

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and **COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY**, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for its Housing Locator and/or Landlord Liaison services to eligible households experiencing homelessness in Mendocino County; and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this Agreement and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit A, and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

Exhibit A	Definition of Services
Exhibit B	Payment Terms
Exhibit C	Insurance Requirements
Exhibit D	Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs
Appendix A	Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Lower Tier Covered Transactions
Attachment A	Landlord Liaison/Rapid Rehousing Clients Served Report
Attachment B	Invoice

The term of this Agreement shall be from November 1, 2024 (the "Effective Date"), and shall continue through June 30, 2027.

The compensation payable to CONTRACTOR hereunder shall not exceed Three Hundred Thousand Dollars (\$300,000) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: Rachel Paul Elliott
Department Head

Date: 10-9-24

Budgeted: Yes
Budget Unit: 0446
Line Item: 86-2189
Org/Object Code: VRH10
Grant: Yes
Grant No.: 23-HHAP-10035

COUNTY OF MENDOCINO

By: Maureen Mulheren
MAUREEN MULHEREN, Chair
BOARD OF SUPERVISORS

Date: 11/05/2024

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: Antle
Deputy 11/05/2024

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: Antle
Deputy 11/05/2024

INSURANCE REVIEW:

By: Darcie Antle
Risk Management

Date: 09/27/2024

CONTRACTOR/COMPANY NAME

By: Todd Crabtree
Todd Crabtree (Oct 3, 2024 09:26 PDT)
Todd Crabtree, Executive Director

Date: 10/03/2024

NAME AND ADDRESS OF CONTRACTOR:

Community Development Commission
of Mendocino County
1076 N. State St.
Ukiah, CA 95482
(707) 463-5462 x.113
desimont@cdchousing.org

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

By: Charlotte Scott
COUNTY COUNSEL

Date: 09/27/2024

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
Deputy CEO or Designee

Date: 09/27/2024

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors
Exception to Bid Process Required/Completed RFP-040-23
Mendocino County Business License: Valid
Exempt Pursuant to MCC Section: Located within city limits in Mendocino County

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and COUNTY laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the COUNTY agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), CONTRACTOR shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR's performance or its obligations under this Agreement, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.

- b. Accidents: If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
 - c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit B hereto as funding permits.

If COUNTY over pays 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.

In the event 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, the CONTRACTOR shall promptly refund the disallowance 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.

All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in Exhibit B. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in Exhibit B.

7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.

8. **OWNERSHIP OF DOCUMENTS:** CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit A of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. **CONFLICT OF INTEREST:** The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. **NOTICES:** All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. **Certified Mail:** When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO
Department of Social Services
Adult and Aging Services - Housing Coordination Unit
747 S. State Street
Ukiah, CA 95482
Attn: Veronica Wilson

To CONTRACTOR: Community Development Commission
of Mendocino County
1076 N. State St.
Ukiah, CA 95482
Attn: Teresa DeSimone

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use COUNTY property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
 - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry,

national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.

- b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.
 - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
 - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. DRUG-FREE WORKPLACE: CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a COUNTY facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the COUNTY department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. ENERGY CONSERVATION: CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. COMPLIANCE WITH LICENSING REQUIREMENTS: CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.

CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

16. **AUDITS; ACCESS TO RECORDS:** The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with COUNTY requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. **DOCUMENTS AND MATERIALS:** CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. **TIME OF ESSENCE:** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. **TERMINATION:** The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in

writing and may be issued by any COUNTY officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY should abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its services as outlined in Exhibit A shall not exceed \$300,000 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. NON APPROPRIATION: If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR's receipt of the termination notice.
21. CHOICE OF LAW: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. VENUE: All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. WAIVER: No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. ADVERTISING OR PUBLICITY: CONTRACTOR shall not use the name of COUNTY, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. ENTIRE AGREEMENT: This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire Agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits

or attachments. This Agreement supersedes and merges all previous understandings, and all other Agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. This Agreement may not be modified except by a written document signed by both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.

26. HEADINGS: Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual Agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
28. ASSURANCE OF PERFORMANCE: If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. SUBCONTRACTING/ASSIGNMENT: CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any Agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
 - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any Agreement between CONTRACTOR and its subcontractors.
30. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including

without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.

31. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. INTELLECTUAL PROPERTY WARRANTY: CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this Agreement, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this Agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this Agreement.

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. ELECTRONIC COPIES: The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.
34. COOPERATION WITH COUNTY: CONTRACTOR shall cooperate with COUNTY and COUNTY staff in the performance of all work hereunder.
35. 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 paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

36. ATTORNEYS' FEES: In any action to enforce or interpret the terms of this Agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

I. Overview:

- A. The State of California has established the Homeless Housing, Assistance, and Prevention Program (“HHAP” or “Program”) to provide one-time flexible block grant funds to Continuums of Care and counties, to support regional coordination and expand or develop local capacity to address immediate homelessness challenges informed by a best-practices framework focused on moving individuals and families experiencing homelessness into permanent housing, and supporting the efforts of those individuals and families to maintain their permanent housing.
- B. This Agreement with the Community Development Commission of Mendocino County (CONTRACTOR) is funded through Round 4 allocation of HHAP funding for Mendocino County and Mendocino County Homeless Services Continuum of Care (MCHSCoC). As such, CONTRACTOR must comply with all rules and regulations of the Program.
- C. As the Program is a one-time block grant, CONTRACTOR is expected to pursue alternative funding sources to sustain the provision of Landlord Liaison and Rapid Rehousing services.

II. CONTRACTOR shall:

- A. Deliver landlord liaison and rapid rehousing services to assist eligible households experiencing homelessness to move as quickly as possible into permanent housing and achieve stability in that housing by:
 - 1. Ensuring that services will be in operation at minimum Monday – Friday (six (6) hours per day), excluding observed holidays and training activities.
 - 2. Hiring one (1) Full-Time Equivalent (1.0 FTE) Housing Locator and/or Landlord Liaison to assist households experiencing homelessness in overcoming the key barriers to obtaining permanent housing via recruiting new, and retaining current landlords through the operation of a Landlord Incentive Program by:
 - a. Developing landlord outreach strategies and promoting program participation among Mendocino County's landlord community.
 - b. Conducting rent reasonableness of proposed and currently assisted units.
 - c. Negotiating initial rent with the landlords and/or property management companies in line with payment standards, rent reasonableness

guidelines, and the household's maximum allowable payment.

- d. Maintaining high-level communication between landlords, tenants, and housing navigators and/or case managers; connecting with engaged clients a minimum of one (1) time per month.
 - e. Completing initial inspections to expedite lease up for various programs.
 - f. Photographing damage to rental units and maintaining photo files; completing written reports on move-out inspections requested by landlords.
 - g. Assisting with the development and implementation of strategies to market various programs and successfully achieve leasing goals.
 - h. Providing information and technical support to the existing landlord community related to the programs, local property rental laws, and lease violations.
 - i. Conducting informational presentations for new landlords and property managers participating in Community Development Commission programs to explain the program, participation requirements, purpose, and benefits.
3. Providing housing relocation and stabilization services, and financial assistance, as necessary, to help eligible households move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid rehousing assistance, may be provided to secure permanent housing, and increase income and connections to public benefits and health services. These services may include:
- a. Rental arrears of up to six (6) months of back rent;
 - b. Application fees;
 - c. Security deposits as needed;
 - d. Utility deposit assistance;
 - e. Landlord signing bonuses, cost of repairs for tenant-caused damages, and extra cleaning and maintenance costs;
 - f. Initial and re-evaluations for services, including screening and referral to the local Coordinated Entry System (CES);
 - g. Moving expenses;
 - h. Purchase of essential household items;
 - i. Housing and individualized service plans;
 - j. Housing search and placement;
 - k. Legal services for housing needs;
 - l. Credit repair and financial management;
 - m. Employment assistance; and
 - n. Securing basic resources and mainstream benefits.

4. Providing referrals and confirmed linkages to address eligible participants' physical, behavioral, and other health needs, and assist eligible participants in obtaining necessary services.
- B. Assist eligible households who meet the criteria under paragraph (1) of the "homeless" definition in Title 24 Code of Federal Regulations ([24 CFR §578.3](#)) or who meet the criteria under paragraph (4) of the "homeless" definition, and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.
1. Households that lack a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; OR
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); OR
 - c. An individual who is exiting an institution where he or she resided for one hundred twenty (120) days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; OR
 2. Households that are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and
 - a. Have no other safe residence; and
 - b. Lack the resources to obtain other safe permanent housing.
 3. Written documentation that the household meets one of the categories identified in the section above must be collected and documented in the case file.

C. Engage with eligible households experiencing homelessness by:

1. Developing a housing plan to include goals of safe and stable permanent housing and plans to achieve this goal.
2. Providing information to Tenants/participants, Landlords, and partner agencies about Assisted Housing programs, their rights and responsibilities, and the availability of social service agencies. CONTRACTOR shall facilitate interactions between owners, tenants, and Rapid Rehousing (RRH) Case Managers, and refer to appropriate entities as needed.
3. Helping households identify potentially available units, including physically accessible units with features for family members with disabilities.
4. Providing transportation assistance and directions to potential units, conducting owner outreach, assisting with the completion of rental applications and Public Housing Authority (PHA) forms as well as helping to expedite the leasing process for a family, including but not limited to activities such as pre-inspection of available units (if allowable for the program).
5. Equitably administering services by providing culturally responsive services and having multicultural staffing and case managers to engage and guide underserved participants throughout their participation and enrollment in services.
6. Operating services following non-discrimination policies and attending annual trainings that focus on understanding implicit biases and cultural sensitivities to promote diversity and equity within services afforded.

D. Coordinate with other agencies by:

1. Collecting, inputting, and using required Homeless Management Information System (HMIS) data as identified by the MCHSCoC HMIS Lead Agency, and adhere to all implementation guidelines developed under the MCHSCoC HMIS Policies and Procedures.
 - a. Complete intake forms, including HMIS-required components, and input the collected data within the number of calendar days after the date of program entry as set forth by the MCHSCoC's HMIS Policies and Procedures.
 - b. CONTRACTOR shall update the status for participants who exit services in HMIS within the required calendar days of the actual exit date as set forth by the HMIS Policies and Procedures.
2. Identifying participants by accepting Coordinated Entry (CE) referrals from RRH Case Managers through the HMIS. CONTRACTOR shall ensure that the RRH Case Manager has adequately documented the participant's

homelessness status and that the participant meets eligibility criteria.

3. Working with other MCHSCoC partners to develop strategies that help encourage persons experiencing homelessness to take steps toward a path to recovery from homelessness.
4. Attending all MCHSCoC Housing Navigation Meetings and Case Conferencing Meetings, and Multi-Disciplinary Team Meetings for specific individuals as scheduled.
5. Working independently, but in partnership and collaboration with the COUNTY Program Administrator and other members of the MCHSCoC Housing Navigation Team to develop best practices that can be replicated with other clients.
6. Maintaining active MCHSCoC membership and participating in quarterly Membership meetings and all required training.

E. Utilize the Administrative Management Requirements outlined below:

1. Operate, maintain, coordinate, and staff the resources necessary to provide landlord liaison and rapid rehousing services.
2. Provide supplies and equipment for the ongoing operations of services as needed.
3. Track costs incurred, and ensure they are eligible for payment.
4. Review all billing and ensure payments are timely, if applicable.
5. Provide training and direction on landlord liaison and rapid rehousing services to staff, engaged community groups, and volunteers, as needed.
6. Coordinate with the COUNTY and community-based organizations on administrative functions such as operations meetings, monitoring, and requested documentation, as necessary and appropriate.

F. Achieve the following performance outcome measures during the contracting period:

1. Serve at least one hundred fifty (150) unduplicated persons.
2. Serve at least seventy-five (75) unduplicated households.
3. Ensure that at least seventy percent (70%) of participants will move into permanent housing at exit.
4. Ensure that at least sixty percent (60%) of adult participants will obtain or maintain cash income at exit.

5. Ensure that at least eighty percent (80%) of participants will remain in permanent housing for at least six (6) months.

G. Be responsible for other terms and conditions by:

1. Developing and maintaining policies and procedures for all aspects of Program operations including services, management plans, staff responsibilities, and staff coordination that address:
 - a. Eligibility criteria for project participation;
 - b. The rights and dignity of individuals to the fair and unbiased application of rules, second chances, and grievances; and
 - c. Minimum documentation requirements as established by federal and state regulations described in section II B.
2. Operating services in accordance with non-discrimination policies and attending annual trainings that focus on understanding implicit biases and cultural sensitivities to promote diversity and equity within services.
3. Completing free, on-demand online training.
 - a. All courses are available through Collaborative Solutions, Inc.'s Affordable and Rural Housing Training Courses and should be completed by all staff with direct contact with participants. Courses are available on-demand and for free at <https://csi.elevate.commpartners.com/arh-elearning-landing-page>. Required courses are as follows:
 - i. Coordinated Entry: Best Practices
 - ii. Coordinated Entry: Diversion Services
 - iii. Housing-Based Case Management Series Modules 1-8
 - iv. Landlord Engagement and Marketing Your Program
 - v. Tenant Readiness Webinar
 - vi. Eviction Prevention
4. Maintaining confidentiality of client files. This includes maintaining the physical security of client files by ensuring paper files are kept double-locked in a locking filing cabinet stored in a room with a locking door. This also includes maintaining the security of digital files by ensuring program staff computer stations meet the minimum standards established in the MCHSCoC HMIS Policies and Procedures.
5. Maintaining the facility in a safe and sanitary condition to meet all applicable codes and licensing regulations.
6. Recruiting and maintaining a staff that is representative of the populations served and appropriately trained for services and other outreach activities.
7. Maintaining case documentation according to industry standards and

strengths-based best practices.

8. Providing services that are strengths-based, person-centered, safe, effective, timely, and equitable, supported by friends, family, and the community, with an emphasis on promoting whole health, wellness, and recovery.
 9. Ensuring that service frequency is individualized and based upon best practices related to the needs of each participant.
 10. Making coordination of service care an integral part of service delivery which includes providing education and support to beneficiaries/family members as well as consulting with community partners including but not limited to: behavioral health service providers; physical care providers; schools (if appropriate); etc.
 11. Utilizing the Housing First model set forth in [California Welfare and Institutions Code Section 8255](#) of which the immediate and primary focus is on helping participants and families quickly access and sustain housing followed by offering services to include mental and physical health, substance abuse, education, and employment.
 12. Implementing and following evidence-based service models, including Motivational Interviewing, Harm Reduction, Community Inclusion, and others as appropriate (e.g., Critical Time Intervention, etc.).
- H. Submit the Clients Served Report (Attachment A) with each invoice, which is an itemized number of persons assisted during the reporting period.
- I. Comply with the following:
1. State of California and local laws and regulations, including all requirements and regulations set out in California State [Health and Safety Code 50218.7](#), the State housing policy and general provisions for the HHAP Program.
 2. All written program standards, pending development and approval by the COUNTY and the MCHSCoC.
 3. CONTRACTOR acknowledges the requirement to collaborate with the MCHSCoC, CES, and other homeless services agencies.

III. COUNTY shall:

- A. Provide HMIS Lead staff as trainer and support for the collection of data required for reporting purposes.
- B. Provide payment according to the criteria of the invoice/reports and the attached Budget (Exhibit B).

- C. Appoint a representative of the Social Services Department to act as a liaison with the CONTRACTOR for housing and homelessness-related services.
- D. Actively partner with CONTRACTOR to provide technical assistance, proactively resolve issues, and monitor activities to ensure compliance with State and COUNTY requirements at least once (1x) during the grant period as required by the California Interagency Council on Homelessness and the California State Department of Housing and Community Development.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

I. COUNTY will pay CONTRACTOR as per the following instructions:

A	PERSONNEL SALARIES AND BENEFITS: Landlord Liaison Staffing Expenses (1.0 FTE): \$130,000 Housing Manager Staffing Expenses (0.05 FTE): \$10,695 Direct Support Staffing Expenses – Accountant (0.025 FTE): \$5,088 Direct Support Staffing Expenses – Controller (0.025 FTE): \$5,750	\$151,533
B	OPERATING EXPENSES: Office supplies: \$750	\$750
C	TRAVEL EXPENSES: None	\$0
D	OTHER COSTS: Landlord Incentives: \$48,834 Security Deposits: \$75,000 Application Fees: \$1,500 Landlord Mitigation Fund: \$7,155	\$132,489
E	INDIRECT COSTS: Up to 10% of Direct Costs (excluding OTHER COSTS Category)	Up to \$15,228
CONTRACT TOTAL		\$300,000

A. Submission of claims, reports, and invoices will comply as follows:

1. CONTRACTOR shall submit original receipts and invoices for actual costs. This includes CONTRACTOR and subcontractor timesheets, payroll reports, and paycheck stubs for all invoices that include personnel expenses.
2. CONTRACTOR shall submit reports (Attachment A) and invoices on a COUNTY approved template (Attachment B) by the fifteenth (15th) day of the month for all services provided to clients in the previous month. Invoices shall be submitted to:

Veronica Wilson, Program Administrator, or designee
 Adult and Aging Services – HCU, Department of Social Services
 747 S. State Street
 Ukiah, CA 95482
wilsonv@mendocinocounty.gov
3. Invoices submitted ninety (90) days past the due date must be accompanied by a letter explaining why the invoice is late. COUNTY has the sole authority to determine whether to approve or disapprove payment of the late invoice.

4. COUNTY shall not approve payment of funds until the CONTRACTOR has filed all reports required under this Agreement.
 - B. Line-item budget shifts up to ten percent (10%) do not require COUNTY approval. Line-item budget shifts greater than ten percent (10%) require a pre-approval email from the Program Administrator or designee.
 - C. This is a one-time project, and CONTRACTOR should make no assumption of continued funding from COUNTY for this purpose at the end of this contract period.
- II. Services and payments under this Agreement shall not exceed Three Hundred Thousand Dollars (\$300,000) for the term of this Agreement.

[END OF PAYMENT TERMS]

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, CONTRACTOR's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall obtain and maintain insurance coverage as follows:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

CONTRACTOR shall furnish to COUNTY certificates of insurance evidencing the minimum levels described above.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D
CONTRACTOR ASSURANCE OF COMPLIANCE WITH
MENDOCINO COUNTY
Department of Social Services
**NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS**

NAME OF CONTRACTOR: **Community Development Commission of Mendocino County**

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, sexual orientation, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this Agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

10/03/2024

Date

1076 N. State St., Ukiah, CA 95482

Address of CONTRACTOR

Todd Crabtree

Todd Crabtree (Oct 3, 2024 09:26 PDT)

CONTRACTOR Signature

Appendix A
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 **Federal Register** (pages 19160-19211).

- (1) The primary principal certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment tendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
 - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the primary principal is unable to certify to any of the statements in this certification, such principal shall attach an explanation.

<p><u>Todd Crabtree</u> (Type Name)</p>	<p><u>Community Development Commission of Mendocino County</u> (Organization Name)</p>
<p><u>Executive Director</u> (Title)</p>	<p><u>1076 N. State St., Ukiah, CA 95482</u> (Organization Address)</p>
<p><u><i>Todd Crabtree</i></u> <small>Todd Crabtree (Oct 3, 2024 09:26 PDT)</small> (Signature)</p>	<p><u>10/03/2024</u> (Date)</p>

Attachment A

Landlord Liaison/Rapid Re-Housing Clients Served Report Homeless Housing, Assistance, and Prevention Program Community Development Commission

Fill in All Areas in Yellow					
	MONTH/YEAR:			CONTRACT NUMBER:	BOS-24-
	Client Name or HMIS ID#	RRH Entry Date	Housing Move-in Date	Household Type	Relationship to HoH
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Attachment B

INVOICE

Community Development Commission of Mendocino County

VENDOR# 7881 CONTRACT NUMBER:

ORG: VRH10

BU: 0446

OBJECT: 86-2189

FUND SOURCE: HHAP-4

Vendor	Send to
Community Development Commission of Mendocino County 1076 N. State St., Ukiah CA. 95482	Mendocino County Social Services, AAS HCU Program Administrator or Designee P.O. Box 839, Ukiah, CA 95482 707-468-7071 wilsonv@mendocinocounty.org
Monthly Invoice for	Total Amount of Invoice
Month and Year	\$
Activity	Amount
PERSONNEL SALARIES AND BENEFITS: Contract Rate: \$151,533 Payable: As Expended	\$
OPERATING EXPENSES: Contract Rate: \$750 Payable: As Expended	\$
TRAVEL EXPENSES: Contract Rate: \$0 Payable: As Expended	\$0
OTHER COSTS: Contract Rate: \$132,489 Payable: As Expended	\$
INDIRECT COSTS: Contract Rate: Up to \$15,228 Payable: Maximum of 10% of Direct Costs (excluding OTHER COSTS Category)	\$
INVOICE TOTAL	\$

I Hereby Certify The Services Described Above Have Been Performed and No Prior Claim Has Been Presented for Said Services.	I Hereby Certify The Services Described Above Were Necessary for Use by the Department
Authorized Signatory Community Development Commission of Mendocino County _____ Date: _____	Veronica Wilson, Program Administrator Mendocino County Social Services Department _____ Date: _____