persons engaged by HOST | 0% |
| | Number of Coordinated Entry enrollments/ referrals utilizing VI-SPDAT | 0% |

| | | | |
|--|--|--|----|
| 50% of HOST participants will be provided safe shelter or temporary housing (safe parking, hotels, campgrounds, emergency shelters, reunification to supportive living situations) | Number of HOST participants provided safe shelter or temporary housing | | 0% |
| 40% of HOST participants will be provided permanent housing | Number of HOST participants provided permanent housing | | 0% |

| | | | |
|--|--|--|----|
| Of the housed cohort (above) that CONTRACTOR can track through agency-specific HMIS, 85% of respondents will retain their housing (measured at 6 months and 12 months) | Number of housed cohort (above) that CONTRACTOR can track through agency-specific HMIS | | 0% |
| | Number of Respondents | | 0% |
| | Number of Respondents who have retained housing for 6 months | | 0% |
| | Number of Respondents who have retained housing for 12 months | | 0% |

| | | | |
|--------------------------------------|--|--|----|
| 400 calls made to 24/7 response line | Number of calls received on 24/7 Response Line | | 0% |
|--------------------------------------|--|--|----|

| | | | |
|--|--|--|-----|
| 50 coordinated abandoned camp clean-ups with Conservation Crew participants. | Number of coordinated abandoned camp clean-ups | | 0% |
| | Number of Conservation Crew participants | | n/a |

| | | | |
|--|--|--|----|
| 2,000 showers will be provided through the operation of the shower trailer | Number of showers provided through the operation of the shower trailer | | 0% |
|--|--|--|----|

| | | | |
|---|---|--|-----|
| Administration of risk mitigation funding for the HCV Program | Number of Inspections | | n/a |
| | Number of landlords entered into risk mitigation agreements | | n/a |

Name of Person Preparing Report:

Date:

(type/print)

(type/print)

Title:

Signature:

(type/print)