



**AMENDMENT NO. 2  
TO  
CONTRACT NO. MA-042-20010815  
FOR  
HOUSING AND DISABILITY INCOME ADVOCACY PROGRAM**

This Amendment (Amendment No. 2) to MA-042-20010815 for Housing and Disability Income Advocacy Program is made and entered into or upon execution of all necessary signatures between the Friendship Shelter, Inc. a private, non-profit corporation (Contractor), with a place of business at P.O. Box 4252, Laguna Beach, CA 92652-4252 and the County of Orange, a political subdivision of the State of California (County), through its Health Care Agency, with a place of business at 405 W. 5th St., Ste. 600, Santa Ana, CA 92701. Contractor and County may sometimes be referred to individually as “Party” or collectively as “Parties”.

**RECITALS**

WHEREAS, the Contractor and County, through its OC Community Resources (OCCR), executed Contract No. 18- 23-0061-HDAP for Housing and Disability Income Advocacy Program (HDAP) funds, effective May 1, 2019 through June 30, 2020 in an amount not to exceed \$216,843 (Contract); and

WHEREAS, on March 25, 2020, the Parties executed Amendment No. 1 to extend the Contract for one year, effective July 1, 2020 through June 30, 2021, to change County’s administrating agency from OCCR to the Health Care Agency (HCA) and to change the Contract Number from 18-23-0061-HDAP to MA-042-20010815, to amend Attachment B – Payment/Compensation, and to add general terms and conditions in the Contract; and .

WHEREAS, the Parties now desire to enter into this Amendment No. 2 to increase the Contract’s maximum obligation \$329,284 and to amend Attachment A – Scope of Services, Attachment B-1 – Payment/Compensation, Attachment C – Budget Schedule, and Attachment D – Staffing Plan.

NOW THEREFORE, the Parties mutually agree as follows:

1. The Contract’s Maximum Obligation is increased by \$329,284 from \$216,843 to \$546,127.
2. Attachment A, Scope of Services, of the Contract is deleted in its entirety and replaced with Attachment A-1, Scope of Services, attached hereto.
3. Attachment B-1, Payment/Compensation, of the Contract (incorrectly labelled as Exhibit B-1, Payment/Compensation, in Amendment No. 1) is deleted in its entirety and replaced with Attachment B-2, Payment/Compensation, attached hereto.
4. Attachment C, Budget Schedule, of the Contract is deleted in its entirety and replaced with Attachment C-1, Budget Schedule, attached hereto.
5. Attachment D, Staffing Plan, of the Contract is deleted in its entirety and replaced with Attachment D-1, Staffing Plan, attached hereto.

This Amendment No. 2 modifies the Contract only as expressly set forth herein. Wherever there is a conflict in the terms or conditions between this Amendment No. 2 and the Contract, the terms and conditions of this Amendment No. 2 prevail. In all other respects, the terms and conditions of the Contract, not specifically changed by this Amendment No. 2 remain in full force and effect.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE**

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 2. If the company is a corporation, Contractor shall provide two signatures as follows: 1) the first signature must be either the Chairman of the Board, President, or any Vice President; 2) the second signature must be that of the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution or by-laws demonstrating the legal authority of the signature to bind the company.


**Contractor: FRIENDSHIP SHELTER, INC.**

Dawn Price \_\_\_\_\_

Executive Director \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

DocuSigned by:  
  
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8/17/2020 \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**County of Orange**, a political subdivision of the State of California

Purchasing Agent/Designee Authorized Signature:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

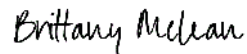
**APPROVED AS TO FORM**  
Office of the County Counsel  
Orange County, California

Brittany McLean \_\_\_\_\_

Deputy County Counsel \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

DocuSigned by:  
  
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8/17/2020 \_\_\_\_\_

Date \_\_\_\_\_



## ATTACHMENT A-1

### SCOPE OF SERVICES

#### 1. Scope of Services Summary

##### A. Activities:

FRIENDSHIP SHELTER, INC. ("CONTRACTOR") shall perform all services set forth herein; and is responsible for administering the program funded with Housing and Disability Income Advocacy Program ("HDAP") funds, as described as follows, in a manner satisfactory to the County of Orange ("COUNTY") and consistent with any standards required as a condition of providing the HDAP funds, including but not limited to Welfare and Institutions Code § 18999 et seq.

HDAP is a County-administered program that assists individuals, with disabilities who are experiencing homelessness apply for disability benefit programs while also providing housing assistance. HDAP requires that street outreach, case management, disability benefit advocacy and housing assistance be offered to all program participants. An integral part of HDAP is Supplementary Security Income/Social Security Disability Income (SSI/SSDI) Outreach, Access, and Recovery (SOAR). SOAR is a national program designed to increase access to the disability income benefit programs administered by the Social Security Administration for eligible adults and children who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorders. SOAR seeks to address homelessness through increased access to SSI/SSDI income supports and encourages employment as a means to increase an individual's income and promote recovery.

##### B. Program Description:

CONTRACTOR pursuant to requirements set forth in this Scope of Services and consistent with HDAP requirements, shall provide street outreach, case management, disability benefits advocacy and housing assistance, including case management and financial assistance, to individuals with a disability who are experiencing homelessness and connect them to appropriate services in the South Service Planning Area identified in Exhibit "2" ("PROGRAM").

##### C. Eligible Participants:

HDAP was established by Assembly Bill 1603 (Chapter 25, Statutes of 2016) to assist individuals, including those in a family household, who are disabled or likely disabled and experiencing homelessness, giving highest priority to chronically homeless and those who rely most heavily on State and County funded services.

For the purposes of the PROGRAM, a person/household is considered to be experiencing homelessness only when he/she/they lack(s) a fixed, regular and adequate nighttime residence and reside(s) in a place not meant for human

habitation, such as cars, parks, sidewalks, abandoned buildings, motels, or other shelters, or for reference as further defined in 24 CFR Section 91.5.

Individuals with disabilities who are experiencing homelessness, as defined by 42 U.S. Code § 11360 (including those that appear to be or are likely eligible for disability benefit programs) are eligible to receive HDAP services.

The highest priority shall be given to individuals, including those in a family household, who are experiencing chronic homelessness or who rely the most heavily on State and County funded services. Other populations to be targeted by the PROGRAM include, but are not limited to, the following:

- a. General assistance or general relief applicants or recipients who are experiencing homelessness or at risk of homelessness.
- b. Low-income individuals with disabilities who can be diverted from, or who are being discharged from, jails or prisons and who are experiencing homelessness or at risk of homelessness.
- c. Low-income veterans with disabilities who are experiencing homelessness or at risk of homelessness.
- d. Low-income individuals with disabilities who are being discharged from hospitals, long-term care facilities, or rehabilitation facilities and who were experiencing homelessness prior to entry or at risk of homelessness upon discharge.

For the purposes of the PROGRAM, in addition to definition of an individual with a disability experiencing homelessness as set forth in 24 CFR section 91.5, for reference a person/household with a disability is considered to be experiencing chronic homelessness only when/s/he/they:

- i. Have a disability such as diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness or disability as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)) and
- ii. Live in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- iii. Have been homeless and continuously living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months or on at least four separate occasions in the last three (3) years. As long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least seven (7) consecutive nights of not living in homeless conditions as set forth in section ii. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;
- iv. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

- v. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

D. Use of Funds:

Pursuant to Senate Bill (SB) 80 (Chapter 27, Statutes of 2019) and State of California, Department of Social Services All County Letter No. 19-104, HDAP funds shall be used to provide street outreach, case management, disability benefit advocacy, and housing-related case management to all eligible program participants. Services and operations shall be low-barrier and promote an engagement rich environment in which people experiencing homelessness make connections to increased benefits, supportive services, health care, and stable housing.

Funds received under this PROGRAM shall be used to:

- i. Establish or expand programs that provide disability advocacy, including obtaining relevant documentation for filing benefits applications and coordinating with federal and state offices; and
- ii. Provide housing assistance, including interim housing, recuperative care, rental subsidies, or, only when necessary, shelters, for participants receiving services under Section 18999.2 during the participant's application periods for disability benefits programs described in that section. The CONTRACTOR shall place a participant who receives subsidies in housing that the participant can sustain without an on-going subsidy upon approval of disability benefits. If the participant is not approved for disability benefits, CONTRACTOR shall assist in developing a transition plan for housing support through other available resources within the local community to avoid a return to homelessness. A participant's participation in housing assistance programs or services is voluntary.

E. Reporting:

CONTRACTOR is required to submit monthly written reports as indicated below in Section 3.C.2.

CONTRACTOR shall enter the data in the Homeless Management Information System (HMIS) as coordinated with the COUNTY and the HMIS administrator.

CONTRACTOR shall collaborate with the COUNTY on the Coordinated Entry System (CES) and other Orange County Continuum of Care (CoC) services and efforts to address homelessness.

## 2. Description of Program

The CONTRACTOR shall provide the following:

- A. Outreach Engagement – Establish and follow the process for referrals and referring HDAP eligible individuals to appropriate services and housing opportunities, planned outreach, and coordination with existing systems and integrating services with COUNTY agencies as necessary. Outreach efforts shall include, but not be limited to, the following:
- Receiving referrals
  - Conducting outreach
  - Providing assessment and screening
  - Coordinating record retrieval and other necessary means of documenting disability
  - Coordinating the provision of health care, including behavioral health care, for participants, as appropriate
- B. Case Management – Supportive services that will support HDAP eligible individuals throughout the application and housing search processes, and will actively integrate services, ensuring that the various components of HDAP are provided to each participant from the point of outreach and program intake through program exit. Care coordination case management is a separate function from housing assistance activities. Care coordination case management activities include, but are not limited to:
- General adult daily living skill development.
  - Care coordination case management and linkage to:
    - Disability advocacy services
    - Social Services Agency benefits
    - Behavioral health services
    - Medical care
    - Housing assistance, including housing navigation and housing-specific case management
- C. Disability Benefits Advocacy – Process for conducting screenings, assessments, preparing and filing disability applications, gathering required documentation, timely submission of benefits claims, and timeframe needed for reconsideration documents. This includes a specific program design, oversight and quality assurance processes for benefit applications, follow-up, and approval rates. Benefit programs include:
- Supplemental Security Income/State Supplementary Program for the Aged, Blind, and Disabled (SSI/SSP)
  - Federal Social Security Disability Insurance Program (SSDI)
  - Cash Assistance Program for Immigrants (CAPI)
  - Veteran benefits provided under federal law, including but not limited to, disability compensation and veteran pension
  - Any other available disability benefits programs not identified above that an individual may be eligible to receive, such as retirement and/or survivors' benefits.

CONTRACTOR shall seek out any and all entitlement benefits the participant may be eligible to receive, even if that results in ineligibility for disability benefits.

D. Housing Assistance – Contractor shall provide HDAP eligible participants with housing assistance, including but not limited to: interim housing, recuperative care, congregate care, landlord incentives, navigation services, individual housing support payments, rental subsidies, housing identification processes and support. The three components of housing assistance as defined by the HDAP are:

- *Housing assistance* – financial assistance related to housing that is provided in coordination with both housing navigation and housing specific case management services and shall be provided to participants concurrently throughout the disability application process.
- *Housing navigation* – targeted assistance to support participants in finding safe and decent housing that is affordable and sustainable to participants, either based on the participant’s income or through support of rental subsidies and/or connections to affordable housing vouchers.
- *Housing specific case management* – provides support to HDAP participants to help them stabilize in housing and maintain the obligations of tenancy to remain stably housed.

CONTRACTOR shall use PROGRAM funds to provide a variety of temporary and interim housing options based on the needs and preferences of eligible participants.

Housing options include:

- Interim shelter options, including shelters, motels, bridge housing, or any other temporary shelter placements not intended or considered to be permanent housing
- Recuperative care and recuperative care services
- Move in costs and housing stabilization costs including security, utility, and pet deposits, storage fees, moving costs, and costs associated with making a home habitable
- Modifications to units in order to accommodate accessibility needs, i.e. making units compliant under the Americans with Disabilities Act (ADA)
- Independent Living Facilities, recovery residences, and board and care facility placements, as long as placements are compliant with Housing First
- Reunification with family or friends or other shared housing opportunities

### 3. Description of Services/Contractor Responsibilities

The PROGRAM shall meet the COUNTY’S need to provide HDAP services, including street outreach and connection to SSI/SSDI disability benefits and other available entitlement benefits, to those experiencing homelessness in collaboration with current shelter, outreach, and housing placement efforts.

#### A. Essential Requirements

CONTRACTOR shall:

1. Ensure that the PROGRAM will be in operation Monday - Friday (8 hours a day).
2. Have a 24 hour contact available to PROGRAM staff for emergency purposes and communication policies and procedures in place to notify the COUNTY as appropriate.
3. Have a 24 hour contact available to COUNTY for emergency purposes and to coordinate response as appropriate.



4. Engage in street outreach, including face-to-face, phone contact, and email contact as appropriate.
5. Engage and follow up with eligible participants to connect the eligible participants to the appropriate benefit program, including but not limited to SSI/SSP, SSDI, CAPI, Veterans benefits, and any other entitlement benefits available to the participant.
6. Provide coordination of regional navigation support for the South Service Planning Area.
  - a. Provide service navigation to region.
  - b. Assist COUNTY in responding to eligible populations in shelters.

B. Administrative Management Tasks

CONTRACTOR shall:

1. Work in partnership with the COUNTY to be a Good Neighbor to the surrounding community. This includes informing the public about the positive aspects of the PROGRAM, being responsive to community concerns, and working closely with city and COUNTY government to minimize the impact of the PROGRAM on the surrounding neighborhood.
2. Take appropriate action for medical and behavioral health emergencies.
3. Operate, maintain, coordinate and staff the resources of the PROGRAM.
4. Coordinate with all COUNTY agencies providing supportive services to program participants, including but not limited to Health Care Agency, Social Services Agency, and OC Community Resources.
5. Provide supplies and equipment for the ongoing operations of the PROGRAM as needed.
6. Track PROGRAM costs and ensure they are eligible for payment within the HDAP grant.
7. Review all billing and assure PROGRAM payments are timely, if applicable
8. Provide training on PROGRAM services, as needed.
9. Complete reports on activities, unduplicated individuals served and costs of operation, as requested by COUNTY.
10. Coordinate with COUNTY agencies and community-based organizations, on administrative functions such as PROGRAM operations meetings, site monitoring and requested documentation, as necessary and appropriate.
11. Contractor will enter the data in HMIS and adhere to all implementation guidelines developed under the Orange County CoC and per HMIS standards or amended HMIS standards, as applicable.
12. **Contractor will utilize the Street Outreach module in HMIS or comparable outreach tool and database to track and report on outreach contacts.**

C. Performance Metrics

1. For the life of the Contract, CONTRACTOR shall serve:
  - a. 275 individuals to be screened.
  - b. 36 individuals to be provided case management services.
  - c. 36 individuals to be provided disability benefits advocacy services.
  - d. 36 individuals to be provided housing assistance.

2. CONTRACTOR shall submit written reports on a monthly basis. Monthly reports will include:
- a. The number of participants served in each of the following targeted populations:
    1. Individuals who are chronically homeless or who rely the most heavily on State- and County-funded services;
    2. General assistance or general relief applicants or recipients who are homeless or at risk of homelessness;
    3. Low-income individuals with disabilities who are being diverted from, or who are being discharged from, jails or prisons and who are homeless or at risk of homelessness;
    4. Low-income veterans with disabilities who are homeless or at risk of homelessness;
    5. Low-income individuals with disabilities who are being discharged from hospitals, long-term care facilities, or rehabilitation facilities and who are homeless or at risk of homelessness;
    6. Any other populations the COUNTY chooses to target.
  - b. Number of outreach contacts, including referrals, assessments, and screening.
  - c. Number of health care coordination provisions, including behavioral health care, for participants, as appropriate.
  - d. The demographics of the participants served, including race, ethnicity, age, and gender.
  - e. The number of applicants for benefits, and type of benefits, filed with the assistance of the COUNTY.
  - f. The number of disability benefit program applications approved initially, after consideration, and after appeal, including the time it took to establish benefits.
  - g. The number of disability benefit program applicants denied, including the reason for denial.
  - h. The number of participants who received subsidized housing during the period that their applications were pending and a description of how that impacted the rates of completed applications or approvals.
  - i. The number of participants who received subsidized housing who maintained that housing during the SSI applicant period.
  - j. The percentage of individuals approved for SSI who retain permanent housing six (6), twelve (12), and twenty-four (24) months after benefits approval.
  - k. The amount and percentage of rental subsidy costs and of General Assistance/General Relief (GA/GR) costs recovered through Interim Assistance Reimbursement for individuals approved for benefits.
  - l. The number of individuals eligible to be served by this program but who have not yet received services.
  - m. And other data points as agreed upon with the COUNTY.
  - n. Data and due dates for the monthly reports will be items mutually agreed upon with the COUNTY and data collected through HMIS and/or comparable outreach tool and database.

**4. Contractor's Additional Responsibilities/Contractor's Program Design**

- E. Outreach Services – The CONTRACTOR will prioritize eligible individuals in the South Service Planning Area. The outreach and case management services required by this subdivision shall include, but not be limited to, working with homeless shelter providers and community organizations providing homeless services, as well as providing direct outreach in areas where persons experiencing homelessness congregate. CONTRACTOR shall actively conduct outreach to populations who are likely eligible for HDAP services (see Section 1. C. of this Scope of Services). Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) assessments will be performed by the CONTRACTOR for:
1. All participants who enter CONTRACTOR'S shelter and navigation sites.
  2. Individuals attending CONTRACTOR'S Alternative Sleeping Location's new day program, if they wish to work on a housing plan.
  3. Individuals encountered by CONTRACTOR'S Street Outreach team, if they wish to work on a housing plan.
  4. HDAP services will be delivered at CONTRACTOR'S shelters, navigation centers, and interim and permanent housing sites by CONTRACTOR'S staff.
- F. Case management – As the South Service Planning Area lead agency, the CONTRACTOR shall provide eligible participants with care coordination case management services that includes assessment and participation in the CES. Activities include, but are not limited to:
1. Participants who are HDAP eligible, as determined during the VI-SPDAT assessment process and defined as homeless with a disabling condition, will receive care coordination case management through the PROGRAM.
  2. Assist in the development of a transition plan for housing support upon approval or denial of disability benefits, including ongoing case management for participants who need ongoing services in order to stabilize in housing.
  3. Collaborate with local health care and behavioral health programs to provide ongoing case management for participants who exit the PROGRAM into permanent housing and for those who need support on an ongoing basis after exiting the PROGRAM.
- G. Disability Benefits Advocacy – CONTRACTOR shall provide disability benefits advocacy services to complete the entire application process for disability income benefit programs, including individuals who need assistance with monitoring progress of a submitted benefits application. These services shall be provided at no cost to participants and shall include but not be limited to screening, assessing, developing and filing competently prepared benefit applications, appeals, reconsiderations, reinstatements, and recertifications; coordinating with Federal and State offices regarding pending benefit applications, appeals, reconsiderations, reinstatements, and recertifications and advocating on behalf of the participant; gather required documentation, provide timely submission of benefits claims, and document the timeframe needed for reconsideration documents.
- CONTRACTOR shall also provide the following:
1. CONTRACTOR shall designate SOAR-certified staff as Benefits Specialists to assist HDAP eligible participants in the South Service Planning Area with the entire disability benefits application process using the SOAR method.

2. CONTRACTOR'S designated SOAR-certified Benefits Specialists shall assist PROGRAM participants with gathering documentation, preparing and filing, and provide follow-up services until approval or final denial.
  3. CONTRACTOR shall seek legal advocacy at no expense to the participant for highly intensive advocacy services, such as an appeals process, when appropriate.
  4. CONTRACTOR'S SOAR-certified Benefits Specialists will participate in the COUNTY'S SOAR system.
  5. CONTRACTOR'S SOAR-certified Benefits Specialist shall provide oversight to all benefits applications, as well as serve as liaison between CONTRACTOR and COUNTY staff for PROGRAM related updates, as needed.
  6. CONTRACTOR shall track outcomes using HMIS and SOAR's Online Application Tracking System.
- H. Housing Assistance – CONTRACTOR shall provide three components of housing assistance which shall include connection to Continuum of Care components including prevention, street outreach, CES, emergency shelter, transitional housing and permanent housing placement through rapid rehousing and permanent supportive housing, and housing retention services. CONTRACTOR shall provide housing financial assistance, housing navigation services, and housing case management services. Activities include, but are not limited to:
1. CONTRACTOR shall designate Housing Navigators and Housing Case Managers to determine the most appropriate housing option to participants and the appropriate dollar amounts. All housing options including rapid rehousing or non-shelter interim housing will be considered.
  2. All participants seeking housing shall be entered in to the COUNTY Coordinated Entry System.
  3. CONTRACTOR'S Housing Navigators shall work with participants in identifying housing locations and applying for housing options.
  4. CONTRACTOR'S Program Manager shall oversee housing navigation activities, including housing location, landlord recruitment and negotiation, risk mitigation, and be a contact liaison between participant and landlord.
  5. CONTRACTOR'S Associate Director of Programs shall oversee housing financial assistance budget and distribution of PROGRAM funds.
  6. CONTRACTOR'S Housing Case Managers shall provide support to participants specific to their housing need from outreach and engagement and through program exit. Services must be offered in a manner consistent with Housing First and actively employ evidence-based practices for participant engagement.
  7. CONTRACTOR'S Housing Case Managers shall provide continued case management to participants placed in interim housing with HDAP funds to ensure transition to permanent housing options and completion of securing all identified income sources.
- I. CONTRACTOR acknowledges that they are required to collaborate with Orange County Continuum of Care, Coordinated Entry System and other homeless services agencies.

- J. CONTRACTOR shall comply with all State of California and local regulations including all requirements, and regulations of Housing and Disability Income Advocacy Program, as applicable.
- K. CONTRACTOR shall partner with medical or law enforcement in the event of an emergency. With the nature of the population being served on the streets, there is a need to take precautions, should a medical need or emergency arise. The first reaction for any emergency situation would be to call 9-1-1. Staff and volunteers will be provided with additional emergency contact numbers. All staff and volunteers of the PROGRAM shall be trained on the appropriate emergency procedures in order to handle crisis situations in the most effective manner possible.

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## Exhibit B-2 Payment/Compensation

### 1. COMPENSATION:

This is a cost reimbursement Contract between the County and the Contractor as set forth in Attachment A. Scope of Services attached hereto and incorporated herein by reference. The Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder. The County shall have no obligation to pay any sum in excess of the total Contract amount specified unless authorized by an amendment in accordance with paragraphs C and P of the County's General Terms and Conditions.

### 2. FIRM DISCOUNT AND PRICING STRUCTURE:

Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.

### 3. PAYMENT TERMS:

An invoice for activities/services shall be submitted to the address specified below upon the completion of the activities/services and approval of the County Project Manager. Contractor shall reference Contract number on invoice. Payment will be net 30 days after receipt of an invoice, in a format acceptable to the County of Orange and verified and approved HCA subject to routine processing requirements of the County. The responsibility for providing an acceptable invoice rests with the Contractor. Billing shall cover services not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for services not provided or when services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the services. Invoice(s) are to be sent to:

Orange County Health Care Agency  
 405 W. 5<sup>th</sup> St. Suite 600  
 Santa Ana, CA 92701  
[csinvoices@ochca.com](mailto:csinvoices@ochca.com)

### 4. INVOICING INSTRUCTIONS:

The Contractor will provide a monthly invoice on Contractor's letterhead for services rendered. Each invoice will include the following information:

1. A unique invoice number without spaces or dashes
2. A description of services provided
3. Total amount claimed
4. The invoice is for services provided within the contract period
5. The invoice is billing the County of Orange or Health Care Agency or both
6. Contractor's name
7. Contractor remittance address
8. Contractor letterhead
9. Date
10. Expenditure and Revenue (E&R) Report



**ATTACHMENT C-1**  
**BUDGET SCHEDULE**

Budget Schedule

Anticipated Administration and Program Cost Budget For Additional Funds

<b>Project Costs</b>	<b>Total</b>
Project Activity: Staffing Labor, Benefits, and Contract Labor	\$195,930
Project Activity: Housing Financial Assistance	\$104,390
Project Activity: Administration: Program Management and Data Tracking	\$28,964
Total	<b>\$329,284</b>



**ATTACHMENT D-1**  
**STAFFING PLAN**

Staffing Plan

Project Title: HDAP Program

Title	FTE
SOAR Specialist	3.00
Case Manager	1.00
Contracted PNP	0.075
<b>Total</b>	<b>4.08</b>

\*FTE = Full-Time Equivalent

The substitution or addition of other key individuals in any given category or classification shall be allowed only with prior approval of the County Project Manager.

The County may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and time of the service/class required. Assignment of any key personnel shall be subject to County approval.