





**GENERAL TERMS AND CONDITIONS**

A. Governing Law and Venue ..... 27  
B. Entire Contract ..... 27  
C. Amendments ..... 27  
D. Taxes ..... 27  
E. Delivery ..... 27  
F. Acceptance/Payment..... 27  
G. Warranty..... 27  
H. Patent/Copyright Materials/Proprietary Infringement..... 28  
I. Assignment or Sub-Contracting..... 28  
J. Non-Discrimination ..... 28  
K. Termination ..... 28  
L. Consent to Breach Not Waiver ..... 28  
M. Remedies Not Exclusive ..... 28  
N. Independent Contractor..... 28  
O. Performance..... 29  
P. Insurance ..... 29  
Q. Bills and Liens ..... 32  
R. Changes..... 32  
S. Change of Ownership..... 32  
T. Force Majeure ..... 32  
U. Confidentiality..... 32  
V. Compliance with Laws..... 33  
W. Freight (F.O.B. Destination)..... 33  
X. Pricing (Intentionally left blank)..... 33  
Y. Intentionally left blank ..... 33  
Z. Terms and Conditions (Intentionally left blank) ..... 33  
AA. Headings ..... 33  
BB. Severability..... 33  
CC. Calendar Days ..... 33  
DD. Attorney Fees..... 33  
EE. Interpretation ..... 33  
FF. Authority (Intentionally left blank) ..... 33  
GG. Employee Eligibility Verification ..... 34  
HH. Indemnification..... 34  
II. Audits/Inspections..... 34  
  
CONTRACT Signature Page..... 35

**ATTACHMENTS / EXHIBITS**

- Attachment A – Scope of Services
- Attachment B – Compensation/Payment
- Attachment C – SUBRECIPIENT’s BUDGET
- Attachment D – Staffing Plan
- Attachment E – State HCD ESG Guidelines
- Attachment F – State ESG Regulations
- Exhibit 1 – County of Orange Child Support Enforcement Certification
- Exhibit 2 – OC Community Resources Contract Reimbursement Policy
- Exhibit 3 – Certification for a Drug-Free Workplace
- Exhibit 4 – Disclosure of Lobbying Activities

This Agreement, #16-22-0041-ESG hereinafter referred to as "CONTRACT" is made between the County of Orange, a political subdivision of the State of California and recognized Urban County under the Federal Housing and Community Development Act of 1974 (Public Law 93-383), as amended, with a place of business at 1770 North Broadway, Santa Ana, CA 92706-2642; hereinafter referred to as "COUNTY," and Illumination Foundation, a California nonprofit corporation, in the State of California, DUNS Number 829919047, with a place of business at 2691 Richter Ave #107, Irvine, CA 92606-5124, hereinafter referred to as "SUBRECIPIENT," with COUNTY and SUBRECIPIENT sometimes referred to as "PARTY", or collectively as "PARTIES."

### **RECITALS**

This CONTRACT is made with reference to the following facts, among others:

**WHEREAS**, SUBRECIPIENT responded to a FY 2016-17 State HCD Emergency Solutions Grant RFP for emergency services and/or rapid rehousing activities within Orange County; and

**WHEREAS**, the SUBRECIPIENT represented that its proposed services shall meet or exceed the requirements and specifications of the RFP; and

**WHEREAS**, COUNTY approved an allocation of an amount not to exceed \$78,82670,270 (~~Seventy Eight Thousand Eight Hundred Twenty Six Dollars~~ Seventy Thousand Two Hundred and Seventy Dollars) in Program funding to SUBRECIPIENT to carry out certain program services and activities for the Fiscal Years ~~2016-17 and 2017-18~~ 2018-19; and

**WHEREAS**, COUNTY engages SUBRECIPIENT to assist COUNTY in utilizing aforesaid funds:

**NOW, THEREFORE**, the PARTIES mutually agree as follows:

## **Contract Definitions**

For the purposes of this CONTRACT the following definitions shall apply:

1. HUD: United States Department of Housing and Urban Development.
2. OC COMMUNITY RESOURCES (OCCR): Designated as the Lead for the development and implementation of County of Orange Urban County Program's Consolidated Plan.
3. DIRECTOR: DIRECTOR of OC Community Resources, or designee.
4. PROGRAM INCOME: The gross income received by SUBRECIPIENT directly generated from the use of the subject program funds.
5. GRANTEE PERFORMANCE REPORT (GPR) INFORMATION FORM: A PROGRAM activity data document provided by COUNTY to SUBRECIPIENT used to monitor and track the performance of SUBRECIPIENT.
6. OC COMMUNITY RESOURCES CONTRACT REIMBURSEMENT POLICY: A COUNTY document setting policies regarding types of documentation required to support the costs incurred and paid (including but not limited to copies of paid invoices, certified payroll registers, bank statements, etc.)
7. PROJECT: Any site or sites, including buildings, and/or activities assisted with federal program funds.
8. OMB: Federal Office of Management and Budget.
9. CAPER: Consolidated Annual Performance and Evaluation Report. An annual published report to HUD and the public on all housing-related activities.
10. CONTINUUM OF CARE: An Orange County group composed of representatives of relevant organizations that serve homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of services to address the various needs of homeless persons and persons at risk of homelessness.
11. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS): The information system designated by the Continuum of Care to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. (24 CFR Part 580)
12. EQUIPMENT: Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
13. PROGRAM ADMINISTRATION: An activity relating to the general management, oversight and coordination of community development programs. Costs directly related to carrying out eligible activities are not included.
14. DUNS Number: A unique, 9-digit identifier issued and maintained by the Dun & Bradstreet (D&B) that verifies the existence of a business entity. The DUNS number is needed to coordinate with the System for Award Management (SAM) that combines

federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. <https://www.SAM.gov>

15. Emergency Solution Grants (ESG): The County of Orange receives these funds due to its entitlement status as an Urban County. The appropriation amount is determined by a statutory formula developed by HUD. ESG (CDFA-14.231) funds may be used for eligible activities such as: essential services related to emergency shelter, rehabilitation and conversion of buildings to be used as emergency shelters, operation of emergency shelters, and homeless prevention services. “ESG” is the acronym for the Emergency Solutions Grants program.
16. Matching Requirement: 24 CFR 576.201: The SUBRECIPIENT must make matching contributions to supplement the SUBRECIPIENT'S ESG program in an amount that equals the SUBRECIPIENT's fiscal year grant for ESG program, including any SUBRECIPIENT's ESG project. To be recognized as match for ESG, each contribution must meet the requirements under 2 CFR 200.306.

## **Terms and Conditions:**

### **1. Scope of Services:**

This CONTRACT specifies the Contractual terms and conditions by which the COUNTY will procure services from SUBRECIPIENT as further detailed in the Scope of Services, identified and incorporated herein by this reference as "Attachment A".

### **2. Term of CONTRACT:**

This CONTRACT shall be effective from ~~December 22, 2016~~July 1, 2018 through June 30, ~~2018~~2019, unless otherwise terminated by the COUNTY.

A. Eligible costs related to services provided by SUBRECIPIENT must be incurred during the period beginning ~~December 22, 2016~~July 1, 2018. The Project shall be completed and all funds provided through this CONTRACT shall be expended on eligible Project activities through and including June 30, ~~2018~~2019.

### **3. Contingency of Funds:**

SUBRECIPIENT acknowledges that funding or portions of funding for this CONTRACT may also be contingent upon the receipt of funds from, and/or appropriation of funds by Federal, State of California or local Government funds to COUNTY. If such funding and/or appropriations are not forthcoming, or are otherwise limited, COUNTY may immediately terminate or modify this CONTRACT without penalty.

A. If funding levels are significantly affected by Federal budget and funds are not allocated and available for the continuance of the function performed by SUBRECIPIENT, the CONTRACT may be terminated by the COUNTY at the end of the period for which funds are available. The COUNTY shall notify SUBRECIPIENT at the earliest possible time of any service, which will or may be affected by a shortage of funds. No penalty shall accrue to the COUNTY in the event this provision is exercised and the COUNTY shall not be obligated nor liable for any damages as a result of termination under this provision of this CONTRACT, and nothing herein shall be construed as obligating the COUNTY to expend or as involving the COUNTY in any CONTRACT or other obligation for future payment of money in excess of appropriations authorized by law.

### **4. Adjustments –Scope of Services:**

No adjustments made to the Scope of Services will be authorized without prior written approval of the COUNTY assigned Purchasing Agent.

### **5. Changes/Extra Work:**

The SUBRECIPIENT shall make no changes to this CONTRACT without the COUNTY's written consent. In the event that there are new or unforeseen requirements, the COUNTY with the SUBRECIPIENT's concurrence has the discretion to request official changes at any time without changing the intent of this CONTRACT.

If COUNTY-initiated changes or changes in laws or government regulations affect price, the SUBRECIPIENT's ability to deliver services, or the program schedule, the SUBRECIPIENT shall give the COUNTY written notice no later than seven calendar days from the date the law or regulation went into effect or the date the change was proposed by the COUNTY and the SUBRECIPIENT was notified of the change. Such changes shall be agreed to in writing and incorporated into a CONTRACT Amendment; said Amendment shall be issued by the COUNTY-

assigned Purchasing Agent, shall require the mutual consent of all PARTIES, and may prohibit the SUBRECIPIENT from proceeding with the work as set forth in this CONTRACT.

#### **6. Breach of CONTRACT:**

The failure of the SUBRECIPIENT to comply with any of the provisions, covenants or conditions of this CONTRACT shall be a material breach of this CONTRACT. In such event the COUNTY may, and in addition to any other remedies available at law, in equity, or otherwise specified in this CONTRACT:

Terminate the CONTRACT immediately, pursuant to Paragraph K and Paragraphs 23 through 25 herein;

Afford the SUBRECIPIENT written notice of the breach and ten calendar days or such shorter time that may be specified in this CONTRACT within which to cure the breach;

Discontinue payment to the SUBRECIPIENT for and during the period in which the SUBRECIPIENT is in breach; and

Offset against any monies billed by the SUBRECIPIENT but yet unpaid by the COUNTY those monies disallowed pursuant to the above.

#### **7. Conditions Affecting Work:**

The SUBRECIPIENT shall be responsible for taking all steps reasonably necessary, to ascertain the nature and location of the work to be performed under this CONTRACT; and to know the general conditions which can affect the work or the cost thereof. Any failure by the SUBRECIPIENT to do so will not relieve SUBRECIPIENT from responsibility for successfully performing the work without additional cost to the COUNTY. The COUNTY assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this CONTRACT, unless such understanding or representations by the COUNTY are expressly stated in the CONTRACT.

#### **8. Conflict of Interest – SUBRECIPIENT’s Personnel:**

The SUBRECIPIENT shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the COUNTY. This obligation shall apply to the SUBRECIPIENT; the SUBRECIPIENT’s employees, agents, and relatives; sub-tier SUBRECIPIENTS; and third Parties associated with accomplishing work and services hereunder. The SUBRECIPIENT’s efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the COUNTY.

SUBRECIPIENT agrees to abide by the provisions of 24 CFR 576 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this CONTRACT.

SUBRECIPIENT further covenants that in the performance of this CONTRACT no person having such a financial interest shall be employed or retained by SUBRECIPIENT hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of COUNTY or SUBRECIPIENT, or any designated public agencies which are receiving funds under the CDBG Entitlement Program.



**9. Conflict of Interest – COUNTY Personnel:**

The County of Orange Board of Supervisors' policy prohibits its employees from engaging in activities involving a conflict of interest. The SUBRECIPIENT shall not, during the period of this CONTRACT, employ any COUNTY employee for any purpose.

**10. Consulting Contract – Follow-On Work:**

No person or firm or subsidiary thereof who has been awarded a consulting services contract or a contract which includes a consulting component may be awarded a CONTRACT for the provision of services, the delivery of goods or supplies, or the provision of any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the consulting services contract. Therefore, any consultant that contracts with a COUNTY agency/department to develop a feasibility study or to provide formal recommendations is precluded from contracting for any work recommended in the study or included in the recommendations.

**11. SUBRECIPIENT's Project Manager and Key Personnel:**

SUBRECIPIENT shall appoint a Project Manager to direct the SUBRECIPIENT's efforts in fulfilling SUBRECIPIENT's obligations under this CONTRACT. The name of the Project Manager shall be provided to the COUNTY. If there is a Project Management change the SUBRECIPIENT will notify the COUNTY in writing prior to the change being made.

**12. Data – Title To:**

All materials, documents, data or information obtained from the COUNTY data files or any COUNTY medium furnished to the SUBRECIPIENT in the performance of this CONTRACT will at all times remain the property of the COUNTY. Such data or information may not be used or copied for direct or indirect use by the SUBRECIPIENT after completion or termination of this CONTRACT without the express written consent of the COUNTY. All materials, documents, data or information, including copies, must be returned to the COUNTY at the end of this CONTRACT.

**13. County of Orange Child Support Enforcement:**

In order to comply with the child support enforcement requirements of the County of Orange, within ten (10) days of award of CONTRACT, the selected SUBRECIPIENT agrees to furnish to the CONTRACT administrator, the Purchasing Agent, or the agency/department deputy purchasing agent:

- A. In the case of an individual SUBRECIPIENT, his/her name, date of birth, Social Security number, and residence address;
- B. In the case of a SUBRECIPIENT doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity;
- C. A certification that the SUBRECIPIENT has fully complied with all applicable federal and State reporting requirements regarding its employees; and
- D. A certification that the SUBRECIPIENT has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

Failure of the SUBRECIPIENT to timely submit the data and/or certifications required may result in the CONTRACT being awarded to another SUBRECIPIENT. In the event a CONTRACT has been issued, failure of the SUBRECIPIENT to comply with all federal, state, and local reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the CONTRACT. Failure to cure such breach within ten (10) calendar days of notice from the COUNTY shall constitute grounds for termination of the CONTRACT.

#### **14. EDD Independent Contractor Reporting Requirements:**

Effective January 1, 2001, the County of Orange is required to file federal Form 1099-Misc for services received from a “service provider” to whom the COUNTY pays \$600 or more or with whom the COUNTY enters into a CONTRACT for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations as set forth in Exhibit 1, attached hereto and incorporated herein by reference.

The term “service provider” is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as “an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a CONTRACT for services performed for that service recipient within or without the state.” The term is further defined by the California Employment Development Department to refer specifically to independent contractors. An independent contractor is defined as “an individual who is not an employee of the government entity for California purposes and who receives compensation or executes a CONTRACT for services performed for that ... government entity either in or outside of California.”

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at [www.edd.ca.gov/txicr.htm](http://www.edd.ca.gov/txicr.htm).

#### **15. Emergency/Declared Disaster Requirements:**

In the event of an emergency or if Orange County is declared a disaster area by the COUNTY, state or federal government, this CONTRACT may be subjected to unusual usage. The SUBRECIPIENT shall service the COUNTY during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing quoted by the SUBRECIPIENT shall apply to serving the COUNTY’s needs regardless of the circumstances. If the SUBRECIPIENT is unable to supply the goods/services under the terms of the CONTRACT, then the SUBRECIPIENT shall provide proof of such disruption and a copy of the invoice for the goods/services from the SUBRECIPIENT’s supplier(s). Additional profit margin as a result of supplying goods/services during an emergency or a declared disaster shall not be permitted. In the event of an emergency or declared disaster, emergency purchase order numbers will be assigned. All applicable invoices from the SUBRECIPIENT shall show both the emergency purchase order number and the CONTRACT number.

#### **16. SUBRECIPIENT’s Responsibilities:**

The SUBRECIPIENT shall:

Operate and manage the Project and provide Services/Activities as set forth herein. In this regard the SUBRECIPIENT will assess current services being provided, assess what



























































## ATTACHMENT A-1

### 1. Scope of Services

#### A. Program Description – Summary

The Illumination Foundation TAY Rapid Rehousing Program will serve an estimated **4512** homeless youth between the ages of 18-24 with housing and comprehensive essential services.

#### B. Eligible Participants

SUBRECIPIENT shall provide services to homeless persons as defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act (the Act) (see 42 U.S.C. 11302, et seq., and 24 CFR Parts 91 and 576).

#### C. Use of Funds

Funds will be used to provide support services and operations of Homeless Emergency Shelter facilities; such as providing support services for homeless clients by providing shelter, staff, transportation, security, meals, insurance, equipment and supplies, and other related operating costs and expanded supportive services. Work shall be performed in accordance to 25 CCR Section 8403 and ESG federal and State requirements.

#### D. Accomplishments

In addition to the normal administrative services required as part of the CONTRACT, and the SCOPE OF SERVICES, which is incorporated as if fully set herein, the SUBRECIPIENT agrees to meet the following levels of accomplishments:

##### D1. Total number of assisted units/beds.

The ESG Emergency Program will provide rapid rehousing for **154** households (an estimated **4512** people-) over a one-year period:

##### D2. Total number of extremely low-income households (at or below 30% of AMI) to be served:

100% of households served will be extremely low-income which includes **4512** individuals (**154** households).

##### D3. Total number of persons experiencing homelessness to be served:

A minimum of **4512** unduplicated homeless transitional age youth will be served.

#### E. HMIS Data Activities

**SUBRECIPIENT CONTRACTOR** must enter data directly into the HMIS system, and adhere to all implementation guidelines developed under the County of Orange Continuum of Care's HMIS. "Participation" includes, but is not limited to, the input of all programmatic and client data, the generation of all mandated monthly and close-out reports. SUBRECIPIENT must input the collected data no more than seven (7) calendar days after date of program entry. Services rendered to clients must be entered into HMIS within seven (7) calendars days from date of service. All clients who exit from Program must have updated status in HMIS with seven (7) calendar days of the actual exit date.

#### F. Reporting

SUBRECIPIENT is required to submit monthly Grantee Performance Report (GPR) reports in a form acceptable to COUNTY by the tenth (10) day of the following month of services rendered, unless otherwise approved by COUNTY. These reports shall include,

but are not limited to, client data and units of services. SUBRECIPIENT will also be required to enter the data in the COUNTY designated database system, Homeless Management Information System (HMIS) prior to approval of monthly invoices. HMIS data will be specific to the Armory Emergency Shelter Program.

## 2. Performance Measures

Performance criteria shall be used to assess the level of performance of the SUBRECIPIENT and considered by OC Community Resources when determining future funding. In order to be considered in compliance with the performance criteria, the SUBRECIPIENT must submit to OC Community Resources a request for reimbursement which demonstrates that SUBRECIPIENT has expended funds and met their proposed accomplishment goals at the required levels, unless exempted in writing by the DIRECTOR.

Failure to achieve performance may cause any remaining balance in this CONTRACT to be reclaimed by COUNTY, and will negatively affect future funding to SUBRECIPIENT. —

<u>Rapid Rehousing Assistance</u>	
<del>45</del>	<del>Number of persons to be served</del>
<del>15</del>	<del>Number of households to be served</del>
<del>75%</del>	<del>% of participants will move into permanent housing at project exit</del>
<del>50%</del>	<del>% of adult participants will obtain earned income at project exit</del>
<del>90%</del>	<del>% of adult participants will obtain cash/non-cash benefits at project exit</del>
<del>90%</del>	<del>% of participants will remain in permanent housing for 6 months</del>

<u>Rapid Rehousing Assistance</u>	
<u>12</u>	<u>Number of persons to be served</u>
<u>4</u>	<u>Number of households to be served</u>
<u>75%</u>	<u>% of participants will move into permanent housing at project exit</u>
<u>50%</u>	<u>% of adult participants will obtain earned income at project exit</u>
<u>90%</u>	<u>% of adult participants will obtain cash/non-cash benefits at project exit</u>
<u>90%</u>	<u>% of participants will remain in permanent housing for 6 months</u>

## 3. Eligible Populations to be Served

The Program must serve homeless people.

For the purposes of the Emergency Solutions Grant Program, a person/household is considered to be homeless 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, as further defined in 24 CFR Part 576.2.

**ATTACHMENT B-1****COMPENSATION / PAYMENT****1. COMPENSATION:**

This is a cost reimbursable CONTRACT between the COUNTY and the CONTRACTORSUBRECIPIENT for up to \$78,25670,270 for the period of December 22, 2017 July 1, 2018 to June 30, 20182019 as set forth in Attachment A-1 Scope of Services attached hereto and incorporated herein by reference. The CONTRACTORSUBRECIPIENT 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 CONTRACTORSUBRECIPIENT 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 R of the COUNTY's General Terms and Conditions.

**2. FIRM DISCOUNT AND PRICING STRUCTURE:**

CONTRACTORSUBRECIPIENT 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. CONTRACTORSUBRECIPIENT 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 the reimbursable costs shall be submitted to the address specified below upon the completion of the engagement services/activities and approval of the COUNTY Project Manager. CONTRACTORSUBRECIPIENT 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 by OC Community Services and subject to routine processing requirements of the COUNTY. The responsibility for providing an acceptable invoice rests with the CONTRACTORSUBRECIPIENT.

Billing shall cover services not previously invoiced. The CONTRACTORSUBRECIPIENT shall reimburse the COUNTY of Orange for any monies paid to the CONTRACTORSUBRECIPIENT 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:

\_\_\_\_\_ OC Community Resources  
 \_\_\_\_\_ 1770 North Broadway, 4<sup>th</sup> floor  
 \_\_\_\_\_ Santa Ana, CA 92706-2642

Attention: Accounts Payable

#### **4. INVOICING INSTRUCTIONS:**

Further instructions regarding invoicing/reimbursement as set forth in Exhibit B - OC Community Resources Contract Reimbursement Policy, are attached hereto and incorporated herein by reference.

The CONTRACTORSUBRECIPIENT will provide an invoice on CONTRACTORSUBRECIPIENT's letterhead for services rendered. Each invoice will have a number and will include the following information:

The Demand Letter/Invoice must include

1. CONTRACTORSUBRECIPIENT's name and address
2. CONTRACTORSUBRECIPIENT's remittance address (if different from 1 above)
3. Name of COUNTY Agency Department
4. COUNTY CONTRACT/MASTER AGREEMENT number
5. Service date(s) – Month of Service
6. Rate
7. Delivery Order (DO) / Subordinate Agreement Number
8. Deliverables / Service description (in accordance with Attachment A)
9. CONTRACTORSUBRECIPIENT's Federal I. D. number
10. Total

#### **5. OC COMMUNITY RESOURCES CONTRACT REIMBURSEMENT POLICY:**

Further instructions regarding invoicing/reimbursements as set forth in Exhibit 2 – OC Community Resources Contract Reimbursement Policy, are attached hereto and incorporated herein by reference.



## ATTACHMENT C-1

SUBRECIPIENT'S BUDGET Cost Proposal –

## Illumination Foundation

Rapid Rehousing Program – FY ~~2016-17 and 2017-18~~ 2018-19

Budget and Matching Funds		
<del>Interval House–Emergency Shelter</del> <u>Illumination Foundation – Rapid Rehousing</u>		
Operating Costs	Funds Requested	Match
Housing Relocation & Stabilization-Financial Assistance (Staff Costs)	<del>\$38,526</del> <u>\$33,500</u>	<del>\$68,526</del> <u>\$25,210</u>
Housing Relocation & Stabilization (Non-Staff Costs)	\$0	<del>\$530,000</del>
Short and Medium Term Rental Assistance (Non-Staff Costs)	<del>\$40,000</del> <u>\$33,500</u>	\$0
HMIS Staffing (Staff Costs)	<del>\$0</del> <u>\$3,270</u>	<del>\$5,000</del> <u>\$15,060</u>
<u>Administration</u>	<u>\$0</u>	<u>\$0</u>
<b>Sub-Total</b>	<del>\$78,526</del> <u>\$70,270</u>	<del>\$78,526</del> <u>\$70,270</u>
<b>Total</b>	<del>\$157,052</del> <u>\$140,540</u>	





## ATTACHMENT D-1

## 1. Staffing Plan

**Project Title: Emergency Shelter – Illumination Foundation**

	<b>Title</b>	<b>Activity</b>	<b>Description</b>
1	Housing Navigator	RRH	Helps client follow up on housing leads, complete and submit housing applications, and gather documentation for eligible programs.
1	Case Manager	RRH	Case Management and connection to benefits.

COUNTY'S PROJECT MANAGER will direct the SUBRECIPIENT's efforts in fulfilling SUBRECIPIENT's obligations under this CONTRACT.