

EXHIBIT A

DEFINITION OF SERVICES

- I. On June 1, 2020, the Department of Housing and Community Development released a Notice of Funding Availability for the ESG-CV, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act passed by Congress on March 27, 2020. The ESG-CV provides funding to prevent, prepare for, and respond to coronavirus among individuals and families who are experiencing homelessness or receiving homeless assistance and to support additional homeless assistance and homeless prevention activities to mitigate the impacts created by coronavirus.

- II. CONTRACTOR shall provide the following services:
 - a. Coast Emergency Winter Shelter
 - i. Operations will commence on November 15, 2021, or as soon thereafter as an agreement is executed between the CONTRACTOR and the COUNTY, and will run through March 31, 2022 or until funding is no longer available to support the services.
 - ii. Motel voucher will be issued by the Fort Bragg Police Department during severe weather conditions or in emergency situations where it is necessary to ensure an individual or family's safety.
 - b. Provide access to shelter for individuals and families experiencing homelessness on the Mendocino Coast during severe weather conditions.
 - i. Homeless individuals will be provided motel vouchers when all other emergency shelter projects in Coastal Mendocino County are at capacity. Homeless Individuals will be expected to share a double occupancy room with a second individual, unless extraordinary conditions exist.
 - ii. Homeless families with children under the ages of 16, the elderly, and severely disabled individuals will be a priority for the motel vouchers, which will be available when all other emergency shelter projects in Coastal Mendocino County are at capacity.
 - c. Program Eligibility:
 - i. Individuals and families must meet the HUD definition of homeless as defined in 24 CFR Part 576.2 to be eligible for services.
 - d. Collect the required Homeless Management Information System (HMIS) data through a subcontractor.
 - e. Develop and maintain policies and procedures that address:

- i. Eligibility criteria for occupancy, discharge and their uniform application.
 - ii. The rights and dignity of individuals to the fair and unbiased application of rules, second changes and grievances.
 - iii. Persons served under this Agreement shall observe the rules of the program and may be required to leave the motel facility if they do not observe the rules.
 - iv. Persons who have engaged in substance abuse, violence or verbally abusive language during check-in or at any point during the stay in the motel shall be banned from the shelter.
- f. Reporting:
 - i. Submit reports on client Bed Nights Served.
 - 1. Itemize number of persons receiving or denied services.
 - 2. Motel Vouchers issued.
 - 3. Detailed Expense report.
- g. Contractor shall comply with the following regulations:
 - i. Federal Regulations [24 CFR Parts 91 and 576](#) and California State regulations [CCR Title 25, Division 1, Chapter 7](#).
 - ii. Department of Housing & Community Development 2020 Emergency Solutions Grant (ESG-CV) Coronavirus Notice of Funding Availability (NOFA), as found at the following link: https://www.hcd.ca.gov/grants-funding/active-funding/esg/docs/2_ESG-CV_NOFA_Signed.pdf.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

COUNTY will pay CONTRACTOR as per the following instructions:

A. For satisfactory provision of services as defined in the Definition of Services.

Expenditure	Units	Cost	Total
Motel Vouchers (\$129/night +taxes)	248	\$146	\$36,208
HMIS Services from MCHC	30	\$40	\$1,200
Misc. Food and Service Vouchers (used only when necessary and not provided to all shelter guest)		\$1,500	\$1,500
Misc. expenses, including costs for extraordinary motel cleaning, damage, etc.		\$1,000	\$1,000
TOTAL			\$39,908

B. Upon submission of claims and reports using the COUNTY provided electronic invoice.

1. Original receipts and invoices for actual costs will need to be provided for reimbursement. This includes CONTRACTOR and subcontractor timesheets, payroll reports and paycheck stubs for all invoices that include personnel expenses.
2. Invoices must be submitted by the fifteenth (15th) day of the month for all services provided to clients in the previous month.
3. Invoices submitted ninety (90) days after the service is provided must be accompanied by a letter explaining the reason for the lateness of the invoice.
4. COUNTY will determine whether to approve or disapprove payment of late invoices.
5. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.

C. This is a one-time project and the CONTRACTOR should make not assumption of continued funding from the COUNTY for this purpose at the end of this contract period.

Payments under this agreement shall not exceed Thirty-Nine Thousand Nine Hundred and Eight dollars (\$39,908).

[END OF PAYMENT TERMS]

INVOICE & REPORTS

City of Fort Bragg – VENDOR #
2021-2022 CONTRACT NUMBER: SS #

Vendor

Send to

<p>City of Fort Bragg 416 N. Franklin Street Fort Bragg, CA 95437</p>	<p>Jesse Vanvoorhis, Program Administrator Mendocino County Social Services, Adult and Aging Services P.O. Box 839, Ukiah, CA 95482 707 463-7981 or email to: vanvoorhisj@mendocinocounty.org</p>		
Invoice for	Total Amount of Invoice		
November 2021			
Spreadsheet and Reports Required with Invoice	Report Required	Contract Number Budget Unit Account String	Amount
Motel Vouchers	1&2	SS #	\$0.00
HMIS Services			\$0.00
Food and Service Vouchers (used only when necessary and not provided to all shelter guests)	2	SS #	\$0.00
Misc. Expenses (including costs for extraordinary motel cleaning, damage, etc.)	2	SS #	\$0.00
TOTAL			\$0.00

<p>I Hereby Certify The Services Described Above Have Been Performed and No Prior Claim Has Been Presented for Said Services.</p>	<p>I Hereby Certify The Services Described Above Were Necessary for Use by the Department</p>
<p>Tabitha Miller, City Manager City of Fort Bragg _____ Date _____</p>	<p>Stephen White, Deputy Director Adult and Aging Services _____ Date _____</p>

**City of Fort Bragg
Report 1 - Vouchers Issued**

November 2021

Report 1	Fill in All Areas in Yellow		
Motel Vouchers Provided	Number of Persons	Number of Nights	Voucher Dollars
Adults 59 or Less	0	0	\$0.00
Adults 60 and Over	0	0	\$0.00
Children Under 18	0	0	\$0.00
Adults 59 or Less with Children Under 18	0	0	\$0.00
Adults 60 and Older with Children Under 18	0	0	\$0.00
Total	0	0	\$0.00

Number Denied Shelter		
Adults 59 or Less	0	Total Number of People 0
Adults 60 and Over	0	
Children Under 18	0	
Adults 59 or Less with Children Under 18	0	
Adults 60 and Older with Children Under	0	

HMIS

Number of Persons Entered into HMIS 0

REPORT 2: DETAILED FINANCIAL REPORT

City of Fort Bragg

November 2021

Component	Sub-Component	Direct Amount	Indirect Amount	Total Amount	*Mandatory Narrative
Emergency Shelter		\$0.00	\$0.00	\$0.00	
	Essential Services	\$0.00	\$0.00	\$0.00	
	Case Management		\$0.00	\$0.00	
	Transportation		\$0.00	\$0.00	
	PPE		\$0.00	\$0.00	
	Operations	\$0.00	\$0.00	\$0.00	
	Supplies (include food here)		\$0.00	\$0.00	
	Other Shelter Costs (include motel/hotel room costs here)		\$0.00	\$0.00	Please describe expenses here
Homeless Management Information System (HMIS)		\$0.00	\$0.00	\$0.00	
	Hardware, Equipment and Software Costs	\$0.00	\$0.00	\$0.00	
	Hardware		\$0.00	\$0.00	
	Equipment		\$0.00	\$0.00	
	Software		\$0.00	\$0.00	
	Staffing, Salaries for Operating HMIS		\$0.00	\$0.00	
TOTAL		\$0.00	\$0.00	\$0.00	