

COUNTY OF SONOMA  
AGREEMENT FOR SERVICES  
(Version 2025 Aug 12)

This agreement ("Agreement"), dated as of \_\_\_\_\_, 2026 ("Effective Date"), is by and between the County of Sonoma, a political subdivision of the State of California, (hereinafter "County") and HomeFirst Services of Santa Clara County (hereinafter "Contractor").

R E C I T A L S

WHEREAS, Contractor represents that it is a duly qualified manager of operations, experienced in the management of day-to-day operations of the Sonoma County Coordinated Entry System and related services; and

WHEREAS, in the judgment of the Board of Supervisors, it is necessary and desirable to use the services of Contractor to manage day-to-day operations of the Sonoma County Coordinated Entry System.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

A G R E E M E N T

1. Scope of Services

1.1. Contractor's Specified Services

Contractor shall perform the services described in Exhibit A (Scope of Work), attached hereto and incorporated herein by this reference (hereinafter "Exhibit A"), within the times or by the dates provided for in Exhibit A and pursuant to Article 7 (Prosecution of Work). In the event of a conflict between the body of this Agreement and Exhibit A, the provisions in the body of this Agreement shall control.

1.2. Cooperation With County

Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.3. Performance Standard

Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4 (Termination); or (d) pursue any and all other remedies at law or in equity.

1.4. Assigned Personnel

- a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from County.
- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.
- c. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness, or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

1.5. Contract Exhibits

This Agreement includes the following exhibits, which are hereby incorporated by reference as though fully set forth herein. In the event of a conflict between the terms in the body of this Agreement and any of the following exhibits, the terms in the body of this Agreement shall control.

- Exhibit A. Scope of Work
- Exhibit B. Budget
- Exhibit C. Insurance Requirements

2. Payment

For all services and incidental costs required hereunder, Contractor shall be paid in accordance with the following terms:

2.1. Payment for Services

Contractor shall be paid on a time-and-material/expense basis in accordance with the budget set forth in Exhibit B (Budget), attached hereto and incorporated herein by this reference (hereinafter "Exhibit B"). Contractor shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of County department receiving the services. The bills shall show or include: (i) the task(s) performed, (ii) the time in quarter hours devoted to the task(s), (iii) the hourly rate(s) of the person(s) performing the task(s), and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this Agreement, payments shall be made within the normal course of County business after presentation of an invoice in a form approved by County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by County.

## 2.2. Maximum Payment Obligation

In no event shall County be obligated to pay Contractor more than the total sum of \$2,288,999.16 (\$762,999.72 for FY 26-27, \$762,999.72 for FY 27-28, and \$762,999.72 for FY 28-29) under the terms and conditions of this Agreement. County may, at its sole discretion, upon exercising its option to extend the term of this Agreement as set forth in Article 3 (Terms of Agreement), increase the total payments to Contractor beyond \$2,288,999.16 by an amount to be determined and mutually agreed-upon by Contractor and County prior to the expiration of this Agreement.

## 2.3. California Franchise Tax Withhold

Pursuant to California Revenue and Taxation Code (R&TC) Section 18662, County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this Agreement for payment and reporting to the California Franchise Tax Board if Contractor does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or partnership with a permanent place of business in California, (3) a corporation/LLC or partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed California Form 587 be provided by Contractor in order for payments to be made. If Contractor is qualified, then County requires a completed California Form 590. California Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, Contractor agrees to promptly notify County of any changes in the facts. Forms should be sent to County pursuant to Article 12 (Method and Place of Giving Notice, Submitting Bills, and Making Payments). To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

## 2.4. Overpayment

If County overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to County, or at County's option, permit County to offset the amount of such overpayment against future payments owed to Contractor under this Agreement or any other agreement.

## 2.5. Disallowance of Payment

In the event that Contractor claims or receives payment from County for a service, reimbursement for which is later disallowed by County, State of California, or the United States Government, then Contractor shall promptly refund the disallowed amount to County upon request, or at its option, County may offset the amount disallowed from any payment due or that becomes due to Contractor under this Agreement or any other agreement.

## 2.6. Budget Line Amendments

County Department of Health Services Director is authorized to approve and execute a "Budget Revision Form", which revises program funds in the line items set forth in the Program Budget Summary, so long as changes do not result in an increase in County's maximum payment obligation as set forth in Article 2 (Payment) of this Agreement.

## 2.7. Federal Funding

This Section 2.7 is applicable if all or part of this Agreement will be paid with federal awards.

### 2.7.1. Required Information

As a pass-through entity, County is required to provide certain information regarding federal award(s) to Contractor as a subrecipient. In signing this Agreement, Contractor acknowledges receipt of the following information regarding federal award(s) that will be used to pay this Agreement:

- a. CFDA Number: n/a
- b. CFDA Title: n/a
- c. Federal Agency: n/a
- d. Award Name: n/a
- e. Federal Award(s) Amount: n/a
- f. Unique Entity Identifier (UEI/DUNS Number): n/a

### 2.7.2. Title 2 Code of Federal Regulations Part 200

As a subrecipient of federal awards, Contractor is subject to the provisions of Title 2 Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (hereinafter "2 CFR Part 200"). In signing this Agreement, Contractor acknowledges that it understands and will comply with the provisions of 2 CFR Part 200. One provision of 2 CFR Part 200 requires a subrecipient that expends \$1,000,000 in federal awards during its fiscal year to have an audit performed in accordance with 2 CFR Part 200. If such an audit is required, Contractor agrees to provide County with a copy of the audit report within 9 months of Contractor's fiscal year-end. Questions regarding 2 CFR Part 200 can be directed to County's Auditor-Controller-Treasurer-Tax Collector's Office – General Accounting Division.

### 2.7.3. Audits

Contractor agrees that all expenditures of state and federal funds furnished to Contractor pursuant to this Agreement are subject to audit by County, state agencies, and/or federal agencies. Contractor warrants that it shall comply with the audit requirements as set forth in 2 CFR Part 200. County agrees to provide 14-days notice of intent of County to audit Contractor. Contractors subject to the Single Audit Act of 1984 and Single Audit Act Amendments of 1996 shall annually submit an independent audit conforming to 2 CFR Part 200, which applies to non-profit organizations.

### 2.7.4. Copy of Audit

Contractor agrees that a copy of audits performed shall be submitted to County no later than 30 days after completion of the audit report, or no later than 9 months after the end of Contractor's fiscal year, whichever comes first. The Contractor's agreement(s) with audit firms shall have a clause to permit access by County, state agencies, and/or federal agencies to the working papers of the external independent auditor.

2.7.5. Retention of Audit Report

Contractor agrees that audit reports and work papers shall be retained for a minimum of 7 years from the date of the audit report, unless the auditor is notified in writing by County, a state agency, and/or a federal agency to extend the retention period.

2.7.6. Repayment

Contractor is responsible for the repayment of all audit exceptions and disallowances taken by County, state agencies, and/or federal agencies related to services provided by Contractor under this Agreement. Unallowable costs that have been claimed and reimbursed will be refunded to the program that reimbursed the unallowable costs either by cash refund or by offset to subsequent claims.

3. Term of Agreement

The term of this Agreement shall be from July 1, 2026 through June 30, 2029 unless terminated earlier in accordance with the provisions of Article 4 (Termination). County, in its sole discretion, may extend the term of this Agreement for up to 2 additional one-year periods through June 30, 2031. The County's decision to extend this Agreement shall be made at least 3-months prior to the Agreement's scheduled termination date by written notice to the Contractor.

4. Termination

4.1. Termination Without Cause

Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days advance written notice to Contractor.

4.2. Termination for Cause

Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3. Delivery of Work Product and Final Payment Upon Termination

In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all materials and work product subject to Section 9.11 (Ownership and Disclosure of Work Product) and all reports, original drawings, graphics, plans, studies, and other data or documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Agreement, and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4. Payment Upon Termination

Upon termination of this Agreement by County, Contractor shall be entitled to receive, as full payment for all services satisfactorily rendered and reimbursable expenses properly incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services

otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2 (Termination for Cause), County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

#### 4.5. Authority to Terminate

The Board of Supervisors has the authority to terminate this Agreement on behalf of County. In addition, the Purchasing Agent or Department of Health Services' Head, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of County.

#### 4.6. Obligations After Termination

The following shall remain in full force and effect after termination of this Agreement: (1) Section 2.7 (Federal Funding), (2) Article 5 (Indemnification), (3) Section 9.5 (Records Maintenance), (4) Section 9.5.1 (Right to Audit, Inspect, and Copy Records), (5) Section 9.15 (Confidentiality), and (6) Section 13.5 (Applicable Law and Forum).

#### 4.7. Change in Funding

Contractor understands and agrees that County shall have the right to terminate this Agreement immediately upon written notice to Contractor in the event that (1) any state and/or federal agency and/or other funder(s) reduces, withholds, or terminates funding which County anticipated using to pay Contractor for services provided under this Agreement, or (2) County has exhausted all funds legally available for payments due under this Agreement.

### 5. Indemnification

Contractor agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees from and against any actions, claims, damages, liabilities, disabilities, or expenses that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor's obligations under this Article apply whether or not there is concurrent or contributory negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. County shall have the right to select its legal counsel at Contractor's expense, subject to Contractor's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

### 6. Insurance

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described

in Exhibit C (Insurance Requirements), which is attached hereto and incorporated herein by this reference (hereinafter "Exhibit C").

7. Prosecution of Work

The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God, or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work

Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Changes which do not exceed the delegated signature authority of the Department may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors or Purchasing Agent must authorize all other extra or changed work which exceeds the delegated signature authority of the Department Head. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor

9.1. Standard of Care

County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

9.2. Status of Contractor

The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits that County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4 (Termination), Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

### 9.3. No Suspension or Debarment

Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" issued by the General Services Administration. If Contractor becomes debarred, Contractor has the obligation to inform County.

### 9.4. Taxes

Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement, and shall be solely liable and responsible to pay such taxes and other obligations, including but not limited to state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

### 9.5. Records Maintenance

Contractor shall keep and maintain full and complete documentation and accounting records concerning all services provided under this Agreement. Records shall include all medical records, accounting records, and administrative records related to services provided hereunder. Contractor agrees to preserve and maintain such records for a period of at least 7 years following the close of County and state fiscal year in which the services were provided. If an audit has been started, records must be retained until completion and final resolution of any and all issues that might arise. Final settlement shall be made at the end of the audit and appeal process. All accounting records shall be maintained so that they clearly reflect the source of funding for each type of service for which reimbursement is claimed by Contractor. Accounting records include, but are not limited to, all ledgers, books, vouchers, time sheets, payrolls, appointment schedules, client data cards, and schedules for allocating costs.

#### 9.5.1. Right to Audit, Inspect, and Copy Records

Contractor agrees to permit County and any authorized state or federal agency to audit, inspect, and copy all records, notes, and writings of any kind in connection with the services provided by Contractor under this Agreement, to the extent permitted by law, for the purpose of monitoring the quality and quantity of services, monitoring the accessibility and appropriateness of services, and ensuring fiscal accountability. All such audits, inspections, and copying shall occur during normal business hours. Upon request, Contractor shall supply copies of any and all such records to County. Failure to provide the above-noted documents requested by County within the requested time frame indicated may result in County withholding payments due under this Agreement. In those situations required by applicable law(s), Contractor agrees to obtain necessary releases to permit County or governmental or accrediting agencies to access patient medical records. Contractor agrees to comply with all requests for information from County necessary to fulfill County's reporting obligations. This includes providing any reports prepared by Contractor or its subcontractors, consultants, and agents, as well as any data or

documentation required by County. All information must be provided in a timely and accurate manner to ensure compliance with applicable reporting requirements.

9.6. Conflict of Interest

Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement, no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7. Statutory Compliance/Living Wage Ordinance

Contractor agrees to comply, and to ensure compliance by its subconsultants or subcontractors, with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended, or modified during the term of this Agreement. Without limiting the generality of the foregoing, Contractor expressly acknowledges and agrees that this Agreement is subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

9.8. Nondiscrimination

Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religious creed, belief or grooming, sex (including sexual orientation, gender identity, gender expression, transgender, pregnancy, childbirth, medical conditions related to pregnancy, childbirth or breast feeding), marital status, age, medical condition, physical or mental disability, genetic information, military or veteran status, or any other legally protected category or prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.9. AIDS Discrimination

Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10. Assignment of Rights

Contractor assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, and right to ideas in and to all versions of the plans and specifications, if any, now or later, prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to County in this Agreement, and to refrain from taking any action which would impair those rights.

Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County. Contractor shall not use or permit another party to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

9.11. Ownership and Disclosure of Work Product

All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Agreement, shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents which have not already been provided to County in such form or format as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation. Contractor may retain copies of the above-described documents, but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County.

9.12. Authority

The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

9.13. Sanctioned Employee

Contractor agrees that it shall not employ in any capacity, or retain as a subcontractor in any capacity, any individual or entity that is listed on any list published by the Federal Office of Inspector General regarding the sanctioning, suspension, or exclusion of individuals or entities from the federal Medicare and Medicaid programs. Contractor agrees to monthly review said state and federal lists to confirm the status of current employees, subcontractors, and contractors. In the event Contractor does employ such individual(s) or entity(ies), Contractor agrees to assume full liability for any associated penalties, sanctions, loss, or damage that may be imposed on County by the Medicare or Medicaid programs.

9.14. Compliance with County Policies and Procedures

Contractor agrees to comply with all County policies and procedures as they may relate to services provided hereunder, including, but not limited to, County's policies and procedures, manuals, programs, and processes related to selection, retention, credentialing and recredentialing providers, utilization management, quality management, compliance, grievances, appeals, and expedited appeals, advanced directives, and administrative manual.

9.15. Confidentiality

Contractor agrees to maintain the confidentiality of all patient medical records and client information in accordance with all applicable state and federal laws and regulations. This Section 9.15 shall survive termination of this Agreement.

#### 9.16. Contractor Notification of Breach or Improper Disclosures

County receives funding for Homelessness Services Coordinated Entry System from the State Department of Health Care Services pursuant to the housing and Homelessness Incentive Program (hereinafter "State Contract"). The State Contract contains certain requirements pertaining to the privacy and security of personally identifiable information (hereinafter "PII") and/or protected health information (hereinafter "PHI"), and requires that County contractually obligate any of its subcontractors to also comply with these requirements.

9.16.1. The State Contract requires County to notify the state of any breach or improper disclosure of privacy and/or security of personal identifiable information (PII) and/or protected health information (PHI). Contractor shall, immediately upon discovery of a breach or improper disclosure of privacy and/or security of PII and/or PHI by Contractor, notify County of such breach or improper disclosure by telephone and either email or facsimile.

9.16.2. In the event that the State Contract requires County to pay any costs associated with a breach of privacy and/or security of PII and/or PHI, including but not limited to the costs of notification, Contractor shall pay on County's behalf any and all such costs arising out of a breach of privacy and/or security of PII and/or PHI by Contractor.

#### 9.17. Lobbying

If any federal funds are to be used to pay for any services under this Agreement, Contractor shall fully comply with all certifications and disclosure requirements prescribed by Section 319 of the Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds under this Agreement also fully complies with all such certification and disclosure requirements.

#### 9.18. Subcontractors

Contractor agrees that any employees or agents of Contractor that assist Contractor in the provision of services shall also satisfy the requirements of this Agreement. In this regard, Contractor understands and agrees that all obligations and prohibitions imposed on Contractor pursuant to this Agreement are equally applicable to each and every individual providing services through Contractor under this Agreement, and Contractor shall assure that such individuals agree to comply with such obligations and prohibitions.

#### 9.19. Licensure and Staffing

Contractor warrants that it and all its employees and sub-contractors providing or supervising services under this Agreement have all necessary licenses, permits, and certificates to provide services under this Agreement, as required by applicable state and federal laws, rules, and regulations. Contractor agrees to maintain said licenses, permits, and certificates in good standing for the duration of this Agreement. A copy of each such licenses, permits, and certificates shall be made available upon request, not to exceed three (3) business days after the initial request, for inspection, review, and/or audit by authorized representatives and designees of County, state, and/or federal governments during the term of this Agreement and for the applicable records retention period. Failure to maintain said licenses, permits, and/or certificates in effect for the duration of this Agreement shall be deemed a material breach of this Agreement and constitutes grounds for immediate termination of this Agreement by County. Staff shall only

function within the scope of practice as dictated by licensing boards/bodies. At all times during the term of this Agreement, Contractor shall have available and shall provide upon request to authorized representatives of County a list of all persons by name, title, professional degree, and experience who are providing any services under this Agreement.

9.20. Charitable Choice/Faith-Based Organizations

Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (i) the funds are made available on an equal basis for programs or services affiliated with non-religious organizations; (ii) the program funded does not have the substantial effect of supporting religious activities; (iii) the funding is indirect, remote, or incidental to the religious purpose of the organization.

Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization that (i) has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (ii) will use the funds for a religious purpose; (iii) will use the funds for a program or service that subjects its participants to religious education.

Contractor agrees and acknowledges that all recipients of funding from County must (i) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, Section 8 and Article XVI, Section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (ii) segregate such funding from all funding used for religious purposes.

10. Demand for Assurance

Each party to this Agreement undertakes the obligation that the other party's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other party may in writing demand adequate assurance of due performance, and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding 30 days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4 (Termination).

11. Assignment and Delegation

Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other party, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills, and Making Payments

All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

| To County                                                                                                                                                                                                     | To Contractor                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Michael Gause<br>Ending Homelessness Manager<br>Department of Health Services<br>County of Sonoma<br>1450 Neotomas Avenue, Suite 100<br>Santa Rosa CA 95405<br>707-565-4099<br>michael.gause@sonomacounty.gov | Hunter Scott<br>Vice President Sonoma Operations<br>HomeFirst Services of Santa Clara County<br>3150 Almaden Expressway, Suite 147<br>San Jose CA 95118<br>408-206-6710<br>Hunter.Scott@homefirstscc.org |

When a notice, bill, or payment is given by a generally recognized overnight courier service, the notice, bill, or payment shall be deemed received on the next business day. When a copy of a notice, bill, or payment is sent by facsimile or email, the notice, bill, or payment shall be deemed received upon transmission as long as: (1) the original copy of the notice, bill, or payment is promptly deposited in the U.S. Mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date); (2) the sender has a written confirmation of the facsimile transmission or email; and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills, and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this Article 12.

### 13. Miscellaneous Provisions

#### 13.1. No Waiver of Breach

The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

#### 13.2. Construction

To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other party. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

#### 13.3. Consent

Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

#### 13.4. No Third-Party Beneficiaries

Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5. Applicable Law and Forum

This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the City of Santa Rosa or the forum nearest to the City of Santa Rosa in the County of Sonoma.

13.6. Captions

The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7. Merger

This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. Each party acknowledges that, in entering into this Agreement, it has not relied on any representation or undertaking, whether oral or in writing, other than those which are expressly set forth in this Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8. Survival of Terms

All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

13.9. Time of Essence

Time is and shall be of the essence of this Agreement and every provision hereof.

13.10. Counterparts and Electronic Copies

The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via facsimile, electronic mail (including PDF), or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially available digital and/or electronic signature software or other electronic signature method in compliance with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 et seq.), or other applicable law. By its use of any electronic signature below, the signing party agrees to have conducted this transaction and to execute this Agreement by electronic means.

§ The remainder of this page has intentionally been left blank. §

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

**CONTRACTOR:**

\_\_\_\_\_  
Rene Ramirez, Chief Executive Officer  
HomeFirst Services of Santa Clara County

\_\_\_\_\_  
Dated

**COUNTY OF SONOMA:**

Approved; Certificates of Insurance on File with County:

\_\_\_\_\_  
Nolan Sullivan, Director  
Department of Health Services

\_\_\_\_\_  
Dated

Approved as to Substance:

\_\_\_\_\_  
Division Director or Designee

\_\_\_\_\_  
Dated

Approved as to Form:

\_\_\_\_\_  
Sonoma County Counsel

\_\_\_\_\_  
Dated

Approved as to Substance:

\_\_\_\_\_  
Privacy & Security Officer or Designee

\_\_\_\_\_  
Dated

## **Exhibit A. Scope of Work**

### **Training**

Contractor shall provide ongoing training and technical assistance to nonprofit and governmental organizations providing access point services in Sonoma County. Contractor shall also develop and deliver a training and technical assistance program that shall provide multiple training opportunities. Training for all new and existing Access Sites shall utilize the six principles of incorporating a person-centered approach described in HUD Notice CPD-17-01.

Initial Access Point training offerings shall occur at least quarterly, with refresher sessions provided as necessary. Contractor shall offer training opportunities for access points serving specific subpopulations, such as those subpopulations using the approved Sonoma County Homeless Coalition assessment tool. In addition, Contractor shall provide optional training on evidence-based practices every month for housing providers.

Training topics shall include Diversion/Rapid Exit/Housing Problem Solving for housing providers, mainstream benefits, harm reduction, conflict resolution, and serving survivors/victims of domestic violence. Training that Contractor staff cannot deliver shall occur through partnerships with the lead agency, local providers, and outside technical assistance agencies with field-specific expertise. Each monthly training shall highlight a best practice from a local Access Point or housing provider.

Training sessions shall provide information on the following:

- Coordinated Entry System policies and procedures
- Housing First
- Housing Problem Solving
- Shelter and Emergency Needs Assessment and Referral
- Mainstream Resources, including:
  - General Assistance
  - Cal-Fresh
  - Supplemental Security Income/Social Security Disability Insurance
  - Public Legal Services
  - Free Employment Services
  - CES Assessment

- Entry of Assessment into HMIS
  - Utilization of the Sonoma County assessment tool, as the standardized screening tool enables providers to ensure that those experiencing homelessness have equal access to housing and resources.

### **Street Outreach Component**

In accordance with 2022 CoC expansion application, Contractor shall include an outreach component to its Coordinated Entry system to facilitate maintaining active status in Coordinated Entry, assist with collection of housing preferences, and connect clients to housing providers. Contractor shall ensure that these outreach staff coordinate with subregional BNL managers. Contractor outreach staff shall assist clients in obtaining housing documents and assist with chronic homelessness documentation.

### **Case Conferencing Component**

The referral of clients shall require the CES Operator to coordinate regularly planned Case Conferencing Meetings with homeless services providers to review progress and barriers related to individuals' housing goals and strategize solutions across multiple providers. Contractor shall hire staff to support with prescreening CE referrals, administering data, returning calls to the general message line, and supporting lived-experience input into the CE system.

Contractor shall use Sonoma County Homeless Coalition – Coordinated Entry Policies and Procedures and any applicable regulations as the minimum operating standards for the Coordinated Entry project. Contractor shall participate in the Coordinated Entry Advisory Committee (Committee) to adjust the current CES policies and procedures and assessment as recommended by the Committee and approved by the CoC Board. The Sonoma County Homeless Coalition Board shall hold final approval and shall approve regular revisions to all Coordinated Entry Policies and Procedures. The Sonoma County Homeless Coalition Committees, Working Groups, and Coalition Board shall conduct ongoing reviews and assessments of the CE system by reviewing CE data, receiving feedback from CE working groups, and exploring gaps reported by those working groups.

### **Data Component**

Contractor shall provide the following:

**Surveys and Gaps Analysis.** Access Point mapping and gaps analysis shall be based on quarterly surveys of existing access points and general CES performance evaluation. Contractor shall conduct a quarterly survey of providers and a quarterly gaps analysis, identifying service or resource gaps through performance evaluation. Contractor shall carry out these exercises in parallel and support to obtain feedback and input from existing access point providers and identify further needs for access. The analysis of data collected through feedback surveys shall inform and support ongoing quality improvement efforts.

Contractor shall identify access gaps by completing a CES Performance Evaluation, which shall include the following geographic gaps analysis efforts:

- Cross-analyze Point-In-Time and, when available, By Names List data.
- Identify areas with low numbers by comparing the number of completed reviews against the number of assessments completed in each targeted geographic region.
- Estimate the number of (1) unsheltered individuals that partners are aware of and (2) populations not assessed in their regions through quarterly surveying of Emergency Shelter and Outreach Providers.
- Track assessments completed by region and day/time of completion to determine if there are consistent gaps in access by time of day or day of the week.
- Cross-analyze average assessments, utilization of case conferencing, and successful diversion outcomes by geographic location of Access Point to determine if specific access points and geographic regions offer parity of Access Point services at each location.

Information provided through the survey and performance evaluation exercises shall inform outreach efforts, guide decision-making in identifying areas for additional access points, and support training plans for access points to maintain parity and quality of services between regions. Contractor shall support the development of Access Point mapping to track the current location and status of each Access Point.

### **Performance Evaluation**

Contractor shall complete a CES Performance Evaluation process once each quarter. Contractor shall be responsible for completing data upload and analysis for the Coordinated Entry Performance Measures Dashboards in the Homeless Coalition System and Program Performance Measures. The CES Performance Evaluation includes the following:

- What is the number of individuals assessed during the calendar year?
  - Broken out by race/ethnicity, gender, age group
  - Broken out by Transitional Aged Youth (TAY), families, individuals
- What is the number and percentage of those assessed during the year who are prioritized for housing?
  - Broken out by race/ethnicity, gender, age group
  - Broken out by TAY, families, individuals, seniors
- What is the percentage of individuals enrolled in CE who are referred to housing by acceptance status (accepted or rejected)?
  - Broken down by program

- Broken by race/ethnicity
- What is the percentage of clients enrolled in CE who exit to housing during the year?
  - Broken out by race/ethnicity, gender, age group
  - Broken out by TAY, families, individuals
- What is the median amount of time it takes for a person to move through the CE system across the following stages?
  - From assessment to housing referral (among those referred)
  - From referral to housing (among those with a move-in date), broken out by project type

On the second and fourth quarter of the year, the Contractor shall also include the following measures:

- Geographic gaps analysis, comparing the CES Assessments in each subregion to the Subregional By-Name-Lists
- Referral rejections percentage out of total for rejection reason
  - Broken out by program
- Exit destinations from CE by percentage and total number
- Participants who are active vs inactive at the end of the quarter
  - Broken out by race/ethnicity, gender, age group
  - Broken out by TAY, families, individuals and seniors
- Percentage of total CES population
  - Broken out by race/ethnicity, gender, age group
- Total population enrolled in Coordinated Entry as a percentage of program total enrolled population
  - Broken out by outreach programs
  - Broken out by shelter programs

Once a year, the Contract shall also include the following analysis

- Participant Surveys responses
- Access Point shadowing standardized evaluation results

The Performance Evaluation process shall include updating the online Homeless Coalition System and Program Performance Measures Dashboards, generating and publishing a written report with the above measures, including analysis and progress towards action items, and hosting a quarterly input session where providers are invited to provide feedback about the Coordinated Entry system and the Performance Evaluation data for that quarter.

Contractor shall:

- Ensure implementation and use of the standard screening tool based on local CES policies and procedures for enrollment in the Coordinated Entry System to the greatest extent possible.
- Utilize the results from the screening and refer clients for placement into appropriate housing or onto the most appropriate population list.
- Build trust and communication among local homeless service providers so that service referrals are made appropriately and promptly with a high level of acceptance.
- Promote professional and technical capacity within the Coordinated Entry program staff so that homeless clients get directed to the most appropriate type of housed and non-housed services.
- Develop and implement training for new CES access providers to ensure accurate data and system usage, including an ongoing annual recertification process for staff completing enrollments into the system.
- Provide oversight of access partners' data entry for accuracy.
- Participate in meetings regarding the implementation of new projects, eligibility requirements, and training of CES referral process.
- Ensure high data quality and data analysis to support appropriate and timely placement and evaluation and fine-tuning of the program design.
- Collaborate with Access Point providers throughout Sonoma County to provide access to the Coordinated Entry System from anywhere in Sonoma County.
- Support and cooperate with the evaluation and adjustment of the program design by homeless service providers, key stakeholders, and homeless clients.

Coordinated Entry staff shall input client data into the Homeless Management Information System (HMIS) following all relevant data quality standards, and be responsible for data quality for all provider information entered into the CES Individual, Family, TAY, and Senior HMIS programs. Contractor shall assume responsibility for exiting participants and households from the CES HMIS programs when appropriate.

Contractor shall participate in technical assistance to develop and increase its capacity and Access partners' capacity to deliver services using "Housing First" principles adopted as California State Law SB1380.

Estimated Unduplicated Numbers served by the project (defined by the total served in each category in previous fiscal year):

- Individuals: 2,138
- Families: 378
- TAY: 231
- Seniors: 856
- HMIS Participation:
  - Participant Demographics
  - Program Entry/Exit
  - Housing Entry
  - Services Entry & Referrals
  - Sonoma Periodic Income Touchpoint Project Titles in HMIS:
  - Coordinated Entry for Individuals
  - Coordinated Entry for Families
  - COC Coordinated Entry for TAY

Contractor shall support housing providers in Verification of Homeless and Documentation Requirements per HUD Homeless Status Definition Final Rule, December 5, 2011, CFR Parts 91, 582, and 583, by providing HMIS history:

Contractor shall support housing providers in Verification of Chronic Homelessness Status per HUD Chronically Homeless Definition Final Rule, December 4, 2016, 24 CFR Parts 91 and 578, by providing HMIS history:

### **Reporting Requirements**

Contractor shall report quarterly on approved DHS-formatted template the following data:

- Unduplicated individuals and or households served during the reporting period
- Race, ethnicity, and income levels
- CoC APR data entered (ensuring the meeting of data standards)
- Status of the following DHS-approved outcomes:

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| Outcome Number | Outcome Indicators                     | Project Goals                                                                                                                                                     | Quantitative Measures                                                                                                                                                 |
|----------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.a            | Ending Homelessness Housing Indicators | Assist the system in resolving homeless individuals' housing crises quickly.                                                                                      | Goal 1:<br>38% of individuals exit directly to permanent housing                                                                                                      |
| 1.b            | Ending Homelessness Housing Indicators | Assist the system in resolving homeless families' housing crises quickly.                                                                                         | Goal 2:<br>40% of families exit directly to permanent housing                                                                                                         |
| 1.c            | Ending Homelessness Housing Indicators | Assist the system in resolving homeless TAY housing crises quickly.                                                                                               | Goal 3:<br>40% of TAY exit directly to permanent housing                                                                                                              |
| 2.a            | Ending Homelessness Housing Indicators | Assist the system in decreasing the median number of days between program entry and permanent housing placement for all program groups.                           | Goal 4:<br>Median days to referral under 190 days for each referral group (individuals, families, TAY, and Seniors)                                                   |
| 3              | CES Access                             | Maintain number of access points in System.                                                                                                                       | Goal 5:<br>Maintain 30 access points with access points in all subregions.                                                                                            |
| 4              | Training Expectations                  | Report on the number of training sessions provided to non-profit service providers operating Access Point activities.                                             | Goal 6:<br>Provide 1 Access Point training per quarter, 1 "Best Practices" training per month; Shadow access points completing 50 or more assessments 1 time per year |
| 5              | HMIS Data Quality Expectation          | HUD Data Quality Report: fewer than 5% errors on questions 2, 3, and 4; fewer than 5% of project entry or project exit records in more than 6 days on question 6. | Question 2: <5%<br>Question 3: <5%<br>Question 4: <5%<br>Question 6: <5% in more than 6 days                                                                          |

**Funding Deadlines**

By April 30 of each contract year, Contractor shall expend supportive services and administrative funds equivalent to the amount budgeted for supportive services and administration under the Continuum of Care program. Any unspent federal funds shall be forfeited and reallocated at DHS's discretion.

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**Exhibit B. Budget by FY**

| <b>Supportive Services<br/>(Direct Personal Expenses)</b> | <b>FTE</b> | <b>Total<br/>(\$)</b> | <b>Narrative</b>                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------|------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coordinated Entry Director                                | 1          | 124,730.26            | Responsible for project oversight, new partnerships, Policy and Procedure design, high-level communications, and implementation of system improvements.                                                                                                                                                                          |
| Housing Systems Coordinator                               | 0.9        | 76,550.00             | Responsible for day-to-day data quality monitoring and communications to partners, program communications and advertising.                                                                                                                                                                                                       |
| Data Analyst and System Administrator                     | 1          | 85,050.00             | Oversees data administration, CES Quarterly Performance Evaluation, and any other System data analysis needs.                                                                                                                                                                                                                    |
| Technical Assistance and Training Coordinator             | 1          | 85,050.00             | Responsible for all CES training for Access Points and Housing Providers, monthly service provider training series, and all individual technical assistance to support providers' engagement in CE.                                                                                                                              |
| Outreach Specialist                                       | 2          | 109,280.00            | Engages with participants who are not in contact with other providers in the system to ensure they have Verified Contact, have their housing preferences collected, and are able to smoothly transition into housing.                                                                                                            |
| Program Manager (Outreach)                                | 0.23       | 23,110.00             | Provides training, support, and daily supervision for the CES Outreach Specialists.                                                                                                                                                                                                                                              |
| Director of Programs (Outreach)                           | 0.05       | 6,240.00              | Provides oversight, compliance, and reporting support for the CES outreach team.                                                                                                                                                                                                                                                 |
| <b>Sub-Total - Salaries</b>                               |            | <b>510,010.26</b>     |                                                                                                                                                                                                                                                                                                                                  |
|                                                           |            |                       |                                                                                                                                                                                                                                                                                                                                  |
| <b>Personnel Overhead</b>                                 |            |                       |                                                                                                                                                                                                                                                                                                                                  |
| Taxes and Benefits                                        |            | 127,503.00            | Calculated as 25% of budgeted salaries.                                                                                                                                                                                                                                                                                          |
| Sonoma Program Management Shared Staff Allocation         |            | 18,306.00             | Allocated Shared Labor Costs include salaries and benefits related to CES program performance and evaluation. Most of the allocation goes to Sonoma County Vice President salary taxes and benefits. Small portions contribute to the Data & Evaluation Manager, Quality Assurance & Compliance Director, & Training Department. |

| <b>Supportive Services<br/>(Direct Personal Expenses)</b>          | <b>FTE</b> | <b>Total<br/>(\$)</b> | <b>Narrative</b>                                                                                                                                            |
|--------------------------------------------------------------------|------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supportive Services (Direct<br/>Personal Expenses) Subtotal</b> |            | 655,819.26            |                                                                                                                                                             |
|                                                                    |            |                       |                                                                                                                                                             |
| <b>Direct Operating Expenses</b>                                   |            |                       |                                                                                                                                                             |
| Telecommunications                                                 |            | 3,300.00              | Internet for budgeted staff, estimated based on current year trends for CES program                                                                         |
| Cell Phones                                                        |            | 3,750.00              | Cell phones and data plans for budgeted staff, estimated based on current year trends for the CES program                                                   |
| Business Insurance                                                 |            | 150.00                | Insurance costs to meet the contractually required insurance coverage. Estimated based on current year trends for the CES program                           |
| Permits and Fees                                                   |            | 2,700.00              | HMIS fees, estimated based on current year trends for the CES program                                                                                       |
| Software Licenses and Annual maintenance                           |            | 1,430.00              | Tableau software fees, estimated based on current year trends for the CES program                                                                           |
| Supplies                                                           |            | 1,050.00              | Includes program/office supplies, outreach supplies, uniforms, and postage. Estimated based on current year trends for the CES program                      |
| Printing and Copying                                               |            | 600.00                | Printing and copying materials for Case Conference, Outreach, Quarterly Program Evaluation, etc. Estimated based on current year trends for the CES program |
| Travel                                                             |            | 499.00                | Local mileage for attending partners meetings, estimated based on current year trends for the CES program.                                                  |
| <b>Sub-Total – Direct Operating Expenses</b>                       |            | <b>13,479.00</b>      |                                                                                                                                                             |
|                                                                    |            |                       |                                                                                                                                                             |
| <b>Indirect/Administrative Expenses</b>                            |            |                       |                                                                                                                                                             |
| Indirect/Administrative expenses (approximately 14%)               |            | 93,701.72             |                                                                                                                                                             |

| <b>Supportive Services<br/>(Direct Personal Expenses)</b> | <b>FTE</b> | <b>Total<br/>(\$)</b> | <b>Narrative</b> |
|-----------------------------------------------------------|------------|-----------------------|------------------|
| <b>Subtotal – Indirect /<br/>Administrative Expenses</b>  |            | <b>93,701.76</b>      |                  |
| <b>Total per FY</b>                                       |            | <b>762,999.72</b>     |                  |

**Total Budget = \$762,999.72 for FY 26-27 + \$762,999.72 for FY 27-28 + \$762,999.72 for FY 28-29 = \$2,288,999.16.**

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**Exhibit C. Insurance Requirements**

(Version 2025 Dec 31)

With respect to the performance of work under this Agreement, the Contractor shall maintain, and shall require all subcontractors, Contractors, and agents to maintain, insurance as described below, unless such insurance has been expressly waived by the attachment of a Waiver of Insurance Requirements. Any requirement for insurance to be maintained after completion of the work shall survive termination or completion of this Agreement.

The County of Sonoma reserves the right, but has no obligation, to review any of the required insurance policies and endorsements. The County's failure to demand evidence of full compliance with these requirements, or failure to identify any deficiency in the provided insurance, shall not relieve the Contractor from, nor be construed as a waiver of, the obligation to maintain all required insurance at all times during the performance of this Agreement.

**1. Workers' Compensation and Employers Liability Insurance**

- a. Required if Contractor has employees as defined by the Labor Code of the State of California.
- b. Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. Waiver of Subrogation (when applicable) where the Contractor's scope of work involves on-site, field-based, or other physical presence activities at County facilities or properties, the Contractor's Workers' Compensation policy shall be endorsed to waive the insurer's right of subrogation against the County of Sonoma, its officers, agents, and employees.

**e. Required Evidence of Insurance:**

- Certificate of Insurance evidencing coverage meeting the above requirements.

If Contractor currently has no employees as defined by the Labor Code of the State of California, Contractor agrees to obtain the above-specified Workers' Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

**2. General Liability Insurance**

- a. Commercial General Liability Insurance written on an occurrence form, no less broad than ISO form CG 00 01 or equivalent. Coverage shall include premises and operations, products and completed operations, contractual liability, and personal and advertising injury.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be satisfied by providing a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Contractor.

- 
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000, that deductible or self-insured retention must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the County.
- d. **"County of Sonoma, its Officers, Agents, and Employees"** shall be included as additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this Agreement by endorsement or under policy language providing automatic coverage to any person or organization required by written contract to be an additional insured.
- e. The insurance provided to the additional insureds shall apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the County.
- f. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "f" definition of insured contract in ISO form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a "separation of insureds" or "severability" clause which treats each insured separately.
- h. Required Evidence of Insurance:**
- Certificate of Insurance evidencing coverage meeting the above requirements.
- 3. Sexual Abuse or Molestation (SAM) Liability**
- a. If the Contractor's scope of work involves direct or incidental contact with minors, dependent adults, or other vulnerable populations, the Contractor shall maintain affirmative coverage for Sexual Abuse or Molestation.
- If the General Liability policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim.
- b. **"County of Sonoma, its Officers, Agents, and Employees"** shall be included as additional insureds on both the General Liability and, if applicable, Sexual Abuse and Molestation Liability policies with respect to liability arising out of work or operations performed by or on behalf of the Contractor in the performance of this Agreement, by endorsement or under policy language providing automatic coverage to any person or organization required by written contract to be an additional insured.
- c. The insurance provided to the additional insureds shall apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the contracting entity.
-

**d. Required Evidence of Insurance:**

- Certificate of Insurance evidencing either of the following:
  - Affirmative Sexual Abuse or Molestation coverage included in the General Liability policy; or
  - A separate Sexual Abuse and Molestation Liability policy meeting the requirements above.

**4. Automobile Liability Insurance**

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limits may be satisfied by providing a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
- b. Insurance shall cover all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall cover hired and non-owned autos.

**d. Required Evidence of Insurance:**

- Certificate of Insurance; or
- Copy of Auto Policy Declarations Page

**5. Professional Liability/Errors and Omissions Insurance**

- a. Minimum Limit: \$1,000,000 per claim or per occurrence. Coverage shall apply to liability arising out of the Contractor's professional acts, errors, or omissions in the performance of services under this Agreement
- b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000, that deductible or self-insured retention must be approved in advance by County.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

**e. Required Evidence of Insurance:**

- Certificate of Insurance specifying the limits and the claims-made retroactive date.

**6. Cyber Liability - Network Security and Privacy Liability Insurance**

- a. Minimum Limit: \$2,000,000 per claim per occurrence, \$2,000,000.00 aggregate.
- b. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this Agreement and shall include, but not be limited to, claims

involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs (including notification costs), regulatory fines and penalties as well as credit monitoring expenses.

- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- e. **Required Evidence of Insurance:**
  - Certificate of Insurance specifying the limits and the claims-made retroactive date.

#### **7. Standards for Insurance Companies**

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

#### **8. Documentation**

- a. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1 – 4 above.
- b. The name and address for Additional Insured endorsements and Certificates of Insurance is:  
**County of Sonoma, its Officers, Agents, and Employees**  
**Attn: DHS – Contract & Board Item Development Unit**  
**1450 Neotomas Avenue, Suite 200**  
**Santa Rosa CA 95405**  
**Email: DHS-Contracting@sonomacounty.gov**
- c. Required Evidence of Insurance shall be submitted upon renewal, replacement, or extension of any required policy, and in no event later than the effective date of such renewal, replacement, or extension.
- d. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- e. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

**9. Policy Obligations**

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

**10. Material Breach**

If Contractor fails to maintain insurance which is required pursuant to this Agreement, such failure shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.

