

**FIRST AMENDMENT TO  
GRANT AGREEMENT FOR  
HOMELESS OUTREACH SERVICES TEAM (HOST) PROGRAM  
(130396/V001972)  
CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA  
ALN 21.027**

This First Amendment to Grant Agreement for Homeless Outreach Services Team (HOST) Program Catholic Charities of the Diocese of Santa Rosa ALN 21.027, dated July 1, 2023 ("Agreement") is made as of this \_\_\_\_ day of \_\_\_\_\_, 2023, 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 operate the HOST Program (Program), a multi-disciplinary street outreach team that works to engage unsheltered homeless into services such as substance abuse treatment, mental health treatment, shelter services, and other services for the homeless with its primary function to supply housing as part of the "Housing First" model. Program is funded with Federal American Rescue Plan Act (ARPA) funds.
- B. City and Contractor now desire to amend the Agreement for the purpose of increasing compensation, ARPA funds in the amount of \$100,000 for expanded outreach services in downtown Santa Rosa, for the period of November 1, 2023 to June 30, 2024, bringing the total compensation under the Agreement to \$1,135,450 for Fiscal Year 2023/2024.

**AMENDMENT**

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

1. Section 1. Scope of Services

Effective November 1, 2023, Exhibit A (Scope of Services) to the Agreement is replaced by Exhibit A-1 to this Amendment.

2. Section 3. Grant

Effective November 1, 2023, Exhibit B (Budget) to the Agreement is replaced by Exhibit B-1 to this Amendment and the first paragraph of Section 3 of the Agreement is replaced in its entirety to read as follows:

"Notwithstanding any other provision of this Agreement, Program funding from City to Contractor shall not exceed one million one hundred thirty-five thousand four hundred fifty and no/100 dollars (\$1,135,450). The City's Chief Financial Officer is authorized to pay all proper claims from Key 00654/Fund 1209. Subject to the appropriation of additional funding by the Council, City and Contractor may amend this Agreement to fund the Program for subsequent years."

3. Section 16. Program Monitoring and Evaluation

Effective November 1, 2023, Exhibit D (Quarterly Status Report) to the Agreement is replaced by Exhibit D-1 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 Charites of the Diocese of Santa Rosa

By \_\_\_\_\_

Name: Jennielynn Holmes

Title: CEO

**CITY OF SANTA ROSA**

A Municipal Corporation

By \_\_\_\_\_

Name: Megan Basinger

Title: Housing & Community Services Director

Taxpayer ID # 94-2479393

**APPROVED AS TO FORM**

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

**Attachments:**

Exhibit A-1: Scope of Services

Exhibit B-1: Budget

Exhibit D-1: Quarterly Status Report Form



## **EXHIBIT A-1: SCOPE OF SERVICES**

**Fiscal Year 2023-2024**

### **Homeless Outreach Services Team (HOST) Program**

The Santa Rosa Homeless Outreach Services Team Program (HOST 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 HOST Program’s service area will be within the city limits of the City of Santa Rosa (City) with primary service areas to be determined based on community need and/or emergent issues. HOST is the designated outreach provider for the City Encampment Team and other pilot initiatives developed in response to homelessness. The City Encampment Team 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 the surrounding communities. The HOST Program also provides designated outreach workers and services for the downtown Santa Rosa area.

The HOST Program will provide a number of services including, but not limited to, the following:

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

HOST Program services may be provided by Contractor in partnership with other services providers that serve Santa Rosa residents. Subcontracting any services requires prior approval by the City.

**Trailer:** Contractor will operate the Trailer weekly at the 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 or owned by private parties to 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 by Contractor after use of the Trailer.

All trash and debris are 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.

**City Encampment Team:** Contractor will coordinate the outreach and engagement, assessment and triage, and transition planning and housing placement components of the City Encampment Team and document these efforts. Documentation shall include, but not be limited to the following:

- Location of the encampment;
- Number of duplicated and unduplicated individuals contacted;
- Number of duplicated and unduplicated individuals who refused to engage or declined services;
- Number of duplicated and unduplicated individuals engaged or enrolled in services;
- Number of duplicated and unduplicated individuals offered a shelter bed or appointment for Safe Parking Program;
- Number of duplicated and unduplicated individuals accepted a shelter bed or made appointment for Safe Parking Program;
- Number of individuals on wait list for shelter or Safe Parking Program;
- Narrative as applicable.

Contractor will provide this information weekly.

In the event of a larger encampment resolution operation, Contractor will provide 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 also provide final cumulative report following closure of the encampment at the City's request. 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 ongoing updates to the City's matrix of encampments.

**Housing First Fund:** As part of the HOST Program, Contractor will also administer the Housing First Fund to encourage landlords to rent to persons experiencing homelessness as well as to assist these individuals in locating and maintaining housing. Contractor will provide the following:

- Landlord incentives such as leasing bonuses, risk mitigation funding, and a support hotline;
- Rapid Re-Housing Fund, a flexible fund intended to assist participants to enter permanent housing. Assistance includes but is not limited to: 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 housing to be eligible.

**Downtown Outreach Team:** The HOST Program will provide 2 dedicated outreach workers for downtown Santa Rosa during business hours, typically Monday to Friday 11am to 7pm. The purpose of this team is to proactively engage business owners, community members, and persons experiencing homelessness. The primary service area will be Courthouse Square/Downtown Community Benefit District, Railroad Square (RRSQ)/RRSQ Community Benefit District, the Prince Memorial Greenway/Olive Park, and surrounding areas: Rae Park, Julliard Park, Fremont Park, and the St. Rose and West End neighborhoods, including between 6<sup>th</sup> and 9<sup>th</sup> Streets and Wilson and Morgan Streets. The Downtown Outreach Team will provide a number of services including, but not limited to, the following:

- Engage persons experiencing homelessness; refer and enroll in community resources, services, shelter, and housing;
- Engage downtown business owners and community members to promote HOST's downtown presence and to determine areas of concern;
- Attend weekly meetings with the Santa Rosa Metro Chamber's enhanced services contractor (NexStreet) and City staff;
- Coordinate outreach with the Santa Rosa Police Department's Downtown Enforcement Team;
- Provide Conservation Crew clean-ups in coordination with NexStreet's efforts in the downtown services area; and
- Participate in community meetings and special events at the request of the City.

### **Planned Outputs**

- 600 unsheltered homeless persons enrolled as HOST participants; of these, 400 will be enrolled in or referred to Coordinated Entry utilizing VI-SPDAT;
- 3,500 calls answered by 24/7 response line;
- 75 coordinated clean-ups with Conservation Crew participants;
- 750 showers through operation of the Trailer;
- Contractor will engage clients and elicit feedback to incorporate in program planning and implementation.

### **Planned Indicators**

- 30% of exits from HOST program will be to safe shelter or temporary housing (safe parking, hotels, campgrounds, emergency shelters, staying with friends/family temporarily);
- 15% of exits from HOST program will be to permanent housing;
- Contractor will maintain an agency-wide return to homelessness rate of less than 5%.

## EXHIBIT B-1: BUDGET

### Fiscal Year 2023-2024

#### Homeless Outreach Services Team Program ARPA Funds

<b>Outreach</b>	<b>Budget Amounts</b>
Salaries and Benefits	\$385,910.00
Conservation Crew	\$45,000.00
Technology and communication, miscellaneous expenses	\$10,000.00
Trailer costs (dumping, water, propane, generator, pressure washer, cleaning supplies, back-up water supply, maintenance, insurance, miscellaneous expenses)	\$10,000.00
Total Outreach:	\$450,910.00
<b>Housing First Fund:</b>	
Rapid Re-Housing Fund	\$466,450.00
Landlord incentives (leasing bonuses, risk mitigation, support hotline, marketing)	\$36,000.00
Total Housing First Fund:	\$502,450.00
Indirect costs 8%	\$82,090.00
<b>Downtown Outreach:</b>	
Salaries and Benefits	\$86,500.00
Technology and communication, miscellaneous expenses	\$1,500.00
Outreach Incentives (basic needs, bus tickets, food, clothing)	\$4,000.00
Indirect costs 8%	\$8,000.00
Total Downtown Outreach	\$100,000.00
<b>Total Contract Expense</b>	<b>\$1,135,450.00</b>

**EXHIBIT D: 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. Submit all back-up data for numbers provided in reports.

Each quarter should be reported **cumulative** (or for the quarter if requested below) beginning July 1st, 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, 2023 to June 30, 2024  
QUARTER: Q1 JULY 1, 2023 - SEPTEMBER 30, 2023  
REPORTING DUE DATE: October 15, 2023

**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. Cells that show up in red indicate discrepancies, your numbers should be double checked.

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

**Total Number of Unduplicated Participants Assisted (This Quarter & Cumulative)**

INDIVIDUALS	THIS QUARTER (New)	CUMULATIVE (Total FY)
Unduplicated Participants Served		

**2. ADULTS AND CHILDREN**

Total persons must match cumulative total unduplicated participants served.

INDIVIDUALS	CUMULATIVE
Adults	
Children	
<b>Total Persons</b>	<b>0</b>

**3. RACE/ETHNICITY DETERMINATION:**

Race/Ethnicity information must be collected from all participants. Total persons must match cumulative total unduplicated participants served.

RACE/ETHNICITY DATA	CUMULATIVE		
	# Hispanic/ Latino	# Non Hispanic/Latino	Total Number of Race Responses
White			0
Black or African American			0
Asian			0
American Indian or Alaska Native			0
Native Hawaiian or Other Pacific Islander			0
American Indian or Alaska Native and White			0
Asian and White			0
Black or African American and White			0
American Indian or Alaska Native and Black or African American			0
Other multi-racial			0
<b>Total number assisted</b>	<b>0</b>	<b>0</b>	<b>0</b>

**4. INCOME DETERMINATION:**

Income information must be collected from all participants. Total persons must match cumulative total unduplicated participants served.

**Number of Participants Directly Assisted**

Income Level	Cumulative
Below 30%	
31% to 50%	
51% to 80%	
Over 80%	
<b>Total No. of Participants</b>	<b>0</b>

This report has been created using the project's HMIS data: (Enter Yes or No)

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

**5. PLANNED OUTPUTS:**

Please complete the table below indicating the actual number of project participants who have achieved outcomes This Quarter and Cumulative.

Project Quantitative Measure Text (Planned Outputs)	This Quarter Actual Outcomes (New/Unduplicated)		Cumulative Actual Outcomes
600 unsheltered homeless persons engaged into Supportive Services by HOST	Total Engaged	0	0
	Engaged Downtown		0
400 unsheltered homeless persons will be enrolled in or referred to Coordinated Entry utilizing VSPDAT	Total Enrolled/Referred		0
	Enrolled/Referred Downtown		0
3,500 calls made to 24/7 response line			0
75 coordinated clean-ups with Conservation Crew participants.	Total Clean-ups		0
	Clean-ups Downtown		
	# of unduplicated Conservation Crew participants		0
750 showers through operation of the Trailer			0

Please include a brief narrative on any community meetings or special events attended by staff:



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

6. PLANNED INDICATORS:

Project Quantitative Measure Text (Planned Indicators)			This Quarter Actual Outcomes (New/Unduplicated)	Cumulative Actual Outcomes	Cumulative Percentage
Total exits from HOST program	# Total Exits			0	0%
	# of those that exited to Positive Housing Destination			0	0%
30% of exits from HOST program will be to safe shelter or temporary housing (safe parking, hotels, campgrounds, emergency shelters, staying with friends/family temporarily, long-term care/pyschiatric/substance abuse facility, other temporary destinations meant for habitation)	# of participants exited to temporary destination meant for habitation or institutional setting other than detention facilities.	Total Exited		0	0%
		Exited from Downtown		0	N/A
	# of those that exited to Catholic Charities emergency shelter/safe parking (SIH, FC, Safe Parking)	Total Exited		0	N/A
15% of exits from HOST program will be to permanent housing	# Total HOST participants exited to permanent housing destination	Total Exited		0	0%
		Exited from Downtown		0	N/A
	# of those that exited through use of RRH fund	Total Exited		0	N/A
Contractor will maintain an agency-wide return to homelessness rate of less than 5%.			Agency-Wide Return to Homelessness Rate	9/30/22-9/30/23	

Name of Person Preparing Report:

(type/print)

Title:

(type/print)

Date:

(type/print)

Signature: