

## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING ("MOU")** is entered into as of this 25<sup>th</sup> day of July 2024, ("Effective Date") between Change and New Beginnings (CANB), a California nonprofit public business corporation ("PROVIDER"), and the CITY OF FAIRFIELD, a California municipality ("CITY"). Unless specifically identified, each may be referred to individually as "Party" or collectively as "Parties", as the context may require.

**NOW, THEREFORE**, the Parties agree as follows:

### Part I

#### Roles and Responsibilities

##### **A. CITY's Role and Responsibilities.**

1. CITY, through the City Manager or Designee, shall designate a primary point of contact for all matters related to the performance of this Agreement ("City Liaison").
2. CITY'S role is to provide administrative oversight and monitoring of Emergency Shelter Operations Funding ("Program").
3. CITY shall approve operational procedures, eligibility screening requirements, and enrollment guidelines. Future changes require the same approval.
4. CITY (Homeless Services Division, Fairfield Police Department) in conjunction with the contracted Street Outreach Team and contracted Coordinated Entry System Provider shall be solely responsible for referring all unhoused individuals ("Participants") to the PROVIDER. Any outside non-City and non-contracted agency referrals will not be considered as a part of this Agreement and shall be considered ineligible for the CITY reimbursement.
5. CITY shall ensure that referrals made pursuant to this MOU shall require a CANB Fairfield Referral Form be provided to PROVIDER staff upon referral of persons to the program, as attached in Exhibit "D".
6. City and PROVIDER shall make best efforts to ensure that potential Participants are Fairfield residents.

##### **B. PROVIDER'S Role and Responsibilities.**

1. PROVIDER shall designate a primary point of contact for all matters related to the performance of this Agreement ("Provider Liaison").
2. PROVIDER will provide the non-exclusive use of the Property for the Program at no cost so long as the Program is operating; and provide access to tap water and a reasonable supply of electricity for the Program, with the cost of electricity utilities to be paid by the PROVIDER.
3. PROVIDER hereby agrees to use the funds for eligible activities as approved by the CITY and in accordance with all Program requirements, Guidelines, other rules, and laws, as well as in a manner consistent and in compliance with the Emergency Shelter Operations Notice of Funding Availability (NOFA).
4. PROVIDER will strictly comply with the terms, conditions, and requirements of the Statutes, Guidelines, the Notice of Funding Availability (NOFA), the "Standard Agreement" entered into by the CITY and the Department attached as Exhibit "E", and this Agreement.
5. PROVIDER must provide emergency shelter activities in a manner consistent with the Housing First Practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC section 8255(b)(8).
6. PROVIDER shall provide minimum of 21 emergency shelter beds with "wrap around" services at CANB (located at 315 Jefferson Street, 710 and 724 Ohio Street, Fairfield, CA 94533) for people experiencing being unhoused. PROVIDER'S "wrap around" services for each referred homeless individuals shall include, but not be limited to, providing food (three meals per day plus snacks), case management, employment services, housing navigation, access to legal services, and other related services, subject to the requirements of the CANB Management Plan attached as Exhibit "A". Program Budget as attached in Exhibit "B", Insurance Requirements as attached in Exhibit "C", and CANB Fairfield Referral Form as attached in Exhibit "D".
7. In order to limit impact on surrounding properties, hours of operation for intake of guests and provision of services shall be limited from 8:30 AM to 3:30 PM Monday - Friday.
8. PROVIDER will ensure that the Property will meet Health and Safety Requirements and comply with local codes, as appropriate, have appropriate security personnel, be accessible to participants, and have sufficient staff and funds to operate the Program.
9. PROVIDER shall immediately notify City of any bed bug/pest infestation.

10. PROVIDER shall, at its sole cost and expense, implement bed bug/pest prevention protocols including, but not limited to:
  - a. Prevention and sequestration protocols for Participants who show signs of infestation upon intake in the program.
  - b. Regular (at least monthly) inspections of each Participant's sleeping, community, and storage areas.
  - c. Ad hoc treatment, as needed, to eliminate any pest infestations.
  
11. PROVIDER agrees to immediately notify CITY should any of the following occur:
  - Violence or credible threats against staff, Participants or any of PROVIDER'S contractors, licensees, invitees, guests or approved visitors on the Property.
  - Overdoses or major substance abuse complications.
  - Death or serious injury of any Participants while in Program.
  - Complaints or grievances, including without limitation any legal actions, filed by Participants against PROVIDER.
  
12. PROVIDER shall prepare and enforce all rules as outlined in the Management Plan, to be approved by CITY, and included in PROVIDER's shelter policies for conduct and safety.
  
13. PROVIDER shall utilize the Homeless Management Information System (HMIS) (or alternative case management system as approved by the CITY) to ensure accurate data is collected for reporting and referrals. Provider shall give City of Fairfield consent to access and view HMIS data. Copies of all referral forms shall be provided in a location accessible to the CITY and shall be kept current.
  
14. PROVIDER shall integrate and coordinate with existing Solano County Housing First homeless initiatives so long as there is no threat to the safety of PROVIDER staff or Participants.
  
15. PROVIDER shall make available as requested by CITY, Participant and Program data for those served under this Agreement, including but not limited to data on Participant intake and exit, when and where participants have exited, and Program successes and challenges. PROVIDER shall submit monthly reports no later than 15 days after the end of each month during the contract period and a final narrative report within thirty {30} days after the end of the contract period, in a format approved by CITY, and other reports as may be required by CITY. The report will include a narrative accounting of the progress achieved toward the Scope of Work objectives, and the following client information:

- i. Types of services rendered to clients
- ii. Client Characteristics
  - 1. Client intake/exits
  - 2. Date of admittance, length of stay
  - 3. Client HMIS number (unduplicated)
  - 4. City of residency (or location of last place stayed prior to coming to Shelter)
  - 5. Race/ethnicity
  - 6. Gender
  - 7. Age
  - 8. Number of clients with disabilities (specific type of disability)
  - 9. Number of clients who are veterans of the U.S. Armed Forces

16. PROVIDER shall make available reporting data for the length of this Agreement, including all program related expenses set forth in Exhibit "B" for the prior month with the proper back-up documentation (i.e., invoices with receipts, timesheets, general ledger, or payroll register or payroll stubs, occupancy data etc.). Any expense not authorized by this Agreement as set forth in Exhibit "B" and/or submitted without proper back-up documentation will be disallowed and must be reimbursed to the CITY.

17. PROVIDER shall immediately exit any Participant remaining after the term of this Agreement expires unless transferred to another funded program.

18. PROVIDER shall provide the CITY within five (5) business days with such reports and information as the CITY may reasonably request.

19. PROVIDER, at its own expense, shall procure and maintain for the duration of this Agreement policies of insurance, the requirements for which are set forth in Exhibit "C".

20. PROVIDER will virtually case conference with CITY on a monthly basis to provide a status update on each City-referred Participant and the progress that has been made in securing permanent housing for each City-referred Participant during the course of the previous month.

**C. Mutual Roles and Responsibilities**

1. It is the intent of the Parties to be collaborative in all matters to ensure the health and safety of the residents of the City of Fairfield.

2. Parties agree that the services provided under this Agreement will be made available at the following address (Property):

## **Change and New Beginnings**

**315 Jefferson Street, 710 Ohio Street and 724 Ohio Street, Fairfield, CA 94533**

3. Prior to placement of any individuals at the Property, the Parties shall establish a mutually agreed upon written policy and process for intervening in escalating problems that could lead to eviction of any resident while the declaration of the State of Emergency remains in effect. Both Parties agree to work together to find resolutions that avoid eviction whenever possible. The written policy shall clearly define the type(s) of behavior that could lead to eviction, set concrete notice requirements for residents at-risk of eviction, and set forth the specific roles of the CITY and PROVIDER. It shall also establish a process for managing the repercussions of any eviction.
4. The Parties shall comply with the Health Insurance Portability and Accountability Act (HIPAA) and all applicable state laws, regulations, and policies relating to client rights and confidentiality.
5. The PROVIDER agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the grant, the PROVIDER, its Subrecipients, and any other grant activity.

## **Part II**

### **General Terms and Conditions**

#### **A. Term of Agreement.**

The term of this Agreement shall begin on July 1, 2024, and shall remain in effect until June 30, 2025, and may be renewed in writing at the discretion of the City for a second year (July 1, 2025 to June 30, 2026), unless earlier terminated in writing by the Parties.

#### **B. Payment.**

In consideration for the costs incurred for the services to be provided under this Agreement, CITY shall pay to PROVIDER \$25,000.00 based on a reimbursement basis every thirty (30) days until the expiration or termination of this Agreement. The payments made by CITY to PROVIDER under this Agreement shall collectively be referred to as the "City Funds." The total amount of the City Funds shall not exceed \$300,000.00 in performance year one (2024-2025) and \$300,000.00 in performance year two (2025-2026). This equates to approximately \$40 per night, per bed for the 12-month period. The monthly allowable line-item cost for "Operating Costs" as referred to in Program Budget as attached in Exhibit "B", for the twenty-one (21) beds shall be \$25,000.00, whether the beds are filled or not. City Funds must be spent in accordance with this

Agreement. Any City Funds remaining that are not expended or legally obligated for the services required to be provided by PROVIDER upon expiration or termination of this Agreement shall be returned to CITY within thirty (30) days. PROVIDER shall maintain invoices with receipts, or other documentation (i.e., invoices with receipts, timesheets, general ledger, or payroll register or pay stubs, occupancy data etc.) supporting expenditures made pursuant to this Agreement and shall submit such documentation to CITY within thirty (30) days following receipt of initial payment of City Funds and by the 15th of every month thereafter. Any tangible property purchased with City Funds during the duration of this Agreement is considered the property of the CITY.

**C. Indemnification.**

Each Party shall indemnify, defend, protect, hold harmless, and release the other Party and its elected bodies, officers, agents, and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of such indemnifying Party. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

**D. No Waiver.**

The waiver by any Party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

**E. Notices.**

All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval, or communication that a Party desires to give to the other Parties shall be addressed to the other Parties at the addresses set forth below. A Party may change its address by notifying the other Parties of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

PROVIDER  
Kari Rader, Executive Director  
New Beginnings Navigation Center  
416 Union Ave  
Fairfield, CA 94533

CITY OF FAIRFIELD  
David Gassaway, City Manager  
City of Fairfield  
1000 Webster Street  
Fairfield, CA 94533-4836

**F. Amendment/Modification.**

This Agreement may be modified or amended only in writing and with the prior written consent of the Parties.

**G. Termination.**

1. Termination for Convenience: Either Party may terminate this Agreement for any reason by notifying the other party in writing thirty (30) days prior to the effective date of termination.

2. Termination for Cause: If PROVIDER fails to perform any of the responsibilities under this Agreement or if PROVIDER fails to comply with any other provisions of this Agreement, the CITY may terminate this Agreement for cause. Termination shall be effected by serving written notice of termination on the PROVIDER setting forth the manner by which PROVIDER is in default.

If it is later determined by the CITY that the PROVIDER had an excusable reason for not performing, such as an epidemic, fire, or other events which are not the fault of or are beyond the control of the PROVIDER, the CITY, after setting up a new delivery of performance schedule, may allow the PROVIDER to continue work, or treat the termination as a termination for convenience.

3. Opportunity to Cure: The CITY in its sole discretion may, in the case of a termination for breach or default, allow the PROVIDER five (5) days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If PROVIDER fails to remedy to CITY's satisfaction and within five (5) days of receipt of the written notice of termination, CITY shall have the right to terminate the Agreement without any further obligation to PROVIDER.

4. Waiver of Remedies: In the event that CITY elects to waive its remedies for any breach by PROVIDER of any covenant, term or condition of this Agreement, such waiver by CITY shall not limit CITY's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Agreement.

**H. Severability.**

If any provision or portion of this Agreement is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

**I. Compliance with all Laws. Venue.**

The Parties shall observe and comply with all applicable federal, state, and local laws, ordinances, and codes. Venue for any legal dispute shall be the Solano County Superior Court or the United States Eastern District of California.

**J. Non-Discrimination Clause.**

1. During the performance of this Agreement, the Parties and their subcontractors shall not deny any benefits or privileges to any person on the basis of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation. Each Party shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. The Parties shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), regulations promulgated pursuant to it (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time.

**K. Access to Records and Retention.**

All Parties, acting through their duly authorized representative, as well as any federal or state grantor agency providing all or part of the funding associated with this Agreement, the papers, Controller, the Comptroller General of the United States, and the duly authorized representatives of any of Parties, shall have access to any books, documents, papers and records of any Party which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, the Parties shall maintain all required records for three years after final payment for any work associated with this Agreement, or after all pending matters are closed, whichever is later.

**L. Assignment.**



Except as otherwise permitted by this Agreement, no assignment of rights and obligations hereunder shall be valid without prior written consent of the non-assigning Party.

**M. Entirety of Agreement.**

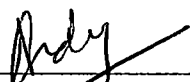
This Agreement constitutes the entire Agreement between the Parties relating to the subject matter of this Agreement and supersedes all previous agreements, promises, representations, understandings, and negotiations, whether written or oral, among the Parties with respect to the subject matter of this Agreement.

IN WITNESS WHEREOF, this Agreement was executed by the Parties as of the date first above written.

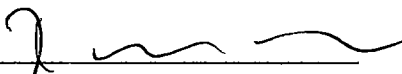
PROVIDER

By:   
Kari Rader, Executive Director

CITY OF FAIRFIELD, a municipal corporation

By:   
David Gassaway, City Manager  
Savita Chaudhary for

APPROVED AS TO FORM

By:   
City Attorney

**EXHIBIT A**

**NEW BEGINNING NAVIGATION CENTER MANAGEMENT PLAN 2024**

[attached]



*Change And New Beginnings*

416 Union Ave Fairfield, CA 94533 ~ Phone: 707-427-1148 ~

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**New Beginnings**

**Navigation Center**

**Management Plan**

**2024**



# Change And New Beginnings

416 Union Ave Fairfield, CA 94533 ~ Phone: 707-427-1148 ~

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## Preface

CANB does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination of its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

Change And New Beginnings (CANB) has a vigorous property management plan to articulate the operational strategy for the ongoing management of our Interim Shelter/Supported Independent Living properties, which includes a Maintenance and Repair policy for the organization. The following components are included: conduct and safety, referral, admission and intake, property income management, capital management, maintenance and ordinary repair, preventative maintenance, asset management, and more. One unique component of CANB's Property Management Plan is that our assets are usually granted or gifted to the organization, so there is no capital outlay and no debt service.

## Conduct and Safety

Change And New Beginnings (CANB) is responsible for administering the Shelter Operations/Services in a manner satisfactory to the City of Fairfield and consistent with any standards required as a condition of receiving funding. City funds will be used to support the New Beginnings Navigation Center located at 315 Jefferson Street, 710 Ohio St. and 724 Ohio St. This program will include, but is not limited to, the follow activities:

1. Transitional housing and services to as many participants at the navigation center location that can be safely accommodated within the parameters of the available housing, in order to ensure that maximum occupancy limits are not exceeded, and public health measures can be followed.
2. Provide or assist program participants with access to daily meals.
3. Provide access to health and mental health services.
4. Receive referrals primarily from the City of Fairfield Homeless Services Division and the Fairfield Police Department.
5. CANB will utilize Clarity the HMIS system to document all program participants enrolled in and discharged from the navigation center.
6. Enforce all rules as needed for the safety of all program participants and CANB staff.
7. CANB will provide job training, job placement services, life skills training, and other needed services to participants.
8. CANB will provide 24-hour security via Navigation Center staffing and over 15 cameras located throughout the properties.
9. CANB will make available as requested by the City of Fairfield Homeless Services Division monthly occupancy data for those served through monthly case conferencing with city staff.

## Referrals

Referrals for potential program participants will come through the Fairfield Police Department, the City of Fairfield Homeless Services Division, and other vetted agencies i.e.: the Fairfield Unified School District, Family Resource Centers, and the Solano County H.O.P.E Team. All program participants must be residents of Fairfield.

## Eligibility & Suitability

1. CANB's goal is to provide understanding and care when delivering services, through a variety of settings and modalities, and thus, requires each program type (Emergency Shelter; Tenant Based Rental Assistance) to maintain a unique set of admissions procedures as well as inclusion and exclusion criteria.
2. The intake designee for each program (Emergency Shelter; Tenant Based Rental Assistance) conducts an assessment and interview (if necessary, depending on referral source/program setup) to ascertain inclusion criteria is met for the program for which the participant is being referred. Strengths, goals, presenting issues, need for services, legal eligibility, and availability of funding sources is reviewed during this assessment. Participants are then admitted to the program or whenever possible are referred to another community resource.
3. If the screening identifies unsafe substance use and or severe mental health decomposition a referral is made for a full substance-use/mental health assessment through Solano County ACCESS.
4. CANB will process all referrals and ensure all eligible participants are able to enroll in the program upon completion of the screening process provided there are beds available. The only exception to this is if referral is a sex offender and/or there is an active restraining order in place with another active participant.
5. Interim services are made available within 48 hours for individuals who are in the process of admission and need interim support. Contact is maintained with individuals awaiting admission and includes collateral contacts as appropriate.
6. When a participant is found ineligible for service, the participant/guardian and referral source is notified, and recommendations are made for alternative services. Documentation of disposition of referrals is kept in an electronic referral log.
7. At admission, CANB provides participants and families at intake with information (Informing Materials Packet Attachment 2) to make knowledgeable decisions on treatment, care and

services. This information includes but is not limited to availability of services; the participant's rights, responsibility and involvement in care; and the nature and goals of services including major principles. The Admission Agreement (Attachment 3) is signed by the participant and a copy of the admission agreement is provided to and/or offered to the participant.

8. Emergency contact information is collected and placed in an official part of the chart.

#### Inclusion Criteria & Process

1. 18+ and/or family unit with parent or legal guardian
2. Literally homeless or at-risk of homelessness
3. Interest in engaging in the process to rapidly find permanent housing.
4. Able to complete activities of daily living (complete physical hygiene, prepare meals, able to use shower and toilet on their own)
5. Following the interview process, a referral is accepted or declined for placement.
6. Following acceptance into the New Beginnings Navigation Center, a determination is made regarding the date of intake, which can occur immediately provided bed availability.

#### Exclusion Criteria & Process

1. CANB does not serve registered sex offenders, individuals with severe mental health diagnoses that make it unsafe to house them in a shelter environment, individuals with severe substance usage that impairs them and exceeds harm reduction protocols, or domestic violence offenders or survivors with active restraining orders or who are fleeing and whose safety is in question in a shelter environment. If it is determined that a referral is not appropriate for placement, the referring agency is notified.
2. Program participants that are not willing to complete the intake process and provide needed information and documentation to navigation center staff.
3. Program participants are unwilling to maintain behaviors that are conducive to living in a shelter environment. That may also include their animals that may be aggressive or not suitable for living with other individuals and/or animals.

## **Intake & Orientation**

1. Our intake process will take place at our offices located at 416 Union Ave.
2. The Shelter Manager will complete the initial Intake paperwork on the date of admission and will complete the packet within seven days of entry into the navigation center.

All participants entering the program will receive a comprehensive orientation on CANB and the New Beginnings Navigation Center. They will be escorted to the shelter by CANB staff for a thorough walk through and explanation of daily practices and routines.

Orientation includes a review of the following:

- a. The rights and responsibilities of the people served.
- b. Grievance and Appeals procedures.
- c. Consent to services.
- d. Behavioral expectations
- e. Transition criteria and procedures.
- f. Discharge criteria.
- g. Response to identification of potential risk to the person served.
- h. Access to after-hour services.
- i. Standards of professional conduct related to services.
- j. Requirements for reporting and/or follow-up for the, mandated person served, regardless of his or her discharge outcome.
- k. Any and all financial obligations, fees, and financial arrangements for services provided by the organization.
- l. The program's health and safety policies regarding:
  - i. Use of tobacco and marijuana products on or around the navigation center
  - ii. Use of illegal substances brought into the navigation center.
  - iii. Use and storage of prescription medications brought into the navigation center.
  - iv. Weapons brought into the navigation center.
- m. The program rules and expectations of each program participant:
  - i. Any restrictions the program may place on the person served.
  - ii. Events, behaviors, or attitudes and their likely consequences.
- n. Program participants will be informed of the no loitering "Good Neighbor" policy.
- o. No visitors will be allowed at the navigation center unless CANB staff has approved the time and length of stay.



## **Program Management**

### **Conflict Management**

- CANB staff are trained in Conflict Resolution, Harm Reduction and Crisis Intervention.
- Direct relationship to County Mental Health and Fairfield Police Department for additional support on site as needed or at CANB office.
- Ongoing training for all CANB staff and participants on conflict resolution/management.
- Same day participant resolution to prevent escalation.
- Call 911 when situations become unsafe.
- Daily meetings to prevent issues – topics include anger management, substance abuse, mental health/medication management, racism and cultural differences.
- Lived experience / Peer Support services.
- Provide examples of behavior that is tolerated and not tolerated.
- Mental Health providers on site as needed.

### **Discourage Participants From:**

- Laying around and not being productive
- Lacking structure
- Feeling unsuccessful
- Continuing bad habits or poor choices
- Feeling useless, worthless, or less than
- Being on their cell phones for entertainment
- Returning to homelessness

### **Encourage Participants To:**

- Engage in meaningful activities.
- Obtain employment resources and eventually employment if applicable.
- Obtain education and/or volunteer opportunities if applicable.
- Socialize with peers when possible.
- Learn or improve skills in finance management, life skills, set and obtain goals.
- Participate in the development and implementation of their individual service plans.
- Comply with all program rules to the best of their abilities.
- Openly communicate with CANB staff about their program and their needs while in the program.

**Participation in Program Services:**

- Not a condition of residency but is encouraged.
- Case managers will work on Individual Service Plans which define program participant's goals, barriers and/or achievements.
- Goals can be around obtaining mental health and/or substance abuse support, job hunting and job preparation, life skills management, obtaining child-care, and/or accessing community resources.
- Each participant will be asked to create a weekly plan that entails activities related to achieving personal and family goals.
- Plans may be appointments, research on agency computers, family connections, physical exercise, trips to parks, making and receiving phone calls.
- Participants **will not** be required to follow a strict curriculum – but **will be** encouraged to make personal plans for achieving goals, managing barriers, and managing setbacks with the goal of program participants feeling empowered and achieving their dreams and potential.

## **Maintenance and Repair**

It is the policy of CANB to maintain the health and safety of all facilities effectively and efficiently and to follow all Federal, State and Local regulations and laws. CANB always works towards preventative maintenance and strives towards intentional policies for ongoing maintenance procedures to be prepared for issues that may arise on an emergency basis.

### **Preventative Maintenance**

CANB operates a rigorous inspection policy geared towards planning and preparation. It is geared towards safety planning and designed to create documentation and resolution of issues.

### **Routine Maintenance**

The Shelter Manager conducts weekly inspections of the properties to ensure the health and safety of the program participants. Routine requests that do not affect the program safety are attended to within one week of request or inquiry.

### **Emergency Maintenance**

For urgent maintenance, we have a 24-hour on-call procedure with CANB staff. A maintenance person can be at the navigation center within one hour of call and request. We have emergency phone numbers posted at each site and each staff is oriented on an annual basis to the agency emergency maintenance procedures. Emergency maintenance is initiated within one to 24 hours depending on the severity.

**EXHIBIT B**

**NEW BEGINNINGS NAVIGATION CENTER PROGRAM BUDGET**

[attached]

**BUDGET FOR NEW BEGINNINGS NAVIGATION CENTER  
24-31 BED EMERGENCY SHELTER MOU**

<u>Budget Item</u>	<u>Monthly Rate</u>	<u>Total Months</u>	<u>Total Contract</u>
Operating Cost	\$25,000.00	12	\$300,000.00

**Change and New Beginnings  
Change And New Beginnings Shelter Budget**

2024-2025

<b>Expense</b>		
<b>6000 · PERSONNEL</b>		
6010 · Salaries & Wages	159,845.40	175,000.00
6020 · Payroll Taxes	14,420.13	16,275.00
6090 · Mileage Reimbursement	483.12	600.00
<b>Total 6000 · PERSONNEL</b>	<u>174,748.65</u>	<u>191,875.00</u>
<b>6100 · CLIENT SERVICES</b>		
<b>6200 · HOUSING</b>		
6220 · Utilities		
6222 · Garbage & Recycling	7,430.25	8,600.00
6223 · Gas & Electric	11,422.91	13,500.00
6224 · Water	3,202.29	3,800.00
6225 · Sewage	3,414.71	4,000.00
<b>Total 6220 · Utilities</b>	<u>25,470.16</u>	<u>29,900.00</u>
6235 · Household Supplies/Furniture	5,851.45	7,500.00
6260 · Repair & Maintenance	7,599.11	10,000.00
<b>Total 6200 · HOUSING</b>	<u>38,920.72</u>	<u>47,400.00</u>
<b>6300 · SUPPORTIVE SERVICES</b>		
6310 · Phone/Internet	2,038.07	2,200.00
6390 · Misc. Client Services	870.40	3,000.00
6400 · Transportation		
6415 · Registration	107.00	200.00
6420 · Repair & Maintenance	242.52	300.00
<b>Total 6400 · Transportation</b>	<u>349.52</u>	<u>500.00</u>
<b>Total 6300 · SUPPORTIVE SERVICES</b>	<u>3,257.99</u>	<u>5,700.00</u>
<b>Total 6100 · CLIENT SERVICES</b>	<u>42,178.71</u>	<u>53,100.00</u>
<b>8000 · ADMINISTRATION</b>		
<b>8500 · PROFESSIONAL SERVICES</b>		
8505 · Accounting & Audit Fees	12,994.13	15,000.00
<b>Total 8500 · PROFESSIONAL SERVICES</b>	<u>12,994.13</u>	
<b>8100 · OFFICE OVERHEAD</b>		
8105 · Office Rent	17,296.89	19,000.00
8110 · Utilities	2,496.13	3,000.00
8115 · Supplies/Software/Support	549.07	750.00
8120 · Insurance	7,507.04	8,000.00
8125 · I.T.	12.37	100.00
8130 · Licenses/Permits/ Registns/Fees	160.00	175.00
8135 · Phone/Internet	1,122.08	1,400.00
8140 · Outreach	1,050.67	2,500.00
8145 · Repairs & Maintenance	214.88	500.00
8165 · Memberships and Dues	224.27	500.00
8170 · Printing and Copying	1,647.75	1,700.00
8190 · Bank and Payroll Fees	2,348.91	2,400.00
<b>Total 8100 · OFFICE OVERHEAD</b>	<u>34,630.05</u>	<u>40,025.00</u>
<b>Total 8000 · ADMINISTRATION</b>	<u>47,624.19</u>	<u>55,025.00</u>
<b>Total Expense</b>	<u>264,551.55</u>	<u>300,000.00</u>

**EXHIBIT "C"**

**INSURANCE REQUIREMENTS**

AGENCY shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the AGENCY, its agents, representatives, or employees.

**1) MINIMUM SCOPE AND LIMITS OF INSURANCE**

a) **Commercial General Liability coverage (occurrence Form CG 00 01) with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.**

b) **Automobile Liability coverage (Form CA 00 01 with Code 1 – any auto) with minimum limits of \$1,000,000 per accident for bodily injury and property damage.**

c) **Workers' Compensation insurance as required by the State of California and Employers' Liability insurance, each in the amount of \$1,000,000 per accident for bodily injury or disease.**

**2) INDUSTRY SPECIFIC COVERAGES**

If checked below, the following insurance is also required.

- Professional Liability Insurance / Errors and Omissions Liability in the minimum amount of \$1,000,000 per occurrence.
- Pollution Liability Insurance in the minimum amount of \$1,000,000 per occurrence
- Garage Keepers Insurance in the minimum amount of \$1,000,000 per occurrence
- Fidelity / Crime / Dishonesty Bond in the minimum amount of \$\_\_\_\_\_
- MCS-90 Endorsement to Business Automobile insurance for transportation of hazardous materials and pollutants
- Builder's Risk / Course of Construction Insurance in the minimum amount of \$\_\_\_\_\_.

**3) INSURANCE PROVISIONS**

a) **DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either the**

insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, employees and volunteers; or the AGENCY shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**b) The general and automobile liability policies (and if applicable, pollution liability, garage keepers liability and builder's risk policies) are to contain, or be endorsed to contain, the following provisions:**

- i) The CITY, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the AGENCY; products and completed operations of the AGENCY; premises owned, occupied or used by the AGENCY; and automobiles owned, leased, hired or borrowed by the AGENCY. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials, employees or volunteers.
- ii) For any claims related to this project, the AGENCY'S insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the CITY, its officers, officials, employees or volunteers shall be excess of the AGENCY'S insurance and shall not contribute with it.
- iii) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the CITY, its officers, officials, employees or volunteers.
- iv) The AGENCY'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- v) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY.
- vi) The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the AGENCY'S policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

c) ACCEPTABILITY OF INSURER. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the CITY.

VERIFICATION OF COVERAGE. AGENCY shall furnish the CITY with original endorsements effecting coverage required by this Exhibit D. The endorsements are to be signed by a person

authorized by that insurer to bind coverage on its behalf; on forms equivalent to CG 20 10 11 85, subject to CITY approval; and submitted electronically through the Exigis insurance system to: [certificates-fairfield@riskworks.com](mailto:certificates-fairfield@riskworks.com). All insurance certificates and endorsements are to be received and approved by the CITY before work commences. At the request of the CITY, AGENCY shall provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

d) SUB-CONTRACTORS. AGENCY shall require all subcontractors to procure and maintain insurance policies subject to the requirements of Exhibit D. Failure of AGENCY to verify existence of sub-contractor's insurance shall not relieve AGENCY from any claim arising from sub-contractors work on behalf of AGENCY.

**Change and New  
Beginnings Referral  
Form**

**CANB  
416 Union Ave  
Fairfield, CA 94533**

Intake Date: \_\_\_\_\_  
**Office Use Only**

**Scan and Email Referral to:  
keetra@canbsolano.org**

<b>Name:</b>		<b>Referral Date:</b>	
<b>Date of Birth:</b>		<b>Referring Department:</b>	
<b>Gender:</b>		<b>Referral Contact Person:</b>	
<b>HMIS #:</b>		<b>Referral Contact Phone#:</b>	
<b>Assigned Case Manager:</b>		<b>Case Manager Phone#:</b>	

**ADMISSION CRITERIA-CHECK BOXES BELOW (must meet ALL criteria to confirm placement)**

**Excluded: PC 290 registered sex offenders & individuals with repetitive incidents of violence in the shelter**

<input type="checkbox"/> Homeless	<input type="checkbox"/> 18 Years old or older
<input type="checkbox"/> The individual reports they can independently care and manage their activities of daily living	<input type="checkbox"/> The individual reports they understand this placement is a communal living environment and will be sharing space with others.
<input type="checkbox"/> The individual reports they are willing to comply with program guidelines including discharge requirements	<input type="checkbox"/> The individual reports they understand that behaviors that jeopardize the health and safety of other program participants and staff may result in their removal from the emergency shelter

**CANB reserves the right to accept or deny any referral, based upon the availability of open beds at the time the referral is made. All referred must be willing to COVID test when asked or prompted.**

**Scan and Email Referral to: [keetra@canbsolano.org](mailto:keetra@canbsolano.org)**



City of Fairfield

Notice of Funding Availability (NOFA)  
for  
Temporary Emergency Shelter Operations

Proposal Due:

5/24/2024



All inquiries and/or questions shall be submitted in writing  
to

[acobb@fairfield.ca.gov](mailto:acobb@fairfield.ca.gov)

## **Introduction**

According to the Solano County 2022 Point in Time count, there are 1,179 unhoused individuals in Solano County. Approximately, three hundred (300) of those individuals are in the City of Fairfield. This Notice of Funding Availability (NOFA) is part of the City of Fairfield's commitment to reduce houselessness, the impacts of houselessness in our community and increase bed/interim housing capacity for those who are unhoused.

With this solicitation, The City of Fairfield seeks to provide funding to support one or multiple temporary emergency shelter operations. An emergency shelter is defined as "housing with minimal supportive services for unhoused persons that is limited to occupancy of six months or less by an unhoused person." Emergency shelters provide services coordinated to meet the immediate safety and survival needs of the individual or family served, including shelter, food, clothing, and other support services. These services are provided in a minimally intrusive environment. At a minimum, emergency shelters provide the following services directly on-site:

- Sleeping accommodations.
- Personal hygiene supplies and facilities, including toilets and wash basins; and
- Showers and/ or bathtubs (temporary shelters may provide referrals to other facilities for these services).

## **Funding**

The City of Fairfield (City) will use funds from the Homeless Services Division general and quality of life funds to support this project. Funding is available through this NOFA in the amount of \$1.1 million with \$550,000 available for the first year and remaining funds available in performance period year two. This is a **one-time** funding source with total funds expended by June 30, 2026.

This funding is intended to address and support the operational needs of organizations who are providing temporary emergency shelter and services to those who are unhoused in the City of Fairfield. Successful applicants will provide documentation for continued funding beyond the term of this funding. These funds shall not be used to supplant existing funds.

As a requirement to receive funding, the Executive Director of the organization must sign and agree to implement housing first and low barrier guidelines and agree to case conferencing with the Homeless Services Division to ensure these guidelines are being met.

## **Appropriate Use of Funds**

Operational costs and essential services are those necessary to provide safe and healthy residential services and to connect people experiencing houselessness to permanent housing, income, public benefits, health and mental health services, and other support services to end houselessness. Operational costs and essential services that may be covered by this NOFA.

- Personnel
- Benefits
- Administrative Services
- Client Support supplies/flex funds
- Transportation Assistance for clients
- Land/Building Rent

- Program Supplies (Bedding, Defoliators, emergency supplies, etc.)
- Utilities-Telephone/Cellular Phone
- Maintenance & Repairs
- Minor Equipment/Furniture
- Copier Lease
- Office Supplies
- Vehicle
- Food Service Expense

**Eligibility**

Non-profit organizations are eligible to apply for funding. Projects must be within the City of Fairfield. The City strongly prefers organizations applying for funding to have experience with assisting unhoused households and aligns program with Housing First Solano Continuum of Care Written Standards for Service. The City may consider organizations without prior experience in the provision of services to the unhoused population provided the organization demonstrates they have project leadership and staff with the expertise and capacity in serving households coming out of homelessness.

Application Timeline:	
Release of Request for Proposals:	5/1/2024
Deadline to Submit Questions Regarding this NOFA to: April Cobb, Management Analyst at <a href="mailto:acobb@fairfield.ca.gov">acobb@fairfield.ca.gov</a> Subject Line: NOFA-Temporary Emergency Shelter Operations  Question and Answer Meeting (non-mandatory) Join Zoom Meeting <a href="https://us06web.zoom.us/j/86015744880?pwd=aB29ybytCa5VjJlSjHhI2Ve1fJQNca.1">https://us06web.zoom.us/j/86015744880?pwd=aB29ybytCa5VjJlSjHhI2Ve1fJQNca.1</a> Meeting ID: 860 1574 4880 Passcode: 117065  Meeting will be recorded and posted to City of Fairfield Website	5/8/2024 by 2 PM PST           5/9/2024 at 10 AM PST           5/10/2024 by 5 PM PST
Deadlines for Submission of Proposals to: April Cobb, Management Analyst at <a href="mailto:acobb@fairfield.ca.gov">acobb@fairfield.ca.gov</a> Subject Line: NOFA	5/24/2024 at 5 PM PST
Announcement of Recommended Awards of Funding	6/5/2024
Funding Recommendation to City Council for Final Approval	6/18/2024

### **Program Description and Guidelines**

Successful applicants or service providers will serve City of Fairfield residents who are literally unhoused using **housing first** and **low barrier** guidelines, as defined below.

The Department of Housing and Urban Development defines **literally unhoused** as an individual or family who lacks a fixed, regular, or adequate nighttime residence, meaning:

1. Has a primary nighttime residence that is a public or private place not meant for human habitation; or
2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs); or
3. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

**Housing First** is an unhoused assistance approach that prioritizes providing permanent housing to people experiencing houselessness, thus ending their houselessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the understanding that a person's choice is valuable in housing selection and supportive service participation, and exercising that choice is likely to make a person more successful in remaining housed and improving their life.

All successful applicants must incorporate the core components of Housing First into their program(s) that are receiving these funds. Housing First is an evidence-based model that uses housing as a tool, rather than a reward, and that centers on providing or connecting those experiencing houselessness to permanent housing as quickly as possible. Under the Housing First model, services offered are delivered in a low barrier, trauma informed, and culturally responsive manner and available on a voluntary basis, without preconditions that make housing contingent on participation in services. Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used.

**Low barrier** means the requirements for entry and stay are **limited or minimal**. Low barrier programs and shelters encourage unhoused individuals to seek resources by eliminating obstacles such as sobriety as a requirement for admission. Organizations should have onsite regulations for substance use with an alternative approach to problem solving to keep individuals sheltered.

**Harm Reduction** and **Trauma-Informed Care** are evidence based alternative approaches for the unhoused. Harm reduction is an approach or strategy aimed at reducing the risks and harmful effects associated with substance use and addictive behaviors for the individual, the community and society as a whole. The trauma-informed care approach recognizes the presence of trauma symptoms and acknowledges the role trauma may play in an individual's life.

The City is seeking organizations with programs that will understand different people need different

solutions, will work with a person where they are and give them choices and options. Successful programs will provide wrap around or linkages to wrap around services and make all services voluntary. Using the low barrier approach, participants cannot be forced to participate in activities such as groups, taking medication or maintaining sobriety in order to remain housed. Programs can and are encouraged by the City to require participants to actively work towards housing solutions by offering safety, choice, collaboration, trustworthiness and empowerment.

Allowing partners, pets and property is another low barrier approach. There are many unhoused individuals who have partners, pets and property that are very important to them. The City is seeking a provider who recognizes partners, pets, and property as important and has an adequate plan and space for all.

### **Reporting**

The Homeless Management Information System (HMIS) is an electronic database that tracks demographic information and performance outcomes at the client level, using standardized fields that allow for automatic system-wide reporting. All participants in successfully funded City project(s) must be entered in the Homeless Management Information System (HMIS) operated by the Continuum of Care in accordance with established policies and procedures. These procedures require providers to ask clients for signed consent to enter their information into the database and to conduct structured interviews at program entry, at program exit, and on the anniversary of each client's entry into the program (if any clients remain in the program for at least 12 months). Funded agencies must sign a HMIS agency participation agreement and at least one staff person at each successfully funded agency will need to complete a free HMIS user training in order to become certified in HMIS privacy and data security techniques and will need to learn how to enter data correctly into the HMIS software.

Provider must grant City of Fairfield's Homeless Services Division "viewer access" to the funded project within HMIS database.

Each user who enters data into HMIS will need to pay an annual license fee for new licenses. This is an eligible expense that may be included (if you wish) in the administrative portion of your application budget.

### **Items that must be tracked in HMIS include:**

- The number of houseless persons served.
- The number of unsheltered houseless persons served.
- The average length of time spent houseless before entry into the program or project.
- The number of houseless persons exiting the program or project to permanent housing.
- The number of people that return to houselessness after exiting the program or project.
- The number of people that increased income while in the program.
- Progress notes that are essential for coordination across the homeless response system including document readiness, housing options offered and/or declined, and engagement efforts in ending houselessness.

- Readmission status upon exit from the program must be documented in the notes in HMIS. Including timeline for eligibility for reentry.

**Additional reporting requirements:**

- YTD Served (All)
- YTD Served from City of Fairfield
- Average length of Stay (Overall)/Days
- Average length of Stay (Successful Exit)/Days
- Occupancy Rate
- Average number of people per day
- % from Fairfield served per day
- Increased income (all exits)
- Increased income (permanent housing exit)
- Increased income from Fairfield (at exit)
- Increased income (enrolled in site-based employment services)

**Exit Destinations (All) and City of Fairfield Exit Destinations:**

- Permanent Housing
- Temporary Housing
- Institution Setting
- Homeless Situation
- Unknown
- Positive Housing Outcome
- Other Outcome

Organizations must agree to exclusive referral ability for City of Fairfield supported beds from the City’s Homeless Services Division, County Coordinated Entry Provider and Outreach Provider contracted by the City of Fairfield and agree to bi-monthly case conferencing with the Homeless Services Division Staff.

Monthly reports of program outcomes will be due to the Homeless Services Division by the 10<sup>th</sup> of each month. Reporting outcomes documentation will be provided upon secured service contract.

**Contracting**

The contracting process will follow selection of awarded organization(s). Funding recipients must certify their acceptance of standard City of Fairfield contract terms and conditions (Exhibit A) and insurance requirements (Exhibit D). This will include reporting, reimbursement (Exhibit C), and monitoring requirements. Organization must be prepared to enter into contract with the City of Fairfield by June 4, 2024.

**Submission of Proposal**

The submission of a proposal shall not be deemed an agreement between the applicant and the City. The proposal is an offer by the applicant to perform services in accordance with the NOFA. Specifically, the following provisions apply:

1. The City shall not be obligated to respond to any proposal submitted nor be bound in any manner by the submission of a proposal.
2. Any agreement shall not be binding or valid against the City unless and until it is executed by the City and the selected applicant, and the applicant’s insurance, and/or other surety

guarantee have been accepted by the City.

The proposals received shall become the exclusive property of the City. ***ALL DOCUMENTS SUBMITTED IN RESPONSE TO THE NOFA ARE CONSIDERED PUBLIC RECORDS AND WILL BE MADE AVAILABLE TO THE PUBLIC UPON REQUEST***, unless exempt from disclosure under the Public Records Act or other applicable law. Please do not include confidential information or information that may violate the privacy or intellectual property rights of a third party.

The City reserves the unilateral right to amend this NOFA in writing at any time by both (1) posting the amendment on the City of Fairfield website and (2) sending e-mail notification to any applicants who have already submitted an application. Applicants are responsible for monitoring the website and/or their e-mail periodically in order to make themselves aware of any amendments.

The City reserves the right to reject part or all of one or more Proposals based on failure to meet any requirements stated in this NOFA. If the City does not receive an adequate quantity and/or quality of Proposals by the deadline, then the City, at its sole discretion, may choose to extend the deadline and/or make part or all of the funding available to applicants through a second round of requests for proposals.

The applications will be received by City of Fairfield Homeless Services Division staff and shared with a Rank and Review Panel. The Review Panel may recommend one or multiple Proposers for funding based on the Scoring Criteria. The Review Panel recommendation will be presented to the City for final approval of award of funding. The decision of the City will be final.

**Cost of Submitting Proposals** The cost of preparing and submitting a proposal is the sole responsibility of the applicant and shall not be chargeable in any manner to the City. The City will not reimburse any applicant for any costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview.

**Proposal Submittal Format and Requirements**

- A. Submittals are to be single-sided, standard sized (8.5" x 11") pages. Submittals are not limited in length; however, brevity and conciseness are encouraged. Number each page. To facilitate review by the Selection Committee, please submit information in accordance with the following format, identifying each item, in order, by the appropriate number and letter.
  
- B. **The submittal must provide the following information:**
  - 1. Cover sheet to indicate the name of the project, contact information for the people responsible for the application, and the amount of funding requested for this project.
  
  - 2. Include a signed and dated statement by the agency's Executive Director stating, "I have reviewed this application, and I hereby certify that the information contained herein is true, complete and accurate to the best of my knowledge." In addition, please indicate that you reviewed and accept the City of Fairfield standard contract without qualification or are requesting qualifications and indicate the requested qualifications. If the applicant is a non-profit organization, proof of non-profit status is required and can be submitted via a

determination letter from the State Franchise Tax Board or Federal Internal Revenue Service confirming non-profit status.

3. Complete an essay response answering items listed below. The essay response should be no more than 10 pages in length and address all essay topics described below with each section labeled by heading (A-J) for this project. Indicate any similar projects your firm has completed recently.

**A. Description of Program**

- Describe the proposed program, including where the program will be located, who the program is intended to serve, the activities that are being proposed, how the program will meet the program guidelines described in this NOFA, and how the project will be sustained beyond the funding provided by the City of Fairfield funding, if applicable.
- Describe how the program will maintain capacity for temporary emergency sheltering in Fairfield. Provide specific numbers intended to be served and the length of time they will be served.
- Provide the proposed program's site management plan or operations plan and program guidelines/participant handbook.

**B. Low-barrier, Housing First policies and practices**

- Describe how the project will adopt a Housing First approach in accordance with Section 8255(b) of the State of California Welfare and Institutions Code, available at [https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=WIC&division=8.&title=&part=&chapter=6.5.&article=](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=WIC&division=8.&title=&part=&chapter=6.5.&article=)
- Describe your experience working with clients "where they are at," including, cultural competency, diverse family units, mental health and substance use, religious beliefs, criminal histories, sexual orientation, and undocumented immigrants.
- Describe how you will implement low-barrier, harm reduction, and trauma-informed care principles.

**C. Program outcomes**

- Provide a minimum of two measurable outcomes of the proposed program for the last two years. Programs in operation less than two years, provide outcomes to date.
- If requested funds are for a new program, describe the strategy for outcomes and success in previous programs.



- Provide success rates in permanent housing solutions for the past two years. Programs in operation for less than two years provide success rates to date.
- Provide the rate of those returning to homelessness or negative discharges from the program.
- If requested funds are for a new program, describe strategies to minimize returning to homelessness and negative discharges.
- Describe organizations' plan to lower rates of exits back to homelessness or negative discharges.
- Provide an Annual Performance Report (APR) showing the program's progress in achieving goals and objectives populated directly from HMIS.

**D. Timeline Narrative**

- Please provide a timeline detailing how the project will be accomplished from start-up to completion of the contract term. The timeline should include/identify start and completion dates for activities, significant milestones and program phases including planning, implementation, completion, and evaluation.
- Describe any difficulties that you might encounter in implementing your proposed timeline and how you will avoid or overcome these difficulties.

**E. Proven experience and capacity**

- Describe your organization's experience in reducing homelessness and connecting unhoused individuals to housing.
- Describe your experience in operating and managing temporary emergency shelter programs in California, including project name, dates/length of time in operation, location(s), capacity, services provided, annual operating budget with funding sources and specific programmatic.
- Include in your description your organization's experience related to:
  - Policies and practices that address and assess racial and ethnic equity, including equal access and non-discrimination, collection of racial, ethnic, and linguistic data, language interpretation, partnerships, training, etc.
  - Grievance and feedback policies.
  - Assessment of safety for people fleeing domestic violence.

- Participation in community-based initiatives to reduce homelessness.
- Working with HMIS and Coordinated Entry systems.

**F. Demonstrated experience with diverse populations.**

- Describe your organization's experience in providing services to diverse populations, including individuals and families experiencing chronic homelessness, mental health complications, substance use, religious beliefs, criminal histories, sexual orientation, diverse family units, unaccompanied youth, transitional age youth, youth exiting the foster care system, seniors, and undocumented immigrants.

**G. Fiscal management with diverse funding sources**

- Describe your organization's experience successfully administering a complex budget and utilizing diverse private, local, state, and/or federal funding streams for operations and services.
- Submit a copy of their most recent financial audit if annual gross revenue exceeds \$2 million as required by CA Gov. Code 12586(e), or IRS Form 990 if annual gross revenue is less than \$2 million. The report should be dated no earlier than 1/1/2022.
- Identify if any organization that is party to this application received any problematic audit or monitoring findings or concerns within the past 4 years. If so, please describe the findings/concerns and what has been done to address them.
- Explain your organization's financial management policies and procedures and how they are demonstrative of sound financial management practices, including management of program budgets and ability to provide timely financial reports and corresponding program on a regular basis.
- Provide the following for your organization:
  - Dates and circumstances related to any involuntary reallocation of project funding.
  - Dates and circumstances related to any open litigation and/or disputes that could result in a financial settlement.
  - Dates and circumstances related to any bankruptcy filing.

**H. Partnerships with community stakeholders**

- Describe your familiarity with the City of Fairfield, the Housing First Solano Continuum of Care and Coordinated Entry System, and other providers and resources within the City.
- Describe your strategy for engaging participants in Fairfield.
- Identify any additional or unique resources, capabilities, or services which your organization would bring to this program.

**I. Qualifications of Key Staff**

- Describe the role of top leadership in your organization, Executive Board, Board of Directors, and/or trustees and how they contribute to a sustainable and growing organizational environment.
- Describe the relevant residential, case management, and/or clinical experience for each staff member/position and their experience with emergency housing services, harm reduction and trauma-informed care, as well as any lived experience of homelessness. If you have not yet hired any staff and/or you do not plan to re-assign existing staff, then provide the job descriptions for those positions.
- Describe the qualifications/experience of the staff members(s) responsible for financial report preparation, management, and submittal.

**J. Budget and Budget Narrative**

- Provide a budget narrative explaining the costs outlined in your budget and how the expenses requested are connected to your program.
- Provide the proposed cost per night.
- Describe other funding sources that will be used to support the program and the percentage of City of Fairfield funds used to cover operations of program.
- Describe how your proposed program is an appropriate use of the City of Fairfield's one-time funding, and how you will sustain your project after the end of the funding term by completing the attach Budget Worksheet (Exhibit E).

**THRESHOLD**

Project-Specific Threshold Factors	Status
<p><b>1. Housing First Emergency Shelter:</b> The project will commit to running a low-barrier, Housing First, program. Does program meet temporary emergency shelter definition?</p>	<p>Pass/Fail</p>
<p><b>2. Coordinated Entry:</b> The project will participate in coordinated entry</p>	<p>Pass/Fail</p>
<p><b>3. HMIS:</b> The project will enter data for all City of Fairfield funded beds into HMIS (or comparable database for domestic violence services) and grant City of Fairfield’s Homeless Services Division “viewer access” to the funded project within HMIS database.</p>	<p>Pass/Fail</p>
<p><b>4. Equal Access:</b> The project will provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.</p>	<p>Pass/Fail</p>
<p><b>5. Connection to Mainstream Benefits:</b> Project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits. If the agency has any current clients, the plan must mention the percentage of current clients who have obtained at least one mainstream benefit while enrolled in the agency’s program(s).</p>	<p>Pass/Fail</p>
<p><b>6. Policies:</b> Projects will have policies regarding termination of assistance, client grievances, Equal Access/non-discrimination, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with</p>	<p>Pass/Fail</p>

## SCORING RUBIC

Program Description (30 Points)	Scoring Guide	Points
Award 2 points for each item Below. <ul style="list-style-type: none"> <li>• Location of program</li> <li>• Activities of program.</li> <li>• Provided how guidelines will be met.</li> <li>• Project sustainability beyond NOFA funding.</li> <li>• Executive Director signed statement.</li> </ul>	Provided clear description of the program, how the program meets the scope of the NOFA and how the project will maintain capacity in the City of Fairfield.	10
	Provided how capacity will be maintained. <ul style="list-style-type: none"> <li>• Specific number served.</li> <li>• Length of time will be served.</li> </ul>	10
	Provided: <ul style="list-style-type: none"> <li>• Site Management Plan or Operations Plan</li> <li>• Program guidelines/participant handbook.</li> </ul>	10

Housing First & Low Barrier (25 Points)	Scoring Guide	Points
Clearly identified understanding of and experience with low-barrier approaches including Housing First approach in meeting clients “where they are at” harm reduction, and trauma informed approaches.	Yes, the agency offers Housing First Training to staff.	10
	There are no program access restrictions for clients based on sobriety or mental health.	5
	No, clients are not required to participate in mandatory classes, therapy, job training, or interventions.	5
	The program provided rare or unique options, e.g., allowed partners, pets, and property.	5

Program Outcomes (50 Points)	Scoring Guide	Points
<p>Provided experience reducing houselessness, connecting unhoused individuals to housing and has data to support meeting or exceeding the 30% federal standard for occupancy and provide Annual Performance Report for last two years.</p> <p><b>HMIS DATA</b>            &lt;5% error award 3 points            5-9.9% award 1.5 points            10-14.9% .5 point            Greater than or equal to 15% error 0 points</p>	<p>Provided a minimum of two measurable outcomes of the proposed program for the last two years. If less than two years, provided outcomes to date.</p> <p><b>New programs:</b> Provided a narrative proposal of realistic strategy for outcomes or provided realistic strategy for outcomes for two years from a similar program.</p>	20
	<p>Provided Annual Performance Report for the last two years.</p>	5
	<p>The percentage of participants that obtained or maintained permanent supportive housing is at least 30%.</p>	5
	<p>The percentage of participants that returned to houselessness and percentage of outcomes list as "Unknown".</p>	10
	<p>Provided a clear plan to lower rates of exits back to houselessness or negative discharges.</p>	5
	<p>The percentage of data points that are recorded as missing, don't know, client refused to answer, and/or unable to calculate. Lower percentages are better. <i>(See scoring chart to the left)</i></p>	5

Timeline Narrative (10 points)	Scoring Guide	Points
<p>The timeline identified and described the significant phases and activities of the project.</p>	<p>Included timeline detailing how the project will be accomplished from start-up to completion of the contract term.</p>	5
	<p>Included difficulties that might occur in implementing timeline and a plan to overcome difficulties.</p>	5

Qualifications and Experience (25 points)	Scoring Guide	Points
Provided Experience and Capacity	Provided: <ul style="list-style-type: none"> <li>• Description of program.</li> <li>• Policies and Practice for equal access.</li> <li>• Grievance and feedback policy.</li> <li>• Safety Assessment for people fleeing DV.</li> <li>• Participation in community-based initiatives.</li> <li>• Provided clear examples of how program reduced houselessness and connected unhoused individuals to housing.</li> </ul>	20
Provided experience with Diverse Populations	<ul style="list-style-type: none"> <li>• Individuals and families experiencing chronic houselessness.</li> <li>• Mental Health Complications.</li> <li>• Substance Use.</li> <li>• Religious Beliefs.</li> <li>• Criminal histories.</li> <li>• Sexual Orientation.</li> <li>• Seniors.</li> <li>• Undocumented.</li> </ul>	5

Fiscal Management with Diverse Funding Sources (25 points)	Scoring Guide	Points
<p>Award 1 point for each category addressed below:</p> <ul style="list-style-type: none"> <li>• Private funding.</li> <li>• Local funding.</li> <li>• State funding.</li> <li>• Federal funding.</li> <li>• Other.</li> </ul>	<p>Provided detailed experience administering a complex budget and utilizing different funding streams.</p>	<p>5</p>
<p>Provided organization’s financial management policies and procedures.</p>	<p>Submitted a copy of their most recent financial audit report dated earlier than 1/1/2022 based on guidelines in the NOFA</p>	<p>5</p>
	<p>Provided problematic audit or monitoring findings for the past 4 years and how findings were addressed/resolved.</p>	<p>5</p>
	<ul style="list-style-type: none"> <li>• Management of program budget.</li> <li>• Management of timely financial Reports.</li> <li>• Involuntary reallocation of program funds.</li> <li>• Any open litigation and/or disputes because of financial settlement.</li> </ul>	<p>5</p>
<p>City of Fairfield funding is a <b>one-time</b> funding source.</p>	<p>Provided method or other funding sources for sustainability beyond the funding provided by the City of Fairfield and provide</p>	<p>5</p>

Budget and Budget Narrative (20 points)	Scoring Guide	Points
<p>Award 5 points for each item addressed below:</p> <ul style="list-style-type: none"> <li>• Cost and expenses clearly outlined.</li> <li>• Cost per night.</li> <li>• Other funding sources and percentage of City of Fairfield funds being used to fund program.</li> <li>• Clear plan to sustain program after one-time funding term ends.</li> </ul>	<p>Provided budget narrative.</p>	<p>20</p>



Partnerships with Community Stakeholders Staffing (15 points)	Scoring Guide	Points
Award 1.6 points for connection to each agency. <ul style="list-style-type: none"> <li>• Housing First Solano Continuum of Care</li> <li>• Solano County Coordinated Entry System</li> <li>• Other providers or resources within the City of Fairfield.</li> </ul>	Provided detailed description of community partners and stakeholders and if/how they connect with these entities.	5
	Provided list of top leadership and how they contribute to a sustaining and growing organization.	5
	Provided qualifications/experience of the staff member responsible for financial report preparation, management, and submittals.	5
<b>Total</b>		<b>200</b>

**EXHIBIT "A"**  
**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made at Fairfield, California, as of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Fairfield, a municipal corporation (the "CITY") and \_\_\_\_\_ ("CONSULTANT"), who agree as follows:

1) **SERVICES.** Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to the CITY the services described in Exhibit "A," which consists of the proposal submitted by CONSULTANT. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit "A."

2) **PAYMENT.** CITY shall pay CONSULTANT for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "B." The payments specified in Exhibit "B" shall be the only payments to be made to CONSULTANT for services rendered pursuant to this Agreement. CONSULTANT shall submit all billings for said services to the CITY in the manner specified in Exhibit "B."

3) **FACILITIES AND EQUIPMENT.** CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.

4) **GENERAL PROVISIONS.** The general provisions set forth in Exhibit "C" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the provisions set forth in Exhibit "C" shall control.

5) **INSURANCE REQUIREMENTS.** The insurance requirements set forth in Exhibit "D" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the requirements set forth in Exhibit "D" shall control.

6) **BUSINESS LICENSE.** The CONSULTANT shall obtain and keep current a business license for work within the City of Fairfield pursuant to Chapter 10B of the Fairfield City Code, with respect to the gross receipts received pursuant to this Agreement. No payments shall be made to any SERVICE PROVIDER until such business license has been obtained, and all fees paid therefore, by the CONSULTANT. Business license applications and information may be obtained from the Community Development Department, Fairfield City Hall, 1000 Webster Street, Fairfield, CA 94533-4883, (707-428-7509) and online at [www.fairfield.ca.gov/biz](http://www.fairfield.ca.gov/biz).

7) **EXHIBITS.** All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

8) **TERM.** This agreement shall be in effect through \_\_\_\_\_; or until the scope of work is completed.

9) **GOVERNING LAW AND VENUE.** Should either Party to this Agreement bring legal action against the other, the validity, interpretation, and performance of this Contract shall be controlled by and construed under the laws of California, excluding California's choice of law rules. Venue for any such action relating to this Agreement shall be in the Solano County Superior Court.

10) Where applicable, vehicles with a GVWR greater than 8,500 lbs. and light-duty package delivery vehicles operated in California may be subject to the California Air Resources Board Advanced Clean Fleets

regulations. Such vehicles may therefore be subject to requirements to reduce emissions of air pollutants. For more information, please visit the CARB Advanced Clean Fleets webpage at <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets>

11) ENTIRE AGREEMENT. This Agreement, including any other documents incorporated herein by specific reference, represents the entire and integrated agreement between CITY and CONSULTANT. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties which expressly refers to this Agreement.

12) COUNTERPARTS. This Agreement may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

13) NOTICES. This Agreement is managed and administered on the CITY's behalf by the individual named below. All invoices must be submitted and approved by this individual and all notices shall be given to the CITY using the following contact information:

CITY Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Notices must be given to CONSULTANT at the following:

CONSULTANT Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

EXECUTED as of the day first above-stated.

City of Fairfield, a municipal corporation

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

CONSULTANT

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

**EXHIBIT "B"**  
**PAYMENT**

1) The total contract price for services rendered by CONSULTANT under this Agreement shall be as specified below:

Personnel

Hourly Rate

2) Payment shall be made to CONSULTANT on a time and materials basis, and CONSULTANT shall submit monthly invoices to the \_\_\_\_\_ for the same.

3) Any additional meetings or work required beyond that set forth in Exhibit "A" shall be mutually agreed to in writing by the CITY and CONSULTANT and shall be billed on a time and materials basis to the \_\_\_\_\_.

**EXHIBIT "C"**  
**GENERAL PROVISIONS**

1) INDEPENDENT CONSULTANT. At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of CITY. CITY shall have the right to control CONSULTANT only insofar as the results of CONSULTANT's services rendered pursuant to this Agreement; however, CITY shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

2) LICENSES; PERMITS; ETC. CONSULTANT represents and warrants to CITY that CONSULTANT has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONSULTANT to practice CONSULTANT's profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONSULTANT to practice his profession.

3) TIME. CONSULTANT shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT's obligations pursuant to this Agreement. CONSULTANT shall adhere to the Schedule of Activities as described in their Executive Summary.

4) CONSULTANT NOT AN AGENT. Except as CITY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement, to bind CITY to any obligation whatsoever.

5) ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

6) PERSONNEL. CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that CITY, in its sole discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

7) STANDARD OF PERFORMANCE. CONSULTANT shall perform all services required pursuant to this Agreement. Services shall be performed in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his profession. All products which CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a workmanlike manner, and conform to the standards of quality normally observed by a person practicing in CONSULTANT's profession. CITY shall be the sole judge as to whether the product of the CONSULTANT is satisfactory.

8) CANCELLATION OF AGREEMENT. This Agreement may be canceled at any time by the CITY at its discretion upon written notification to CONSULTANT. CONSULTANT is entitled to receive full payment for all services performed and all costs incurred up to and including the date of receipt of written notice to cease work on the project. CONSULTANT shall be entitled to no further compensation for work performed after the date of receipt of written notice to cease work. All completed and incomplete products up to the date of receipt of written notice to cease work shall become the property of CITY.

9) PRODUCTS OF CONSULTING. All products of the CONSULTANT provided under this Agreement shall be the property of the CITY.

10) INDEMNIFY AND HOLD HARMLESS.

a) If AGREEMENT is an agreement for design professional services subject to California Civil Code § 2782.8(a) and CONSULTANT is a design professional, as defined in California Civil Code § 2782.8(c)(2), to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless CITY and its elected officials, officers, agents, employees and designated volunteers (collectively "CITY Indemnitees") from and against any and all claims, losses, liabilities, damages, costs and expenses, including attorney's fees and costs, to the extent they arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT. CONSULTANT's duty to defend shall consist of reimbursement of defense costs incurred by CITY in direct proportion to the CONSULTANT's proportionate percentage of fault. CONSULTANT's percentage of fault shall be determined, as applicable, by a court of law, jury or arbitrator. In the event any loss, liability or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the CONSULTANT's percentage of fault, the parties agree to mediation with a third party neutral to determine the CONSULTANT's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the CITY.

b) If AGREEMENT is not an agreement for design professional services subject to California Civil Code § 2782.8(a) or CONSULTANT is not a design professional as defined in California Civil Code § 2782.8(c)(2), to the fullest extent allowed by law, CONSULTANT shall indemnify, defend, and hold harmless the CITY Indemnitees from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by CONSULTANT or any person directly or indirectly employed by or acting as agent for CONSULTANT in the performance of this Agreement, including the concurrent or successive passive negligence of the CITY Indemnitees.

It is understood that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies are determined to be applicable to any such damages or claims for damages.

CONSULTANT'S responsibility for such defense and indemnity shall survive termination or completion of this agreement for the full period of time allowed by law.

11) PROHIBITED INTERESTS. No employee of the CITY shall have any direct financial interest in this agreement. This agreement shall be voidable at the option of the CITY if this provision is violated.

12) LOCAL EMPLOYMENT POLICY. The CITY desires wherever possible, to hire qualified local residents to work on city projects. Local resident is defined as a person who resides in Solano County. The CITY encourages an active affirmative action program on the part of its contractors, consultants, and developers. When local projects require, subcontractors, contractors, consultants and developers will solicit proposals from qualified local firms where possible.

As a way of responding to the provisions of the Davis-Bacon Act and this program, contractor, consultants, and developers will be asked, to provide no more frequently than monthly, a report which lists the employee's name, job class, hours worked, salary paid, city of residence, and ethnic origin.

13) CONSULTANT NOT A PUBLIC OFFICIAL. CONSULTANT is not a "public official" for purposes of Government Code §§ 87200 et seq. CONSULTANT conducts research and arrives at his or her conclusions, advice, recommendation, or counsel independent of the control and direction of the CITY or any CITY official, other than normal contract monitoring. In addition, CONSULTANT possesses no authority with respect to any CITY decision beyond these conclusions, advice, recommendation, or counsel.

14) EMPLOYMENT DEVELOPMENT DEPARTMENT REPORTING REQUIREMENTS. When the CITY executes an agreement for or makes payment to CONSULTANT in the amount of \$600 (six hundred dollars) or more in any one calendar year, CONSULTANT shall provide the following information to CITY to comply with Employment Development Department (EDD) reporting requirements:

a) Whether CONSULTANT is doing business as a sole proprietorship, partnership, limited liability partnership, corporation, limited liability corporation, non-profit corporation or other form of organization.

b) If CONSULTANT is doing business as a sole proprietorship, CONSULTANT shall provide the full name, address and social security number of the sole proprietor.

c) If CONSULTANT is doing business as other than a sole proprietorship, CONSULTANT shall provide CONSULTANT'S federal tax identification number.

**EXHIBIT "D"**  
**INSURANCE REQUIREMENTS**

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

1) **MINIMUM SCOPE AND LIMITS OF INSURANCE**

a) Commercial General Liability coverage (occurrence Form CG 00 01) with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

b) Automobile Liability coverage (Form CA 00 01 with Code 1 – any auto) with minimum limits of \$1,000,000 per accident for bodily injury and property damage.

c) Workers' Compensation insurance as required by the State of California and Employers' Liability insurance, each in the amount of \$1,000,000 per accident for bodily injury or disease.

2) **INDUSTRY SPECIFIC COVERAGES**

If checked below, the following insurance is also required.

- Professional Liability Insurance / Errors and Omissions Liability in the minimum amount of \$1,000,000 per occurrence.
- Pollution Liability Insurance in the minimum amount of \$1,000,000 per occurrence
- Garage Keepers Insurance in the minimum amount of \$1,000,000 per occurrence
- Fidelity / Crime / Dishonesty Bond in the minimum amount of \$\_\_\_\_\_
- MCS-90 Endorsement to Business Automobile insurance for transportation of hazardous materials and pollutants
- Builder's Risk / Course of Construction Insurance in the minimum amount of \$\_\_\_\_\_.

3) **INSURANCE PROVISIONS**

a) **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, employees and volunteers; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

b) The general and automobile liability policies (and if applicable, pollution liability, garage keepers liability and builder's risk policies) are to contain, or be endorsed to contain, the following provisions:



- i) The CITY, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the CONSULTANT; products and completed operations of the CONSULTANT; premises owned, occupied or used by the CONSULTANT; and automobiles owned, leased, hired or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials, employees or volunteers.
- ii) For any claims related to this project, the CONSULTANT'S insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the CITY, its officers, officials, employees or volunteers shall be in excess of the CONSULTANT'S insurance and shall not contribute with it.
- iii) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the CITY, its officers, officials, employees or volunteers.
- iv) The CONSULTANT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- v) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY.
- vi) The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the CONSULTANT'S policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

c) ACCEPTABILITY OF INSURER. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the CITY.

VERIFICATION OF COVERAGE. CONSULTANT shall furnish the CITY with original endorsements effecting coverage required by this Exhibit D. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf; on forms equivalent to CG 20 10 11 85, subject to CITY approval; and submitted electronically through the Exigis insurance system to: [certificates-fairfield@riskworks.com](mailto:certificates-fairfield@riskworks.com). All insurance certificates and endorsements are to be received and approved by the CITY before work commences. At the request of the CITY, CONSULTANT shall provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

d) SUB-CONTRACTORS. CONSULTANT shall require all subcontractors to procure and maintain insurance policies subject to the requirements of Exhibit D. Failure of CONSULTANT to verify existence of sub-contractor's insurance shall not relieve CONSULTANT from any claim arising from sub-contractors work on behalf of CONSULTANT.