

EXHIBIT A

DEFINITION OF SERVICES

I. Overview

The State of California has established the Homeless Housing, Assistance, and Prevention Program (“HHAP” or “Program”) with the goal of providing 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 homeless individuals and families into permanent housing, and supporting the efforts of those individuals and families to maintain their permanent housing.

This Agreement is funded through Round 3 and/or Round 4 joint allocations of HHAP funding. As such, CONTRACTOR must comply with all rules and regulations of the Program.

II. CONTRACTOR shall provide the following services:

A. Coast Emergency Winter Shelter

1. Operations between the CONTRACTOR and the COUNTY will commence on December 1, 2023, , and will run through March 31, 2024, or until funding is no longer available to support the services.
2. Motel vouchers will be issued by the Fort Bragg Police Department under the Care Response Unit (CRU), with support as needed from the Fort Bragg Police Officers during severe weather conditions or in emergency situations where it is necessary to ensure an individual or family’s safety.

B. Access to shelter for individuals and families experiencing homelessness on the Mendocino Coast during severe weather conditions.

1. 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.
2. Homeless families with children under the age of sixteen (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.

3. Persons interested in shelter services will be directed to the Mendocino Coast Hospitality Center/House, which will take the names of those they do not have room for. This list will be provided to CONTRACTOR when CRU Staff arrive at Mendocino Coast Hospitality Center/House.

C. Enforcement of Program Eligibility requirements:

1. Adults and families with minor children who are experiencing homelessness as defined by the U.S. Department of Housing and Urban Development (HUD) McKinney-Vento Homeless Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), found in [24 CFR Parts 91, 582, and 583](#), as well as California State regulations pertaining to the Emergency Solutions Grant, [CCR Title 25, Division 1, Chapter 7](#).

D. Coordinate with other agencies:

1. Collect, input, and use required Homeless Management Information System (HMIS) data documentation and processes for determining priority and providing appropriate services to individuals and families with children, as approved by the Mendocino County Homeless Services Continuum of Care (MCHSCoC).
 - a. Complete intake forms including HMIS-required components within the first twenty-four (24) hours of contact and enter data into HMIS within seventy-two (72) hours of initial contact with the individual/family.
 - b. This is required for persons provided shelter through the contracted services. Failure to document or enter the required information within two (2) weeks of the stay may result in non-payment for these individuals.
2. Maintain active membership and participate in the MCHSCoC meetings and all recommended trainings.

E. Development and maintenance of policies and procedures that address:

1. Eligibility criteria for occupancy, discharge, and uniform application.
2. The rights and dignity of individuals to the fair and unbiased application of rules, second chances, and grievances.
3. Require all persons served under this Agreement to observe the house rules of the shelter facility, and if rules are not followed, may be required to leave the facility.
4. The right to refuse emergency shelter services to any person(s) exhibiting dangerous or abusive behavior or with a history of same behavior or has

engaged in violence or verbally abusive language during check-in or at any point during their stay in the motel.

F. Be responsible for other terms and conditions by:

1. Maintaining an incident log that accurately documents all incidents regardless of type including those involving building and grounds, animals, neighbors, staff, and individuals. This log shall be made available to COUNTY for review at any time.
2. Establishing and maintaining a ban list of people who engage in any of the following behaviors: possession or sale of illegal substances on site, threats, violence, or verbally abusive language at the shelter.
3. Allowing logs and ban lists to be made available for review by local law enforcement when responding to an incident at the site.
4. Maintaining confidentiality of client files.

G. Reporting (Attachment 1):

1. Submit reports on client Bed Nights Served.
 - a. Itemized number of persons receiving or denied services.
 - b. Motel Vouchers issued.

H. Compliance with the following regulations:

1. [California Assembly Bill No. 140 Housing, Chapter 111](#)
2. California Code, [Health and Safety Code § 50218.7](#).

III. COUNTY shall:

- A. Provide HMIS Lead staff as trainers 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. Monitor the project as required by California Interagency Council on Homelessness (Cal ICH).

[END OF DEFINITION OF SERVICES]