

**CITY OF SANTA ROSA
SECOND AMENDMENT TO
OPERATING AGREEMENT FOR THE
SAFE PARKING PROGRAM
CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA
DBA CATHOLIC CHARITIES OF NORTHWEST CALIFORNIA
(PO F002431/V001972)
ALN 21.027 Coronavirus State and Local Fiscal Recovery Funds (SLFRF)**

This Second Amendment to Grant Agreement Number F002431, dated January 1, 2024 (Agreement) is made as of this ____ day of February 2026 by and between the **CITY OF SANTA ROSA** (City) and **CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA DBA CATHOLIC CHARITIES OF NORTHWEST CALIFORNIA**, a California non-profit corporation (Contractor).

RECITALS

- A. On May 17, 2021, the Department of the Treasury awarded the City \$34,637,465 in Federal American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Assistance Living Number (ALN) 21.027 with Federal Award Identification Number (FAIN) SLFRP0378. The award is not for Research and Development.
- B. City and Contractor entered into an initial Operating Agreement for the Safe Parking Program (Program) for the period January 1, 2022 to December 31, 2022 (Year 1).
- C. City and Contractor executed two amendments to update reporting requirements and federal provisions and extend the term of the agreement for an additional year from January 1, 2023 to December 31, 2023 (Year 2) and provide additional funding.
- D. City and Contractor entered into an additional Operating Agreement for the Safe Parking Program for the period January 1, 2024, through June 30, 2025 (Year 3) using Federal American Rescue Plan Act (ARPA) SLFRF, grant funds, and local funds. The Operating Agreement is a subaward for the SLFRF funds. The City is the pass-through entity and the Contractor is a subrecipient with Unique Entity Identifier (UEI) D8ZCSNZ7PZ25.
- E. City and Contractor executed the First Amendment to the Operating Agreement as of July 18, 2025 for the purpose of extending time of performance for an additional nine month period July 1, 2025 – March 31, 2026 and reallocating \$341,220 in funds within the Grant Agreement for Encampment Resolution Fund

(ERF) Program based on Resolution RES-2023-113 approved by Council July 11, 2023.

- F. Council authorized the City to enter into a series of settlement agreements as part of a National Opioid Settlement and the City Manager to execute all documents necessary to use the settlement proceeds within any permissible use provided for in the agreements. The City has determined that the Program benefits the residents of Santa Rosa and meets the requirements of the settlement agreements. The Program provides comprehensive services, including harm reduction, overdose prevention, case management, and mental health support to a subset of the population that has opioid use disorder.
- G. City and Contractor now desire to amend the Operating Agreement for the purpose of extending time of performance for an additional three month period April 1, 2026 – June 30, 2026 and increasing compensation in the amount of \$250,000 using Opioid Settlement Proceeds and Local Funds.
- H. The parties have negotiated upon the terms pursuant to which Contractor will administer and conduct the Program and City will fund the Program and have herein reduced such terms to writing.

AMENDMENT

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

- 1. Section 1: Scope of Services

Exhibit A-1 Scope of Services is replaced by **Exhibit A-2** to this Amendment

- 2. Section 2. Term of Agreement

Section 2 is amended to read as follows:

“The term of this Agreement shall commence on January 1, 2024 and end on June 30, 2026.”

- 3. Section 3: Program Funding

Exhibit A-1 Scope of Services is replaced by **Exhibit A-2** to this Amendment

Exhibit B-1 Budget is replaced by **Exhibit B-2** to this Amendment

Section 3(A) is amended to read as follows:

“Notwithstanding any other provision of this Agreement, Program funding from

City to Contractor shall not exceed two million, five hundred forty-one thousand, two hundred fifty-eight dollars and seventy-two cents (\$2,541,258.72) for the period of January 1, 2024, through June 30, 2026. The City's Chief Financial Officer is authorized to pay all proper claims from Federal SLFRF ALN 21.027 Key 00653/Fund 1276 (\$784,390.97), Local Key 42143/Fund 1209 (\$415,401.94), Opioid Settlement Funds Key 42143/Fund 1209 (\$245.81), and Encampment Resolution Fund Key 42146/Fund 1209 (\$1,341,220). Of the \$2,541,258.72, \$1,200,038.72 is to be paid under this Agreement and the balance (\$1,341,220.00) is to be paid under a Grant Agreement for Encampment Resolution Fund (ERF) Program between the City and Contractor, dated August 7, 2023."

4. Section 12: Program Monitoring and Evaluation

Exhibit C-1 Quarterly Status Report Form is replaced by **Exhibit C-2** 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 DBA Catholic Charities of Northwest California

By _____

Name: Jennielynn Holmes
Title: CEO

Taxpayer ID # 94-2479393

CITY OF SANTA ROSA

A Municipal Corporation

By _____

Name: Megan Basinger
Title: Housing & Community Services Director

APPROVED AS TO FORM

By _____
Office of the City Attorney

Attachments:

- Exhibit A-2: Scope of Services
- Exhibit B-2: Budget
- Exhibit C-2: Quarterly Status Report Form

EXHIBIT A-2: SCOPE OF SERVICES

SAFE PARKING PROGRAM JANUARY 2024 – JUNE 2026

The Safe Parking Program (Program) is a housing-focused, low-barrier site providing up to 52 parking spaces in alignment with the Homelessness Solutions Strategic Plan. The overarching goal of the Program is to provide members of the community who are experiencing vehicular homelessness a place to safely park their vehicle or RV with direct access to basic services as well as wrap-around services targeted at ending their homelessness. The Program provides a safe and secure environment for participants with the goal of moving them into housing as rapidly as possible. Additionally, the Program is meant to lessen the impacts of homelessness on the broader community. In addition to emergency services, participants access programs, including health and public benefits that can assist participants in their efforts to secure and retain stable housing.

Contractor will provide a number of services, including but not limited to the following:

- Administration of the Program per City requirements, including, without limitation, hours of operation, security, site layout, ADA compliance, fire, life/safety, health and welfare and environmental requirements as well as COVID-19 safety protocols (or other infectious disease), and disaster preparedness.
- 24/7 site management via Contractor staff and/or third-party private security agency.
- Coordination with Homeless Outreach Services Team (HOST) and the City Encampment Team to screen and enroll individuals identified for the Program. Participants will be screened and enrolled at an offsite location.
- Sanitary facilities (portable toilets, handwashing stations, showers), waste management services, meals, and other services essential to meeting basic needs, including transportation.
- Assessment and enrollment in Coordinated Entry for linkage to County-wide housing services.
- Case management services to ensure housing-focused intervention as well as connection to public benefit programs, health, mental health and drug treatment services, and job training or employment opportunities, including coordinating additional supports and case management services.
- Assist participants with documentation required to obtain housing (identification/driver's license) and with vehicle/RV compliance (driver's license, registration, insurance) to ensure transportation to work and appointments.
- Regular meetings with City and/or participants to address any issues that may arise including facilities issues, conflict resolution, and service needs.

The Program staffing model will include the following positions to ensure a housing-focused intervention:

- **Program Manager:** Provides budget management support and supervisory oversight of the Site Supervisor. Responsible for weekly coordination with City staff as needed and completes required program reporting.
- **Site Supervisor:** Responsible for the initial project development, launch and management of the day-to-day operations of the Program and Program site. This includes scheduling and supervision of the Participant Advocates, coordination of the third-party vendors, purchasing and inventory and management of supplies, intake/exits of participants, oversight of site safety, inspections, etc. The Site Supervisor will also schedule and facilitate weekly participant community meetings.
- **Participant Advocates:** Handles all operational needs and responsible for having housing-focused conversations with participants within their first 14 days. Will be on site 12 hours a day and responsible for ensuring operational safety as well as updating all housing lists with new ads off Craigslist and other housing ads.
- **Behavioral Health Clinician:** Clinician is licensed with the California Board of Behavioral Sciences and responsible for providing comprehensive behavioral health support to participants with the goal of increasing their mental wellbeing and ability to live independent, healthy lives in the community.
- **Housing Navigation Case Managers:** Case managers that are focused on obtaining housing for those on their caseloads, including housing location. Once they help the individual obtain housing, they will then prepare them for a successful transition into housing (furniture, crisis planning, etc.) and transfer the case to a Housing Stabilization Case Manager.
- **Housing Stabilization Case Managers:** Case managers for individuals that exit to permanent housing, focused on ensuring that participants retain housing and connecting them to resources to ensure that the reason they were originally brought into homelessness is addressed.

Direct Financial Assistance Fund: As part of the Program, Contractor will also administer a Direct Financial Assistance Fund. This is a flexible fund intended to assist participants to enter permanent housing, including but not limited to the following types of assistance: expenses related to transportation, interview preparation and clothing, housing preparation costs, security deposits, rental payments including Rapid Re-Housing, utility deposits and payments, moving costs, and reunification costs. Transportation expenses must be tied to permanent housing to be eligible such as transportation to work or appointments necessary to obtain housing.

The Program will achieve the following planned outputs and indicators.

Planned Outputs

- 250 individuals will receive interim shelter via the Program; and
- Contractor will engage clients and elicit feedback to incorporate in program planning and implementation.

Planned Indicators

- 25% of exits from the Program will be to permanent housing;
- 15% of exits from the Program will be to temporary housing destinations;
- 80% of current participants that are head of households will maintain active enrollment in the Sonoma County Coordinated Entry System (CES), as measured last day of each quarter;
- 80% of participants that have stayed longer than 30 days will have engaged in housing-focused case management services, as measured last day of each quarter; and
- Contractor will maintain an agency-wide return to homelessness rate of less than 5% as measured by re-entry to any homeless services program in the Sonoma County Homeless Management Information System (HMIS).

At a minimum, outcomes should meet or exceed the Sonoma County Homeless Coalition (formerly the Continuum of Care (CoC)) system performance measures.

The maximum length of stay in the Program is limited to six (6) months and may be extended on a case-by-case basis to be determined by Contractor in consultation with the City. Participants are required to sign a Participant Agreement outlining Program rules focused on ensuring the health and safety of participants and staff (Contractor and City), including but not limited to a Good Neighbor Policy, participation in case management, monthly vehicle inspections, length of stay, and disposition of abandoned property (personal belongings and passenger vehicles/RVs).

EXHIBIT B-2: BUDGET

**SAFE PARKING PROGRAM
JANUARY 2024 – JUNE 2025**

Expenses	Budget Amounts
Salaries and Benefits:	\$395,777.40
Food Management	\$27,458.74
Telecommunications	\$6,756.65
Utilities	\$29,400.28
Supplies	\$10,150.66
Storage	\$263.04
Miscellaneous	\$12,322.27
Sanitary Services	\$198,760.40
Laundry Services	\$4,918.95
Site Costs	\$39,748.46
Security	\$279,078.75
Direct Financial Assistance	\$1,400.00
Indirect Costs	\$132,503.72
Total Contract Expenses*	\$1,200,038.72
* Payments by City to Contractor shall be made from Federal SLFRF ALN 21.027 \$784,390.97, Opioid Settlement Funds \$245.81, and Local Funds \$415,401.94.	

**EXHIBIT C-2: QUARTERLY STATUS REPORT
SAFE PARKING 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. Submit all back-up data for numbers provided in reports. Each quarter should be reported cumulative (or for the quarter if requested below) beginning January 1st, 2024 and ending through the quarter for which the report is being submitted.

Agency Name: Catholic Charities of the Diocese of Santa Rosa Program Title: Safe Parking Program Term: January 1, 2024 to June 30, 2026 Quarter: FY 25/26 Q3: January 1, 2026 - March 31, 2026

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

2. Total Number of Participants Assisted (This Quarter & Cumulative)

Number of participants served must match quarterly and cumulative HMIS reports provided.

INDIVIDUALS	THIS QUARTER	CUMULATIVE
Participants Served & Sheltered		
Participants Housed		

3. Race/Ethnicity Determination

Race/Ethnicity information must be collected from all participants. *Must match cumulative HMIS report provided.*

RACE/ETHNICITY	CUMULATIVE
American Indian, Alaska Native, or Indigenous	
Asian or Asian American	
Black, African American, African	
Hispanic/Latina/e/o	
Middle Eastern or North African	
Native Hawaiian or Pacific Islander	
White	
Other multi-racial	
Client doesn't know	
Client prefers not to answer	
Total Persons	0

Total persons must match cumulative total unduplicated participants served.

4. Income Determination:

Income information must be collected from all participants. *Must match cumulative HMIS report provided.*

INCOME LEVEL	CUMULATIVE
Below 30%	
31% to 50%	
51% to 80%	
Over 80%	
Total Persons	0

Total persons must match cumulative total unduplicated participants served.

5. Planned Outputs:

PROJECT QUANTITATIVE MEASURE TEXT	CUMULATIVE OUTCOMES ACHIEVED
250 individuals will receive interim shelter via the Program	0

Must match cumulative total participants served.

Please include a brief narrative on the process for engaging clients and how feedback is incorporated into program planning and implementation:

Please include a brief summary of any specific feedback received from any clients during this quarter. Please include any response or anticipated changes in response to this feedback.

6. Cumulative Exits:

Total current participants	
Total current participants that have stayed longer than 30 days	
Total Program exits	

7. Planned Indicators:

PROJECT QUANTITATIVE MEASURE TEXT	CUMULATIVE OUTCOME ACHIEVED	CUMULATIVE PERCENTAGE
25% of exits from the Program will be to permanent housing		
15% of exits from the Program will be to temporary housing		

Above must match cumulative HMIS report provided

80% of current participants that have stayed longer than 30 days will engage in housing-focused case management services, as measured last day of each quarter	# of current participants that have stayed longer than 30 days engaged in housing-focused case management services		
Contractor will maintain an agency-wide return to homelessness rate of less than 5% as measured by re-entry to any homeless services program in the Sonoma County Homeless Management Information System (HMIS).	Agency-Wide Return to Homelessness Rate provided by Sonoma County HMIS Coordinator for the 12 month period ending the last date of the quarter.		

	TOTAL NUMBER OF HEAD OF HOUSEHOLDS (Last Day of Quarter)	NUMBER ACTIVE IN CE (Last Day of Quarter)	PERCENTAGE
80% of participants that are head of households will maintain active enrollment in the Sonoma County CES (measured as of last date of each quarter)			

Report Completed By:

Full Name

Date

Title

Signature