



## Lake County Continuum of Care General Meeting Agenda

**Date:** September 4, 2025,

**Time:** 3:00 P.M.

**Meeting Location:**

Lake County Office of Education 1152 S Main St, Lakeport, CA 95453  
Hope Center, 3400 Emerson St, Clearlake, CA 95422

**Virtual Meeting Information:**

[Join the meeting now](#)

Meeting ID: 283 070 466 171

Passcode: TZ6rW9wg

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Phone conference ID: 566 612 69#

**Agenda Packet:**

Please visit our website at [www.lakecoc.org](http://www.lakecoc.org)

**Lake County Continuum of Care Vision Statement – The Lake County Continuum of Care is a coordinating group that aligns resources to facilitate solutions to end homelessness in Lake County.**

**In connection with any actual, possible, or perceived conflict of interest, an interested party must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the CoC Board.**

**1. Welcome – Bruno Sabatier – Chair**

**2. Call to Order:**

2.1 Roll Call:

2.2 Attendance Review:



## Lake County Continuum of Care General Meeting Minutes

**Date:** June 5, 2025,

**Time:** 3:00 P.M.

**Meeting Location:**

Lake County Office of Education 1152 S Main St, Lakeport, CA 95453

Hope Center 3400 Emerson St, Clearlake, CA 95422

**Virtual Meeting Information:**

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**In connection with any actual, possible, or perceived conflict of interest, an interested party must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the CoC Board.**

**1. Welcome – Bruno Sabatier – Chair**

**2. Call to Order:**

**2.1 Roll Call:**

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On TEAMS</b>	<b>Absent</b>
Chair – Bruno Sabatier	X		
Vice Chair – Doreen Gillmore			X
Lived Experience Chair – Dustin Lawson	X		
HMIS/CES Chair – Heather Frawley	x		
Interfaith Chair – James Murdock	X		

Performance Review Chair – Vacant			
Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana			X
Government Official Chair – Brad Rasmussen	X		
Public Housing Authority Chair – Rachel Parsons	X		
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met			
<b>American Red Cross</b>			
Shannon Kimbell-Auth	X		
Gabriella Perez			
<b>Board of Supervisors</b>			
Supervisor – Brad Rasmussen	X		
<b>AHCL Coordinated Entry</b>			
Heather Frawley	X		
Christina Dalro		X	
<b>Community at Large</b>			
Barbara Christwitze		X	
Caitlen Murry	X		
Carl Porter	X		
George McKissick	X		
Janet Taylor	X		
Maria Petterle			X
Timothy Cantrell			
<b>City of Lakeport</b>			
Dale Stoebe		X	
<b>Department of Social Services</b>			
Rachael Parsons	X		
<b>Hope Center</b>			
Caressa Smith			X
<b>Lake County Behavioral Health Services</b>			
Elise Jones			X
Scott Abbott	X		
<b>Lake County Community Foundation</b>			
Annette Kamaloni	X		

<b>Lake County Health Services</b>			
Laila Romero	X		
<b>Lake County Office of Education</b>			
Ana Santana	X		
Holly Hana	X		
<b>Mendocino Community Health</b>			
Ben Anderson	X		
<b>Nation Finest</b>			
Kate Mather			X
<b>North Coast Opportunities</b>			
Justin Gaddy			X
<b>Probation</b>			
Eva Lara	X		
Wendy Mondfrans			
<b>Project Restoration</b>			
Ronni Duncan	X		
<b>Redwood Community Services</b>			
Justin Perez	X		
Kimbralee Guerra			X
<b>Scott's Valley Band of Pomo Indians</b>			
Tiffany Montiel			X
Summer Walker			X
<b>Supporting Bright Futures</b>			
Angelique Cole			X
<b>Sunrise Special Services Foundation</b>			
Annie Barns			X
Nancy Hernandez			X
<b>Woodland Community College</b>			
Mary Wilson		X	
<b>Veterans Affairs</b>			
Diana Gutierrez		X	
<b>Xamitin Haven</b>			
Zenia Chou			X

## 2.2 Attendance Review:

## 2.3 Additions or Changes to the Agenda:

## 2.4 Approval of May 1, 2025, Minutes:

- 2.4.1 Motion to approve by Heather Frawley
- 2.4.2 Second by Ana Santana
- 2.4.3 Voting is unanimous

## 2.5 Conflict of Interest: Statement given by Chair

## 3. Public Comments:

### 3.1 Open for Public Comments and Announcements – 3 Minutes Each:

- 3.1.1 Ronni – Announcement – On June 27th, there will be a Street Medicine Training. Corinne Feldman from USC Keck School of Medicine is coming up to do the training. I will be sending out a registration form tomorrow. It's from 8:30 am to 3:00 pm at the Hidden Valley Church.
- 3.1.2 Lelia Remerro Pride on Saturday is still open for registration for booths. The Pride Fair will be from 11:00 a.m. to 3:00 p.m.

## 4. Action Items:

### 4.1 Voting Membership Changes (New Members/Officers)

- 4.1.1 Willow Nunez – Lived Experience Community Member.
  - 4.1.1.1 Table to August
- 4.1.2 Nomination for Lived Experience TAY Executive Committee Member – Tabled
- 4.1.3 Breanna Ramirez – Primary voting member (NCO) Replacement: Justin Gaddy as voting member
  - 4.1.3.1 Presentation given.
  - 4.1.3.2 Motion to approve by Shannon Kimbel-Auth
  - 4.1.3.3 Second by Heather Frawley
  - 4.1.3.4 Voting is unanimous

### 4.2 Action Items Update: Tabled until August Meeting.

### 4.3 Cancel July 3, 2025, CoC General Meeting.

- 4.3.1 Request for discussion – none.
- 4.3.2 Motion to approve by Ben Anderson
- 4.3.3 Second by Heather Frawley
- 4.3.4 Voting is unanimous

### 4.4 Regionally Coordinated Homelessness Action Plan Community Discussion & HHAP 6 – Linda Hedstrom

- 4.4.1 <https://bcsh.ca.gov/calich/documents/encampmentguide.pdf>
- 4.4.2 County of Lake has been allocated \$689,218.45 and Lake CoC has been allocated \$736,097.15 for HHAP Round 6 funding.
- 4.4.3 Requirements for HHAP funding are close to what they have been for the other rounds, except for a strong emphasis on encampments.
- 4.4.4 Synopsis of HHAP 6 presented.

- 4.4.4.1 CoC needs to update our Regional Homelessness Action Plan formally. This includes a public agenda item that is required to discuss a formal regional homelessness action plan at a meeting.
- 4.4.4.2 A significant change will be in the improvement of clean-ups. This doesn't need a formal policy adoption, but we need to state in the application language on the encampments.
- 4.4.4.3 Need some information on affordable housing and housing-related solutions.
- 4.4.4.4 We need to get better outreach to nonprofit and for-profit housing developers.
- 4.4.4.5 There needs to be three public meetings.
- 4.4.4.6 Discussion on HHAP funding, Encampment funding, and how we can support the Tribes.
- 4.4.4.7 Discussion on this being the last HHAP funding from the state.
- 4.4.4.8 Appreciation expressed to Grant Writer Linda Hedstrom for all her hard work getting the grants written for the CoC.

**Action Item: Request to adopt the action plan, HHAP budget, and MOU.**

**Action Plan: California's Encampment Action Plan sent to the CoC email list.**

## **5. Presentations:**

### **5.1 CHARM – Scarlet Sand-Bliss**

- 5.1.1 Climate Health Adaptation and Resilience Mobilization- The roadmap for the 2-year planning grant for the impact on climate health in Lake County.
  - 5.1.1.1 231 Surveys through Town Halls and the Tribes in Lake County.
  - 5.1.1.2 65 Interviews from communities most impacted by extreme heat, wildfires, harmful algal blooms, and other climate-driven events.
  - 5.1.1.3 13 Working group meeting with presentations, and feedback sessions with local and regional community partners.
- 5.1.2 We received approval to continue the work.
- 5.1.3 Continuing to partner with Big Valley and Peer Support Centers.
- 5.1.4 This is a 4-year project, and we will work with eight different centers.
- 5.1.5 Discuss using the Roadmap and identifying the vulnerable communities needing more services.
- 5.1.6 Presentation of the Tracking California website.  
<https://trackingcalifornia.org/projects/charm/roadmap#gsc.tab=0>
- 5.1.7 Request for feedback. (scan QR code to give feedback)



CHARM Roadmap Eval Form

### **5.2 HMIS/CES Committee Data Presentation – Heather Frawley and Melissa Kopf – Tabled - August agenda**

- 5.2.1 Discussion on the importance of data and how it is in the process of being improved.

## 6. Committee Updates:

### 6.1 HMIS/CES – Heather Frawley

- 6.1.1 We have 255 active people in CES and in the HUB, and 362 have HMIS numbers. Not all are in the CES project in HMIS.
- 6.1.2 Working on getting two systems in place. Adventist Health is ensuring that every client with Housing Navigation is entered into CES.
- 6.1.3 Discussion on data from Sutter stated that 4 to 5 thousand individuals were experiencing homelessness.
- 6.1.4 Discussion on the definition of homelessness and the difference between PIT and all other data

### 6.2 Interfaith – J Murdock

- 6.2.1 How can we get as many people together as possible? It's proved difficult. I have sent out four different surveys.
- 6.2.2 We are gridlocked. Grouping everyone is not working.
- 6.2.3 We are trying to find one church to help with safe parking and hope it grows.
- 6.2.4 Discussion on the challenges from the past and how we can move forward.

### 6.3 Performance Review – Bruno Sabatier and Heather Frawley

- 6.3.1 Reviewed NCO and WWHH from the past. We are all caught up.
- 6.3.2 We reviewed Ximatin Haven for the last 18 months.
- 6.3.3 We are putting NCO on a monthly meeting to review data and gaps.
- 6.3.4 RCS, we meet monthly to move forward and get better data.
- 6.3.5 WWHH was a bit different.
- 6.3.6 We want the reviews to be made public.

### 6.4 Point in Time Count – Shannon Kimbell-Auth

- 6.4.1 *Request 20 minutes for the August meeting. Final numbers are being reported on Friday.***
- 6.4.2 Statement on the decrease in Tribal numbers. Some tribes reported 0. We had significant participation from the Tribes.
- 6.4.3 Discussion on the numbers process. Melissa will submit the numbers next Friday, and then I will put together a presentation on the final numbers that will be posted and made public.

Discussion on Meredith Noyer and the importance of her role in homelessness. She will be missed.

### 6.5 Strategic Planning – Ana Santana

- 6.5.1 Finalized a lot of planning for our open house on Sep 24<sup>th</sup>.
- 6.5.2 We are waiting on
- 6.5.3 Make a Save the Date flyer.

### 6.6 Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus/Melissa Kopf

- 6.6.1 Contract
- 6.6.2 Four-week HMIS Training starts next week.
- 6.6.3 Almost done with the HIC and PIT report. It will be submitted on time.
- 6.6.4 Future – PHA is moving to

## 7. Working Group Updates:

### 7.1 Grant Selection Working Group –

- 7.1.1 Discussion on Prevention RFP. Hoping to get the RFP out in about a month. The funding is around \$400K.
- 7.1.2 RFP for Encampment Resolution Funds.

## 7.2 Housing Navigators Working Group

- 7.2.1 Continued collaboration. We are shifting the training and the Case Conference.
- 7.2.2 Our next meeting will discuss resources and the housing search party.
- 7.2.3 Needs to send out a Doodle Poll.

## 7.3 Lived Experience Working Group

- 7.3.1 2 new members. They have completed their bios.
- 7.3.2 The Lived Experience Group is functional and operating.
- 7.3.3 They are reviewing the Vulnerability Assessment.
- 7.3.4 The group is working on its By-Laws.

## 7.4 Zoning Regulations Working Group

- 7.4.1 Tabled – Work in Progress

## 8. Shelter Updates:

### 8.1 Hope Center:

- 8.1.1 Full. We have 22 right now. We have one person in our overflow room. No moved

### 8.2 The NEST 1 room for a parent and child

### 8.3

### 8.4 Project Restoration

### 8.5 At capacity

### 8.6 Scotts Valley

### 8.7 Board meeting later this month

### 8.8 Supporting Bright Futures: No updates.

### 8.9 Xamitin Haven At capacity

## 9. Adjournment: 4:50 PM



## Lake County Continuum of Care Executive Committee Meeting

June 5, 2025

**3:30 p.m.**

**Minutes**

The Lake County Continuum of Care Executive Committee meets on the first Thursday of each month, at 3:30 p.m. at 1152 S Main St, Lakeport, California, and Hope Center, 3400 Emerson St, Clearlake, CA 95422.

All Lake County Continuum of Care Executive Committee Voting Members are required to attend in person per the Brown Act.



The meeting room is wheelchair accessible. A request for a disability-related modification or accommodation necessary to participate in the Continuum of Care Executive Committee meeting should be made in writing to the Secretary of the Executive Committee at least 48 hours prior to the meeting.

For the Agenda Packet, please visit our website at [www.lakecoc.org](http://www.lakecoc.org)

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### 1. Call to Order 4:51 1.1 Roll Call

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</b>
Chair – Bruno Sabatier	X		
Vice Chair – Doreen Gillmore			X
Lived Experience Chair – Dustin Lawson			X
HMIS/CES Chair – Heather Frawley	X		
Interfaith Chair – James Murdock	X		
Performance Review Chair – Vacant			
Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana	X		
Government Official Chair – Brad Rasmussen	X		
Public Housing Authority Chair – Rachel Parsons	X		
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met	Y		

1.2 Additions or Changes to the Agenda

1.3 Approval of May 1, 2025, Minutes

1.4 Motion to approve Tabled

1.5 Seconded

1.6 Voting Bruno Sab, Dustin, Heather, James, Shannon, Ana, Brad, Rachael,

1.7 Conflict of Interest Statement given

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## 2. Public Comments

2.1 Open for Public Comments – 3 Minutes Each None

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## 3. Monthly Financial Review

3.1 Not a lot of changes.

3.2 3 invoices from Xamitin still.

3.3 We are waiting for the invoice because we need details from Xamitin.

3.4 Encampment Resolution Funds breakdown.

3.5 Discussion of the budget and how we can move things around for housing through a revision with HCD.

3.6 Discussion on a dignity bus that will sleep 20 people.

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## 4. Executive Reports/Action Items

4.1 Cancel July 3, 2025, CoC General Meeting.

4.2

4.3 Consideration of Lake County Community Foundation MOU as fiscal agent for the CoC – Read by Bruno

4.3.1 Motion to approve by Rachael Parsons.

4.3.2 Seconded by Ana Santana

4.3.3 Voting - Bruno Sabatier, Yes, Doreen Gilmore, Yes, Dustin Lawson, Yes, Heather Frawley, Yes, Ana Santana, Yes, Brad Rasmussen, Yes, Rachael Parsons, Yes.

4.3.4 Motion Passes.

4.3.5 Final consideration with BOS on June 17<sup>th</sup>.

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## 5. Adjournment 5:13



## Lake County Continuum of Care General Meeting Agenda

**Date:** August 7, 2025,

**Time:** 3:00 P.M.

**Meeting Location:**

Lake County Office of Education 1152 S Main St, Lakeport, CA 95453

Hope Center, 3400 Emerson St, Clearlake, CA 95422

8102 Royal Fld. San Antonio, TX 78255-3318

**Virtual Meeting Information:**

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**1. Welcome – Bruno Sabatier – Chair**

**2. Call to Order:**

**2.1 Moment of Silence to Honor Holly Hana:**

- 2.1.1 We lost someone from our group, a great contributor and leader to our group. Holly Hanna passed unexpectedly last month. I want to give people an opportunity to talk about Holly.
- 2.1.2 Ana Santana – Holly was more than just a co-worker; she was a friend. She was a vital part of our community, especially for our unaccompanied youth. I still find myself reaching out to text Holly. It's especially hard when the kids that she was working with come looking for her. The family is planning on services for her in Ukiah.
- 2.1.3 Request for others to speak - None

2.1.4 Bruno Sabatier – Holly worked very well behind the scenes and didn't want any credit for it. She just wanted the community to do better.

2.1.5 Moment of silence for Holly Hana.

## 2.2 Roll Call:

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</b>
Chair – Bruno Sabatier	X		
Vice Chair – Doreen Gillmore	X		
Lived Experience Chair – Dustin Lawson	X-HC		
HMIS/CES Chair – Heather Frawley			X
Interfaith Chair – James Murdock	X		
Performance Review Chair – Bruno Sabatier and Heather Frawley	X		
Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana	X		
Government Official Chair – Brad Rasmussen	X		
Public Housing Authority Chair – Rachael Parsons			X
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met			
<b>American Red Cross</b>			
Shannon Kimbell-Auth	X		
Gabriella Perez			
<b>Board of Supervisors</b>			
Supervisor – Brad Rasmussen	X		
<b>AHCL Coordinated Entry</b>			
Heather Frawley			X
Christina Dalto	X		
<b>Community at Large</b>			
Barbara Christwitze	X		
Caitlen Murry	X-HC		
Carl Porter			X
George McKissick	X-HC		
Janet Taylor	X		
Maria Petterle			X
Timothy Cantrell			X
<b>City of Lakeport</b>			
Dale Stoebe			X

<b>Department of Social Services</b>			
Rachael Parsons			X
Theresa Showen	X-HC		
<b>Hope Center</b>			
Caressa Smith	X-HC		
<b>Lake County Behavioral Health Services</b>			
Elise Jones			X
Scott Abbott	X		
<b>Lake County Community Foundation</b>			
Annette Kamaloni		X	
<b>Lake County Health Services</b>			
Laila Romero		X	
<b>Lake County Office of Education</b>			
Ana Santana		X	
<b>Mendocino Community Health</b>			
Ben Anderson	X		
<b>Nation Finest</b>			
Kate Mather			X
<b>North Coast Opportunities</b>			
Breanna Ramirez			X
<b>Probation</b>			
Eva Lara		X	
Wendy Mondfrans	X		
<b>Project Restoration</b>			
Ronni Duncan		X	
<b>Redwood Community Services</b>			
Justin Perez			X
Kimbralee Guerra			X
<b>Scott's Valley Band of Pomo Indians</b>			
Tiffany Montiel			X
Summer Walker			X
<b>Supporting Bright Futures</b>			
Angelique Cole		X	

<b>Sunrise Special Services Foundation</b>			
Annie Barns			X
Nancy Hernandez			X
<b>Woodland Community College</b>			
Mary Wilson		X	
<b>Veterans Affairs</b>			
Diana Gutierrez		X	
<b>Xamitin Haven</b>			
Zenia Chou			X

2.3 Attendance Review: None

2.4 Additions or Changes to the Agenda: None

2.5 Approval of May 1, 2025, and June 5, 2025, Minutes:

2.5.1 May Action Items – Change minutes to reflect that Ben Anderson was present. Correct the spelling of Rachael Parsons' name.

2.5.1.1 Motion to approve the May 2025 Meeting minutes by Diana Gutierrez.

2.5.1.2 Second by Wendy Wondfrans.

2.5.1.3 Voting is unanimous.

2.5.2 June 2025 Action Items – Bring June meeting minutes to next month's meeting for approval.

2.6 Conflict of Interest Statement: Statement given by chair Bruno Sabiater.

### 3. Public Comments:

3.1 Open for Public Comments and Announcements – 3 Minutes Each:

3.1.1 United States Executive Order: [Ending Crime and Disorder on America's Streets](#) (Please click on the link for more information)

3.1.1.1 Overview of the EO. Lake County is continuing to do what it has been doing, and we need to be aware so that we don't miss out on any funding opportunities. Changes are happening at the federal and state levels, and we will adapt accordingly.

3.1.2 Compassion in the Cold Dec 18<sup>th</sup> from 4 to 7 at Hope Center. We are waiting for the flyer to be approved. Once it's approved, we will send it to Melissa for distribution to the CoC.

3.1.2.1 Compassion in the Cold is an annual Memorial Day for the lives lost due to homelessness. It's encouraged for CoCs and community partners to host a memorial. Hope Center has hosted the event for 3 years.

3.1.2.2 We will have chili and warm drinks available.

3.1.2.3 Melissa has the planning meeting invitation, and we encourage everyone to contribute to the planning of this event.

3.1.3 LCBHS has a radio show called Recovery Radio. It's a weekly radio show where we discuss recovery. Recovery is a broad topic for more than just recovering from substances. Bruno was on this week to discuss the CoC. The radio show is every Wednesday at 2:00 pm.

#### 4. Action Items:

##### 4.1 Voting Membership Changes (New Members/Officers) –

4.1.1 Willow Nunez – Presentation given.

4.1.2 Julia Carrera – Presentation given.

4.1.2.1 Motion to approve new CoC members by Ben Anderson.

4.1.2.2 Second by Dustin Lawson.

4.1.2.3 Voting is unanimous.

4.1.3 Jermaine Gregoire – Came to the meeting in person but was told there was no meeting by LCOE. Melissa is sending him the TEAMS meeting link to join. The CoC meeting will continue and resume the presentation once Jermaine joins.

4.1.3.1 Presentation given.

4.1.3.2 Motion to approve Jermaine Gregoire CoC membership by Brad Rasmussen.

4.1.3.3 Second by Ben Anderson.

4.1.3.4 Voting is unanimous.

4.1.4 Tiffany Hall – Not present. Tabled for the August CoC meeting.

4.1.5 Deb Shingu - Not present. Tabled for the August CoC meeting.

##### 4.2 Action Items from May and June 2025 Monthly Meeting: ***Informational agenda items only.***

4.2.1 Agencies to send Melissa the name of the program and a summary of its details for a pamphlet for the Public Defender.

4.2.2 June – Request to adopt the Homelessness Action Plan, HHAP Budget, and MOU between the County and the CoC.

4.2.3 California's Encampment Action Plan sent to CoC email list.

4.2.3.1 Email sent to the CoC listserv, requesting the agency information.

#### 5. Presentations:

##### 5.1 CoC Annual Data Presentation – Heather Frawley and Melissa Kopf

5.1.1 Spreadsheet presented on Lake County HMIS data from FY 24/25.

5.1.1.1 Presentation on agencies entering data into HMIS, including the number of projects and licenses each agency has, whether they are required to enter data due to a CoC contract or other contract, and if they are a CalAIM participant.

5.1.1.2 Presentation on the agencies that participated in the HMIS training in June.

5.1.1.3 Presentation on total served per agency and how many are still in the HMIS projects.

5.1.1.4 Presentation on race and ethnicity, Tribal affiliation, mental health, SUDs, developmental disability, DV history, chronic homelessness, Youth and veterans.

5.1.1.5 Presentation and discussion on System Performance Measures (SMP) data, the importance of SMP data, and how this data affects funding.

5.1.1.6 Discussion on what is considered Permanent Housing in HMIS and how to capture that data.

5.1.1.7 Discussion on how SMP looks over the 2 years prior, before determining if we are improving as a CoC.

5.1.2 Request to bring 3 years of data next month to look at how we are doing as a CoC.

##### 5.2 CoC Official PIT Report – Shannon Kimbell-Auth

5.2.1 Lake County is equivalent to CA numbers with the percentages of people experiencing homelessness.

5.2.2 On January 23, 2025, we had 76 volunteers who conducted 311 interviews and 28 observations for a total of 362 Lake County residents experiencing homelessness.

- 5.2.2.1 Presentation on how the PIT count is not a perfect measure of homelessness around the lake, and many of our residents don't fit the HUD definition of homelessness.
- 5.2.2.2 Presentation of data for each year starting in 2021, along with an overview of the data trends, including the high number of observation surveys conducted during the 2023 PIT, and the outcome if the persons were surveyed.
- 5.2.2.3 Presentation on Tribal data, race and ethnicity, veterans, gender, age, mental health, substance use disorder, domestic violence, and HIV/AIDS data.
- 5.2.2.4 Presentation on the unique questions that are specific to Lake County, including Foster care, ICWA, and Youth incarcerations, and Lake County fires, which contributed to homelessness.
- 5.2.2.5 Presentation on persons surveyed who believe Lake County is home.
- 5.2.2.6 Presentation on what people surveyed said about what kind of housing is needed, and how much the household can afford for rent based on their income.
- 5.2.3 Statement given about Legal Services assisting persons with barriers to housing. On the Tribal data.
- 5.2.4 Discussion on removing the observational slide and replacing it with people surveyed per zip code.
- 5.2.5 Discussion on how we do not include all people experiencing homelessness because of the definition of homelessness.
- 5.2.6 Motion to approve the PIT count presentation with the changes of adding a page that breaks down surveys by zip code and removing the observation page by Brad Rasmussen.
- 5.2.7 Second by Anba Santana.
- 5.2.8 Voting is unanimous.
- 5.3 HHAP – Homelessness Action Plan, County of Lake and Lake County Continuum of Care Memorandum of Understanding.
  - 5.3.1 In the agenda, there is an updated homelessness action plan with current data. There are references from the Housing Implementation Plan.
  - 5.3.2 The proposed budget is updated from last year's budget with recommendations from the grant committee.
  - 5.3.3 Discussion to add the data from PIT, HMIS, and town hall with HHAP for a BOS presentation.
  - 5.3.4 Request to send edits to Scott for the BOS presentation.

## **6. Committee Updates: Per Email**

- 6.1 HMIS/CES – Heather Frawley – Adult Only Vulnerability Assessment and Unaccompanied Youth assessments are finished. We are currently working on Families with Minor Children. We hope to have all assessments ready to launch starting September 1.
  - 6.1.1 During June, there was a 5-week HMIS training course for all licensed users. This training included Security and Privacy, HMIS Basics and Workflows for new clients, Workarounds in HMIS, Coordinated Entry, and Report Building for the staff.
  - 6.1.2 See Presentation for data updates.
  - 6.1.3 Discussion on how LCBHS and DSS data. What agencies need to improve data, and how the CoC can help.
  - 6.1.4 DSS needs more licenses.
- 6.2 Interfaith – J Murdock
  - 6.2.1 Bruno came to talk about Safe Parking with the churches. The Churches are open



to the idea of helping.

6.2.2 Discussions on diversity and with community partners on adding multiple groups, connections to tribal leaders, and to integrate into the Interfaith committee so that we can be an interfaith committee instead of predominantly a Christian-based committee.

6.2.3 Discussion on the Encampment Resolution Funding RFP and potentially partnering with churches for Safe Parking.

### 6.3 Performance Review – Bruno Sabatier and Heather Frawley.

6.3.1 We are caught up on past performance reviews. Performance Review Results and Recommendations have been sent out to the three agencies.

6.3.2 In November, we will be reviewing the following projects that have received funding from us:

6.3.2.1 AHCL for Youth Set Aside and CES.

6.3.2.2 LCOE for Youth Set Aside

6.3.2.3 RCS for Xamitin Shelter

6.3.3 NCO ESG and LFRC DV Bonus will be reviewed for the CoC, recommending the projects to the State and HUD.

### 6.4 Point in Time Count – Shannon Kimbell-Auth – See presentations.

### 6.5 Strategic Planning – Ana Santana

6.5.1 We are meeting every other Thursday from 3:30 to 4:30 until the Town Hall.

6.5.2 The Town Hall will be on Wednesday, September 24, 2025, from 5:30 pm to 7:30 pm.

6.5.3 The committee came up with a name for the event, a “Save the Date” Flyer, and a draft agenda.

6.5.4 We are making t-shirts for CoC Staff for the Town Hall. The design will be discussed at the Executive Committee meeting later today.

6.5.5 Please see the August agenda packet for the Save the Date and t-shirt design.

6.5.6 Request from the Strategic Planning Committee for all CoC partners and members to post the flyer to gain as much community participation as possible.

6.5.7 Question about presenting material at the town hall.

6.5.8 Send any material to Melissa for the table of resources for the Town Hall.

6.5.9 Discussion on adding dollars to the HHAP application for different line items.

### 6.6 Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus/Melissa Kopf

6.6.1 Functional Zero and Built for Zero - Scott Abbott and Melissa Kopf

6.6.2 HMIS – Melissa Kopf – See Presentation

## 7. Working Group Updates: Per Email

### 7.1 Grant Selection Working Group – Doreen Gillmore

7.1.1 Two Request for Proposals (RFP) were released on July 7, 2025. Proposals are due August 18<sup>th</sup>. The Grant Working Group meeting this month, on August 19<sup>th</sup>, will be exclusive to the scoring team, who will review the Interview Questions and the Good Grants scoring application. The two proposals are:

7.1.1.1 The Prevention and Diversion Program RFP is for \$400,000. The funding sources include the Homeless Housing Assistance Prevention (HHAP), Year 3, \$100,000, and the Housing and Homelessness Incentive Program (HHIP), \$300,000.

7.1.1.2 The Safe Parking Project RFP is for \$400,000. The funding source is

from Encampment Resolution Funding and Emergency Housing funds. The Safe Parking Project will provide families, individuals, and those with disabilities who reside in cars or motorized campers a safe place to park.

7.2 Housing Navigators Working Group – Caitlen Murray

7.2.1 Heather reported that all CES clients from the top 12 on the by-name list have been housed except for three clients.

7.3 Lived Experience Advisory Board – Dustin Lawson

7.3.1 We reviewed the Encampment Resolution RFP and sent our feedback to Bruno.

7.3.2 We have sent Melissa our Bios to be added to the LCCoC website.

7.3.3 We have created our bylaws.

7.3.4 We have changed our monthly meeting to every 2nd Monday of the month at 3 pm at Hope Center.

7.3.5 Will be working with melissa to set up attendance through video.

7.4 Zoning Regulations Working Group – Angelique Cole

7.4.1 Met with Melissa. A meeting has been established for the 3<sup>rd</sup> Thursday of the month at 2:00 p.m.

7.5 Encampment Resolution Working Group – Bruno Sabatier

7.5.1 Decision to send out an RFP of \$400,000 for Safe Parking.

7.5.2 Meeting to discuss the budget for the rest of the funding.

7.5.3 TBD when the next meeting will be scheduled to go over the proposed budget.

**8. Shelter Updates: Per Email**

8.1 Hope Center – In June, we housed two individuals.

8.1.1 We did not house anyone in July.

8.1.2 We have three leases that will be housed in the first week of August.

8.1.3 We have had five TAY participants since June and currently have four TAY.

8.1.4 We are at capacity.

8.2 The NEST- One bed is available for one adult and one toddler. One household is housed.

8.3 Project Restoration – One men's bed is available. We need affordable housing for five residents aged 70 and over.

8.4 Scotts Valley – SLE has 10 beds available for women and children for any enrolled Tribal member.

8.5 Supporting Bright Futures - Women's house full (4 beds), Men's house full (10 beds). We have housed four this month.

8.6 Xamitin Haven – At capacity. Anyone interested in staying at the shelter can call (707-513-3095) or visit the shelter Monday through Friday between 1:00 and 3:00 p.m. to be screened. Any available beds will be filled on Monday through Friday at 3:30 pm, selecting from the people seeking a bed that day.

8.6.1 Four people exited to permanent housing since June 1, 2025.

**9. Adjournment:**

**4:55 PM**



## **Lake County Continuum of Care Executive Committee Meeting**

August 7, 2025

**3:30 p.m.**

### **Agenda**

The Lake County Continuum of Care Executive Committee meets on the first Thursday of each month at 3:30 p.m. at the following locations: 1152 S Main St, Lakeport, California; Hope Center, 3400 Emerson St, Clearlake, CA 95422; and 8102 Royal Field. San Antonio, TX 78255-3318

Per the Brown Act, all Lake County Continuum of Care Executive Committee Voting Members are required to attend in person.

The meeting room is wheelchair accessible. A request for a disability-related modification or accommodation necessary to participate in the Continuum of Care Executive Committee meeting should be made in writing to the Secretary of the Executive Committee at least 48 hours prior to the meeting.

For the Agenda Packet, please visit our website at [www.lakecoc.org](http://www.lakecoc.org)

### **Virtual Meeting Information:**

[Join the meeting now](#)

Meeting ID: 283 070 466 171

Passcode: TZ6rW9wg

### **Dial in by phone**

[+1 972-581-9848,,56661269#](#) United States, Renner

[Find a local number](#)

Phone conference ID: 566 612 69#

**Lake County Continuum of Care Vision Statement – The Lake County Continuum of Care is a coordinating group that aligns resources to facilitate solutions to end homelessness in Lake County.**

**In connection with any actual, possible, or perceived conflict of interest, an interested party must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the CoC Board.**

### 1.1 Roll Call

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</b>
Chair – Bruno Sabatier	X		
Vice Chair – Doreen Gillmore	X		
Lived Experience Chair – Dustin Lawson	X-HC		
HMIS/CES Chair – Heather Frawley			X
Interfaith Chair – James Murdock	X		
Performance Review Chair – Bruno Sabatier and Heather Frawley	X		
Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana	X		
Government Official Chair – Brad Rasmussen	X		
Public Housing Authority Chair – Rachael Parsons			X
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met -	Yes		

### 1.2 Additions or Changes to the Agenda

#### 9.1 Approval of May 1, 2025, and June 5, 2025, Minutes:

9.1.1 Motion to approve May 2025 meeting minutes by Ana Santana.

9.1.2 Second by Brad Rasmussen.

9.1.3 Voting – Bruno Sabatier, Yes, Doreen Gilmore, Yes, Dustin Lawson, Yes, James Murdock, Yes, Shannon Kimbell—Auth, Yes, Ana Santana, Yes, Brad Rasmussen, Yes.

9.1.4 Motion Passes.

1.3 Conflict of Interest Statement: Statement made by chair Bruno Sabatier on the approval of contracts, and if you are affiliated with the agency, please recuse yourself.

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## 2. Public Comments

### 2.1 Open for Public Comments – 3 Minutes Each

2.1.1 None

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- 3. Monthly Financial Review
    - 3.1 Presentation of CoC Revised Budget.
      - 3.1.1 \$400K is budgeted for Safe Parking.
      - 3.1.2 \$300k is budgeted for the dignity bus to provide some level of support in Safe Parking.
      - 3.1.3 Statement on why the CoC is looking into the Dignity Bus.
      - 3.1.4 Discussion on what is budgeted for Outreach.
    - 3.2 Presentation of the Financial Review.
- 

- 4. Executive Reports/Action Items – **Informational agenda items only.**
  - 4.1 Action Items Update:
    - 4.1.1 May – Scott to send Bruno a copy of the Monthly Financial Review.
    - 4.1.2 Ask the Mayor of Clearlake to appoint Mary Wilson to the CoC as a city representative.
    - 4.1.3 Reach out to the Social Services departments for all of the Tribes to request Tribal Government Representation on the CoC Executive Committee.
  - 4.2 Approval of HHAP Round 6 -
    - 4.2.1 Homelessness Action Plan
    - 4.2.2 County of Lake and Lake County Continuum of Care Memorandum of Understanding
    - 4.2.3 Same MOU as HHAP 5 from last year
    - 4.2.4 HHAP-6 Application
      - 4.2.4.1 Presentation of the HHAP 5 Budget for the CoC and County.
        - 4.2.4.1.1 Discussion on the HHAP 5 budget and what it will be used for.
        - 4.2.4.1.2 Discussion on adding \$100,000 from RRH to Prevention and Diversion to keep the projects continuing and reduce the RRH by \$100,000.
        - 4.2.4.1.3 Discussion on how this needs to go to the BOS to get approval from the BOS for both the CoC and County budgets, with better definitions of what the dollars are being used for.
      - 4.2.4.2 Motion to proceed with the additions of the MOU between the CoC and the County of Lake, the changes to the budget, and move it to the Board of Supervisors by Ana Santana.
      - 4.2.4.3 Second Brad Rasmussen.
      - 4.2.4.4 Voting – Bruno Sabatier, Yes, Doreen Gilmore, Yes, Dustin Lawson, Yes, James Murdock, Yes, Shannon Kimbell—Auth, Yes, Ana Santana, Yes, Brad Rasmussen, Yes.
      - 4.2.4.5 Motion Passes.
  - 4.3 Contract Approval – NCO RRH, and AHCL HUB Contract
    - 4.3.1 Discussion on NCO contract and edits that need to be made to the contract, then brought back to the August Executive Committee meeting for review and approval.
    - 4.3.2 AHCL contract is for \$184,000 to continue to provide Coordinated Entry Services through the Lake County Community HUB.
    - 4.3.3 No comments.
    - 4.3.4 Motion to approve the AHCL contract by Brad Rasmussen.
    - 4.3.5 Second by Ana Santana.
    - 4.3.6 Voting – Bruno Sabatier, Yes, Doreen Gilmore, Yes, Dustin Lawson, Recused, James Murdock, Recused, Shannon Kimbell—Auth, Yes, Ana Santana, Yes, Brad

Rasmussen, Yes.

4.3.7 Motion Passes.

4.4 Encampment Resolution Funding RFP

4.4.1 Discussion on the RFP for EFR for Safe Parking.

4.4.2 Applications are closing on August 18, 2025. We didn't bring it to the committee for approval because we needed to move quickly.

4.4.3 The ERF working group and LEAB worked on the requests for ERF Safe Parking in the RFP.

4.4.4 Consensus from the committee on the RFP.

4.5 Outreach Funding Discussion

4.5.1 Outreach funding is the following grant funding the CoC wants to distribute.

4.5.2 Discussion on the Peer Support Centers receiving outreach dollars to continue to provide outreach services.

4.5.3 Discussion on using the rest of the outreach on encampments.

4.5.4 Request for Lake County Behavioral Health to submit a proposal for what is needed for services to continue.

4.5.5 Request for LEAB on outreach in encampment.

4.6 Community Event t-shirt Design Discussion and Approval

4.6.1 Presentation on the t-shirt design, white shirt with green writing, LOGO, and QR code.

4.6.2 Discussion on who will get the t-shirt.

4.6.3 PEG TV Contract will be sent to Melissa/

4.6.4 Request for LE folks to attend and speak about their experiences.

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5. Adjournment – 5:39

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
BEHAVIORAL HEALTH SERVICES AS LEAD AGENCY FOR THE LAKE  
COUNTY CONTINUUM OF CARE AND NORTH COAST  
OPPORTUNITIES, INC. FOR FISCAL YEARS 2025-26, 2026-27**

This Agreement is made and entered into by and between the County of Lake, hereinafter referred to as "County," and North Coast Opportunities, Inc., hereinafter referred to as "Contractor," collectively referred to as the "parties."

WHEREAS, the Lake County Behavioral Health Services (hereinafter, "LCBHS") is the lead agency for Lake County Continuum of Care (hereinafter LCCoC); and

WHEREAS, LCBHS has issued a Request for Proposals to secure the services for Rapid Rehousing; and

WHEREAS, Contractor, a nonprofit organization has responded to that Request for Proposals, is well-qualified to provide the services necessary for Rapid Rehousing; and

WHEREAS, after a formal selection process, LCCoC and LCBHS recommend the selection of Contractor to provide the above-described services.

NOW, THEREFORE, based on the forgoing recitals, the parties hereto agree as follows:

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to County the services described in the "Scope of Services" attached hereto and incorporated herein as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibits A/B/C/D, the Agreement shall prevail.
2. TERM. This Agreement shall commence immediately after an applicant has been given a letter of intention, and shall terminate on June 30, 2027, unless earlier terminated as hereinafter provided. In the event County desires to temporarily continue services after the expiration of this Agreement, such continuation shall be deemed on a month-to-month basis, subject to the same terms, covenants, and conditions contained herein.
3. COMPENSATION. Contractor has been selected by County to provide the services described hereunder in Exhibit A, titled, "Scope of Services." Compensation to Contractor shall not exceed Five Hundred Twenty-Seven Thousand, Six Hundred Twenty-Five Dollars and Ninety-Six Cents. (\$527,625.96).

The County shall compensate Contractor for services rendered, in accordance with the provisions set forth in Exhibit B, titled "Fiscal Provisions" attached hereto and incorporated herein, provided that Contractor is not in default under any provisions of this Agreement.

4. TERMINATION. This Agreement may be terminated by mutual consent of the parties or by County upon 14 days written notice to Contractor.

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
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In the event of non-appropriation of funds for the services provided under this Agreement, County may terminate this Agreement, without termination charge or other liability.

Upon termination, Contractor shall be paid a prorated amount for the services provided up to the date of termination.

5. MODIFICATION. This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning scope of services which do not affect the compensation may be modified by mutual written consent of Contractor and County executed by the Lake County Behavioral Health Services Director.

6. NOTICES. All notices that are required to be given by one party to the other under this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited with the United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses, unless such addresses are changed by notice, in writing, to the other party.

County of Lake

North Coast Opportunities, Inc.

Lake County Behavioral Health Services  
PO Box 1024  
6302 Thirteenth Avenue  
Lucerne, CA 95458-1024

413 North State Street  
Ukiah, CA 95482

Attn: Elise Jones  
Behavioral Health Services Director

Attn: Daniel McIntire  
Chief Executive Officer

7. EXHIBITS. The Agreement Exhibits, as listed below, are incorporated herein by reference:

Exhibit A - Scope of Services

Exhibit B - Fiscal Provisions

Exhibit C - Compliance Provisions

Exhibit D – Business Associate – Qualified Service Organization Agreement

8. TERMS AND CONDITIONS. Contractor warrants and agrees that it shall comply with all terms and conditions of this Agreement including Exhibit A, Exhibit B, and Exhibit C,



**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
BEHAVIORAL HEALTH SERVICES AS LEAD AGENCY FOR THE LAKE  
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titled, "Compliance Provisions," Exhibit D, titled, "Business Associate – Qualified Service Organization Agreement" attached hereto and incorporated herein in addition to all other applicable federal, state and local laws, regulations and policies and all standards stated in federal, state and local Notice of Available Funding, Notice of Funding Opportunity and Request for Proposals.

9. INTEGRATION. This Agreement, including attachments, constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior Agreements, related proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties.

County and Contractor have executed this Agreement on the day and year first written above.

COUNTY OF LAKE

North Coast Opportunities, Inc.

\_\_\_\_\_  
Chair  
Board of Supervisors

\_\_\_\_\_  
Daniel McIntire  
Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

ATTEST:

ANITA L. GRANT  
County Counsel

SUSAN PARKER  
Clerk to the Board of Supervisors

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
BEHAVIORAL HEALTH SERVICES AS LEAD AGENCY FOR THE LAKE  
COUNTY CONTINUUM OF CARE AND NORTH COAST  
OPPORTUNITIES, INC. FOR FISCAL YEARS 2025-26, 2026-27**

**EXHIBIT A – SCOPE OF SERVICES**

**1. CONTRACTOR’S RESPONSIBILITIES.**

1.1 Contractor shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Lake and all other appropriate governmental agencies, including any certification and credentials required by County. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by County. Contractor and County shall comply with California Code of Regulations (CCR), Title 9, Section 18010.435, in the selection of providers and shall review for continued compliance with standards at least every three (3) years.

1.2 Contractor agrees to extend to County, Lake County Continuum of Care (LCCOC), or their designee the right to review and monitor all records, programs or procedures at any time in regards to clients as well as the overall operation of Contractor’s programs in order to ensure compliance with the terms and conditions of this Agreement.

1.3 Contractor will provide families and individuals (participants) who are experiencing or at risk of homelessness in quickly securing and/or maintaining stable housing. NCO will deliver a comprehensive range of rapid rehousing services, including rental subsidies and deposits, housing relocation, housing stabilization, utility deposits, and landlord liaison and incentives. Over the 27-month grant period, NCO will serve a minimum of 40 participants, based on an average caseload of 10 participants per case manager. These services will be provided by grant-funded case managers, in collaboration with case managers specializing in other areas, supported by secondary funding sources, to ensure participants receive the full spectrum of services needed to address any identified needs.

1.4 Contractor shall prioritize assistance to homeless individuals and families over assistance to individuals and families at risk of homelessness.

1.5 Contractor agrees to extend to County or its designee, the right to review and monitor all records, programs or procedures, at any time in regards to clients, as well as the overall operation of Contractor’s programs in order to ensure compliance with the terms and conditions of this Agreement.

1.6 All expenses of copying records and other documents shall be borne by the party seeking to review those records and/or documents and charged at the rate of \$0.25 cents per page.

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
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1.7 Contractor shall ensure that the logo for Lake County Continuum of Care (LCCoC) is included on flyers, handouts, and any advertising materials for any projects or events that the LCCoC contributes to via funding from this Agreement.

1.8 Contract will notify the County about any change that may affect Contractor's eligibility and ability to provide services including, but not limited to, changes in licensing, certification, ownership and address.

1.9 Injury/Harm to Persons. In addition to taking any and all necessary and advisable measures to ensure the care and safety of all persons served, including but not limited to emergency/medical personnel and/or the Lake County Sheriff as applicable, the Contractor shall ensure that any injury or harm is reported to Lake County Behavioral Health Services as soon as practically possible.

**2. DESCRIPTION OF SERVICES.**

2.1 Contractor will focus on individuals and families experiencing homelessness or those at risk of homelessness. A universal screening tool will be utilized during intake to identify and prioritize vulnerable populations, including, but not limited to, families with children experiencing homelessness, individuals with medical or mental health challenges, older adults, veterans, and those with developmental and physical disabilities. These populations, along with others identified by HUD and the CoC, will be prioritized based on their level of vulnerability

2.2 Contractor will provide Rapid Rehousing delivered by program Case Managers based at NCO Lake County offices. Case Managers will assess participant eligibility and prioritize individuals based on their specific needs and needs that have been identified to be high risk. Adopting a Housing First approach, Case Managers will focus on helping participants find and secure suitable housing.

2.3 Once a participant is successfully housed, Contractor will develop a housing plan to address potential challenges that could lead to future episodes of homelessness. The plan will include support in areas such as budgeting, professional development, employment, and addressing any other barriers the participant identifies. Housing Plans will be reviewed and updated quarterly to track goal completion and set new objectives as needed.

2.4 Contractor will partner with other community-based agencies and shelters to identify and intake eligible participants. Including regular onsite case manager presence at shelters. Case Managers will participate in community events where there is potential for community encounters with the unhoused population

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
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3. PERFORMANCE MEASURES. Contractor agrees to hit expected performance measures.

3.1 Compliance with reporting requirements including as follows:

Expenditure Reports and Submission of monthly Financial Statements  
Homeless Management Information System data requirements  
Coordinated Entry System requirements  
Reporting on numbers served, including duplicated and unduplicated, as well as age, gender/sex, race, and ethnicity as requested.

3.2 Meeting expected targeted numbers as follows:

40 persons expected to serve with the proposed funding  
18 persons served through Street Outreach  
25 homeless persons exiting the program or project to permanent housing  
5 one-time assistances to prevent homelessness, by payment of rental arrears, rental application fee, security deposit, or other  
200 emergency motel/shelter stay  
4 months estimated total time in project before entry into permanent housing  
5 people estimated to return to homelessness  
20 households expected to increase monthly income  
100% of the people participating in the project will be counted in the Housing Inventory County (HIC)  
95% anticipated percentage of unduplicated person in HMIS  
5% maximum errors in HIMS and CES.

4. REPORTING REQUIREMENTS. Contractor agrees to provide County with any reports which may be required by State or Federal agencies for compliance with this Agreement.

4.1 Contractor agrees to acquire and/or maintain required Homeless Management Information System (HMIS) license and all required trainings to maintain license. Contractor will follow HMIS data standards procedures as contained in LCCoC policy which include:

Timely data entry:

All entry of data into HMIS will be completed within five (5) business days of the event that generated by the data collection. This includes but is not limited to, Participant Intake, Entry and Exit from Program, and required annual updates if Participant is participating for longer than one year in the program.

Accurate and Complete Data:

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
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95% of all state and federal defined mandated data points are supplied (fields do NOT reflect a "Null", "Don't Know or Refused" OR "Data Not Collected" value).

Reflect a 95% or higher data completeness and quality result at all times.

Data Collection Methodology:

HMIS Data Standards and LCCoC HMIS designed program task flow(s) for each homeless program type. This includes but is not limited to client demographics, Household type, living situation and destination, health and disability, income and requires Coordinated Entry (CES) assessments.

System Performance Data Collection requirements of all fields in HMIS Enrollment entry and exits are complete with required data. Provider makes every attempt at gathering the required data and only allows for a 5% error rate of all required data.

User Training: All Users of the HMIS will receive general HMIS User Training and Security and Privacy training prior to receiving login credentials to the HMIS. Additionally, all HMIS Users shall receive updated Security and Privacy training annually.

Contractor will notify HMIS Administrator of any HMIS user departing their HMIS role within 24 hours of departure.

Required Quarterly Reporting: Contractor shall utilize data from the following reports as the basis for quarterly report submissions and include with their report submission:

HUD Data Quality report for the program being reported with a data range from the start of the fiscal year to the end of the required report period (cumulative)

Homeless Count Participation: Contractor will participate in annual HUD requires Housing Inventory Count (HIC) by maintaining accurate and up-to-date data in good standing and being responsive to the LCCoC and LCCoC HMIS Administrator's requests for current and accurate information prior to and after the HIC.

4.2 Contractor agrees to keep records by using the Coordinated Entry Systems (CES). This will include but is not limited to Housing Problem Solving interview, CES standardized screening assessment and referral based on client need. Determination of participant referrals will be completed within a timely manner of three business days or less. Contractor will follow CES procedures as contained in LCCoC CES policy.

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
BEHAVIORAL HEALTH SERVICES AS LEAD AGENCY FOR THE LAKE  
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OPPORTUNITIES, INC. FOR FISCAL YEARS 2025-26, 2026-27**

4.3 Contractor agrees to provide County with Quarterly Reporting as required by State or Federal agencies for compliance with this Agreement.

4.4 All Expenditure reports shall contain a detailed report which must include at a minimum:

**4.5 Monthly CoC Coordination Meetings**

Contractor shall participate in monthly meetings with the Lake County Continuum of Care (LCCoC) to ensure timely and accurate data entry in HMIS and CES, discuss project performance, and support coordination with the CES operator (Lake County Community HUB).

**4.6 CES Operator MOU**

Contractor shall maintain an active Memorandum of Understanding (MOU) with the Lake County Community HUB, the designated CES operator, to coordinate referrals and case conferencing as required by LCCoC policy.

**4.7 Equity and Accessibility**

Contractor shall incorporate culturally responsive practices and strategies to reduce barriers for underserved populations and address racial and systemic inequities in access to housing services.

**4.8 Quarterly Reporting**

Contractor shall submit quarterly reports detailing HMIS data entries, expenditures to date, and a summary of program activities to Lake County Behavioral Health Services, as the Administrative Entity for the LCCoC.

**4.9 Required Policies**

Contractor shall maintain and provide upon request the following policies: Security and Privacy Policy, Code of Conduct, and Grievance Policy. These shall be accessible to staff and participants, in accordance with HHAP and HHIP requirements.

- 1) The Contractor's program or project selection process performed in collaboration with LCCOC.
- 2) The Amounts awarded to the activities identified.
- 3) Projected performance measures;
- 4) Contract expenditures, including an itemized breakdown for each fiscal year of this agreement until all funds awarded to contractor have been expended;

**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
BEHAVIORAL HEALTH SERVICES AS LEAD AGENCY FOR THE LAKE  
COUNTY CONTINUUM OF CARE AND NORTH COAST  
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- 5) Monthly financial report on expenditures will be turned in with monthly invoice;
- 6) Progress on the following performance measures and others established by the Contractor and described in this Exhibit to evaluate success in implementing eligible activities listed below:
  - a) The number of homeless persons served.
  - b) The number of unsheltered homeless persons served, and the average length of time spent as homeless before entry into the program or project;
  - c) The number of homeless persons exiting the program or project to permanent housing.
  - d) The number of persons that return to homelessness after exiting the program or project.

4.5 Contractor shall participate in monthly meetings with the Lake County Continuum of Care (LCCoC) to ensure that all data required under this Agreement, including Homeless Management Information System (HMIS) and Coordinated Entry System (CES) data, is being entered timely and accurately. Participation in these meetings is a condition of continued compliance with the reporting requirements of this Agreement.

**5. RECORDS RETENTION.**

5.1 Contractor shall prepare, maintain and/or make available to County upon request, all records and documentation pertaining to this Agreement, including financial, statistical, property, recipient and service records and supporting documentation for a period of five (5) years from the date of final payment of this Agreement. If at the end of the retention period, there is ongoing litigation or an outstanding audit involving the records, Contractor shall retain the records until resolution of litigation or audit. After the retention period has expired, Contractor assures that confidential records shall be shredded and disposed of appropriately.

5.2 Contractor shall maintain books, records, documents and other evidence that demonstrates the funding was used for the appropriate purposes laid out in the Scope of Services.

6. **PRIORITY HIRING CONSIDERATIONS.** Contractor shall give priority consideration in filling vacancies in positions funded by this Agreement to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

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**AGREEMENT BETWEEN COUNTY OF LAKE-LAKE COUNTY  
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**EXHIBIT B – FISCAL PROVISIONS**

1. **CONTRACTOR’S FINANCIAL RECORDS.** Contractor shall keep financial records for funds received hereunder, separate from any other funds administered by Contractor, and maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget’s Cost Principles.
2. **INVOICES.**
  - 2.1 Contractor’s invoices shall be submitted for the initial amount above upon execution of this contract. Subsequent invoices, in accordance to 2.1 above and upon the LCCOC determining the above requirements have been met. Invoices shall be itemized and formatted to the satisfaction of the County.
  - 2.2 Contractor’s invoices shall be submitted electronically by email to LCBHS\_Fiscal@Lakecountycal.gov.
  - 2.4 County shall make payment within 20 business days of an undisputed invoice for the compensation stipulated herein for supplies delivered and accepted or services rendered and accepted, less potential deductions, if any, as herein provided. Payment on partial deliverables may be made whenever amounts due so warrant or when requested by the Contractor and approved by the Assistant Purchasing Agent.
  - 2.5 County shall not be obligated to pay Contractor for services provided which are the subject of any bill if Contractor submits such bill to County more than fifteen days (15) after the date Contractor provides the services, or more than fifteen (15) days after this Agreement terminates, whichever is earlier.
  - 2.6 Contractor and County shall each appoint one responsible representative for the purpose of resolving any billing questions or disputes which may arise during the term of this Agreement. Should such issues arise, County shall still be obligated to pay Contractor on a timely basis for those amounts and/or services which are not in dispute or with respect to which there are no questions. Questioned amounts, once adjusted (if necessary) as agreed by the two representatives, shall be paid to Contractor immediately after the Agreement is reached by the two representatives.



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3. AUDIT REQUIREMENTS AND AUDIT EXCEPTIONS.

3.1 Contractor warrants that it shall comply with all audit requirements established by County and will provide a copy of Contractor's Annual Independent Audit Report, if applicable.

3.2 County may conduct periodic audits of Contractor's financial records, notifying Contractor no less than 48 hours prior to scheduled audit. Said notice shall include a detailed listing of the records required for review. Contractor shall allow County, or other appropriate entities designated by County, access to all financial records pertinent to this Agreement.

3.3 Contractor shall reimburse County for all audit exceptions within 30 days of written demands or shall make other repayment arrangements subject to the approval of County.

4. PAYMENT TERMS. The LCCOC has determined that Written Dollar Amount (\$527,625.96) from the lake County Continuum of Care Rapid Rehousing grant, as administered by the County, has been allocated for Rapid Rehousing Services, and for which North Coast Opportunities has been awarded. The County will distribute the funding in accordance to the parameters set forth by the California Department of Housing and Community Development (HCD)

4.1 County will provide the initial disbursement of Eighty Three Thousand Thirty Four Dollars (\$83,034.00) to the Contractor, which represents 40% of the total funding of this agreement.

4.2 Contractor may request an additional disbursement of up to 40% of total awarded Grant funds at one time. After initial disbursement, Contractor must demonstrate prior to each subsequent disbursement request, that at least 80% of Grant funds previously disbursed have been expended by Contractor pursuant to the terms of this agreement.

4.3 Contractor shall make a good faith effort to minimize the number of disbursement requests by anticipating and requesting funds in advance.

4.4 Any Grant funds which have not been expended by the Expenditure Deadline must be returned to County with accrued interest.

5. BUDGET. Contractor has submitted the following budget within their accepted proposal. Contractor shall be compensated only for expenses included in the approved budget. Modification to the budget must be approved in advance by the county.

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Copy of Budget

**YEAR 1 BUDGET NARRATIVE**

Year 1 costs total \$261,829.18, as detailed below.

**PERSONNEL SALARIES: \$92,144.00**

Position, Computation, Cost

Project Director: To Be Hired (15% FTE x salary of \$99,840 = \$14,976) Program

Manager: Breanna Ramirez (30% FTE x salary of \$76,960 = \$23,088) Case Manager: To Be Hired (50% FTE x salary of \$54,080 = \$27,040)

Case Manager: To Be Hired (50% FTE x salary of \$54,080 = \$27,040)

The Project Director will provide oversight and guidance for the project and will supervise the Project Manager.

The Project Manager will provide guidance, project development, and grant administration; supervise Care Managers; and monitor service delivery, as well as ensuring accurate and timely reporting and participating in Continuum of Care meetings. The Case Managers will provide direct intensive care management and will also work with partners to identify and access community resources; will conduct landlord and innkeeper outreach and develop an incentive structure to maintain strong relationships with landlords and innkeepers.

**FRINGE BENEFITS: \$29,486.08**

Computation and Cost

32% fringe benefit rate x \$92,144 = \$29,486.08

Fringe benefits are calculated at 32% and include retirement, FICA-A and B, unemployment, worker compensation, and health insurance.

**TRAVEL COSTS: \$3,570**

Item, Computation, Cost

Mileage reimbursement (425 miles/month @ \$0.70/mile = \$3,570)

Mileage reimbursement will cover costs of staff travel to meetings, participant locations, landlord locations, community outreach, etc. Costs are calculated at the IRS rate for 2025 and estimated at 425 miles/month.

**OPERATING EXPENSES COSTS: \$6,740**

Item, Computation, Cost

Office occupancy (\$370/month x 12 months = \$4,400) Office supplies (\$50/month x 12 months = \$600)

IT services (\$100/month x 12 months = \$1,200) Zoom Phone License (2 @ \$250 each = \$500)

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Office occupancy includes rent, maintenance, insurance, utilities, janitorial services, etc. and are calculated at \$370/month (2 offices for Case Managers at \$185/month each) Office supplies include paper, toner, and other supplies necessary to operate the project at \$50/month.

IT services will cover costs of technology maintenance and services for each Case Manager and are calculated at \$50/month per Case Manager.

Zoom Phone License will cover the cost of a secure phone service for each Case Manager and is calculated at \$250.00 each annually.

**DIRECT SERVICE (RAPID REHOUSING) COSTS: \$108,050.00**

Item, Computation, Cost

Interim emergency housing assistance (140 nights x \$145/night = \$20,300)

Rent assistance, averaging 4 months/family (15 individuals or families x \$4,800 = \$72,000) Move-in assistance (5 individuals or families x \$3,000/family = \$15,000)

Utility deposits/payments (5 individuals or families x \$150/family = \$750)

Interim housing assistance will provide up to 140 nights of occupancy at an average cost of \$145/night, for a total of \$20,300. When no appropriate emergency shelter is available for a household we serve, the proposed funding will enable NCO to provide emergency housing through motel vouchers when rental housing cannot be secured in a timely manner. Housing families in motels allows Case Managers to work with these clients on the stabilization process so that they can successfully retain a housing placement when it becomes available for them.

Rent assistance will support an estimated 15 families, at an average cost of \$4,800.

Note that NCO provides rental assistance on a sliding scale, with the program paying full rental costs for the first month and increasing the client share by 20% for each subsequent month for up to four months.

Move-in assistance may include security deposits, first month rent, application fees, moving expenses, etc. \$15,000 is budgeted to serve an estimated 5 households @ \$3,000 per family/individual.

Utility deposits and utility payments averaging \$150 per family for 5 families (\$750 total).

**INDIRECT COSTS: \$21,839.10**

Indirect Rate, Computation, Cost

9.1% of total direct costs (9.1% x total direct costs of \$239,990.08 = \$21,839.10)

**YEAR 2 BUDGET NARRATIVE**

Year 2 costs total \$265,796.75, as detailed below.

**PERSONNEL SALARIES: 94,908.32**

Position, Computation, Cost

Project Director: To Be Hired (15% FTE x salary of \$102,835.20 = \$15,425.28) Project

Manager: Breanna Ramirez (30% FTE x salary of \$79,268.80 = \$23,780.64) Case Manager:

To Be Hired (50% FTE x salary of \$55,702.40 = \$27,851.20)

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Case Manager: To Be Hired (50% FTE x salary of \$55,702.40 = \$27,851.20) Note that Year 2 salaries include a 3% annual increase for each position.

The Project Director will provide oversight and guidance for the project and will supervise the Project Manager.

The Project Manager will provide guidance, project development, and grant administration; supervise Care Managers; and monitor service delivery, as well as ensuring accurate and timely reporting and participating in Continuum of Care meetings.

The Case Managers will provide direct intensive care management and will also work with partners to identify and access community resources; will conduct landlord and innkeeper outreach and develop an incentive structure to maintain strong relationships with landlords and innkeepers.

FRINGE BENEFITS: \$30,370.66

Computation, Cost

32% fringe benefit rate x \$94,908.32 = \$30,370.66

Fringe benefits are calculated at 32% and include retirement, FICA-A and B, unemployment, worker compensation, and health insurance.

TRAVEL COSTS: \$3,557.74

Item, Computation, Cost

Mileage reimbursement (425 miles/month at \$0.70/mile = \$3,557.74) Note that total travel costs were adjusted to balance the budget.

Mileage reimbursement will cover costs of staff travel to meetings, participant locations, landlord locations, community outreach, etc. Costs are calculated at the IRS rate for 2025 and estimated at 425 miles/month. Note that total travel costs were adjusted to balance the budget.

OPERATING EXPENSES COSTS: \$6,740

Item, Computation, Cost

Office occupancy (\$370/month x 12 months = \$4,400) Office supplies (\$50/month x 12 months = \$600)

IT services (\$100/month x 12 months = \$1,200) Zoom Phone License (2@ \$250 each = \$500)

Office occupancy includes rent, maintenance, insurance, utilities, janitorial services, etc. and are calculated at \$370/month (2 offices for Case Managers at \$185/month each)

Office supplies include paper, toner, and other supplies necessary to operate the project at \$50/month.

IT services will cover costs of technology maintenance and services for each Case Manager and are calculated at \$50/month per Case Manager.

Zoom Phone License will cover the cost of a secure phone service for each Case Manager and is calculated at \$250.00 each annually.

DIRECT SERVICE (RAPID REHOUSING) COSTS: \$108,050.00

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Item, Computation, Cost

Interim emergency housing assistance (140 nights x \$145/night = \$20,300)

Rent assistance, averaging 4 months/family (15 individuals or families x \$4,800 = \$72,000) Move-in assistance (5 individuals or families x \$3,000/family = \$15,000)

Utility deposits/payments (5 individuals or families x \$150/family = \$750)

Interim housing assistance will provide up to 140 nights of occupancy at an average cost of \$145/night, for a total of \$20,300. When no appropriate emergency shelter is available for a household we serve, the proposed funding will enable NCO to provide emergency housing through motel vouchers when rental housing cannot be secured in a timely manner. Housing families in motels allows Case Managers to work with these clients on the stabilization process so that they can successfully retain a housing placement when it becomes available for them.

Rent assistance will support an estimated 15 families, at an average cost of \$4,800.

Note that NCO provides rental assistance on a sliding scale, with the program paying full rental costs for the first month and increasing the client share by 20% for each subsequent month for up to four months.

Move-in assistance may include security deposits, first month rent, application fees, moving expenses, etc. \$15,000 is budgeted to serve an estimated 5 households @ \$3,000 per family/individual.

Utility deposits and utility payments averaging \$150 per family for 5 families (\$750 total).

INDIRECT COSTS: \$22,170.03

Indirect Rate, Computation, Cost

9.1% of total direct costs (9.1% x total direct costs of \$243,626.72 = \$22,170.03)

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**EXHIBIT C – COMPLIANCE PROVISIONS**

1. **INFORMATION INTEGRITY AND SECURITY.** Contractor shall immediately notify County of any known or suspected breach of personal, sensitive and confidential information related to Contractor’s work under this Agreement.

2. **NON-DISCRIMINATION.** During the performance of this Agreement, Contractor shall not deny the contract’s benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours’ notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., title. 2, §11105.)

3. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.**

3.1 The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors:

A. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

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B. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification 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 governmental entity with commission of any of the offenses enumerated in the preceding paragraph; and

D. Have not, within a three-year period preceding this Agreement, had one or more public transactions terminated for cause or default.

3.2 Contractor shall report immediately to County, in writing, any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.

4. AGREEMENTS IN EXCESS OF \$100,000. Contractor shall comply with all applicable orders or requirements issued under the following laws:

4.1 Clean Air Act, as amended (42 USC 1857).

4.2 Clean Water Act, as amended (33 USC 1368).

4.3 Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)

4.4 Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738).

5. INDEMNIFICATION AND HOLD HARMLESS. Contractor shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with Contractor's operations hereunder or the performance of the work described herein, unless such damages, loss, injury or death is caused solely by the negligence of County. Contractor's obligations under this Section

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6. STANDARD OF CARE. Contractor represents that it is specially trained, licensed, experienced and competent to perform all the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed, whether by Contractor or designated subcontractors, in a manner according to generally accepted practices.

7. INTEREST OF CONTRACTOR. Contractor assures that neither it nor its employees has any interest, and that it shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder.

8. DUE PERFORMANCE – DEFAULT. Each party agrees to fully perform all aspects of this agreement. If a default to this agreement occurs then the party in default shall be given written notice of said default by the other party. If the party in default does not fully correct (cure) the default within 30 days of the date of that notice (i.e. the time to cure) then such party shall be in default. The time period for corrective action of the party in default may be extended in writing executed by both parties, which must include the reason(s) for the extension and the date the extension expires.

Notice given under this provision shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable time period. No such notice shall be deemed a termination of this Agreement, unless the party giving notice so elects in that notice, or so elects in a subsequent written notice after the time to cure has expired.

9. INSURANCE.

9.1 Contractor shall procure and maintain Workers' Compensation Insurance for all of its employees.

9.2 Contractor shall procure and maintain Comprehensive Public Liability Insurance, both bodily injury and property damage, in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverage: personal injury, premises-operations, products and completed operations, blanket contractual, and independent contractor's liability.

9.3 Contractor shall procure and maintain Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned vehicles used in connection with Contractor's business in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence.



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9.4 Contractor shall not commence work under this Agreement until it has obtained all the insurance required hereinabove and submitted to County certificates of insurance naming the County of Lake as additional insured. Contractor agrees to provide to County, at least 30 days prior to expiration date, a new certificate of insurance.

9.5 In case of any subcontract, Contractor shall require each subcontractor to provide all of the same coverage as detailed hereinabove. Subcontractors shall provide certificates of insurance naming the County of Lake as additional insured and shall submit new certificates of insurance at least 30 days prior to expiration date. Contractor shall not allow any subcontractor to commence work until the required insurances have been obtained.

9.6 For any claims related to the work performed under this Agreement, the Contractor's insurance coverage shall be primary insurance as to the County, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, employees, agents or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

9.7 The Commercial General Liability and Automobile Liability Insurance must each contain, or be endorsed to contain, the following provision:

The County, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds and shall be added in the form of an endorsement to Contractor's insurance on Form CG 20 10 11 85. Contractor shall not commence work under this Agreement until Contractor has had delivered to County the Additional Insured Endorsements required herein.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of California Civil Code Section 2782.

9.8 Insurance coverage required of Contractor under this Agreement shall be placed with insurers with a current A.M. Best rating of no less than A: VII.

9.9 Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor for liability in excess of such coverage, nor shall it preclude County from taking other action as is available to it under any other provision of this Agreement or applicable law. Failure of County to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at a later date.

9.10 Any failure of Contractor to maintain the insurance required by this section, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Agreement.

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10. **ATTORNEY'S FEES AND COSTS.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such part may be entitled.

11. **ASSIGNMENT.** Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of County except that claims for money due or to become due Contractor from County under this Agreement may be assigned by Contractor to a bank, trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to County. Any attempt at assignment of rights under this Agreement except for those specifically consented to by both parties or as stated above shall be void.

12. **PAYROLL TAXES AND DEDUCTIONS.** Contractor shall promptly forward payroll taxes, insurances and contributions to designated governmental agencies.

13. **INDEPENDENT CONTRACTOR.** It is specifically understood and agreed that, in the making and performance of this Agreement, Contractor is an independent contractor and is not an employee, agent or servant of County. Contractor is not entitled to any employee benefits. County agrees that Contractor shall have the right to control the manner and means of accomplishing the result agreed for herein.

Contractor is solely responsible for the payment of all federal, state and local taxes, charges, fees, or contributions required with respect to Contractor and Contractor's officers, employees, and agents who are engaged in the performance of this Agreement (including without limitation, unemployment insurance, social security and payroll tax withholding.)

14. **OWNERSHIP OF DOCUMENTS.** All non-proprietary reports, drawings, renderings, or other documents or materials prepared by Contractor hereunder are the property of County.

15. **SEVERABILITY.** If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

16. **ADHERENCE TO APPLICABLE DISABILITY LAW.** Contractor shall be responsible for knowing and adhering to the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, (42 U.S.C. Sections 12101, et seq.). California Government Code Sections 12920 et seq., and all related state and local laws.

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17. SAFETY RESPONSIBILITIES. Contractor will adhere to all applicable CalOSHA requirements in performing work pursuant to this Agreement. Contractor agrees that in the performance of work under this Agreement, Contractor will provide for the safety needs of its employees and will be responsible for maintaining the standards necessary to minimize health and safety hazards.

18. JURISDICTION AND VENUE. This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue of any action or proceeding regarding this Agreement or performance thereof shall be in Lake County, California. Contractor waives any right of removal it might have under California Code of Civil Procedure Section 394.

19. RESIDENCY. All independent contractors providing services to County for compensation must file a State of California Form 590, certifying California residency or, in the case of a corporation, certifying that they have a permanent place of business in California.

20. NO THIRD-PARTY BENEFICIARIES. Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in or for the benefit of third parties.

21. UNUSUAL OCCURRENCE REPORTING. Contractor is required to have procedures for reporting unusual occurrences relating to health and safety issues. Contractor shall report to County any unusual events, accidents, or injuries requiring medical treatment for clients, staff, or members of the community. An unusual occurrence shall be reported to the County in writing (or electronic mail) as soon as possible but no later than three (3) working days of the Contractor's knowledge of the event. An unusual occurrence is subject to investigation by Lake County Behavioral Health Services; and upon a request, a copy of the County's investigation shall be made available to the State Department of Behavioral Health, which may subsequently conduct its own investigation.

22. OVERSIGHT. Lake County Behavioral Health Services shall conduct oversight and impose sanctions on the Contractor for violations of the terms of this Agreement, and applicable federal and state law and regulations, in accordance with Welfare & Institutions Code 14712(3) and CCR, Title 9, Section 1810.380 and 1810.385.

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**EXHIBIT D - BUSINESS ASSOCIATE AGREEMENT**

THIS HIPAA BUSINESS ASSOCIATE AGREEMENT (the "Agreement") is entered into effective July 1, 2026 (the "Effective Date"), by and between Trilogy Integrated Resources ("Business Associate") and Lake County Behavioral Health Services (the "Covered Entity").

Business Associate and Covered Entity have a business relationship (the "Relationship" or the "Agreement") in which Business Associate may perform functions or activities on behalf of Covered Entity involving the use and/or disclosure of protected health information received from, or created or received by, Business Associate on behalf of Covered Entity. ("PHI"). Therefore, if Business Associate is functioning as a business associate to Covered Entity, Business Associate agrees to the following terms and conditions set forth in this HIPAA Business Associate Agreement.

Definitions. For purposes of this Agreement, the terms used herein, unless otherwise defined, shall have the same meanings as used in the Health Insurance Portability and Accountability Act of 1996, and any amendments or implementing regulations ("HIPAA"), or the Health Information Technology for Economic and Clinical Health Act (Title XIII of the American Recovery and Reinvestment Act of 2009), and any amendments or implementing regulations ("HITECH"). Additionally, for this agreement, Protected Health Information (PHI) includes electronic Protected Health Information (ePHI); Personally Identifiable Information (PII); and Personal Information (PI).

Compliance with Applicable Law. The parties acknowledge and agree that, beginning with the relevant effective dates, Business Associate shall comply with its obligations under this Agreement and with all obligations of a business associate under HIPAA, HITECH and other related laws, as they exist at the time this Agreement is executed and as they are amended, for so long as this Agreement is in place.

Permissible Use and Disclosure of Protected Health Information. Business Associate may use and disclose PHI to carry out its duties to Covered Entity pursuant to the terms of the Relationship. Business Associate may also use and disclose PHI (i) for its own proper management and administration, and (ii) to carry out its legal

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responsibilities. If Business Associate discloses Protected Health Information to a third party for either above reason, prior to making any such disclosure, Business Associate must obtain: (i) reasonable assurances from the receiving party that such PHI will be held confidential and be disclosed only as required by law or for the purposes for which it was disclosed to such receiving party; and (ii) an agreement from such receiving party to immediately notify Business Associate of any known breaches of the confidentiality of the PHI.

Limitations on Uses and Disclosures of PHI. Business Associate shall not, and shall ensure that its directors, officers, employees, and agents do not, use or disclose PHI in any manner that is not permitted or required by the Relationship, this Agreement, or required by law. All uses and disclosures of, and requests by Business Associate, for PHI are subject to the minimum necessary rule of the Privacy Standards and shall be limited to the information contained in a limited data set, to the extent practical, unless additional information is needed to accomplish the intended purpose, or as otherwise permitted in accordance with Section 13405(b) of HITECH and any implementing regulations.

Required Safeguards To Protect PHI. Business Associate agrees that it will implement appropriate safeguards in accordance with the Privacy Standards to prevent the use or disclosure of PHI other than pursuant to the terms and conditions of this Agreement.

Reporting of Improper Use and Disclosures of PHI. Business Associate shall report within 24 business hours to Covered Entity a use or disclosure of PHI not provided for in this Agreement by Business Associate, its officers, directors, employees, or agents, or by a third party to whom Business Associate disclosed PHI. Business Associate shall also report within 24 business hours to Covered Entity a breach of unsecured PHI, in accordance with 45 C.F.R. §§ 164.400-414, and any security incident of which it becomes aware. Report should be made to:

Compliance Officer

Lake County Behavioral Health Services 1-877-610-2355

Mitigation of Harmful Effects. Business Associate agrees to mitigate, to the extent practicable, any harmful effect of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement, including, but not limited to, compliance with any state law or contractual data breach requirements. Business Associate shall cooperate with Covered Entity's breach notification and mitigation

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activities, and shall be responsible for all costs incurred by Covered Entity for those activities.

Agreements by Third Parties. Business Associate shall enter into an agreement with any agent or subcontractor of Business Associate that will have access to PHI. Pursuant to such agreement, the agent or subcontractor shall agree to be bound by the same restrictions, terms, and conditions that apply to Business Associate under this Agreement with respect to such PHI.

Access to Information. Within five (5) days of a request by Covered Entity for access to PHI about an individual contained in a Designated Record Set, Business Associate shall make available to Covered Entity such PHI for so long as such information is maintained by Business Associate in the Designated Record Set, as required by 45 C.F.R. § 164.524. In the event any individual delivers directly to Business Associate a request for access to PHI, Business Associate shall within two (2) days forward such request to Covered Entity.

Availability of PHI for Amendment. Within five (5) days of receipt of a request from Covered Entity for the amendment of an individual's PHI or a record regarding an individual contained in a Designated Record Set (for so long as the PHI is maintained in the Designated Record Set), Business Associate shall provide such information to Covered Entity for amendment and incorporate any such amendments in the PHI as required by 45 C.F.R. § 164.526. In the event any individual delivers directly to Business Associate a request for amendment to PHI, Business Associate shall within two (2) days forward such request to Covered Entity.

Documentation of Disclosures. Business Associate agrees to document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.

Accounting of Disclosures. Within five (5) days of notice by Covered Entity to Business Associate that it has received a request for an accounting of disclosures of PHI regarding an individual during the six (6) years prior to the date on which the accounting was requested, Business Associate shall make available to Covered Entity information to permit Covered Entity to respond to the request for an accounting of disclosures of PHI, as required by 45 C.F.R. § 164.528. In the case of an electronic health record maintained or hosted by Business Associate on behalf of Covered Entity, the accounting period shall be three (3) years and the accounting shall include disclosures for treatment, payment and healthcare operations, in

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accordance with the applicable effective date of Section 13402(a) of HITECH. In the event the request for an accounting is delivered directly to Business Associate, Business Associate shall within two (2) days forward such request to Covered Entity.

Electronic PHI. To the extent that Business Associate creates, receives, maintains or transmits electronic PHI on behalf of Covered Entity, Business Associate shall:

Comply with 45 C.F.R. §§164.308, 301, 312, and 316 in the same manner as such sections apply to Covered Entity, pursuant to Section 13401(a) of HITECH, and otherwise implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of electronic PHI;

Ensure that any agent to whom Business Associate provides electronic PHI agrees to implement reasonable and appropriate safeguards to protect it; and

Report to Covered Entity any security incident of which Business Associate becomes aware.

Judicial and Administrative Proceedings. In the event Business Associate receives a subpoena, court or administrative order or other discovery request or mandate for release of PHI, Covered Entity shall have the right to control Business Associate's response to such request. Business Associate shall notify Covered Entity of the request as soon as reasonably practicable, but in any event within two (2) days of receipt of such request.

Availability of Books and Records. Business Associate shall make its internal practices, books, and records relating to the use and disclosure and privacy protection of PHI received from Covered Entity, or created, maintained or received by Business Associate on behalf of the Covered Entity, available to the Covered Entity, the State of California, and the Secretary of the Department of Health and Human Services, in the time and manner designated by the Covered Entity, State or Secretary, for purposes of determining Covered Entity's compliance with the Privacy Standards. Business Associate shall notify the Covered Entity upon receipt of such a request for access by the State or Secretary, and shall provide the Covered Entity with a copy of the request as well as a copy of all materials disclosed.

Breach of Contract by Business Associate. In addition to any other rights Covered Entity may have in the Relationship, this Agreement or by operation of law or in equity, Covered Entity may i) immediately terminate the Relationship if Covered

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Entity determines that Business Associate has violated a material term of this Agreement, or ii) at Covered Entity's option, permit Business Associate to cure or end any such violation within the time specified by Covered Entity. Covered Entity's option to have cured a breach of this Agreement shall not be construed as a waiver of any other rights Covered Entity has in the Relationship, this Agreement or by operation of law or in equity.

Effect of Termination of Relationship. Upon the termination of the Relationship or this Agreement for any reason, Business Associate shall return to Covered Entity or, at Covered Entity's direction, destroy all PHI received from Covered Entity that Business Associate maintains in any form, recorded on any medium, or stored in any storage system, unless said information has been de-identified and is no longer PHI. This provision shall apply to PHI that is in the possession of Business Associates or agents of Business Associate. Business Associate shall retain no copies of the PHI. Business Associate shall remain bound by the provisions of this Agreement, even after termination of the Relationship or the Agreement, until such time as all PHI has been returned, de-identified or otherwise destroyed as provided in this Section.

Injunctive Relief. Business Associate stipulates that its unauthorized use or disclosure of PHI while performing services pursuant to this Agreement would cause irreparable harm to Covered Entity, and in such event, Covered Entity shall be entitled to institute proceedings in any court of competent jurisdiction to obtain damages and injunctive relief.

Indemnification. Business Associate shall indemnify and hold harmless Covered Entity and its officers, trustees, employees, and agents from any and all claims, penalties, fines, costs, liabilities or damages, including but not limited to reasonable attorney fees, incurred by Covered Entity arising from a violation by Business Associate of its obligations under this Agreement.

Exclusion from Limitation of Liability. To the extent that Business Associate has limited its liability under the terms of the Relationship, whether with a maximum recovery for direct damages or a disclaimer against any consequential, indirect or punitive damages, or other such limitations, all limitations shall exclude any damages to Covered Entity arising from Business Associate's breach of its obligations relating to the use and disclosure of PHI.

Owner of PHI. Under no circumstances shall Business Associate be deemed in any respect to be the owner of any PHI used or disclosed by or to Business Associate by Covered Entity.



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Third Party Rights. The terms of this Agreement do not grant any rights to any parties other than Business Associate and Covered Entity.

Independent Contractor Status. For the purposed of this Agreement, Business Associate is an independent contractor of Covered Entity, and shall not be considered an agent of Covered Entity.

Changes in the Law. The parties shall amend this Agreement to conform to any new or revised legislation, rules and regulations to which Covered Entity is subject now or In the future including, without limitation, HIPAA, HITECH, the Privacy Standards, Security Standards or Transactions Standards.

IN WITNESS WHEREOF, each Party hereby executes this Agreement as of the Effective Date.

North Coast Opportunities

Lake County Behavioral Health Services

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Daniel McIntire

Name: Elise Jones

Title: CEO

Title: Director

## Encampment Resolution - Safe Parking

### Chatolic Cherities

	Application Interview		Total	Percentage
Scoring Panel Member 1	141	45	186	
Scoring Panel Member 2	133	43	176	
Scoring Panel Member 3	122	37	159	
Scoring Panel Member 4	142	44	186	
Scoring Panel Member 5	112	44	156	
Scoring Panel Member 6	121	44	165	
Total	128.5	42.83333	171.3333	90%
Total Points Possile	146	45	191	

## Prevention and Diversion

### Sunrise

	Application	Interview	Total	Percentage
Scoring Panel Member 1	145	41	186	
Scoring Panel Member 2	108	24	132	
Scoring Panel Member 3	116	30	146	
Scoring Panel Member 4	132	31	163	
Scoring Panel Member 5	110	30	140	
Scoring Panel Member 6	118	23	141	
<b>Totals</b>	<b>121.5</b>	<b>29.83333</b>	<b>151.3333</b>	<b>77%</b>
Points Possible	151	45	196	

### Cathloic Cherities

	Application	Interview	Total	Percentage
Scoring Panel Member 1	145	45	190	
Scoring Panel Member 2	140	43	183	
Scoring Panel Member 3	126	39	165	
Scoring Panel Member 4	150	44	194	
Scoring Panel Member 5	151	44	195	
Scoring Panel Member 6	136	44	180	
<b>Totals</b>	<b>141.3333</b>	<b>43.16667</b>	<b>184.5</b>	<b>94%</b>
Points Possible	151	45	196	



## Program Overview

The Street Outreach to Homeless Encampments initiative aims to connect unsheltered individuals directly to housing, health care, and supportive services through consistent, trauma-informed, and person-centered engagement.



## Goals & Objectives

- **Increase Housing Access** – Prioritize rapid connection to emergency/permanent housing options
- **Build Trust** – Establish rapport through repeated, respectful contact
- **Improve Health & Safety** – Link residents to medical, mental health, and substance use services
- **Coordinate Services** – Integrate efforts with local agencies, first responders, and culturally specific organizations



## Core Strategies

- **Housing-First Approach** – Make housing the central goal of all outreach<sup>4</sup>
- **Trauma-Informed Care** – Recognize and respond to the effects of trauma in all interactions
- **Voluntary Engagement** – Encourage participation without coercion
- **Data-Driven Coordination** – Use coordinated entry systems and shared databases to track progress
- **Community Collaboration** – Partner with health providers, nonprofits, and local government



## Implementation Plan (Example 3–4 Week Cycle per Encampment)

1. **Planning & Engagement**
  - Identify encampment and assess site conditions
  - Introduce outreach team, explain services, and begin trust-building
  - Conduct Coordinated Entry System (CES) assessments
2. **Housing Placement**
  - Match residents to available units or shelter beds
  - Engage landlords and secure housing agreements
3. **Closure & Follow-Up**
  - Coordinate cleanup and site closure with city services

## Staffing & Partnerships

- **Peer Support Workers** – Skilled in motivational interviewing and crisis de-escalation. Offer lived-experience guidance and advocacy
- **Partner Agencies** – Housing authorities, shelters, social services, probation, and other partnering agencies coordinate housing and benefits applications

## Evaluation & Reporting

- Track **number of individuals engaged, housed, and retained in housing**
- Monitor **service linkages** (health, employment, benefits)
- Use data to refine outreach strategies and improve outcomes
  - Maintain contact with housed individuals for at least 6 months

## 4. Estimated Annual Budget – Street Outreach to Homeless Encampments

Category	Description	Estimated Cost
Personnel	2 CSA 900 hr @ 18,000 1 FTE PSS 51,600, incl bnts	\$87,600.00
Program Supplies	Hygiene kits, blankets, bottled water	Partner agencies
Transportation	Fuel, maintenance, transit passes for clients	\$12,000.00
Van one time cost	Transit van and upfitting	\$80,000.00

**Total Estimated Annual Budget: \$99,600**

**One-Time Cost: \$80,000**