

**FIRST AMENDMENT TO AGREEMENT BETWEEN
THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION
AND SONOMA APPLIED VILLAGE SERVICES FOR
HORIZON SHINE RV VILLAGE & NAVIGATION CENTER**

WHEREAS, the Sonoma County Community Development Commission, hereinafter referred to as "COMMISSION," and *Sonoma Applied Village Services (SAVS)*, hereinafter referred to as "SUBRECIPIENT," have previously entered into that certain Agreement for **\$192,678** for the *Horizon Shine RV Village & Navigation Center* project, dated July 1, 2022, for a period beginning July 1, 2022, and continuing until June 30, 2023; and

WHEREAS, the parties mutually desire to amend said Agreement to make the following changes:

- Revise the Scope of Work – Exhibit A-1 to include updated deliverables and timeframe of project operation.
- Revise the Budget, Exhibit B-1, to add **\$330,000** in Contingency General Fund funds, consistent with the eligible use of General Fund dollars.

NOW, THEREFORE, BE IT RESOLVED that COMMISSION and SUBRECIPIENT, in consideration of their mutual promises herein contained, do agree and covenant to amend that certain Agreement by and between them as follows:

ATTACHMENTS

Exhibit A-1 – Scope of Work: Delete the existing Exhibit A-1- Scope of Work and insert, therefore the new Attachment A-1- Scope of Work, attached hereto and incorporated herein by reference.

Exhibit B-1 – Budget: Delete the existing Exhibit B-1- Budget and insert, therefore the new Attachment B-1- Budget, attached hereto and incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have executed this instrument or caused this Amendment to be executed by their duly authorized agents this _____ day of _____, 2022.

SONOMA COUNTY COMMUNITY
DEVELOPMENT COMMISSION

By: _____
Dave Kiff, Interim Executive Director

SONOMA APPLIED VILLAGE SERVICES
Horizon Shine RV Village & Navigation Center

By: _____
Adrienne Lauby, President

EXHIBIT A-1 SCOPE OF WORK

SONOMA APPLIED VILLAGE SERVICES Horizon Shine RV Village and Navigation Center

Sonoma Applied Village Services (SAVS) is awarded **\$192,678** in local funds to operate the **Horizon Shine RV Village and Navigation Center (HSRVV)** at 845 Gravenstein Highway North in Sebastopol, California, from July 1 to December 31, 2022. *The project timeframe and budget were extended with an additional **\$330,000** in local funds in October 2022 to allow for continued operations from January 1, 2023, to June 30, 2023.

****SAVS must actively prepare for the project's end date, by ensuring that at the end of the project's term, each client remaining at HS must have a defined housing plan for a permanent housing placement.***

The Horizon Shine RV Village and Navigation Center offer services for Homeless Services Navigation Center and onsite safe parking using a low-barrier model. Supportive services help participants to move towards temporary or permanent housing opportunities. Program offerings will assist, support, stabilize, and connect participants with Sonoma County-based and other service providers to incentivize, identify and secure permanent housing in the community. The total number of individuals residing in the **HSRVV** is not to exceed fifteen (15) persons. All participants must meet the Federal definition of homelessness as stated by HUD.

Program deliverables will measure seven outcomes (newly added are in bold):

1. the number of people entered into Coordinated Entry
2. the number of persons SAVS places in Permanent Housing Destinations
3. the calculated cost per participant in the project, measured at the time of Quarterly Reporting, and the end of the contract period
4. the number of participants measured in outcome 2, placements in permanent housing destinations, who return to homelessness as evidenced by HMIS data
5. the number of participants who retain or increase income from benefits or employment
6. the number of participants who enter into Substance Abuse treatment facilities
7. HMIS data quality, as defined by the prevailing HMIS Data Standards as stated in Exhibit D of this Agreement

New Requirement for the Fiscal Year 2022-2023: All Emergency Shelter providers in Sonoma County shall act as a Coordinated Entry Access Point. Each shelter provider will choose to be an Internal Access Point (IAP) or an External Access Point (EAP). An External Access Point provides assessments to ALL participants seeking Coordinated Entry System (CES) assistance regardless of the location where the individual spends most of their time, enrollment status in any of that organization's Access Point programs, or population type. An Internal Access Point is a provider that provides access to participants of their programs.

SAVS will act as the shelter and housing operator for the **HSRVV** project, coordinating services with the Sonoma County Community Development Commission (SCCDC) and the City of Sebastopol. **SAVS** will work collaboratively with SCCDC to oversee the execution of the **HSRVV** project. **SAVS** will submit reports, participate in status update meetings, and identify needs and challenges to execute the expectations of this contract.

Behavioral-Based and Harm Reduction Program Focus: The **HSRVV** project uses a behavioral-based program strategy that implements a harm reduction model to provide services to end participants' homeless episodes. **SAVS** will establish behavioral and security policies. **SAVS** is responsible for enforcing rules and will be responsible for developing and implementing those rules. Programming at the **HSRVV** should

include daily activities that build community and cooperative engagement to promote meaningful daily activity among residents and support the preparation for community-based housing opportunities.

Service Animals: SAVS will conduct ongoing observations and assessments of animals residing with the HSRVV residents. HSRVV residents are responsible for the behavior of animals under their care. SAVS will coordinate with Sonoma County Animal Services for supplies for the animals, such as food, medicine, waste bags, leashes, and in some cases, muzzles.

Security and Safety: SAVS will provide or contract with a security service for onsite 24-hour security and fire watch detail. SAVS will have an emergency plan to address immediate fire, life, safety, and security concerns.

Trash and Waste: SAVS will ensure trash service onsite, including sharps containers. The County of Sonoma Health Department will provide sharps containers. SAVS will provide and maintain trash receptacles at multiple locations on site.

Reporting Expectations: SAVS will submit a Quarterly Report due on the 10th of the month after the close of each quarter to the SCCDC containing the following: data on enrolled individuals at the HSRVV based on HMIS data and a narrative statement containing descriptions of security incidents or those requiring Sebastopol Police Department involvement at the HSRVV, including interventions used to address issues, and reports of the conflict or complaint from neighbors in the surrounding area, which includes a description of the resolution, and challenges related to the physical shelter environment to be addressed by SAVS or any involved County of Sonoma department; other descriptions of the ongoing development of programmatic offering at the HSRVV and; reporting a list of incident reports submitted to the SCCDC from the previous week and updates on any continuing resolution, and a description of significant safety or rule violations and all instances of physical violence that resulted in the submission of an incident report to the SCCDC.

SAVS will submit incident reports to the SCCDC for significant rule violations by residents within three (3) calendar days, clearly stating; the date of the incident, individual(s) involved, the nature of the incident, a description of staff intervention, client response, and a plan for follow-up or resolution.

SAVS will provide the following policy documents and resubmit these upon any significant revision; Injury Prevention Plan (IIPP), Emergency Action Plan (EAP), Shelter Rules, and Safety Plan.

New Requirement for the Fiscal Year 2022-2023: As described in Exhibit B of this Funding Agreement, submission of reimbursement requests shall occur as often as monthly and at the end of each three-month Quarterly period. Three monthly reimbursement requests or one quarterly reimbursement request must be submitted by the 10th of the month after the Quarter's close. All reimbursement requests must include a copy of a General Ledger for the period covered and a Year to Date General Ledger.

The Horizon Shine RV Village and Navigation Center project staff will input client data into the Homeless Management Information System (HMIS), following all relevant data quality standards. SAVS will refer all participants to appropriate City, County, State, and other local services. HSRVV will participate in technical assistance to develop and increase their capacity to deliver services using "Housing First" principles adopted as California State Law SB1380:

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB1380.

Quarterly Reports must be submitted in a timely and accurate manner by the 10th of the month following each Quarter using the prescribed reporting format. SAVS will report on the number of individuals and households, race, income, demographics, ethnicity, outcome performance, and changes in staffing. A narrative description will describe changes or adjustments to services offered, challenges experienced achieving project goals, or managing the contract. Providers are expected to submit the Annual Performance Report (APR) and Data Quality Report (DQR) along with the Quarterly Report for each reporting period

Per Exhibit H of this Funding Agreement, SAVS shall comply with Title III of the Americans with Disabilities Act of 1990 (28, CFR 36, Subpart B) as amended by the ADA Amendments Act of 2008. SAVS must submit a Reasonable Accommodation policy approved by the organization's Board of Directors. SAVS agrees to document and report on the number of reasonable accommodation requests and any instances of denial in each Quarterly Reporting.

This Agreement will begin on July 1, 2022, and will expire on June 30, 2023

Estimated Unduplicated Numbers served by the project, including individuals successfully housed and those who exited without a known destination:

22 Households

30 Adults

0 Children

HMIS Participation

☒ Required ☐ Project will be HMIS Service Only setup ☐ Not Applicable

Emergency Shelter HMIS Workflow:

1. Complete enrollment (project start date & demographics)
2. Complete Household (Family ID)
3. HUD Entry Assessment
4. Annual Assessment (if applicable)
5. HUD Exit Assessment/Program Dismissal

Project Title in HMIS: Safe Parking RV Village

Verification of Homeless and Documentation Requirements per HUD Homeless Status

Definition Final Rule, December 5, 2011, 24 CFR 576:

☒ Required ☐ Not Applicable

Verification of Chronic Homelessness Status per HUD Chronically Homeless Definition Final Rule, December 4, 2016, 24 CFR Parts 91 and 578:

☐ Required ☒ Not Applicable

Verification of At-Risk of Homelessness and Documentation Requirements per ESG Interim Rule, December 5, 2012, 24 CFR 576:

☐ Required ☒ Not Applicable

Coordinated Intake Participation

☒ Required ☐ Not Applicable - Participants will not meet Homelessness definitions #1 or #2
☒ *This project is required to fill 50% of shelter beds through referrals from the Coordinated Entry System.*

Participation in Continuum of Care Program Standards Development and Review

☒ Required ☐ Not Applicable Emergency Shelter Program Standards
See Exhibit G, Program Standards for Homeless Services Programs.

Reporting Requirements:

SUBRECIPIENT shall report quarterly on approved COMMISSION formatted template the following data:

1. Unduplicated Individuals and or Households served during the reporting period
2. Race, Ethnicity, and Income levels
3. ESG CAPER data entered and meeting data standards
4. Status on the following CDC approved Outcomes

Outcome Number	Outcome Indicator Select an Outcome Indicator that you will measure your success against.	Project Goal Briefly describe how your project will work towards achieving the specified Outcome Indicator	Quantitative Measure Identify a numerical increase or decrease for the specified Outcome Indicator
1	Exits to Permanent Housing	The number of participants entered into Coordinated Entry during the project	100% or 22 of 22
2	Exits to Permanent Housing	The number of persons SAVS places in Permanent Housing Destinations	7% 3 of 22
3	Project Deliverables	The calculated cost per participant in the project, measured at the time of Quarterly Reporting, and at the end of the contract period	\$ _____
4	Exits to Permanent Housing	The number of participants measured in outcome 2, placements in permanent housing destinations, who return to homelessness as evidenced by HMIS data.	# _____
5	Other Ending Homelessness Indicators Increased income	The number of individual adult program participants who retain or increase income from any source, including benefits and/or employment at program exit or year-end.	10% or 2 of 22
6	Exit to Temporary Destination	The number of participants who enter substance and alcohol treatment services as a result of project interventions.	10% or 2 of 22
7	HMIS Data Quality Expectation	HUD Data Quality Report: fewer than 5% errors on questions 2, 3, and 4; on question 6, fewer than 5% of project entry or project exit records in more than six days.	Question #2: <5% Question #3: <5% Question #4: <5% Question #6: <5% in more than six days

EXHIBIT B-1 Budget

Sonoma Applied Village Services Horizon Shine RV Village & Navigation Center

SAVS - HSRVV	Total Grant	Personnel	Operating	Direct	Indirect
General Fund	\$192,678.00	\$92,678.00	\$97,500.00	\$2,500.00	\$0.00
Contingency (General Fund)	\$330,000.00	\$158,729.00	\$166,989.00	\$4,282.00	\$0.00
Totals Per Line item Category ->	\$522,678.00	\$251,407.00	\$264,489.00	\$6,782.00	\$0.00

Notes:

1. Final reimbursement request is due by July 8, 2023.
2. **New Requirement for the Fiscal Year 2022-2023:** Submission of reimbursement requests shall occur as often as monthly, and at the end of each three-month Quarterly period, three monthly reimbursement requests or one quarterly reimbursement request must have been submitted entirely by the 10th of the month after the close of the Quarter. All reimbursement requests must include a copy of a General Ledger for the period covered and a Year to Date General Ledger.
3. **Eligible Costs allowable under this Funding Agreement –**
Emergency Shelter funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:
 - a. **Case management**
 - i. The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the program participant's needs is eligible.
Component services and activities consist of the following:
 1. Using the centralized or coordinated assessment system as required under 24 CFR 576.400(d);
 2. Conducting the initial evaluation, including verifying and documenting eligibility;
 3. Counseling;
 - a. Developing, securing, and coordinating services;
 - b. Obtaining Federal, State, and local benefits;
 - c. Monitoring and evaluating program participant progress;
 - d. Providing information and referrals to other providers;
 - e. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
 - f. Developing an individualized housing and service plan, including planning a path to permanent housing stability.
 4. **Child Care**

- a. The child care costs for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible.
 - i. The children must be under the age of 13 unless they are disabled.
 - ii. Disabled children must be under the age of 18.
 - iii. **The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.**

5. Education services

- a. When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible, including:
 - i. Instruction or training in consumer education,
 - ii. Health education,
 - iii. Substance abuse prevention,
 - iv. Literacy, English as a Second Language, and General Educational Development (GED).
 - v. Screening, assessment, and testing;
 - vi. Individual or group instruction;
 - vii. Tutoring;
 - viii. Provision of books, supplies, and instructional material;
 - ix. Counseling; and
 - x. Referral to community resources.

6. Employment assistance and job training

- a. The costs of employment assistance and job training programs, including
 - i. classroom, online, and/or computer instruction;
 - ii. on-the-job instruction; and
 - iii. services that assist individuals in securing employment,
 - 1. acquiring learning skills and/or increasing earning potential.
 - 2. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost.
 - 3. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
 - 4. Services that assist individuals in securing employment consist of;
 - a. employment screening, assessment, or testing;
 - b. structured job skills and job-seeking skills;
 - c. special training and tutoring, including literacy training and prevocational training;

- d. books and instructional material; counseling or job coaching; and
- e. referral to community resources.

7. **Outpatient health services**

- a. Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals.
- b. **Funds may be used only for these services to the extent that other appropriate health services are unavailable within the community.**
- c. Eligible treatment consists of:
 - i. assessing a program participant's health problems and developing a treatment plan;
 - ii. assisting program participants in understanding their health needs;
 - iii. providing directly or assisting program participants in obtaining appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services;
 - iv. providing medication and follow-up services;
 - v. providing preventive and non-cosmetic dental care.

8. **Legal services**

- a. Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the state in which the services are provided and by person(s) under the supervision of the licensed attorney regarding matters that interfere with the program participant's ability to obtain and retain housing.
- b. **Funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.**
- c. Eligible subject matters are:
 - i. Child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, the appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.
 - ii. Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
- d. **Eligible Costs include:**
 - i. Fees based on the actual service performed (*i.e.*, fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees.
 - ii. Filing fees and other necessary court costs are also eligible.
- e. **Ineligible Costs include:**

- i. Legal services for immigration and citizenship matters, issues relating to mortgages, and retainer fee arrangements and contingency fee arrangements.
- ii. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

9. Life skills training

- a. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs.
 - i. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are:
 - 1. Budgeting resources,
 - 2. Managing money,
 - 3. Managing a household,
 - 4. Resolving conflict,
 - 5. Shopping for food and needed items,
 - 6. Improving nutrition,
 - 7. Using public transportation,
 - 8. Parenting.

10. Mental health services;

- a. Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.
- b. **Funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.**
- c. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances.
- d. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
- e. Eligible treatment consists of;
 - i. Crisis interventions;
 - ii. Individual, family, or group therapy sessions;
 - iii. The prescription of psychotropic medications or explanations about the use and management of medications;
 - iv. Combinations of therapeutic approaches to address multiple problems.

11. Substance abuse treatment services;

- a. Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.

- b. **Funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.**
- c. Eligible treatment consists of:
 - i. Client intake and assessment,
 - ii. Outpatient treatment for up to 30 days
 - iii. Group and individual counseling and drug testing are eligible costs
- d. **Ineligible costs include:**
 - i. Inpatient detoxification and other inpatient drug or alcohol treatment

12. Transportation

- a. Eligible costs consist of;
 - i. transportation costs of a program participant's travel to and from;
 - 1. medical care,
 - 2. employment,
 - 3. child care,
 - 4. or other eligible essential services facilities.
 - ii. These costs include the following:
 - 1. The cost of a program participant's travel on public transportation;
 - 2. If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - 3. The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle;
 - 4. The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

13. Services for special populations

- a. Funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible.
 - i. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

14. Shelter operations

- a. **Eligible costs are:**

- i. the costs of maintenance (including minor or routine repairs),
- ii. rent,
- iii. security,
- iv. fuel,
- v. equipment,
- vi. insurance,
- vii. utilities,
- viii. food,
- ix. furnishings,
- x. supplies necessary for the operation of the emergency shelter.
- xi. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

b. Ineligible operating or maintenance costs include:

- i. Staff salaries (including fringe benefits) paid under the operating costs category are limited to 10 percent of the grant.
 - 1. Maintenance and security salary costs are not subject to the 10 percent standard.
- ii. Recruitment or on-going training of staff
- iii. Depreciation
- iv. Costs associated with the organization rather than the supportive housing project advertisements, pamphlets about organization, surveys, etc
- v. Staff training, entertainment, conferences, or retreats
- vi. Public relations or fund raising
- vii. Bad debts/late fees
- viii. Mortgage payments