



**AMENDMENT NO. 2  
TO  
CONTRACT NO. MA-042-20010811  
FOR  
CONTINUUM OF CARE HOMELESS EMERGENCY AID PROGRAM**

This Amendment (Amendment No. 2) to Contract No. 18-23-0052-HEAP for Continuum of Care Homeless Emergency Aid Program is made and entered into or upon execution of all necessary signatures between Kingdom Causes, Inc. DBA City Net (Contractor), with a place of business at 4508 Atlantic Ave., Suite 292, Long Beach, CA 90807, 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 OC Community Resources executed 18-23-0052-HEAP for Continuum of Care effective May 1, 2019 through April 30, 2020, in an amount not to exceed \$350,000 (Contract); and

WHEREAS, the Parties executed Amendment No. 1 to amend the Contract for the County to continue receiving and Contractor to continue providing the services set forth in the Contract, change the administrating agency from OC Community Resources (OCCR) to the OC Health Care Agency (HCA), change the Contract Number from 18-23-0052-HEAP to MA-042-20010811, remove Exhibit 1 OC Community Resources Contract Reimbursement Policy, replace Attachment B Payment and Compensation with Attachment B-1 Payment and Compensation, add Compliance paragraph, replace Audit/Inspection paragraph with Inspections and Audits, replace Records Retention paragraph with Records Management and Maintenance; and

WHEREAS, the Parties now desire to enter into this Amendment No. 2 to renew the Contract for one year for County to continue receiving and Contractor to continue providing the services set forth in the Contract.

NOW THEREFORE, Contractor and County agree to amend the Contract as follows:

1. The Contract is renewed for a term of one year, effective May 1, 2021 through April 30, 2022, in an amount not to exceed \$183,750 for this renewal period, for a new amount not to exceed \$533,750; on the amended terms and conditions.
2. Attachment A Scope of Services of the Contract is deleted in its entirety and replaced with Attachment A-1 Scope of Services
3. Attachment C Budget Schedule of the Contract is deleted in its entirety and replaced with Attachment C-1
4. Attachment D Staffing Plan of the Contract is deleted in its entirety and replaced with Attachment D-1.
5. 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.

## ATTACHMENT A-1

### SCOPE OF SERVICES

#### 1. Scope of Services Summary

A. Activities:

Contractor shall perform all services set forth herein; and is responsible for administering the program funded 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 funds and in alignment with State Assembly Bill (AB) 101, (Committee on Budget, Chapter 159, Statutes of 2019).

B. Program Description:

Contractor, pursuant to requirements set forth in the Scope of Services, shall provide street outreach and case management services to those experiencing homelessness and connect them to appropriate services and Level of Care such as treatment, emergency shelter, rapid rehousing, permanent supportive housing, etc., for the Central Service Planning Area identified in Exhibit "3" ("Program").

C. Eligible Participants:

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 Parts 576.20 and 578.3.

D. Use of Funds:

Funds will be used to provide emergency services, such as, street outreach, case management services and connection to the most appropriate Level of Care. Services and operations shall be engagement rich to provide people experiencing homelessness a pathway to service connections, health care, housing and stability. Program shall be administered in an equitable manner by providing culturally responsive services and have multicultural outreach advocates to engage and guide underserved participants through the housing process.

E. Reporting:

1. 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) and adhere to all implementation guidelines developed under the Orange County Continuum of Care (CoC) and follow HMIS requirements and standards.
3. Contractor shall collaborate with the County, utilize the Coordinated Entry System (CES) and coordinate Program services with other Orange County CoC services and efforts to address homelessness.
4. Contractor shall utilize the Street Outreach Module within HMIS to track and report on outreach contacts.

#### 2. Program Staff:

Contractor's Program shall include an active street outreach team consisting of a case manager, an engagement specialist, a housing navigator and project leadership as identified in the Program Staffing Plan. Program staff shall operate in accordance with non-discrimination policies and attend annual trainings that focus on understanding implicit biases and cultural sensitivities to promote diversity and equity within the Program.

### 3. Description of Services/Contractor Responsibilities

The Program will meet the County's need to provide street outreach and to connect those experiencing homelessness to the appropriate Level of Care.

#### A. Program Essential Requirements:

Contractor shall:

1. Ensure that the Program will be in operation Monday - Friday (8 hours a day). In addition, CONTRACTOR will be required to operate extended hours at least two (2) evenings or days per week and provide weekend activities to accommodate Participant needs. Any change or deviation from this schedule must have prior approval from COUNTY.
2. Engage in street outreach, including face-to-face, phone contact, and email contact as appropriate.
3. Provide coordination of regional navigation support for Central Service Planning Area by:
  - a. Provide service navigation to Participants in the region.
  - b. Assist County in responding to homeless encampments and homelessness activity hotspots.
  - c. Providing a clear process for participants and community members seeking to support Participants in accessing street outreach, that includes expected timeframes for response.
4. Provide progressive engagement to individuals experiencing chronic homelessness who are challenging to serve and reluctant to seek assistance due to behavioral health challenges, substance use and chronic health conditions.
5. Connect eligible participants to the appropriate Level of Care, including aid in triaging participants to services that best meet their needs.
6. Follow up with eligible participants to ensure receipt of the appropriate Level of Care and support positive outcomes, including:
  - a. Increase street outreach discharge destinations to emergency shelter or other sheltered destination
  - b. Increase housing stability for all participants
  - c. Reduce returns to homelessness
7. Provide referrals that meet the eligible participants' medical, behavioral and other health needs and assist the eligible participants in obtaining the necessary services.
8. Provide case management services to eligible participants engaged through outreach services.
9. Provide case management to divert participants from shelter through family reunification and other means.
10. Maintain a case management ratio of one Case Manager to 25 participants (1:25) for Program quality of service, positive outcomes and program efficacy.
11. Coordinate with County agencies engaged with those experiencing homelessness including but not limited to Health Care Agency, Social Services Agency, and OC Community Resources, and engage local agencies, social services programs and volunteers to assist with program services.

**B. Program 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. Provide supplies and equipment for the ongoing operations of the Program as needed.
5. Track program costs and ensure they are eligible for payment.
6. Review all billings and assure Program payments are timely, if applicable.
7. Provide training and direction to staff, engaged community groups and volunteers, as appropriate and needed.
8. Complete report on activities, unduplicated individuals served and costs of operation, as requested by County.
9. Coordinate with County agencies and community-based organizations on administrative functions such as Program operations meetings, monitoring and requested documentation, as necessary and appropriate.

**C. Program Performance Metrics Requirements**

1. Enroll a minimum of 120 individuals into the Program and provide outreach and engagement to all participants.
2. Of the Participants that exit the Program at minimum 25 percent of participants enrolled exit to an emergency shelter or temporary housing destination.
3. Of the Participants that exit the Program, at minimum 10 percent of participants enrolled exit to a permanent housing destination.
4. Contractor is required to submit written reports on a monthly basis, in a form mutually agreed upon by Contractor and County. Monthly report will include but it is not limited to:
  - a. Number of street outreach contacts.
  - b. Number of homeless individuals' placement into residential programs (emergency shelter, recovery, board and care, and etc.) and location of residential placements;
  - c. And other data points as agreed upon with the County.

**4. Contractor's Additional Responsibilities**

- A. Contractor acknowledges that they are required to collaborate with other homeless services agencies.
- B. Contractor shall comply with all applicable federal, State of California, and local laws and regulations including funding source requirements.
- C. Contractor will partner with medical or law enforcement in the event of an emergency. Staff and volunteers at these sites will be provided with additional emergency contact numbers. All staff and volunteers at the Program shall be trained on the appropriate emergency procedures in order to handle crisis situations in the most effective manner possible.

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

**Anticipated Administration and Program Cost Budget**

PROJECT COSTS	TOTAL
PROGRAM ADMINISTRATIVE	
Salaries	\$5,624
Benefits	\$1,125
Indirect	\$8,746
PROGRAM ADMINISTRATIVE SUBTOTAL COSTS	\$15,495
PROGRAM	
Salaries	\$110,172
Benefits	\$22,028
Services and Supplies	\$36,055
PROGRAM SUBTOTAL COSTS	\$168,255
GROSS TOTAL COSTS	\$183,750

**ATTACHMENT D-1****STAFFING PLAN****Project Title: City Net HEAP Central SPA Street Outreach and Case Management**

	<b>FTE</b>
<b>PROGRAM ADMINISTRATIVE</b>	
Finance and Billing	0.05
Human Resources	0.03
Operations	0.05
<b>SUBTOTAL PROGRAM ADMINISTRATIVE</b>	<b>0.13</b>
<b>PROGRAM</b>	
Case Manager	1.00
Case Manager	1.00
Housing Navigator	0.25
Program Supervisor	0.05
Director of Programs	0.05
Chief Program Officer	0.05
HMIS Data Entry/Reporting Manager	0.05
<b>SUBTOTAL PROGRAM</b>	<b>2.45</b>
<b>TOTAL</b>	<b>2.58</b>

The substitution or addition of other key individuals in any given category or classification shall be allowed only with prior written 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 additional key personnel shall be subject to COUNTY approval.

**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: KINGDOM CAUSES, INC. DBA CITY NET**

BRAD FIELDHOUSE

Executive Director

Print Name

Title

DocuSigned by:

*BRAD FIELDHOUSE*

3/10/2021

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Date

Print Name

Title

Signature

Date

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

Purchasing Agent/Designee Authorized Signature:

Print Name

Deputy Purchasing Agent

Title

Signature

Date

**APPROVED AS TO FORM**

Office of the County Counsel  
Orange County, California

Massoud Shame1

Deputy County Counsel

Print Name

Title

DocuSigned by:

*Massoud Shame1*

3/10/2021

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Date