

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION  
AND  
CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA  
COORDINATED ENTRY**

**WHEREAS**, the Sonoma County Community Development Commission, hereinafter referred to as "COMMISSION," and **Catholic Charities of the Diocese of Santa Rosa**, hereinafter referred to as "SUBRECIPIENT," have previously entered into that certain Agreement for **\$130,000.00** for the **Coordinated Entry** project, dated July 13, 2020, for a period beginning July 1, 2020, and continuing until June 30, 2021; and

**WHEREAS**, the parties mutually desire to amend said Agreement to make the following changes:

- Add the Scope of Work, Exhibit A-2 to reflect expectations of the Continuum of Care funded **Catholic Charities Coordinated Entry** project.
- Add the Budget, Exhibit B-2 to include **\$253,908.00** of Continuum of Care funds for the **Catholic Charities Coordinated Entry** project for the Fiscal Year 2020-2021, consistent with eligible use of the Funds according to Exhibit G of the Funding Agreement. Continuum of Care dollars are to be expended by March of 2021.

**NOW, THEREFORE, BE IT RESOLVED** that COMMISSION and SUBRECIPIENT, in consideration of their mutual promises herein contained, do agree and covenant to amend that certain Agreement by and between them as follows:

ATTACHMENTS

Exhibit A-2 – Scope of Work: Add Exhibit A-2 for the **Coordinated Entry** project, attached hereto and incorporated herein by reference.

Exhibit B-2 - Budget: Add Exhibit B-2- Budget to include **\$253,908.00** of Continuum of Care funds, attached hereto and incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have executed this instrument or caused this Amendment to be executed by their duly authorized agents this 2nd day of December, 2020.

SONOMA COUNTY COMMUNITY  
DEVELOPMENT COMMISSION

By: Barbie L. Robinson  
Barbie Robinson, Interim Executive Director

CATHOLIC CHARITIES OF THE DIOCESE OF  
SANTA ROSA  
HOMELESSNESS PREVENTION

DocuSigned by:  
By: Len Marabella  
Len Marabella, Executive Director

## EXHIBIT A-2 SCOPE OF WORK

**Organizational Name: Catholic Charities**

**Project Name: Coordinated Entry**

The Sonoma County Community Development Commission (COMMISSION) has awarded **Catholic Charities \$253,908.00** to operate the Coordinated Entry System. **Coordinated Entry** is a standardized screening that ensures all people experiencing a housing crisis will have fair and equal access to services are quickly identified, are assessed, referred, and connected to housing and assistance based on their needs. The location of Coordinated Entry offices are at 465 A Street and 600 Morgan Street in Santa Rosa, California. **Coordinated Entry** will serve all homeless populations. The project will measure three outcomes as project deliverables: 1) the number and percent of all service participants entering either temporary or permanent housing, 2) the number of days in the program before entering permanent housing, and 3) HMIS data quality as defined by the prevailing HMIS Data Standards as stated in Exhibit D of this Agreement.

**Coordinated Entry** is a streamlined system for accessing housing, shelter, and services to end homelessness and is required by the U.S. Department of Housing and Urban Development (HUD) for all Continuums of Care (CoC) as stated in 24 CFR 578.7 (a) (8) of the Continuum of Care Program Interim Rule. Coordinated Entry in Sonoma County follows a Housing First approach for all participating projects and prioritizes individuals and families for permanent supportive housing for those with the highest vulnerability and needs. **Coordinated Entry** is the primary process for assessing the severity of needs and ensuring that people can receive assistance in a timely fashion. Utilization of the VI-SPDAT as the standardized screening tool enables providers to ensure those experiencing homelessness have equal access to housing and resources.

The Sonoma County Continuum of Care's Coordinated Entry System (CES) provides a single front door with multiple geographic access points for individuals and families experiencing homelessness. Coordinated Entry is the primary access point for referrals for permanent supportive housing and rapid re-housing as well as Emergency Shelter. CES reduces the length of time people remain homeless and promotes individual choice of services and housing across Sonoma County.

The Sonoma County Continuum of Care Board shall hold final approval of all CE policies and procedures and will approve annual revisions to Policies and Procedures. The Sonoma County Continuum of Care Committees and Working Groups and Board will conduct ongoing reviews and assessments of the CE system by reviewing CE data, receiving feedback from CE working groups, and exploring gaps reported by those working groups.

- Ensure implementation of the VI-SPDAT standard screening tool by walk-in service providers to the greatest extent possible, for enrollment in the Coordinated Entry System.
- Utilizing the resulting scores from the screening, place the client into appropriate housing or onto the most appropriate housed service waitlist, and recommend additional services that will help the client move into housing.

- Build trust and excellent communication among local homeless service providers so that service referrals are made appropriately and in a timely manner with a high level of acceptance.
- Promote professional and technical capacity within the Coordinated Entry program staff so that homeless clients are directed to the most appropriately targeted type of housed and non-housed services.
- Ensure high data quality and data analysis to support appropriate and timely placement, as well as evaluation and fine-tuning of the program design.
- Effectively collaborate with access points throughout the County to provide access to the Coordinated Entry System from anywhere in Sonoma County.
- Support and cooperate with the evaluation and adjustment of the program design by homeless service providers, other key stakeholders, and homeless clients.

**Coordinated Entry** staff will input client data into the Homeless Management Information System (HMIS), following all relevant data quality standards, and will refer all participants to appropriate City, County, State, and other local services. **Catholic Charities** will participate in technical assistance to develop and increase their capacity to deliver services using "Housing First" principles adopted as California State Law SB1380:

[https://leginfo.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160SB1380](https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB1380).

**Catholic Charities** will use the Sonoma County Coordinated Entry Policies and Procedures as the minimum operating standards.

Quarterly Reports must be submitted in a timely and accurate manner by the 10<sup>th</sup> of the month following each quarter using the prescribed reporting format. **Catholic Charities** will report on the number of individuals and households, income, demographics, race, ethnicity, outcome performance, and changes in staffing. A narrative description will describe changes or adjustments to services offered, challenges experienced achieving project goals or managing the contract. As described in Exhibit B, reimbursement requests must be submitted at least quarterly, not more often than monthly, and must include a copy of a General Ledger for the period covered and a Year to Date General Ledger.

Per Exhibit H of this Funding Agreement, **Catholic Charities** is expected to comply with Title III of the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, and is required to submit a Reasonable Accommodation policy approved by the organization's Board of Directors. **Catholic Charities** agrees to document and report on the number of reasonable accommodation requests and any instances of denial of these in each Quarterly Reporting.

This Agreement will begin on July 1, 2020, and will expire on March 31, 2021.

**Estimated Unduplicated Numbers served by the project:**

**2250** Households

**2250** Adults

Children

## HMIS Participation

☒ Required ☐ Project will be HMIS Service Only setup ☐ Not Applicable

1. Complete enrollment (project start date & demographics)
2. Complete Household (Family ID)
3. HUD Entry Assessment
4. 'VI-SPDAT' on entry
5. 'Coordinated Entry Contact Form' at any point contact with a client or a referral is made.
6. HUD Exit Assessment/Program Dismissal

Project Titles in HMIS:

- Sono-CoC, Coordinated Entry for Individuals.
- Sono- CoC, Coordinated Entry for Families.
- Sono, COC, Coordinated Entry for TAY

## Verification of Homeless and Documentation Requirements per HUD Homeless Status Definition Final Rule, December 5, 2011, 24CFR Parts 91, 582, and 583:

☒ Required ☐ Not Applicable

## Verification of Chronic Homelessness Status per HUD Chronically Homeless Definition Final Rule, December 4, 2016, 24 CFR Parts 91 and 578:

☒ Required ☐ Not Applicable

## Verification of At-Risk of Homelessness and Documentation Requirements per ESG Interim Rule, December 5, 2012, CFR Parts 91, 582 and 583:

☐ Required ☒ Not Applicable

*Persons at risk of homelessness are ineligible for Coordinated Entry services and should be assisted with Homelessness Diversion services.*

## Coordinated Intake Participation

☒ Required ☐ Not Applicable (Participants will not meet Homelessness definitions #1 or #2)  
☐ *This project is required to accept referrals only from Coordinated Entry System.*

## Participation in Continuum of Care Program Standards Development and Review

☒ Required ☐ Not Applicable

**Coordinated Intake Policies and Procedures**  
*See Exhibit G, Program Standards for Homeless Services Programs.*

**Reporting Requirements:**

SUBRECIPIENT shall report quarterly on approved COMMISSION formatted template the following data:

1. Unduplicated Individuals and or Households served during the reporting period
2. Race, Ethnicity and Income Levels
3. ESG CAPER data entered and meeting data standards
4. Status on the following CDC approved Outcomes

<b>Outcome Number</b>	<b>Outcome Indicator</b> Select an Outcome Indicator that you will measure your success against.	<b>Project Goal</b> Briefly describe how your project will work towards achievement the specified Outcome Indicator	<b>Quantitative Measure</b> Identify a numerical increase or decrease for the specified Outcome Indicator
<b>1</b>	<b>Ending Homelessness Housing Indicators</b> Shelter or Transitional Housing: Exits to Permanent Housing	Assist homeless <u>families</u> to quickly resolve housing crisis	Goal 1(a) - 40% of households w/ children placed in safe housing  Goal 1(b) - 21% of households exited directly to permanent housing
<b>2</b>	<b>Ending Homelessness Housing Indicators</b> Shelter or Transitional Housing Exits to Permanent Housing	Assist homeless <u>individuals</u> to quickly resolve housing crisis	Goal 2(a) - 50% of households (individuals) placed in safe housing  Goal 2(b) - 21% of households (individuals) exit directly to permanent housing
<b>3</b>	<b>Other Ending Homelessness Indicators</b> Days to permanent housing placement	Decrease average number of days between program entry and permanent housing placement	Goal 3(a) - Families – 54 days or less to permanent housing  Goal 3(b) - Individuals – 65 days or less to permanent housing
<b>4</b>	<b>HMIS Data Quality Expectation</b>	HUD Data Quality Report: fewer than 5% errors on questions 2, 3 and 4; on question 6, fewer than 5% of project entry or project exit records in more than 6 days.	Question 2: <5% Question 3: <5% Question 4: <5% Question 6: <5% in more than 6 days

Additional Reports/Requirements: SUBRECIPIENT may be requested to provide additional data to the COMMISSION in the response to a county, state or federal report and/or inquiry request. If this situation should arise, SUBRECIPIENT shall provide the COMMISSION with the requested data.

**EXHIBIT B-2**  
**Budget**

**Catholic Charities**  
**Coordinated Entry**

<b>Catholic Charities - Coordinated Entry</b>	<b>Continuum of Care Funds</b>	<b>Total</b>
<b>Personnel</b>	<b>\$245,322.00</b>	<b>\$245,322.00</b>
<b>Administration</b>	<b>\$8,586.00</b>	<b>\$8,586.00</b>
<b>TOTAL</b>	<b>\$253,908.00</b>	<b>\$253,908.00</b>

**Notes:**

1. Final reimbursement request is due by April 10, 2021.