

COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter “County”) and:

Community Human Services, 501(c)(3)

(hereinafter “CONTRACTOR”).

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

Provide:

Services Operator of the Salinas Housing Advancement, Resource & Education (SHARE) Center providing shelter, supportive services and housing navigation for individuals and families experiencing homelessness.

2.0 PAYMENT PROVISIONS:

2.01 County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$ 1,600,000.00.

3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from July 1, 2026 to June 30, 2027, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other: _____

See page 11(a) for a list of Exhibits

5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.
- 6.05 CONTRACTOR shall not receive reimbursement for mileage or travel expenses unless set forth in this Agreement.

7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. “Good cause” includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.03 The County’s payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County’s purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys’ fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR’s performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. “CONTRACTOR’s performance” includes CONTRACTOR’s action or inaction and the action or inaction of CONTRACTOR’s officers, employees, agents and subcontractors.

9.0 INSURANCE REQUIREMENTS:

9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a “Certificate of Insurance” certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County’s Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a “Notice to Proceed” with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **Qualifying Insurers:** All coverages, except surety, shall be issued by companies which hold a current policy holder’s alphabetic and financial size category rating of not less than A- VII, according to the current A.M. Best’s Rating Guide or a company of equal financial stability that is approved by the County’s Purchasing Agent.

9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR’s duty to

indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial General Liability Insurance: including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate.

(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Auto Liability Coverage: must include motor vehicles, including scheduled, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit or Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Workers' Compensation Insurance: if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

(Note: any proposed modifications to these Workers' Compensation Insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Professional Liability Insurance: if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

(Note: Professional liability insurance coverage is required if the contractor is providing a professional service regulated by the state. Examples of service providers regulated by the state are insurance agents, professional architects and engineers, doctors, certified public accountants, lawyers, etc. However, other professional Contractors, such as computer or software designers, technology services, and services providers such as claims administrators, should also have professional liability. If in doubt, consult with your risk or contract manager.)

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor.

Community Human Services
SHARE Center

9.04 **Other Requirements:**

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Additional Insured Status:

The County of Monterey, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the auto liability policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. Auto liability coverage shall be provided in the form of an endorsement to the CONTRACTOR'S insurance.

The County of Monterey, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the commercial general liability policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the CONTRACTOR'S insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage:

For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, agents, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Workers' Compensation Insurance Waiver of Subrogation:

The Workers' Compensation Insurance policy required hereunder shall be endorsed to state that the Workers' Compensation Insurance carrier waives its right of subrogation against County, its officers, officials, employees, agents, or volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by CONTRACTOR. Should CONTRACTOR be self-insured for Workers' Compensation Insurance, CONTRACTOR hereby agrees to waive its right of subrogation against County, its officers, officials, employees, agents, or volunteers.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance and endorsements with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five (5) calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect. CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

10.0 RECORDS AND CONFIDENTIALITY:

- 10.01 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.02 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.03 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.04 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining

to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.

- 10.05 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.
- 10.06 **Format of Deliverables:** For this section, “Deliverables” shall mean all electronic documents CONTRACTOR provides to the County under this Agreement. CONTRACTOR shall ensure all Deliverables comply with the requirements of the Web Content Accessibility Guidelines (“WCAG”) 2.1, pursuant to the Americans with Disabilities Act (“ADA”). CONTRACTOR bears the burden to deliver Deliverables, such as Adobe Acrobat Portable Document Format (“PDF”) and Microsoft Office files, complying with WCAG 2.1. CONTRACTOR shall defend and indemnify the County against any breach of this Section. This Section shall survive the termination of this Agreement. Find more on Accessibility at this State website: <https://webstandards.ca.gov/accessibility/>.

11.0 **NON-DISCRIMINATION:**

- 11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), sexual orientation, or any other characteristic set forth in California Government code § 12940(a), either in CONTRACTOR’s employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12.0 **COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:**

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13.0 **COMPLIANCE WITH APPLICABLE LAWS:**

- 13.01 CONTRACTOR shall keep itself informed of and in compliance with all federal, state, and local laws, ordinances, regulations, and orders, including but not limited to all state and federal tax laws that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT as well as any privacy laws including, if applicable, HIPAA. CONTRACTOR shall procure all permits and licenses,

pay all charges and fees, and give all notices require by law in the performance of the Services.

13.02 CONTRACTOR shall report immediately to County’s Contracts/Purchasing Officer, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.

13.03 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations, and guidelines that are in force at the time such documentation is prepared.

14.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers’ compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR’s performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR’s failure to pay such taxes.

15.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR’S contract administrators at the addresses listed below:

FOR COUNTY
Roxanne Wilson
Name
Homeless Services Director
Title
168 West Alisal Street, 3rd Floor, Salinas, CA 93901
Address
(831) 755-5445
Phone

FOR CONTRACTOR
Shawn Stone
Name
Chief Executive Officer
Title
P.O. Box 3076, Monterey, CA 93942
Address
(831) 658-3811
Phone

16.0 MISCELLANEOUS PROVISIONS.

16.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance

of the services required to be rendered under this Agreement.

- 16.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 16.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 16.04 **Contractor:** The term “CONTRACTOR” as used in this Agreement includes CONTRACTOR’s officers, agents, and employees acting on CONTRACTOR’s behalf in the performance of this Agreement.
- 16.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 16.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.
- 16.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 16.08 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 16.09 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 16.10 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 16.11 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 16.12 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 16.13 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

16.14 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.

16.15 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.

16.16 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

17.0 CONSENT TO USE OF ELECTRONIC SIGNATURES.

17.01 The parties to this Agreement consent to the use of electronic signatures via DocuSign to execute this Agreement. The parties understand and agree that the legality of electronic signatures is governed by state and federal law, 15 U.S.C. Section 7001 et seq.; California Government Code Section 16.5; and, California Civil Code Section 1633.1 *et. seq.* Pursuant to said state and federal law as may be amended from time to time, the parties to this Agreement hereby authenticate and execute this Agreement, and any and all Exhibits to this Agreement, with their respective electronic signatures, including any and all scanned signatures in portable document format (PDF).

17.02 Counterparts.

The parties to this Agreement understand and agree that this Agreement can be executed in two (2) or more counterparts and transmitted electronically via facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) via email transmittal.

17.03 Form: Delivery by E-Mail or Facsimile.

Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail transmittal, in either case with delivery confirmed. On such confirmed delivery, the signatures in the facsimile or PDF data file shall be deemed to have the same force and effect as if the manually signed counterpart or counterparts had been delivered to the other party in person.

***** THIS SECTION INTENTIONALLY LEFT BLANK *****

18.0 SIGNATURE PAGE

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

COUNTY OF MONTEREY	
By:	Chief Contracts & Procurement Officer
Date:	
By:	Department Head (if applicable)
Date:	
Approved as to Form Office of the County Counsel, ¹	
By:	<i>Maureen K. Blitch</i> , County Counsel
By:	<i>Marina Pantchenko</i> , Deputy County Counsel
Date:	6/24/2026 9:47 AM PDT
Approved as to Fiscal Provisions ²	
By:	<i>Patricia Ruiz</i> , Auditor/Controller
Date:	6/25/2026 12:01 PM PDT
Reviewed as to Liability Provisions ³ Office of the County Counsel-Risk Management	
By:	<i>David Bolton</i> , Risk Manager
Date:	6/25/2026 10:43 AM PDT

CONTRACTOR	
Community Human Services	
Contractor/Business Name*	
By:	<i>Mary Ann Carbone</i> (Signature of Chair, President, or Vice-President)
Mary Ann Carbone	Chairman of the Board
Name and Title	
Date:	6/23/2026 6:59 PM PDT
By:	<i>Tim Louis</i> (Signature of Secretary, Assist. Secretary, CFO, Treasurer or Assist. Treasurer)
Tim Louis	Chief Financial Officer
Name and Title	
Date:	6/22/2026 10:33 AM PDT

County Board of Supervisors' Agreement No. _____ approved on _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers (California Corporations Code §, 313). If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of either 1) any member or 2) two (2) managers (Corporations Code § 17703.01, subs. (a) and (d)). If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign.

1Approval by the office of the County Counsel is required.
 2Approval by Auditor/Controller is required.
 3Review by Risk Manager is required only if changes are made in the indemnification or Insurance paragraphs.

LIST OF EXHIBITS

Exhibit A: Scope of Services

Exhibit B: Budget

Exhibit C: Invoice

Exhibit D: Additional Provisions

Exhibit E: Housing First Requirements

Exhibit F: Participant Animal Guidelines

Exhibit G: HMIS Provisions

Exhibit H: Coordinated Entry Provisions

Exhibit I: Reporting Template

Exhibit J: Occupancy Terms

SCOPE OF SERVICES/PAYMENT PROVISIONS

COMMUNITY HUMAN SERVICES

SHARE CENTER

- A. TOTAL FUNDING:**

\$1,497,131.55 - HHAP-6 Funds
<u>\$102,868.45 - PLHA Funds</u>
\$1,600,000.00 - Total Funds

- B. CONTRACT TERM:** July 1, 2026, to June 30, 2027

- C. CONTACT INFORMATION:**

County Contract Monitor:	County Administrative Office Homelessness Strategies and Initiatives Dania Valdez 168 W. Alisal St., Salinas, CA 93901 Phone: (831) 796-3049 valdez2@countyofmonterey.gov
Contractor Information:	Community Human Services Shawn Stone, Chief Executive Officer PO Box 3076, Monterey, CA 93942 Phone: (831) 658-3811 Fax: (831) 658-3815 sstone@chservices.org
Location of Services:	SHARE Center 845 E. Laurel Drive Salinas, CA 93906

CONTRACT AWARD INFORMATION

CONTRACTOR UEI Number: J7GWFMM5ZCD9
 Date County Awarded Funding: February 23, 2026 (HHAP-6)
 CFDA Passthrough Information and Dollar Amount: N/A
 Federal Award Description: N/A
 Research and Development: No
 Indirect Cost Rate: 15%

D. BACKGROUND:

Community Human Services (CHS) is a 501(c)(3) public nonprofit organization operating multiple low-barrier emergency shelters for single women, families with children, and transition-aged youth (18-24) across the Monterey County. The SHARE Center is a Housing-First navigation center that has a capacity of 126 beds for families and individuals experiencing homelessness and provides comprehensive services in a housing focused model. The goal for SHARE Center guests is to exit into transitional or permanent housing. The SHARE Center is a collaborative partnership with the City of Salinas to share in the operational costs and programmatic

SCOPE OF SERVICES/PAYMENT PROVISIONS

oversight.

E. PURPOSE:

Contractor shall operate a Low-Barrier Navigation Center (LBNC) that provides immediate, voluntary, short-term shelter and housing-focused services to individuals experiencing unsheltered homelessness who face significant barriers to obtaining or maintaining permanent housing. Services shall be delivered in a low-barrier, Housing First, and trauma-informed manner, consistent with the County's homelessness response strategies, local priorities, and applicable State funding requirements.

F. TARGET POPULATION

CONTRACTOR shall serve households experiencing Literal Homelessness or are At- Risk of Homelessness, within the county, which could include individuals with complex needs such as:

- Serious mental illness
- Substance use disorders
- Chronic health conditions
- Justice-system involvement

In accordance with 24 CFR 578.3, the U.S. Department of Housing and Urban Development define literal homelessness as:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised 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 for low-income individuals); or
- (iii) An individual who is exiting an institution where he or she 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;

and At Risk of Homelessness as:

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date

SCOPE OF SERVICES/PAYMENT PROVISIONS

- of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;

Exception: Low Barrier Navigation Centers that are funded by State and/or local funds, may include individuals exiting out of institutions, regardless of how long they were residents of such institution.

G. EXCLUSION OF REGISTERED SEX OFFENDERS

The SHARE Center serves vulnerable populations, including families with children, individuals with disabilities, and other high-risk persons. To maintain a safe, secure, and trauma-informed environment, Contractor shall implement strict screening and exclusion requirements related to registered sex offenders.

Contractor shall not admit or house any individual who:

- G.1 Is required to register pursuant to California Penal Code § 290 et seq.; and
- G.2 Is classified as a Tier II or Tier III sex offender under California's Sex Offender Registration Act; or
- G.3 Has been convicted of an offense requiring lifetime registration; or d. Has been convicted of any offense involving sexual abuse, sexual assault, sexual exploitation, or sexual misconduct involving a minor.

The County reserves the right to direct Contractor to deny admission to any individual whose criminal history presents a credible threat to the safety of shelter participants, staff, or the public.

H. DESCRIPTION OF SERVICES:

Facility Operations

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

- H.1 Operate the SHARE Center, a congregate homeless shelter with up to 96 beds, subject to applicable occupancy limits, safety requirements, operational constraints, that offer wrap-around supportive services including housing navigation at 845 E. Laurel Drive, Salinas, 24 hours a day and 365 days per year.
- H.2 Provide regular updates including vacancy counts and general feedback to maintain strong communication regarding operations

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- and services. CONTRACTOR shall notify the County immediately if the Center fills to capacity.
- H.3 CONTRACTOR shall immediately notify COUNTY of any changes to managerial or supervisory staffing and/or contact information.
- H.4 Incorporate daily sanitation practices, including custodial services, to maintain reasonable cleanliness on the interior and surrounding exterior of the site, subject to facility conditions, guest conduct, available staffing, and available resources.
- H.5 Operate Program services in compliance with applicable Americans with Disabilities Act (ADA) requirements, including reasonable modifications and accommodations required by law.
- H.6 Maintain and implement reasonable security protocols intended to promote the safety of staff and guests and minimize the impact of the Program on the neighboring community. Such protocols may include reasonable site-use, visitor, perimeter, and conduct rules.
- H.7 Disallow smoking, illegal drug use or non-supervised use of unprescribed medication in the facility.
- H.8 Identify and provide a smoking area with proper disposal containers to reduce risk of fire.
- H.9 Incorporate a Good Neighbor Policy.
- H.10 Coordinate the provision of 3x daily meals for residents. Food may be prepared on-site and obtained through donations from faith-based organizations or other organizations. All dishes and flatware shall be cleaned each night or otherwise (if appropriate) be properly disposed of.
- H.11 Comply with all Fire Department regulations.
- H.12 Ensure shower service includes daily cleaning and regularly scheduled deep-cleaning services as well as provision of basic hygiene supplies such as soap, toilet paper, and access to clean towels.
- H.13 CONTRACTOR shall ensure that CDC guidelines regarding mitigating the spread of infectious diseases, particularly regarding operating a congregate shelter facility, are adhered to.
- H.14 CONTRACTOR shall notify the COUNTY either via monthly Operational Meetings or telephone of material incidents known to CONTRACTOR that must be reported to HUD, the State of California, and/or that may require a response to the public or elected officials.

Pet Related Operations

- H.15 Operate the Program as a pet friendly facility in accordance with recommended pet friendly best-practices, and subject to applicable law, public health and safety requirements, facility capacity, animal behavior, available space, and reasonable accommodation

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obligations for service animals and assistance animals (**Exhibit F, Participant Animal Guidelines**).

- H.16 Ensure all pets are registered with the Program and all pet owners receive and sign a pet notice of responsibility.
- H.17 Enforce pet owner care responsibilities as outlined in **Exhibit F, Participant Animal Guidelines** and may intervene, restrict, or remove an animal from the facility when reasonably necessary to protect the health and safety of animals, guests, staff, or facility operations.

Intake and Access

- H.18 Incorporate State of California Housing First laws into eligibility requirements as described in **Exhibit E, Housing First Requirements**.
- H.19 Reduce barriers to entry and allow same-day admission when appropriate beds are available, and admission can be completed consistent with safety, staffing, eligibility, documentation, household composition, animal capacity, and program intake procedures.
- H.20 Process intakes in good faith to maintain target occupancy levels, subject to appropriate beds, staffing, safety, eligibility, client choice, and Program intake procedures. Additional program goals are as described below.
- H.21 Provide a welcoming, safe, and respectful intake process to incoming clients in alignment with trauma-informed care.
- H.22 Provide clear, written guest guidelines and behavioral expectations prior to entry.
- H.23 Provide the Program's grievance procedure to incoming clients upon intake and develop an established policy that informs clients of their right to provide feedback, submit a complaint, and file a grievance. The policy must include how the CONTRACTOR will inform clients of their rights, what the process is for submitting feedback, complaints, and grievances, the timeline for CONTRACTOR to acknowledge receiving the information and the process for escalating the matter if the client is unsatisfied with the initial response. A copy of the policy shall be submitted to and approved by the COUNTY.

Supportive Service Delivery

- H.24 CONTRACTOR shall make efforts to provide all services in a Housing First, low-barrier, trauma informed, and culturally considerate manner. All written and spoken communication intended for consumers shall be made available in English and Spanish and efforts to accommodate additional languages, when necessary,

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- should be made.
- H.25 Provide information and referral assistance with completion of application forms through a CalBenefits account with the Department of Social Services, if available and authorized, to facilitate direct enrollment of consenting clients.
 - H.26 Assist clients, as appropriate and with client consent, to apply for, obtain and maintain health insurance through private insurance, employer-sponsored insurance, Medi-Cal or Medicare.
 - H.27 Conduct a needs assessment and prioritize action items into a client-led service plan.
 - H.28 Make reasonable efforts to meet weekly with clients who are available and willing to participate, to assist with meeting the goals of the agreed-upon service plan. Track progress and recommended actions in a case note and share with client before ending the meeting.
 - H.29 Assist and advocate for client assistance to other community organizations and government agencies.
 - H.30 Assist clients in seeking to increase or maintain income through linkages to employment, community benefits, Veteran benefits, or Social Security, Disability, and Unemployment Insurance.
 - H.31 Provide transportation services to and from important appointments, including but not limited to medical appointments, the Social Security Office, the Dept. of Veteran Affairs, and the County's Departments of Social Services and/or Behavioral Health.
 - H.32 Coordinate and issue guest satisfaction surveys to all guests shortly following intake to the program and every 6 months thereafter. Use feedback received to improve services and guest care and include findings and responses in annual outcomes report. CONTRACTOR shall make survey results available to COUNTY upon request and during contract monitoring.
 - H.33 Make reasonable efforts to connect each client with their assigned Housing Navigator within two weeks upon entry into the Program, subject to client availability, staffing, and Program capacity

Housing Navigation Services

- H.34 Introduce role and explain housing navigation process.
- H.35 Establish trust using trauma-informed and motivational interviewing practices.
- H.36 Clarify client's housing goals and preferences.
- H.37 Set expectations for timelines, responsibilities, and communication.
- H.38 Conduct a Housing Needs Assessment to:
 - H.38.1 Review current housing status and homelessness history.
 - H.38.2 Identify housing barriers (evictions, credit, criminal

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- history, income).
- H.38.3 Confirm disability status, if applicable
- H.38.4 Identify strengths, supports, and prior successful housing placements
- H.38.5 Determine status of photo ID, social security card, birth certificate, immigration documents (if applicable) and assist with document replacement or retrieval
- H.38.6 Verify current income sources
- H.39 Develop a client-led housing plan utilizing the Housing Needs Assessment as a guiding document.
- H.40 If appropriate, conduct the Coordinated Assessment and Referral System (CARS) assessment through the local HMIS, subscribing to specific domestic violence protocol and procedures as appropriate.
- H.41 Assist with housing applications, coordinate housing interviews and unit viewings.
- H.42 Conduct landlord outreach and engagement to seek and to identify available units for clients to consider, subject to market conditions, landlord participation, client eligibility, and available subsidy resources.
- H.43 Support reasonable accommodation requests.
- H.44 Assist with move-in logistics.
- H.45 Assist eligible clients in seeking Connect client with temporary financial assistance, when available, to cover move-in expenses, temporary housing subsidies, deposits, and related housing stabilization costs, etc.
- H.46 Prepare client for tenancy expectations.
- H.47 Coordinate unit inspections, where required or appropriate, and make reasonable efforts to confirm that the unit meets applicable habitability or standards before move-in.
- H.48 Support clients 6-months post placement, if requested.

Homelessness Management and Information Systems Requirement

- H.49 Engage and actively participate in the Coalition of Homeless Services Providers to gain access to the Homeless Management Information Services (HMIS) and the Coordinated Assessment and Referral System (CARS) to enter and collect data elements in adherence of Monterey and San Benito Counties Continuum of Care Collaborative (CA-506) policies and funding requirements as outlined in **HMIS Provisions**.
 - H.49.1 HMIS Provider ID: 3853
 - H.49.2 HMIS Project Type: Emergency Shelter
 - H.49.3 HMIS Grant ID: CALICH-COU-020_CA-HCD-HHAP-10037

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- H.49.4 Provider ID: 3854
- H.49.5 HMIS Project Type: Rapid Re-Housing with Services
- H.49.6 HMIS Grant ID: CALICH-COU-020_CA-HCD-HHAP-10037

H.50 CONTRACTOR shall participate in and provide data elements, including, but not limited to, health information, in a manner consistent with federal law, to the statewide Homeless Management Information System (known as the Homeless Data Integration System or “HDIS”), in accordance with their existing Data Use Agreement entered into with Cal ICH if any, and as required by Health and Safety Code section 50220.6. Any health information provided to, or maintained within, the statewide Homeless Management Information System shall not be subject to public inspection or disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

Additional Terms

- H.51 CONTRACTOR shall partner with the County and make reasonable efforts to fill available beds to maximum capacity during inclement weather season, with the shared goal of maximizing safe and appropriate bed utilization.
- H.52 CONTRACTOR shall develop a County-approved Participant Occupancy, Continued-Stay, and Exit Policy that may establish reasonable length-of-stay limits to preserve bed availability for other eligible households experiencing homelessness, manage limited public shelter resources, ensure consistent eligibility and continued-stay review, and maintain the Program’s temporary navigation-center purpose.

For these purposes, the policy shall establish a standard maximum participant stay of six months, with documented 30-day extensions available only for good cause, subject to Program capacity, funding, operational needs, and reasonable-accommodation obligations. The policy shall address continued-stay reviews, participant notice and review rights, emergency and non-emergency exits, referrals or transition planning, and exit bases related to eligibility, bed use, safety, security, health, sanitation, access control, material disruption, facility operations, and violation of written Program requirements.

The policy shall provide that exit decisions may be based on exhaustion of the authorized temporary length of stay when no approved extension basis remains. The policy shall also allow exits based on documented noncompliance with neutral Program requirements, including eligibility, bed use, health, safety, security,

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sanitation, access-control, emergency, or operational requirements. The policy shall not permit exit based solely on subjective judgments regarding motivation, housing readiness, employment, income development, sobriety, treatment participation, behavioral-health service participation, case-management participation, or participation in voluntary services.

H.53 CONTRACTOR shall comply with all applicable requirements of the Violence Against Women Act (VAWA), as relevant to the services provided under this Agreement.

H.54 CONTRACTOR recognizes that the City of Salinas is an identified partner of the COUNTY on all things related to the SHARE Center.

I. SERVICE GOALS:

CONTRACTOR agrees to the following program service measures:

Entries from Literal Homelessness*	75%
Exit to Permanent Housing or Interim Housing	40%
Exit to Unsheltered Homelessness	<30%
Average Length of Stay in Program	6 months
Income (Secure or Maintain)	50%
Non-Cash Benefits (Secure or Maintain)	60%
Health Insurance (Secure or Maintain)	80%
Unit Utilization (Occupancy)	90%
Data Quality (missing data)	< 2%
Data Timeliness (% of data entered within 3 days of event entered)	100%

J. TRAVEL/TRAINING REIMBURSEMENT:

J.1 County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses during this Agreement. CONTRACTOR shall receive compensation for travel expenses as per the “County Travel Policy.” A copy of the policy is available online at <https://www.countyofmonterey.gov/government/departments-a-h/auditor-controller/policies-and-procedures>. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when.

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CONTRACTOR shall receive compensation for mileage reimbursement up to the rates listed online at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

K. REPORTING INSTRUCTIONS & SUBMISSION:

- K.1 CONTRACTOR shall attend at least one (1) Operational meeting with COUNTY per month to ensure regular communication regarding services and operations. If CONTRACTOR is unable to attend a regularly scheduled meeting, CONTRACTOR shall provide notification and status report via email to the COUNTY Contract Manager and COUNTY Partner listed in Section H.54.
- K.2 CONTRACTOR shall submit the applicable HMIS report, including an Annual Performance Report (APR) when applicable, along with monthly invoices submitted on the 10th of the month following the month services are provided.
- K.3 CONTRACTOR shall provide COUNTY with an annual written report addressing performance of activities outlined in Section H: Description of Services no later than August 30, 2027.
- K.4 CONTRACTOR shall submit the annual performance report via email to the County Contract Manager and CC: to COUNTY Partner listed in Section H.54, using the reporting template in **EXHIBIT I**.
- K.5 CONTRACTOR shall provide upon reasonable request non-confidential information and documentation on service delivery models developed with grant funds to designated staff from the COUNTY. This may include reasonably available materials to study the program or replicate it for implementation across the State of California.
- K.6 CONTRACTOR shall maintain adequate records to support the reported statistics regarding beneficiary characteristics and services provided under the HHAP funding, records demonstrating that funded activities meet the objectives of the HHAP program, and records are required to determine the eligibility of activities per eligible use.
- K.7 CONTRACTOR shall participate in **annual contract monitoring** conducted by the COUNTY upon reasonable notice to review fiscal integrity, customer service, business management, and service delivery and may include an on-site visit. Monitoring shall be conducted in a manner that minimizes disruption to Program operations and protects client privacy, confidentiality, and safety. Completion of this measure shall be documented through the issuance of a contract monitoring report to be provided by the **County Contract Manager** listed in Section C.

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L. PAYMENT PROVISIONS:

- L.1 COUNTY shall pay CONTRACTOR according to the terms set forth in **Section I, PAYMENT BY COUNTY of EXHIBIT D, Additional Provisions.**
- L.2 The total maximum amount payable to CONTRACTOR for the period July 1, 2026, to June 30, 2027, shall not exceed **One Million Six Hundred Thousand Dollars and Zero Cents (\$1,600,000)** as set forth in **EXHIBIT C, Invoice.**
- L.3 CONTRACTOR shall submit original signed monthly invoices for eligible reimbursable expenses with related supporting documents not later than the 10th day of each month for the duration of the contract period by email to: COUNTY Contract Manager listed in Section C.
 - L.3.1 The County Contract Manager shall certify the invoice using **Exhibit C, Invoice**, within ten (10) days, either in the requested amount or in such other amount as the COUNTY approves in conformity with this Agreement and shall promptly submit the certified invoice to the Auditor-Controller for payment upon sign-off of the final invoice by CONTRACTOR.
 - L.3.2 The COUNTY Auditor Controller shall pay the amount certified within thirty (30) days of receiving the certified invoice.

(End of Exhibit A)

BUDGET

EXHIBIT B

July 1, 2026 through June 30, 2027

Agency Name: Community Human Services (SHARE Center)

Expense Categories	HHAP-6 Funding	PLHA Funds	Total Budget
	\$1,497,131.55	\$102,868.45	\$1,600,000.00
Personnel	\$ 813,197.00	\$ -	\$ 813,197.00
SHARE Center Operations	\$ 325,851.55	\$ 102,868.45	\$ 428,720.00
SHARE Center Supportive Services	\$ 76,515.00	\$ -	\$ 76,515.00
Direct Client Assistance	\$ 71,322.00	\$ -	\$ 71,322.00
Indirect Costs	\$ 210,246.00	\$ -	\$ 210,246.00
Program Total	\$ 1,497,131.55	\$ 102,868.45	\$ 1,600,000.00

Budget Narrative

Expense Categories

Line Item narrative

Personnel	Senior Program Officer (.125 FTE), Program Officer II (.50 FTE), Program Coordinator (.50 FTE), Office Manager (.50 FTE), Office Assistant (.50% FTE), Case Manager/Housing Navigators (2.0 FTEs), Support Counselor II (1.5 FTEs), Support Counselor I (3.5 FTEs), P/T Support Counselor I (.60 FTE), Benefits @ 22.5% for Full-time staff, and 5% for Part-Time (P/T) Staff.
SHARE Center Operations	Maintenance & Repairs, Professional Services, Security, Insurance, Utilities, Food and Nutrition Cost, Equipment, Furnishing, Operational Supplies, Custodial Services, Groundskeeping, IT Managed Services, Communications, Dues, Licenses, & Subscriptions, Conference & Training, Pet Costs, IT Equipment & Computers & Infrastructure.
SHARE Center Supportive Services	Transportation, Educational Services, Employment Services, Employment Assistance & Job Training, Child Care Costs, Legal Services & Meditation, Mental Health Services, Substance Abuse Treatment Services, Emergency Health Services, Outpatient Health Services, Life Skills Training, Subcontract with Dorothy's Place.
Direct Client Assistance	Rapid Rehousing
Indirect @ 15%	Indirect Cost/Overhead

Funding Source: HHAP-6 & PLHA Funds

MONTHLY INVOICE TEMPLATE

EXHIBIT C



Community Human Services Shawn Stone, CEO
 Email Address: sstone@chservices.org
 Direct Phone Number: 831-658-3811
 Office Address: P.O. Box 3076, Monterey, CA 93942

Invoice #:	#1
Date of Invoice:	
Delivery Order #:	
Program Code(s):	1001-100508-HHAP6 1001-100508-PLHA

Contract Term:	07-01-2026 to 06-30-2027
HHAP6 Funds:	\$ 1,497,131.55
PLHA Funds:	\$ 102,868.45
Total Budget:	\$ 1,600,000.00
To Date Expenses:	\$ -
HHAP6 Fund Balance:	\$ 1,497,131.55
PLHA Fund Balance:	\$ 102,868.45
Total Remaining Balance:	\$ 1,600,000.00

Total Monthly Expenses:	\$ -
Remaining Balance:	\$ 1,600,000.00
Total Payment Requested:	\$ -

Invoice Reporting Period: _____

Monthly Expenses				
Expense Categories	Total Budget	Total Monthly Expenses	Year to Date Expenses	Balance Remaining
SHARE Center Operations	\$ 102,868.45	\$ -	\$ -	\$ 102,868.45
PLHA Services Subtotal:	\$ 102,868.45	\$ -	\$ -	\$ 102,868.45
Personnel	\$ 767,357.19	\$ -	\$ -	\$ 767,357.19
SHARE Center Operations	\$ 406,524.60	\$ -	\$ -	\$ 406,524.60
SHARE Center Supportive Services	\$ 41,681.76	\$ -	\$ -	\$ 41,681.76
Direct Client Assistance	\$ 71,322.00	\$ -	\$ -	\$ 71,322.00
Indirect Costs	\$ 210,246.00	\$ -	\$ -	\$ 210,246.00
HHAP Services Subtotal:	\$ 1,497,131.55	\$ -	\$ -	\$ 1,497,131.55
Homeless Services Total:	\$ 1,600,000.00	\$ -	\$ -	\$ 1,600,000.00
Total Amount to be Paid	\$ -	\$ -	\$ -	\$ -

I certify that this report is correct and complete to the best of my knowledge and that the costs are eligible pursuant to the terms of the contract.

Person Completing Invoice _____ Title _____

Authorizing Signature _____

County Contract Manager Approval _____ Date _____

Date _____

**MONTEREY COUNTY
HOMELESSNESS STRATEGY AND INITIATIVES DIVISION
OF THE COUNTY ADMINISTRATIVE OFFICE**

ADDITIONAL PROVISIONS

I. PAYMENT BY COUNTY:

1.01 Monthly claims/invoices by CONTRACTOR: Not later than the tenth (10th) day of each month, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in **Exhibit C, Invoice Template**.

1.02 Final Invoice; forfeiture for late invoice: CONTRACTOR's final month and end of fiscal year invoice is due, and must be received by COUNTY, no later than close of business on **July 10th**. **If the Final Invoice is not received by COUNTY by close of business on July 10, 2027, CONTRACTOR understands and agrees that the reimbursement of CONTRACTOR's final expenses represented by that invoice may be forfeited, and COUNTY shall have no legal obligation regarding it, nor shall COUNTY be required to make any payment towards that untimely/late invoiced claim.**

1.03 Allowable Costs: Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in **Exhibit A, Scope of Services**. Only the costs and eligible uses listed in **Exhibit A and Exhibit B, Budget** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

1.04 Cost Control: CONTRACTOR shall not exceed by more than ten (10) percent any contract expense line-item amount in the budget without the written approval of COUNTY, given by and through the Contract Administrator or Contract Administrator's designee. CONTRACTOR shall submit an amended budget with its request for such approval. Such approval shall not permit CONTRACTOR to receive more than the maximum total amount payable under this contract. Therefore, an increase in one-line item will require corresponding decreases in other line items.

1.05 Payment in Full:

(a) If COUNTY certifies and pays the amount requested by CONTRACTOR, such payment shall be deemed payment in full for the month in question and may not thereafter be reviewed or modified, except to permit COUNTY's recovery of overpayments.

(b) If COUNTY certifies and pays a lesser amount than the amount requested, COUNTY shall, immediately upon certification of the lesser amount, notify CONTRACTOR in writing of such certification. If CONTRACTOR does not protest the lesser amount by delivering to COUNTY a written notice of protest within twenty (20) days after CONTRACTOR's receipt of the certification, then payment of the lesser amount shall be

deemed payment in full for the month in question and may not thereafter be questioned by CONTRACTOR.

1.06 Disputed payment amount: If COUNTY pays a lesser amount than the amount requested, and if CONTRACTOR submits a written notice of protest to COUNTY within twenty (20) days after CONTRACTOR's receipt of the certification, then the parties shall promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such dispute until the parties have met and attempted to resolve the dispute in person.

II. PERFORMANCE STANDARDS & COMPLIANCE

2.01 Outcome objectives and performance standards: CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in , **Section I, of Exhibit A.** CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit A.**, unless prevented from doing so by circumstances beyond CONTRACTOR's control, including but not limited to, natural disasters, fire, theft, and shortages of necessary supplies or materials due to labor disputes.

2.02 Housing First standards. CONTRACTOR shall ensure services follow the core components of Housing First as defined in the State Welfare and Institutions Code Section 8255(b),” and shall include all of the following:

1. Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
2. Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.”
3. Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
4. Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
5. Participation in services or program compliance is not a condition of permanent housing tenancy.
6. Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California’s Civil, Health and Safety, and Government codes.
7. The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
8. In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than “first-come-first serve,” including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents.

9. Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
10. Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
11. The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

2.03 County monitoring of services: COUNTY shall monitor services provided under this Agreement in order to evaluate the effectiveness and quality of services provided.

2.04 Notice of defective performance: COUNTY shall notify CONTRACTOR in writing within thirty (30) days after discovering any defects in CONTRACTOR's performance. CONTRACTOR shall promptly take action to correct the problem and to prevent its recurrence. Such corrective action shall be completed and a written report made to the COUNTY concerning such action not later than thirty (30) days after the date of the COUNTY's written notice to CONTRACTOR.

2.05 Termination for cause: Notwithstanding Section 7.02 of the Agreement, if the corrective actions required above are not completed and the report to the COUNTY not made within thirty (30) days, the COUNTY may terminate this Agreement by giving five (5) days' written notice to CONTRACTOR.

2.06 Training for Staff: CONTRACTOR shall insure that sufficient training is provided to its volunteer and paid staff to enable them to perform effectively on the project, and to increase their existing level of skills. Additionally, CONTRACTOR shall ensure that all staff completes Division 21 Civil Rights training.

2.07 Bi-lingual Services: CONTRACTOR shall ensure that qualified staff is available to accommodate non-English speaking, and limited English proficient, individuals.

2.08 Assurance of drug free-workplace: CONTRACTOR shall submit to the COUNTY evidence of compliance with the California Drug-Free Workplace Act of 1990, Government Code sections 8350 et seq., by doing the following:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is

- prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
- Establishing a drug-free awareness program to inform employees about all of the following:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the organization's policy of maintaining a drug-free workplace;
 - 3) any available drug counseling, rehabilitation, and employee assistance programs;
 - 4) the penalties that may be imposed upon employees for drug abuse violations;
 - 5) requiring that each employee engaged in the performance of the contract or grant be given a copy of the company's drug-free policy statement and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

III. CONFIDENTIALITY

CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with Welfare and Institutions (W & I) Code Sec. 10850, 45 CFR Sec. 205.50, and all other applicable provisions of law which provide for the confidentiality of records and prohibit their being opened for examination for any purpose not directly connected with the administration of public social services. Whether or not covered by W&I Code Sec. 10850 or by 45 CFR Sec. 205.50, confidential medical or personnel records and the identities of clients and complainants shall not be disclosed unless there is proper consent to such disclosure or a court order requiring disclosure. Confidential information gained by CONTRACTOR from access to any such records, and from contact with its clients and complainants, shall be used by CONTRACTOR only in connection with its conduct of the program under this Agreement. The COUNTY, through the Director of Homelessness Strategy and Initiatives of the County Administrative Office (CAO-HSI), and his/her representatives, shall have access to such confidential information and records to the extent allowed by law, and such information and records in the hands of the COUNTY shall remain confidential and may be disclosed only as permitted by law.

IV. NON-DISCRIMINATION

CONTRACTOR certifies that to the best of its ability and knowledge it will comply with the nondiscrimination program requirements set forth in this Section.

4.01 Discrimination Defined: The term "discrimination" as used in this contract, is the same term that is used in Monterey County Code, Chapter 2.80 "Procedures for Investigation and Resolution of Discrimination Complaints"; it means the illegal denial of equal employment opportunity, harassment (including sexual harassment and violent harassment), disparate treatment, favoritism, subjection to unfair or unequal working conditions, and/or other discriminatory practice by any Monterey County official, employee or agent, due to an individual's race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual orientation, age, veteran's status, cancer-related medical condition, physical handicap (including AIDS) or disability. The term also includes any act of retaliation.

4.02 Application of Monterey COUNTY Code Chapter 2.80: The provisions of Monterey COUNTY Code Chapter 2.80 apply to activities conducted pursuant to this Agreement. Complaints of discrimination made by CONTRACTOR against the COUNTY, or by recipients of services against CONTRACTOR, may be pursued using the procedures established by Chapter 2.80. CONTRACTOR shall establish and follow its own written procedures for the prompt and fair resolution of discrimination complaints made against CONTRACTOR by its own employees and agents, and shall provide a copy of such procedures to COUNTY on demand by COUNTY.

4.03 Compliance with laws: During the performance of this Agreement, CONTRACTOR shall comply with all applicable federal, state and local laws and regulations which prohibit discrimination, including but not limited to the following:

- **California Fair Employment and Housing Act**, California Government Code Sec. 12900 et seq., see especially Section 12940 (c), (h), (1), (i), and (j); and the administrative regulations issued thereunder, 2 Calif. Code of Regulations Secs. 7285.0 et seq. (Division 4 - Fair Employment and Housing Commission);
- **California Government Code Secs. 11135 - 11139.5**, as amended (Title 2, Div. 3, Part 1, Chap. 1, Art. 9.5) and any applicable administrative rules and regulations issued under these sections; including **Title 22 California Code of Regulations 98000-98413**.
- **Federal Civil Rights Acts of 1964 and 1991** (see especially Title VI, 42 USC Secs. 2000d et seq.), as amended, and all administrative rules and regulations issued thereunder (see especially 45 CFR Part 80);
- **The Rehabilitation Act of 1973**, Secs. 503 and 504 (29 USC Sec. 793 and 794), as amended; all requirements imposed by the applicable HHS regulations (45 CFR Parts 80, 84 and 91); and all guidelines and interpretations issued pursuant thereto;
- **7 Code of Federal Regulations (CFR)**, Part 15 and **28 CFR** Part 42;
- **Title II of the Americans with Disabilities Act of 1990** (P.L. 101-336), 42 U.S.C. Secs. 12101 et seq. and 47 U.S.C. Secs. 225 and 611, and any federal regulations issued pursuant thereto (see 24 CFR Chapter 1; 28 CFR Parts 35 and 36; 29 CFR Parts 1602, 1627, and 1630; and 36 CFR Part 1191);
- **Unruh Civil Rights Act**, Calif. Civil Code Sec. 51 et seq., as amended;
- **Monterey COUNTY Code**, Chap. 2.80.;
- **Age Discrimination in Employment Act 1975**, as amended (**ADEA**), 29 U.S.C. Secs 621 et seq.;

- **Equal Pay Act of 1963**, 29 U.S.C. Sec. 206(d);
- **California Equal Pay Act**, Labor Code Sec.1197.5.
- **California Government Code** Section 4450;
- **The Dymally-Alatorre Bilingual Services Act; Calif. Government Code Sec. 7290 et seq.**
- **The Food Stamp Act of 1977, as amended and in particular Section 272.6.**
- **California Code of Regulations, Title 24, Section 3105A(e)**
- **Removal of Barriers to Inter-Ethnic Adoption Act of 1996, Section 1808**

4.04 Written assurances: Upon request by COUNTY, CONTRACTOR will give any written assurances of compliance with the Civil Rights Acts of 1964 and 1991, the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990, as may be required by the federal government in connection with this Agreement, pursuant to 45 CFR Sec. 80.4 or 45 CFR Sec. 84.5, and 91; 7 CFR Part 15; and 28 CFR Part 35, or other applicable State or federal regulation.

4.05 Written non-discrimination policy: Contractor shall maintain a written statement of its non-discrimination policies which shall be consistent with the terms of this Agreement. Such statement shall be available to employees, recipients of services, and members of the public, upon request.

4.06 Grievance Information: CONTRACTOR shall advise applicants who are denied CONTRACTOR's services, and recipients who do receive services, of their right to present grievances, and of their right to a State hearing concerning services received under this Agreement.

4.07 Notice to Labor Unions: CONTRACTOR shall give written notice of its obligations under paragraphs 4.01 - 4.08 to labor organizations with which it has a collective bargaining or other agreement.

4.08 Access to records by government agencies: CONTRACTOR shall permit access by COUNTY and by representatives of the State Department of Fair Employment and Housing, and any state agency providing funds for this Agreement, upon reasonable notice at any time during normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, facilities, and other sources of information as the inspecting party may deem appropriate to ascertain compliance with these non-discrimination provisions.

4.09 Binding on Subcontractors: The provisions of paragraphs 4.01 - 4.08 shall also apply to all of CONTRACTOR's subcontractors. CONTRACTOR shall include the non-discrimination and compliance provisions of these paragraphs in all subcontracts to perform work or provide services under this Agreement.

V. ADDITIONAL REQUIREMENTS

5.01 Covenant Against Contingent Fees: CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit this Agreement. There has been no agreement to make commission payments in order to obtain this Agreement. For breach or violation of this warranty, COUNTY shall have the right to terminate this Agreement without liability or, at its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingency fee.

5.02 Debarment, Suspension and Fraud, and Abuse: CONTRACTOR certifies to the best of its knowledge and belief, that it and any subcontractors:

- a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or State department or agency.
- b) Have not, within a three-year period preceding this Agreement, been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses in 5.02(b).
- d) Have not, within a three-year period preceding this Agreement, had one or more public transactions (federal, State, or local) terminated for cause or default.

5.03 CONTRACTOR shall report immediately to COUNTY in writing, any incidents of alleged fraud and/or abuse by either CONTRACTOR or its subcontractors.

5.04 CONTRACTOR shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by COUNTY.

5.05 CONTRACTOR agrees to timely execute any and all amendments to this Agreement or other required documentation relating to the debarment/suspension status of any subcontractors.

VI. CONTRACT ADMINISTRATORS

6.01 Contract Administrator – CONTRACTOR: CONTRACTOR hereby designates its Chief Executive Director as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of CONTRACTOR shall be under the direction of, or shall be submitted to, the CONTRACTOR's Contract Administrator. CONTRACTOR may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to COUNTY of any such change.

6.02 Contract Administrator – COUNTY: COUNTY hereby designates the Director of Homelessness Strategies and Initiatives Division (CAO-HSI) as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of COUNTY shall be under the direction of, or shall be submitted to, the Director or such other COUNTY employee in the CAO-HSI as the Director may appoint. COUNTY may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to CONTRACTOR of any such change.

VII. CONTRACT DEPENDENT ON GOVERNMENT FUNDING

COUNTY's payments to CONTRACTOR under this Agreement are funded by the State and/or Federal governments. If funds from State and/or Federal sources are not obtained and continued at a level sufficient to allow for COUNTY's purchase of the indicated quantity of services, then COUNTY may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as COUNTY may specify in its notice, unless in the meanwhile the parties enter into a written Amendment modifying this Agreement.

VIII. APPEAL PROCESS

In the event of a dispute or grievance regarding the terms and conditions of this Agreement, both parties shall abide by the following procedures:

- a) CONTRACTOR shall first discuss the problem informally with the designated CAO-HSI Contract Management Analyst. If the problem is not resolved, CONTRACTOR must, within fifteen (15) working days of the failed attempt to resolve the dispute with Contract Manager, submit a written complaint, together with any evidence, to the CAO-HSI Director. The complaint must include a description of the disputed issues, the legal authority/basis for each issue which supports CONTRACTOR's position, and the remedy sought. The CAO-HSI Director shall, within fifteen (15) working days after receipt of CONTRACTOR's written complaint, make a determination on the dispute, and issue a written decision and reasons, therefore. All written communication shall be pursuant to Section 14. NOTICES of this Agreement. Should CONTRACTOR disagree with the decision of the Director, CONTRACTOR may appeal the decision to the County Administrative Officer (CAO Officer).
- b) CONTRACTOR's appeal of the Director's decision must be submitted to the CAO Officer within ten (10) working days from the date of the decision; be in writing, state the reasons why the decision is unacceptable, and include the original complaint, the decision that is the subject of appeal, and all supporting documents. Within twenty (20) working

EXHIBIT D

days from the date of CONTRACTOR'S appeal, the CAO Officer, or his/her designee, shall meet with CONTRACTOR to review the issues raised on appeal. The CAO Officer shall issue a final written decision within fifteen (15) working days of such meeting.

- c) CONTRACTOR may appeal the final decision of the CAO Officer in accordance with the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5 commencing with Section 251, or Subchapter 3 commencing with Section 300, whichever is applicable, of the California Code of Regulations).
- d) CONTRACTOR shall continue to carry out the obligations under this Agreement during any dispute.
- e) Costs incurred by CONTRACTOR for administrative/court review are not reimbursable by COUNTY.

EXHIBIT E**HOUSING FIRST REQUIREMENT**

This Exhibit E ("Exhibit") is hereby incorporated into and made part of the Agreement ("Agreement") by and between the County of Monterey and Community Human Services ("CONTRACTOR"). The purpose of this Exhibit is to establish requirements under Senate Bill (SB) 1380, which mandates all state-funded housing programs to utilize Housing First principles (WIC § 8255). Housing First is an evidence-based, client-centered approach that recognizes housing as necessary to make other voluntary life changes, such as seeking treatment or medical care. This approach is in contrast with the traditional model of rewarding "housing readiness." The goal of Housing First is to provide housing to individuals and families quickly with as few obstacles as possible, along with voluntary support services according to their needs.

According to Housing First law, the "Core components of Housing First" means all of the following:

- a. Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- b. Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."
- c. Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- d. Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- e. Participation in services or program compliance is not a condition of permanent housing tenancy. Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California's Civil, Health and Safety, and Government codes.
- f. The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- g. In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents.
- h. Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- i. Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- j. The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

These components are the minimum efforts required by California State law, however, it is encouraged that all contracted agencies seek trainings to discover other ways you can embed a true Housing First philosophy into your program.

Non-Compliance and Remedies

Failure to comply with Housing First requirements may result in corrective actions, including but not limited to:

- Required remedial training;
- Withholding of funding until compliance is achieved;
- Termination of this Agreement for repeated non-compliance.

PARTICIPANT ANIMAL GUIDELINES – PET FRIENDLY FACILITY

A. PURPOSE

The following are guidelines regarding personal pet care while residing within the SHARE Center located at 845 East Laurel Drive, Salinas, California 93905. If vaccination proof is unavailable, the pet may be accepted temporarily but must be scheduled for vaccination. All guests with pets must sign an acknowledgement of these guidelines. A sample acknowledgement form is provided at the end of this exhibit below.

B. POLICY GUIDELINES

Both service and emotional support animals and pets are eligible to reside at the SHARE Center. CONTRACTOR is responsible for providing clear client advisement on, as well as ongoing enforcement of, the following pet policies and practices: Upon entry into the program the participant must be advised of the following:

- B.1 All animals must be registered with the shelter.
- B.2 The animal must display behavior that is appropriate for a communal living space and will be held to the same standards as all residents. If the animal displays inappropriate (e.g., aggressive, or destructive) behavior, the animal will be assessed and provided with resources to assist with the issue. If the behavior does not improve, the animal may be provided with temporary housing resources outside of the shelter. Participants may be required to remove their animals for any of the following reasons:
 - B.2.1 The animal's behavior poses a direct threat to the safety of others and the threat cannot be eliminated by a reasonable modification.
 - B.2.2 The animal is disruptive and interfering with the program and the participant does not take effective action to control it.
 - B.2.3 The animal is creating an unsanitary condition.
- B.3 Participants are responsible for taking care of their animal. This includes:
 - B.3.1 The animal must have food and fresh water.
 - B.3.2 Dogs must be walked daily.
 - B.3.3 Waste material is to be picked-up and properly disposed.
 - B.3.4 The animal must be kept clean – e.g., bathed one time per week or as needed; the participant is responsible for cleaning the bathroom tub or sink if used for animal washing.
 - B.3.5 Crate/carriers must be washed on a weekly basis or as needed.
 - B.3.6 Participants must keep their animal current with any required vaccinations (proof is required) and attend to any medical needs that their animal may have.
- B.4 Animals must be free of fleas and other pests.
- B.5 Owners must agree to store food for their animals in designated areas and may not to leave food or water for their animal outside of their dwelling where it may attract other animals.
- B.6 Participants must feed, water, clean, exercise and cleanup after their animal.
- B.7 All animals must be appropriately contained. For example, dogs must be on a leash or in a crate while indoors and cats must be carried or kept in an appropriately sized crate/carrier when outside the participant's dwelling.
- B.8 Animals must be in a crate if left unattended. If the owner allows another participant to watch the animal while they are off site, this decision is solely the responsibility of the owner and the animal's behavior remains the responsibility of the owner.

PARTICIPANT ANIMAL GUIDELINES – PET FRIENDLY FACILITY

- B.9 The animal’s owner is accountable for providing for and taking care of the animal. The shelter does not assume any liability for the animal while it is in the shelter.
- B.10 Owners must have an identified emergency care person.
 - B.10.1 Owners must provide the name and contact information of an emergency care person who will take care of their animal in the event that the owner is in the hospital, jail, or otherwise indisposed.
 - B.10.2 Animal control will be contacted if the emergency care person is unable to be contacted or unwilling to care for the animal.
- B.11 The following are recommendations for the animals before entering the shelter. If animals do not meet these suggested policies, the shelter staff is able to provide information about low-cost/free resources for animals to receive these services:
 - B.11.1 Pets should have a current vaccination (e.g., rabies) and city licensure.
 - B.11.2 Dogs and cats should be spayed/neutered.
 - B.11.3 If applicable, participants should register their animal as a service animal or emotional support animal as it may facilitate the process to obtain permanent housing.

C. GUIDELINES REGARDING SERVICE ANIMALS

- C.1 Clients may request permission to be accompanied by a service animal. Service animals are individually trained to do work or perform tasks for people with disabilities. When it is not obvious what service an animal provides, staff should limit inquiries to the following two questions:
 - C.1.1 Is the animal required because of a disability?
 - C.1.2 What work or task has the animal been trained to perform?
- C.2 Staff should not ask about the person’s disability or ask that the animal demonstrate its ability to perform the work or task. Participants that require the assistance of a service animal are not required to provide any form of documentation. Participants that require the assistance of an emotional support animal may be required to provide documentation from a medical provider, psychologist, social worker, non-medical service provider, peer support group member, or other reliable third party that the participant has a disability, and that the animal provides support that alleviates a symptom or effect of their disability. A determination regarding whether any documentation for an emotional support animal is required will be considered on a case-by-case basis. If the client answers ‘yes’ to either of the questions, they are entitled to be accompanied by the service animal pending immunization verification of the following:
 - C.2.1 Rabies Certification
 - C.2.2 Spray/Neuter Certification (if applicable)

Guidelines adopted from recommendations by the National Alliance to End Homelessness, www.endhomelessness.org

PARTICIPANT ANIMAL GUIDELINES – PET FRIENDLY FACILITY

D. ACKNOWLEDGEMENT OF PARTICIPANT ANIMAL GUIDELINES

My designated emergency care person is _____.

who can be reached at the following address and telephone number _____

_____.

I understand the shelter guidelines for the SHARE Center Pet Program. I know that I can be required to remove my animal from the shelter if I do not follow the Participant Animal Guidelines.

Participant's name (print)

Participant's name (signature)

Staff's Signature

Date

EXHIBIT G**HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)
REQUIREMENTS**

This Exhibit G ("Exhibit") is hereby incorporated into and made part of the Agreement dated July 1, 2026 ("Agreement") by and between the County of Monterey and Community Human Services ("CONTRACTOR"). The purpose of this Exhibit is to establish mandatory requirements for the use of the Homeless Management Information System ("HMIS") in accordance with 24 CFR 578, AB 977, and local regulations.

1. Purpose and Compliance

- 1.1. CONTRACTOR shall utilize HMIS to collect, manage, and report client-level data and program performance for all homeless services funded under this Agreement.
- 1.2. CONTRACTOR shall comply with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, the U.S. Department of Housing and Urban Development (HUD) HMIS Data Standards, California State Assembly Bill 977, and all applicable federal, state, and local requirements.
- 1.3. CONTRACTOR shall adhere to the HMIS Policies and Procedures established by the Coalition of Homeless Services Providers, Monterey/San Benito Counties' local Continuum of Care ("CoC") lead agency to ensure consistency, privacy, and security of client data.
- 1.4. CONTRACTOR shall dedicate at least one decision-making level staff person to participate in the CoC's HMIS Oversight Committee to represent the agency.

2. Data Entry and Reporting Requirements

- 2.1. CONTRACTOR shall enter accurate, complete, and timely data into HMIS within 3 business days of client interactions or service provision.
- 2.2. CONTRACTOR shall ensure all program participants complete the required HMIS Release of Information prior to data entry in accordance with the CoC's privacy policies.
- 2.3. CONTRACTOR shall participate in the annual sheltered point-in-time count and housing inventory count in accordance with the CoC's policies and procedures.
- 2.4. CONTRACTOR shall maintain a minimum of a 99% data completeness record for transitional housing, permanent supportive housing, rapid re-housing and other permanent housing projects. Outreach projects are expected to collect at least 85% of the data elements required in HMIS.
- 2.5. CONTRACTOR shall partner with the CoC to resolve data collection errors identified in the annual Longitudinal Systems Analysis (LSA) in a timely fashion.

3. Privacy and Security Compliance

- 3.1. CONTRACTOR shall comply with all applicable privacy and confidentiality regulations, including but not limited to the HMIS Privacy and Security Standards, HUD

Confidentiality Standards, and the Health Insurance Portability and Accountability Act (HIPAA) if applicable.

- 3.2. CONTRACTOR shall ensure all HMIS users complete annual security and privacy training as required by the CoC.
- 3.3. CONTRACTOR shall implement appropriate security measures, including password protections, data encryption, and access controls, to prevent unauthorized access or data breaches.

4. HMIS User Access and Training

- 4.1. CONTRACTOR shall designate an HMIS Lead User responsible for managing user accounts, ensuring compliance, and serving as the primary contact for HMIS-related matters.
- 4.2. All HMIS users must complete initial and ongoing training as required by the CoC to maintain system access.
- 4.3. The Agency shall immediately notify the HMIS Administrator of any staff changes that affect system access and shall deactivate access for former employees within 3 business days.

5. Non-Compliance and Remedies

- 5.1. Failure to comply with HMIS requirements may result in corrective actions, including but not limited to:
 - 5.1.1. Required remedial training;
 - 5.1.2. Temporary suspension of HMIS access;
 - 5.1.3. Withholding of funding until compliance is achieved;
 - 5.1.4. Termination of this Agreement for repeated non-compliance.
- 5.2. The Agency shall work in good faith to resolve any HMIS-related deficiencies identified during audits or compliance reviews.

EXHIBIT H

COORDINATED ENTRY REQUIREMENTS

This Exhibit H ("Exhibit") is hereby incorporated into and made part of the Agreement ("Agreement") by and between the County of Monterey and Community Human Services ("CONTRACTOR"). The purpose of this Exhibit is to establish mandatory requirements for the use of the Coordinated Entry System in accordance with federal, state, and local regulations.

Coordinated Entry is a standardized process used by homeless service systems to ensure that people experiencing or at risk of homelessness are quickly and equitably connected to available housing and services. It is required by the U.S. Department of Housing and Urban Development (HUD) and some State of California homeless programs and aims to prioritize assistance based on vulnerability and need rather than on a first-come, first-served basis.

Key Components of Coordinated Entry:

1. **Standardized Assessment:** Uses a common tool identified by the Coalition of Homeless Services Providers, as the lead Continuum of Care ("CoC") lead agency, to evaluate individuals' and families' needs and vulnerabilities.
2. **Prioritization:** Allocates housing and services based on established criteria, often prioritizing people who are chronically homeless, highly vulnerable, or have the highest needs.
3. **Referral Process:** Matches individuals to the most appropriate available housing and services, such as Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Transitional Housing.
4. **Accessibility:** Ensures that all populations, including those with disabilities or language barriers, can access services equitably.
5. **Streamlined Entry System:** Reduces the need for individuals to navigate multiple agencies by centralizing access to resources.

Coordinated Entry is designed to improve the efficiency of homelessness response systems, reduce barriers to housing, and ensure that limited resources are used effectively. In Monterey and San Benito Counties, Coordinated Entry, locally known as the Coordinated Assessment and Referral System ("CARS"), is managed through the local Homeless Management Information System ("HMIS").

For the purposes of this agreement, CONTRACTOR is hereby mandated to: (Check all that apply.)

- Enter all clients experiencing homelessness into CARS for consideration of housing options made available through the program.
- Receive client referrals solely through CARS.

Receive client referrals through CARS and other means established in EXHIBIT A of this Agreement.

CONTRACTOR RESPONSIBILITIES

1. Purpose and Compliance

- 1.1. CONTRACTOR shall utilize CARS to ensure that all homeless individuals and families are assessed and prioritized for housing and services in a standardized, equitable, and transparent manner.
- 1.2. CONTRACTOR shall comply with the requirements set forth in the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program and Emergency Solutions Grant regulations, including 24 CFR Part 578 and the HUD Coordinated Entry Notice.
- 1.3. CONTRACTOR shall adhere to the CARS Policies and Procedures established by the Coalition of Homeless Services Providers, the local Continuum of Care ("CoC") lead agency, to ensure consistency, fairness, and efficiency in housing referrals and service provision.

2. Data Entry and Reporting Requirements

- 2.1. CONTRACTOR shall enter accurate, complete, and timely data into CARS within 3 business days of client assessment, referral, or service provision.
- 2.2. CONTRACTOR shall ensure all program participants complete the required Release of Information form prior to data entry in accordance with the CoC's privacy policies.
- 2.3. CONTRACTOR shall ensure client assessments are updated every 6 months or whenever there is a significant change to the client's situation for duration of their unsheltered and/or homeless status.
- 2.4. CONTRACTOR shall contact inactive clients in the CARS program, reassess their participation, and either exit them from the program or assist in their continued enrollment based on the outcome of those contacts. The CONTRACTOR shall maintain records of these interactions in the client's profile in the HMIS.

3. Privacy and Security Compliance

- 3.1. CONTRACTOR shall comply with all applicable privacy and confidentiality regulations, including but not limited to the CARS Privacy and Security Standards, HUD Confidentiality Standards, and the Health Insurance Portability and Accountability Act (HIPAA) if applicable.
- 3.2. CONTRACTOR shall ensure all CARS users complete trainings as required by the CoC.
- 3.3. CONTRACTOR shall implement appropriate security measures, including password protections, data encryption, and access controls, to prevent unauthorized access or data breaches.

4. Non-Compliance and Remedies

- 4.1. Failure to comply with CES requirements may result in corrective actions, including but not limited to:
 - 4.1.1. Required remedial training;

- 4.1.2. Temporary suspension of CES access;
 - 4.1.3. Withholding of funding until compliance is achieved;
 - 4.1.4. Termination of this Agreement for repeated non-compliance.
- 4.2. CONTRACTOR shall work in good faith to resolve any CES-related deficiencies identified during audits or compliance reviews.

OCCUPANCY TERMS

A. PURPOSE

The SHARE Center consisting of a 16,000 square foot stand-alone building on approximately 1.6 acres of land is located at 845 East Laurel Drive, Salinas, California 93905, and further defined in Section XV and XVI of this Exhibit (hereinafter, "Premises") shall be used by CONTRACTOR as set forth herein to administer CONTRACTOR's program that provides 24-hour emergency shelter and other supportive services for individuals experiencing homelessness pursuant to the Professional Service Agreement (hereinafter, "PSA") to which this Exhibit is attached to (hereinafter, "Program").

B. FINANCIAL ARRANGEMENTS

- B.1 COUNTY shall allow CONTRACTOR to the right of use, quiet enjoyment, a list of possession of the Premises which includes furnishing and appliances to be provided upon arrival of final furnishings for the purposes of the Program.
- B.2 CONTRACTOR shall reimburse the COUNTY for any costs incurred by the COUNTY for damages caused as a direct result of CONTRACTOR's use of the Premises and areas appurtenant to the Premises.
- B.3 COUNTY is allowing CONTRACTOR to occupy the Premises on an "As- Is" condition. CONTRACTOR shall make no alterations to the Premises without prior written consent of the COUNTY.
- B.4 COUNTY and CONTRACTOR services and utilities responsibilities for the Premises shall be in accordance with Section V of this Exhibit. All appropriate costs for both COUNTY and CONTRACTOR responsibilities shall be funded by COUNTY. CONTRACTOR paid costs shall be reimbursed by COUNTY through the PSA and shall be included in **Exhibit C, Budget**, of the PSA.
- B.5 COUNTY and CONTRACTOR repair and maintenance responsibilities for the Premises shall be in accordance with Section VI of this Exhibit. All appropriate costs for both COUNTY and CONTRACTOR responsibilities shall be funded by COUNTY. CONTRACTOR paid costs shall be reimbursed by COUNTY through the PSA and shall be included in **Exhibit C, Budget** of the PSA.

C. MANAGEMENT AND COORDINATION

- C.1 On-site management of CONTRACTOR's Program, including services, shall be the sole responsibility of CONTRACTOR.
- C.2 CONTRACTOR shall be responsible for coordinating all repairs and services that are CONTRACTOR responsibility per Section V and VI of this Exhibit. COUNTY shall provide CONTRACTOR an approved vendor list within thirty (30) days of the fully executed PSA.
- C.3 CONTRACTOR shall provide a monthly summary report to COUNTY of all maintenance, repairs, other building issues, and resolutions by the tenth day of the month for the previous month.
- C.4 All official correspondence shall be mailed to the parties at their respective addresses as listed in the Notices provision in Section IV of this Exhibit.
- C.5 CONTRACTOR shall follow all COUNTY rules and regulations in Section VII of this Exhibit regarding the use of the Premises.

OCCUPANCY TERMS

D. NOTICE PROVISION

Any official notice or other correspondence which either party is required to give relating to the terms of this Exhibit shall be given by secure electronic mail or certified mail to the COUNTY and CONTRACTOR at the addresses listed below:

To COUNTY:

County of Community Human Services
 Department of Social Services
 Attn: Silvia Solis, Admin Svs Officer
 1488 Schilling Pl, Salinas CA 93901
soliss@co.monterey.ca.us
 (510) 415-4672

To CONTRACTOR:

Community Human Services
 Attn: Chief Executive Officer
 P.O. Box 3076
 Monterey, California 93942
 (831) 755-4483

E. SERVICES AND UTILITIES

The following is a summary of services and utilities responsibilities of COUNTY and CONTRACTOR for the proposed use of the Premises:

	COUNTY	CONTRACTOR
Provide adequate paper supplies, dispensers, and waste and recycling containers for the Premises and restrooms within Premises		X
Provide adequate custodial service for the interior of the Premises		X
Provide adequate custodial service for exterior of the Premises and the non-exclusive areas of the building (including steam cleaning or pressure washing sidewalks)		X
Professionally clean carpets, rugs, tile and linoleum flooring		X
Professionally clean existing drapes, blinds, and window shades		X
Professionally clean interior windows {excluding common area}		X
Professionally clean exterior windows		X
Provide adequate pest control for the interior of the Premises		X
Provide adequate pest control for exterior of Premises		X
Provide adequate landscape maintenance and gardening (including weed and abatement)	X	
Provide adequate maintenance of any community gardens		X
Provide adequate parking lot area sweeping		X
Provide adequate refuse, rubbish, garbage, and recyclable (paper, plastic, and aluminum, if available) disposal and pick up service		X
Large item disposal (items that cannot be picked up by regular trash service i.e., mattresses, appliances, etc.)		X
Provide adequate fire sprinkler systems testing per National Fire Protection Association (NFPA) standards	X	
Provide adequate fire alarm systems monitoring per NFPA standard	X	
Provide adequate intrusion/security alarm systems monitoring		X
Provide adequate patrolled security guard service		X

OCCUPANCY TERMS

Provide adequate heating and ventilation systems filter replacements, unit inspections, unit lubrications and record keeping pursuant to the California Code of Regulations, Title 8, Section 5142	X	
Provide adequate servicing of uninterrupted power source (UPS)		X
Provide adequate gas utility service		X
Provide adequate electric utility service		X
Provide adequate water utility service		X
Provide adequate telephone and data service (including connection charges)		X

The term “adequate” shall mean sufficient to ensure the health, safety and general well-being of the employees, occupants or invitees of the Premises.

F. REPAIRS AND MAINTENANCE RESPONSIBILITIES

The following is a summary of maintenance and repair responsibilities of COUNTY and CONTRACTOR for the proposed use of the Premises.

	COUNTY	CONTRACTOR
Affixed Cabinets	X	
Foundations and Floor Slabs	X	
Exterior and Bearing Walls	X	
Exterior Doors and Hardware	X	
Exterior Windows and Window Frames	X	
Roofs (including replacement if deemed necessary)	X	
Gutters, Drains and Downspouts		X
Parking Lots (including parking lot lighting)	X	
Ceilings	X	
Exterior Walls	X	
Fire Sprinkler Systems	X	
Fire Alarm Systems	X	
Intrusion/Security Alarm Systems (including security cameras)		X
Heating and Ventilation Systems (including replacement if deemed necessary)	X	
Heating and Ventilation control switches, sensors, and thermostats	X	
Electrical Systems (including electrical outlets, panels, circuit breakers and wiring)	X	
Plumbing Systems (including sewer and drain stoppages, and fixtures)	X	
Exterior Lighting (including starters, ballasts, transformers and light switches)	X	
Interior Lighting (including starters, ballasts, transformers and light switches)		X

OCCUPANCY TERMS

Interior Light Bulbs and Fluorescent Light Tubes (replacement)		X
Interior Walls		X
Interior Wall Surfaces (including repainting every 5 years)	X	
Interior Doors and Hardware	X	
Interior Windows and Window Frames	X	
Carpet, VCT, and Linoleum Flooring (including replacement if deemed necessary)	X	
Base and/or Moldings (including replacement if deemed necessary)	X	
Communication Systems (data/telephone cabling, connections and equipment)		X
Maintain exterior of Premise including area around the dumpster and within fenced areas in a clean, safe, sanitary, and hazard free condition		X

The term “deemed necessary” shall mean that CONTRACTOR and COUNTY are in agreement that appropriate action needs to be taken to ensure the health, safety and general well-being of the employees, occupants and or invitees of the Premises.

*Notwithstanding the forgoing, CONTRACTOR will pay to COUNTY the reasonable cost of any repairs or maintenance required as a result of negligent acts or omissions, or which is otherwise the fault, of CONTRACTOR, its agents, employees, contractors, guests, or invitees.

G. COUNTY'S RULES AND REGULATIONS

No sign or notice shall be displayed by CONTRACTOR outside of the Premises without written consent of COUNTY. If approval is not given, COUNTY shall have the right to remove such sign or notice without notice to CONTRACTOR and at the expense of the CONTRACTOR. All signs on access doors to the Premises shall be approved by COUNTY. CONTRACTOR's standard company sign on the main door to the Premises may be installed at CONTRACTOR's expense. CONTRACTOR may at its expense, install a different sign after receiving written design approval by COUNTY. Design criteria should be obtained from COUNTY in advance.

- G.1 CONTRACTOR shall not place anything within the Premises which may appear unsightly from outside of the Premises.
- G.2 Sidewalks, halls, passages, exits, and entrances, shall not be obstructed by CONTRACTOR, or used for any purpose other than for ingress or egress.
- G.3 CONTRACTOR shall not alter any lock or install any new or additional locks or bolts on any doors or windows without the written consent of COUNTY.
- G.4 The toilet rooms, showers, kitchens, sinks, urinals, wash bowls and other apparatus shall not be used for any purpose other than for which they were installed.
- G.5 CONTRACTOR shall not mark, drive nails, screw or drill into the partitions, woodwork, or plaster or in any way deface the Premises, except for hanging of small items such as pictures with nail type of hangers, without COUNTY's approval.
- G.6 No unusually large or heavy equipment shall be brought into the Premises without prior notice to COUNTY, and all moving of the same into or out of the Premises shall be done at such time and such a manner as COUNTY shall designate.

OCCUPANCY TERMS

- G.7 All damage done to the Premises by moving or maintaining any such equipment shall be repaired at the expense of CONTRACTOR.
- G.8 CONTRACTOR shall not use the Premises in a manner offensive or objectionable to the COUNTY by reason of noise, odors, and/or vibrations, or interfere in any way with neighboring businesses or those having business herein, nor shall any animals or birds be brought in or about the Premises.
- G.9 CONTRACTOR shall not use or keep on the Premises any foul or noxious gas, kerosene, gasoline or flammable or combustible fluid or material, or use any method of heating or air conditioning other than that supplied by COUNTY.
- G.10 COUNTY will direct electricians as to where and how telephone wires are to be installed. No changing of wires will be allowed without the written consent of the COUNTY. The location of the telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of COUNTY.
- G.11 No aerial satellite dish or other item shall be erected on the roof or exterior walls of the complex, or on the grounds without, in each instance, the written consent of the COUNTY. Any such item so installed without such written consent shall be subject to removal without notice at any time.
- G.12 No loudspeakers, televisions, radios, or other devices shall be used in a manner so as to be heard or seen outside of the Premises without prior written consent of the COUNTY.
- G.13 Any person whose behavior that causes injury or insult and/or whose presence on the Premises may in the judgment of the COUNTY be prejudicial to the safety, character, reputation or interest of the COUNTY or of its CONTRACTORS may be denied access to the Premises or may be ejected therefrom.
- G.14 In case of invasions, mob riot, public excitement, or other emergency, the COUNTY reserves the right to prevent access to the Premises during the continuance of the same by closing of the doors or otherwise, for the safety of the CONTRACTOR and protection of property in the Premises. COUNTY will also direct CONTRACTOR as necessary in an emergency and will not assume any liability for damages suffered by CONTRACTORS as the result of such directions.
- G.15 COUNTY shall schedule meetings as deemed necessary with CONTRACTOR to discuss rules and regulations and address questions and concerns.

H. DISPUTE RESOLUTION

In the event that any problem or issue arises with respect to the implementation or interpretation of this Exhibit, the parties mutually agree to meet at the request of either of them to discuss and resolve the issue in good faith. In such event, the Chief Executive Officer for CONTRACTOR or his/her designee, will meet with the COUNTY Administrative Office Homelessness Strategies and Initiatives Division's Homeless Services Director, or her designee, to reach a mutually satisfactory and reasonable conclusion. Provisions regarding dispute resolution in the PSA to take precedence.

I. DISRUPTION OF SERVICE

In the event that the operation of the Program is interrupted because of any act or regulation of any public authority, civil tumult, strike, epidemic, natural disaster, interruption or delay of transportation or utility service, war conditions, or emergencies, or any cause beyond the control of either party, the PSA may be suspended by either party without prior notice and neither party shall be liable for such

OCCUPANCY TERMS

suspension. In the event of a disaster, CONTRACTOR and COUNTY will work in cooperation with County Office of Emergency Service during the disaster to assist with provision of any appropriate services.

J. FURNISHING AND APPLIANCES

A separate list of possession of the Premises will be provided upon arrival of furnishings.

K. ENTRY AND INSPECTION

With twenty-four (24) hours' notice to CONTRACTOR the COUNTY shall have the right to enter the Premises at reasonable times for the purpose of inspection, posting notices, or other lawful purposes.

L. COUNTY'S STATEMENT REGARDING DISABILITY ACCESS & CERTIFIED ACCESS SPECIALIST INSPECTION (CASp) REPORT

Pursuant to California Civil Code Section 1938 (a), COUNTY represents that the Premises [] has [X] has not undergone inspection by a Certified Access Specialist (CASp).

Pursuant to California Civil Code Section 1938 (b), if the Premises has undergone inspection by a CASp, and to the best of COUNTY's knowledge, there have been no modifications or alterations completed or commenced between the date of the inspection and the date of execution of an occupancy agreement which have impacted the subject premises' compliance with construction related accessibility standards, COUNTY shall provide, prior to execution of the occupancy agreement, a copy of any report prepared by the CASp with an agreement from CONTRACTOR that information in the report shall remain confidential, except as necessary for the CONTRACTOR to complete repairs and corrections of violations of construction related accessibility standards that the CONTRACTOR agrees to make.

Pursuant to California Civil Code Section 1938 (c), making any repairs or modifications necessary to correct violations of construction related accessibility standards that are noted in a CASp report is presumed to be the responsibility of the COUNTY, unless otherwise mutually agreed upon by COUNTY and CONTRACTOR. CONTRACTOR shall have the opportunity to review any CASp report prior to execution of an occupancy agreement. If the report is not provided to the CONTRACTOR at least 48 hours prior to execution of the occupancy agreement, CONTRACTOR shall have the right to rescind the occupancy agreement, based upon the information contained in the report, for 72 hours after execution of the occupancy agreement.

Pursuant to California Civil Code Section 1938 (d), if the Premises have been issued an inspection report by a CASp, as described in paragraph (1) of subdivision (a) of Section 55.53, indicating that it meets applicable standards, as defined in paragraph (4) of subdivision (a) of Section 55.52, COUNTY shall provide a copy of the current disability access inspection certificate and any inspection report to CONTRACTOR not already provided pursuant to subdivision (b) within seven (7) days of the date of the execution of the occupancy agreement.

Pursuant to California Civil Code Section 1938 (e), if the Premises have not been issued a disability access inspection certificate, as described in subdivision (e) of Section 55.53, COUNTY shall state the following on the occupancy agreement:

OCCUPANCY TERMS

A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

M. PROPOSITION 65 WARNING

CALIFORNIA PROPOSITION 65 WARNING. This warning is provided in compliance with the requirements of California's Proposition 65, due to exposure to formaldehyde and other chemicals known to the State to cause cancer and birth defects or other reproductive harm, from exposures to materials used in and around the construction site of **845 East Laurel Drive, Salinas, California.**

“WARNING: MATERIALS INCLUDED IN THE CONSTRUCTION OF THE PREMISES AND PROPERTY WILL EXPOSE YOU TO FORMALDEHYDE AND OTHER CHEMICALS KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER AND BIRTH DEFECTS OR OTHER REPRODUCTIVE HARM. FURTHER INFORMATION MAY BE OBTAINED FROM THE MANAGER/OWNER.”

This warning is provided to inform tenants of the exposure to formaldehyde and other chemicals known to the State to cause cancer and birth defects or other reproductive harm. The exposures are caused by the materials of which the office buildings on this site are constructed. **Environmental exposures to chemicals known to the State of California to cause cancer and birth defects or other reproductive harm will continue for as long as _____ engages in ongoing construction on and around the surrounding property.**

Formaldehyde. The United States Environmental Protection Agency, the California Air Resources Board, and other agencies have measured the presence of formaldehyde in the indoor air of homes in California. Levels of formaldehyde that present a significant cancer risk have been measured in most homes and offices. Formaldehyde is present in the air because it is emitted by a variety of building materials and products purchased by the builder from materials suppliers. These materials and products include carpeting, pressed wood products, insulation, plastics, and glues.

Other Chemicals. The Premises and/or ongoing construction sites in this development have not been tested. Given the cost of testing, it is not feasible to test every rental property and nearby construction site to ascertain the level of formaldehyde or other carcinogens and reproductive toxicants present in the rental property or ongoing construction sites nearby. Most homes, offices and construction sites that have been tested elsewhere do contain formaldehyde as well as other carcinogens and reproductive toxicants, although their concentrations vary from property to property with no obvious explanations for the differences. One of the problems is that many of the suppliers of building materials and products do not provide information on chemical ingredients to their builders. In the absence of specific information on

OCCUPANCY TERMS

these leased premises, and in light of the materials used in and around their construction, we believe that a warning is necessary.

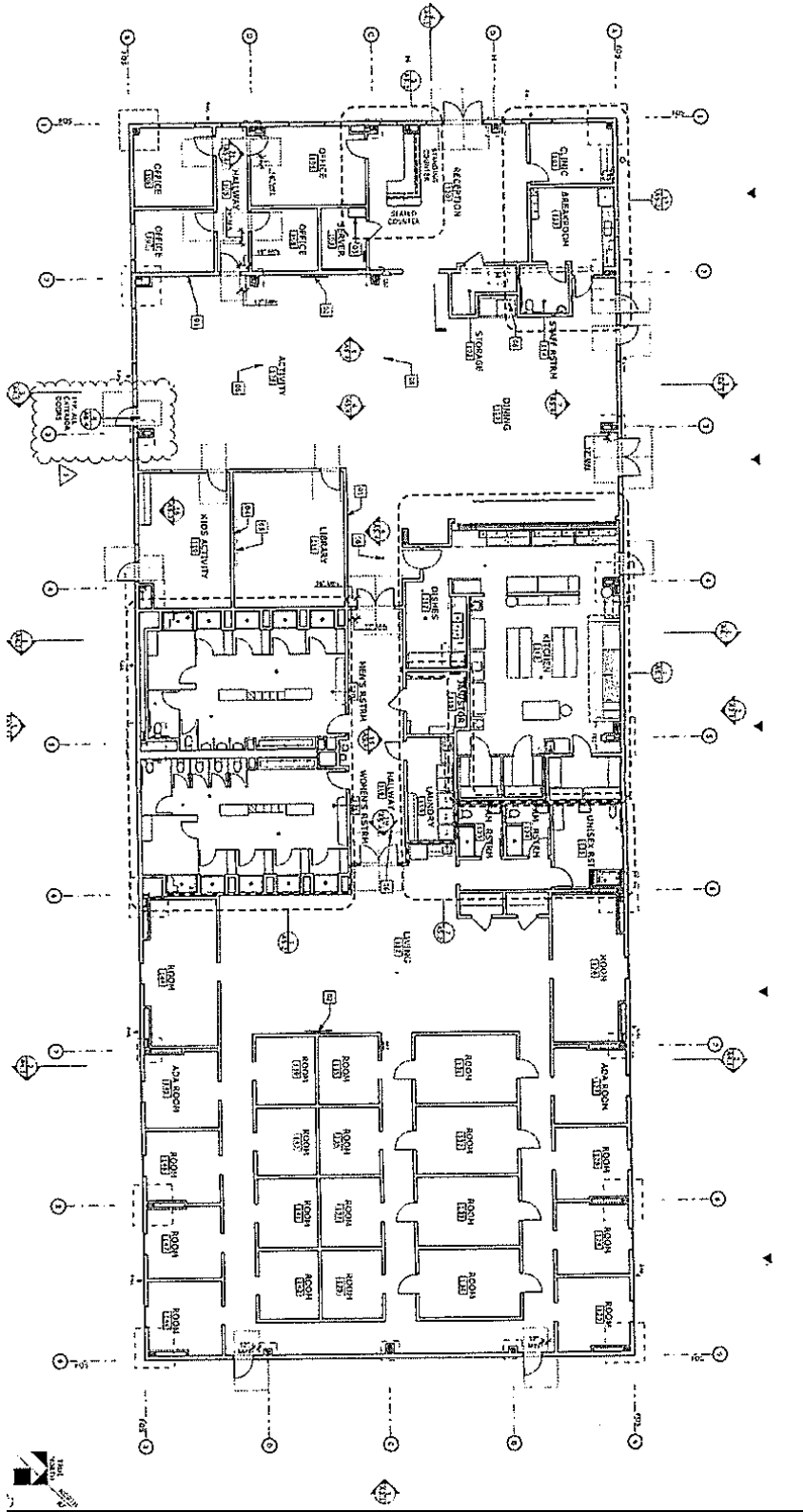
Please provide this warning to invitees and guests entering this leased property. You may have further questions about these issues. _____, has made no inquiries of our material suppliers concerning these matters. _____ is willing to provide, upon request, the names of known material suppliers, which may be contacted for further information.

N. DEED RISTRATION AND COVENANT

COUNTY and CONTRACTOR acknowledge that the Premises shall remain available for activities under the Homeless Emergency Aid Program (HEAP) for a duration of ten (10) years following the date of issuance of certificate of occupancy of the completion of the SHARE Center as evidenced by the Deed Restriction and Covenant document recorded by the Monterey County Clerk-Recorders Office as document number 2019052407. Certificate of Occupancy was issued on 2019052407.

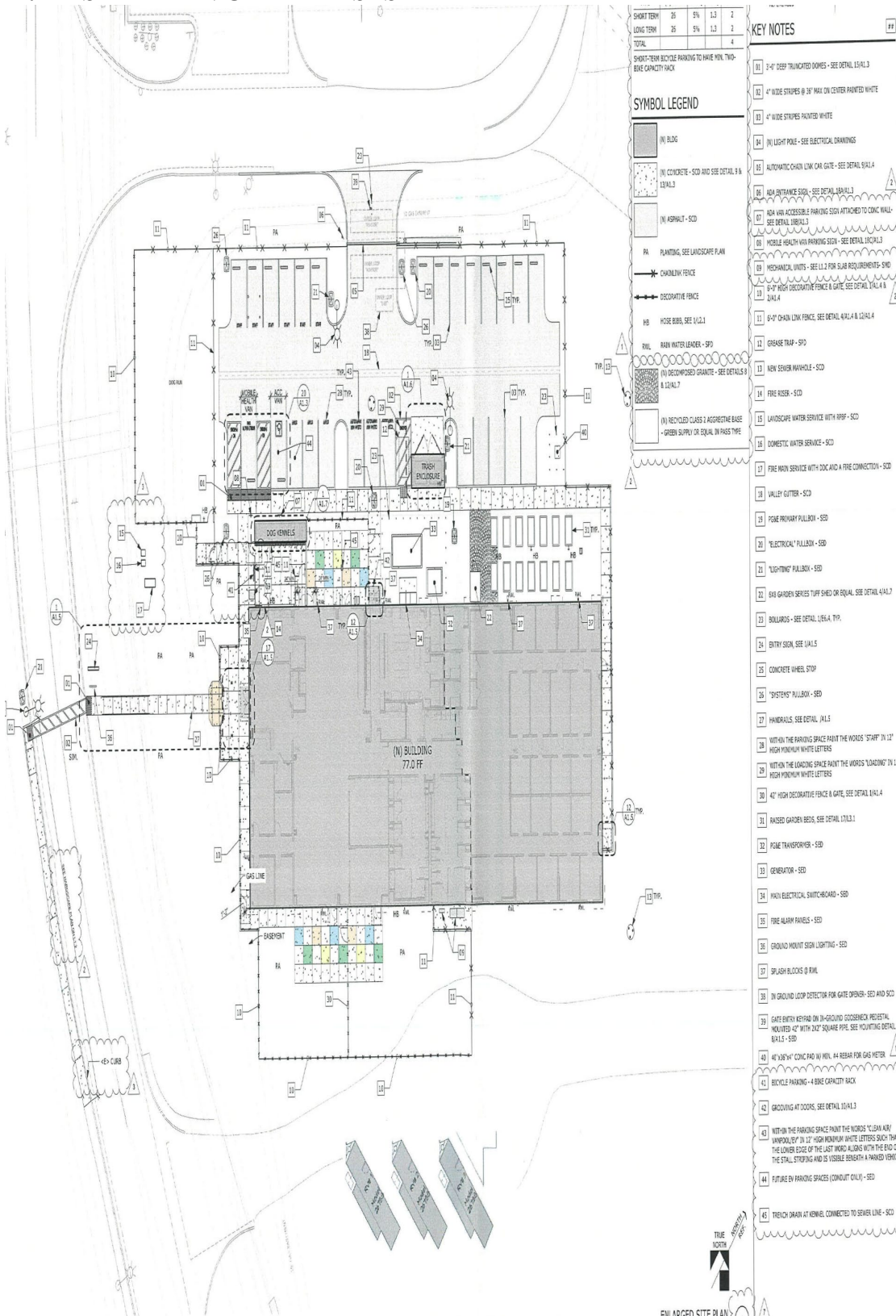
OCCUPANCY TERMS

O. BUILDING FLOOR PLAN OF PREMISES



OCCUPANCY TERMS

P. SITE PLAN OF PREMISES



SHORT TERM	25	5%	1.3	2
LONG TERM	25	5% <td>1.3</td> <td>2</td>	1.3	2
TOTAL				4

SHORT-TERM BICYCLE PARKING TO HAVE MIN. TWO-BIKE CAPACITY RACK

SYMBOL LEGEND

- (N) BLDG
- (N) CONCRETE - SCD AND SEE DETAIL 9.8 & 12A1.3
- (N) ASPHALT - SCD
- PA PLANTING, SEE LANDSCAPE PLAN
- CHAINLINK FENCE
- DECORATIVE FENCE
- HB HOSE BEDS, SEE 11.2.1
- RWL RAIN WATER LEADER - SPD
- (N) RECYCLED GLASS & AGGREGATE BASE - GREEN SUPPLY OR EQUAL IN PAST TYPE

KEY NOTES

- 01 3'-4" DEEP TRUNCATED DOWNS - SEE DETAIL 13A1.3
- 02 4" WIDE STRIPES @ 30" MAX ON CENTER PAINTED WHITE
- 03 4" WIDE STRIPES PAINTED WHITE
- 04 (N) LIGHT POLE - SEE ELECTRICAL DRAWINGS
- 05 AUTOMATIC CHAIN LINK CAR GATE - SEE DETAIL 9A1.4
- 06 ADA SIGNATURE SIGN - SEE DETAIL 3A1.3
- 07 ADA WALL ACCESSIBLE PARKING SIGN ATTACHED TO CONC WALL - SEE DETAIL 13B1.3
- 08 MOBILE HEALTH HOSE PARKING SIGN - SEE DETAIL 13C1.3
- 09 MECHANICAL UNITS - SEE L1.2 FOR SUB RISE/UNDERDENTS - SCD
- 10 8'-0" HIGH DECORATIVE FENCE & GATE, SEE DETAIL 13A1.4 & 2A1.4
- 11 6'-0" CHAIN LINK FENCE, SEE DETAIL 4A1.4 & 12A1.4
- 12 GREASE TRAP - SPD
- 13 NEW SENIOR HANDBOLE - SCD
- 14 FIRE RISER - SCD
- 15 LANDSCAPE WATER SERVICE WITH RFPF - SCD
- 16 DOMESTIC WATER SERVICE - SCD
- 17 FIRE MAIN SERVICE WITH DOC AND A FIRE CONNECTION - SCD
- 18 VALLEY GUTTER - SCD
- 19 PEGM PRIMARY PULLBOX - SCD
- 20 ELECTRICAL PULLBOX - SCD
- 21 "LIGHTING" PULLBOX - SCD
- 22 8'x8' GARDEN SERIES TYP SHED OR EQUAL, SEE DETAIL 4A1.7
- 23 BOLLARDS - SEE DETAIL 13E4.1 TP
- 24 ENTRY SIGN, SEE 1A1.5
- 25 CONCRETE WHEEL STOP
- 26 "SYSTEMS" PULLBOX - SCD
- 27 HANDBALLS, SEE DETAIL 1A1.3
- 28 WITHIN THE PARKING SPACE PAINT THE WORDS "STAMP" IN 12" HIGH MINIMUM WHITE LETTERS
- 29 WITHIN THE LOADING SPACE PAINT THE WORDS "LOADING" IN 12" HIGH MINIMUM WHITE LETTERS
- 30 4" HIGH DECORATIVE FENCE & GATE, SEE DETAIL 13A1.4
- 31 RAISED GARDEN BEDS, SEE DETAIL 17B1.3
- 32 PEGM TRANSFORMER - SCD
- 33 GENERATOR - SCD
- 34 MAIN ELECTRICAL SWITCHBOARD - SCD
- 35 FIRE ALARM PANELS - SCD
- 36 GROUND MOUNT SIGN LIGHTING - SCD
- 37 SPLASH BLOCKS @ RWL
- 38 IN GROUND LOOP DETECTOR FOR GATE OPENER - SCD AND SCD
- 39 GATE ENTRY KEYPAD ON IN-GROUND GOOSENECK PRECAST, MOUNTED 42" WITH 1/2" SQUARE PIPE, SEE MOUNTING DETAIL 3A1.3 - SCD
- 40 4" 1/8" CONC PAD IN MIN. #4 REBAR FOR GAS METER
- 41 BICYCLE PARKING - 4 BIKE CAPACITY RACK
- 42 GRADING AT 2000S, SEE DETAIL 10A1.3
- 43 WITHIN THE PARKING SPACE PAINT THE WORDS "CLEAN AIR" IN MINIMUM 12" HIGH MINIMUM WHITE LETTERS SUCH THAT THE LOWER EDGE OF THE LAST WORD ALIGNS WITH THE END OF THE STALL STOPPING AND IS VISIBLE BENEATH A PARKED VEHICLE
- 44 FUTURE BV PARKING SPACES (CONDUIT ONLY) - SCD
- 45 TRENCH DRAIN AT KENNEL, CONNECTED TO SEWER LINE - SCD

..Title

- a. Approve and authorize the County Administrative Officer, or designee, to execute a Standard Agreement with Community Human Services to operate the Salinas Housing Advancement, Resource and Education (SHARE) Center for a one-year term, July 1, 2026, through June 30, 2027, in the amount of \$1,600,000; and
- b. Approve and authorize the County Administrative Officer, or designee, to execute up to three (3) future amendments to this Agreement where amendments do not exceed 10% (\$160,000) of the amended contract amount, do not significantly alter the purposes and goals of the Agreement subject to review as to form by the Office of the County Counsel, and do not exceed the maximum aggregate amount of \$1,760,000.

..Report

RECOMMENDATION

It is recommended that the Board of Supervisors:

- a. Approve and authorize the County Administrative Officer, or designee, to execute a Standard Agreement with Community Human Services to operate the Salinas Housing Advancement, Resource and Education (SHARE) Center for a one-year term, July 1, 2026, through June 30, 2027, in the amount of \$1,600,000; and
- b. Approve and authorize the County Administrative Officer, or designee, to execute up to three (3) future amendments to this Agreement where amendments do not exceed 10% (\$160,000) of the amended contract amount, do not significantly alter the purposes and goals of the Agreement subject to review as to form by the Office of the County Counsel, and do not exceed the maximum aggregate amount of \$1,760,000.

SUMMARY/DISCUSSION

The County Administrative Office's Homelessness Strategies and Initiatives Division (County) requests approval of a Standard Services Agreement with Community Human Services (CHS) in the amount of \$1,600,000, for the period of July 1, 2026, through June 30, 2027, to operate the Salinas Housing Advancement, Resource & Education (SHARE) Center.

This Agreement continues the County's partnership with the City of Salinas (City) through the Memorandum of Understanding (MOU) to share the costs associated with the SHARE Center. CHS was selected as the SHARE Center operator through a competitive Request for Proposal (RFP) process in July 2024, consistent with the MOU between the County and the City of Salinas, which calls for an RFP for the selection of the SHARE Center Operator every three years.

The SHARE Center provides interim shelter, supportive services, and housing navigation to individuals and families experiencing homelessness. The facility has a capacity of 96 to 128 beds, depending on household size, and serves both individuals and families through a low-barrier navigation center model. Services include emergency shelter, case management, housing navigation, and other wraparound supports delivered through a Housing First, low-barrier, and pet-friendly approach. The primary objective of the SHARE Center is to assist participants in obtaining and maintaining permanent housing. CHS has operated the SHARE Center since September 1, 2024.

CHS is a nonprofit 501(c)(3) organization that provides mental health and substance use disorder services and operates multiple emergency shelter programs throughout Monterey County for single women and families with children. As part of its service model at the SHARE Center, CHS partners with Dorothy's Place to provide enhanced housing navigation and supportive services for single adults and couples without children. From September 1, 2024, through June 10, 2026, the SHARE Center served 266 individuals. During that period, 86 participants exited to permanent housing, and an additional 28 participants transitioned to other shelter or transitional housing programs.

The City will execute a separate agreement with CHS in the amount of \$1,600,000 for FY 2026–27 operations.

The County will provide \$1,600,000 toward the remaining operational and facility costs. The total cost of SHARE Center operations for FY 2026–27 is estimated at \$3,200,000.

OTHER AGENCY INVOLVEMENT:

The County continues to work collaboratively with the City of Salinas pursuant to the SHARE Center MOU. The City maintains a separate operational agreement with CHS. Housing and Community Development supports the program with contributions from the Permanent Local Housing Allocation (PLHA) Funding.

The Office of the County Counsel-Risk Management, and the Auditor-Controller’s office have reviewed and approved proposed Agreement as to form, risk, and fiscal provisions.

FINANCING:

There will be no impact on the General Fund from approval of this action. The Agreement is fully funded by the Homeless Housing, Assistance and Prevention Round 6 (HHAP-6) grant and PLHA funds provided by County Housing and Community Development. Sufficient appropriations and estimated revenues for 1001-100508 are included in the FY 2026-2027 Adopted Budget.

This venture is a partnership with the City of Salinas where both parties will use multiple funding streams to support the operational agreement. Both the City and the County will have separate agreements with CHS and will share in the costs using various local and regional funding streams.

The total cost for the City and County partnership SHARE Center operations for July 1, 2026, through June 30, 2027, is estimated at \$3,200,000.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This initiative supports the County of Monterey’s Strategic Goals and Key Objectives by supporting the sustainability of interim shelter and service programs designed to transition eligible residents into permanent housing and provide exceptional facilities and health programs that improve quality of life for residents.

Mark a check to the related Board of Supervisors Adopted 2025-26 Strategic Plan Goals

- Well-Being and Quality of Life
- Sustainable Infrastructure for Present and Future
- Safe Resilient Communities
- Diverse and Thriving Economy

Prepared by: Sarah Federico, MAII (ext.5341), and Dania Valdez, MAI (ext.3049), CAO-HSI Division

Reviewed by: Roxanne Wilson, Homeless Services Director, CAO-HSI Division, ext 5445

Approved by: Nick Chiulos, Chief Assistant County Administrative Officer, ext 5145

Attachments: Agreement

Proposed Agreement is on file with Clerk of the Board as an attachment to this Board Report.