

CITY OF REDONDO BEACH
COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE FUNDING AGREEMENT

Contractor: KINGDOM CAUSES INC. DBA CITY NET

Project Title: HOMELESS STREET OUTREACH AND ENGAGEMENT

TABLE OF CONTENTS

Section

ARTICLE I

INTRODUCTION AND CONDITIONS PRECEDENT

- 101. Parties to the Agreement
- 102. Representatives of the Parties and Service of Notices
- 103. Time of Performance
- 104. Option to Renew
- 105. Conditions Precedent

ARTICLE II

DUTIES AND POWERS OF THE CONTRACTOR

- 201. Services to be Provided by the Contractor

ARTICLE III

DUTIES OF THE CITY

- 301. Compensation
- 302. Funding of the Agreement

ARTICLE IV

METHOD AND TIME OF PAYMENT

- 401. Payment to the Contractor
- 402. Withheld Payments
- 403. Receipt, Use and Accountability of Other Than Budgeted Funds
- 404. Utilization of Funds

ARTICLE V

REPORTS, RECORDS AND AUDITS

- 501. Reporting Requirement
- 502. Maintenance of Records
- 503. Audits and Inspections
- 504. Accounting Practices
- 505. Documentation of Expenditures

Section

ARTICLE VI

GENERAL TERMS AND CONDITIONS

- 601. Indemnification and Insurance Requirements
- 602. Prohibition Against Assignment
- 603. Limitation of Expenditures
- 604. Limitation of Corporate Acts
- 605. Funding Reduction
- 606. Amendments to the Agreement
- 607. Compliance with Statutes and Regulations
- 608. Waivers
- 609. Independent Contractor
- 610. Attorney's Fees
- 611. Nondiscrimination Provision
- 612. Program Income
- 613. Reversion of Assets
- 614. Anti-Lobbying
- 615. Conflict of Interest
- 616. Non-Liability of Officials and Employees of the City
- 617. Conflicting Provisions
- 618. Non-Exclusivity
- 619. Confidentiality
- 620. Third Parties
- 621. Governing Law and Venue
- 622. Claims
- 623. Interpretation
- 624. Severance
- 625. Authority

ARTICLE VII

DEFAULTS, SUSPENSION AND TERMINATION

- 701. Defaults
- 702. Suspension
- 703. Termination

ARTICLE VIII

ENTIRE AGREEMENT

- 801. Complete Agreement

802. Number of Pages and Attachments

EXHIBITS

Exhibit I	Program Budget
Exhibit II	Job Descriptions
Exhibit III	Income Level Guidelines
Exhibit IV	Client Intake Sheet
Exhibit V	Monthly Summary Sheet
Exhibit VI	Public Service Agency Expenditure Report
Exhibit VII	Insurance Requirements

**AGREEMENT
BETWEEN
THE CITY OF REDONDO BEACH
AND
KINGDOM CAUSES INC. DBA CITY NET
RELATING TO
HOMELESS STREET OUTREACH AND ENGAGEMENT PROGRAM**

THIS AGREEMENT ("Agreement") is entered into between the City of Redondo Beach, a chartered municipal corporation ("City") and Kingdom Causes Inc., DBA City Net, a California nonprofit corporation ("Contractor"), with reference to the following: Homeless Street Outreach and Engagement Program.

WITNESSETH

WHEREAS, the City has entered into a Grant Agreement with the United States Department of Housing and Urban Development, hereinafter called the Grantor, pursuant to Title I of the Housing and Community Development Act of 1974, as amended, to address the community development needs of the City;

WHEREAS, the City has received the Community Development Block Grant ("CDBG") from the Grantor to administer City programs as described in the City's Grant Agreement with the Grantor ("Agreement");

WHEREAS, the City Community Services Department has been designated by the City to provide for proper planning, coordination and administration of these programs;

WHEREAS, the City Community Services Department cooperates with private organizations, other agencies of the City and agencies of other governmental jurisdictions in carrying out these programs;

WHEREAS, the project which is the subject of this Agreement has been established by the City as one of the above described programs, and has been approved by the City Council and the Mayor of the City of Redondo Beach; and

WHEREAS, the City wishes to engage the Contractor to provide the services described herein to carry out this project.

NOW, THEREFORE, the City and the Contractor agree as follows:

AGREEMENT

ARTICLE I

INTRODUCTION AND CONDITIONS PRECEDENT

101. **Parties to the Agreement**

The parties to this Agreement are:

1. The City of Redondo Beach, a Chartered Municipal Corporation, having its principal office at 415 Diamond Street, Redondo Beach, California 90277.
2. Kingdom Causes Inc., DBA City Net, a nonprofit institution incorporated under the laws of the State of California, having its principal offices at 4508 Atlantic Avenue, Suite 292, Long Beach, California 90807.

102. **Representatives of the Parties and Service of Notices**

The representatives of the respective parties to whom formal notices, demands and communications shall be given are as follows:

1. The representative of the City shall be, unless otherwise stated in the Agreement:
Cameron Harding, Community Services Director
Community Services Department
1922Artesia Blvd.
Redondo Beach, California 90278
2. The Administrative representative of the Contractor shall be:
Matt Bates, Executive Vice President
Kingdom Causes Inc., DBA City Net
4508 Atlantic Avenue, Suite 292
Long Beach, California 90807
3. Formal notices, demands and communications to be given hereunder by either party shall be made in writing and may be effected by personal delivery or by mail. Notice by mail shall be deemed communicated as of the date of mailing.

103. **Time of Performance**

The term of this Agreement shall commence on July 1, 2021 and end June 30, 2022, which is subject to the provisions of sections 301, 302, and 701 herein. Performance shall not commence until the Contractor has obtained the City's approval of the insurance required in section 601.

104. Option to Renew

City is hereby granted an option to renew this Agreement subject to the same terms and conditions for an additional two-year period commencing after expiration of the term of this Agreement. This option shall be exercised upon City providing written notice to Contractor not less than 15 days prior to the expiration of the term of this Agreement.

105. Conditions Precedent

A. Prior to the execution of this agreement, the parties have cooperated in the preparation of the following:

1. Program Budget. A summary by cost category of the projected annual expenditures for approved CDBG-funded items and salaries. Budgets described herein shall be adhered to unless modified and approved in writing as provided by section 606 of this Agreement. The Program Budget is attached hereto as Exhibit I, and by this reference incorporated herein.
2. Job Descriptions. A compilation of individual job descriptions for all CDBG-funded personnel attached hereto as Exhibit II, and by this reference incorporated herein.

B. Prior to the execution of this Agreement, the Contractor shall provide the City with copies of the following documents:

1. Contractor's Articles of Incorporation, and all amendments thereto, as filed with the Secretary of State.
2. Contractor's By-Laws, and all amendments thereto, as adopted by the Contractor and properly attested.
3. Resolutions or other corporate actions of the Contractor's Board of Directors, properly attested or certified, which specify the name(s) of the person(s) authorized to obligate the Contractor and execute contractual documents.

ARTICLE II

DUTIES AND POWERS OF THE CONTRACTOR

201. Services to be Provided by the Contractor

A. Client Eligibility

1. During the term of this agreement, one hundred percent (100%) of the total persons served by Kingdom Causes Inc., DBA City Net Homeless Street Outreach and Engagement Program shall reside in the City.

2. Fifty-one percent (51%) of the total persons served under this Agreement shall meet the low and moderate income guidelines as determined by the U.S. Department of Housing and Urban Development, as described in Exhibit III, attached hereto and by this reference incorporated herein.
3. The Contractor shall document income and residency for CDBG-funded outpatient clients as provided in Exhibit IV, attached hereto and by this reference incorporated herein. Income documentation is not required for shelter clients.
4. The Contractor shall submit a "Monthly Summary Sheet", as provided in Exhibit V, attached hereto and by this reference incorporated herein, with each request for payment. The City in its sole discretion, may withhold payment if Contractor does not submit the Monthly Summary Sheet.

B. Services to be Provided

1. Contractor shall operate homeless street outreach and engagement programs for Redondo Beach residents experiencing chronic homelessness. This program will provide housing navigation assistance which includes outreach, case management, housing navigation and referrals to interim housing and partnering local programs.

C. Intended Beneficiaries

1. Contractor shall serve approximately 150 low income City residents through direct services: outreach, case management, housing navigation, and referrals to interim housing and local programs.

ARTICLE III

DUTIES OF THE CITY

301. Compensation

- A. The City shall pay to the Contractor an amount not to exceed \$6,500 for complete and satisfactory performance of the terms of this Agreement; for the period July 1, 2021 through June 30, 2022 only; subject to the provisions of sections 302 and 605 of this Agreement.
- B. Funding for the periods set forth by the foregoing Subsection A is subject to change in accordance with the availability of Grant funds provided to the City by the Grantor. The City reserves the right to change the amount of Compensation set forth herein accordingly.
- C. The City assumes no responsibilities to pay for salaries or other expenses not specifically enumerated in this Agreement and as understood by both parties that the City makes no commitment to fund this project beyond the term of this Agreement.

302. Funding of the Agreement

Notwithstanding the provision of section 103, Time of Performance, concerning the term of the Agreement, funding shall be provided according to the following provision:

Funding for the period July 1, 2021 through June 30, 2022 shall be as set forth by section 301, Compensation herein and is subject to changes set forth by the foregoing subsection 301.C.

ARTICLE IV

METHOD AND TIME OF PAYMENT

401. Payment to the Contractor

- A. The Contractor shall be reimbursed for all expenses authorized under the terms and conditions of this Agreement, subject to the

availability of funds for this project and subject to all other provisions of this Agreement.

- B. Unless other arrangements are made, the City will issue reimbursement checks within 45 days of City's receipt of Contractor's "Public Service Agency Expenditure Report" (Exhibit VI) and the "Monthly Summary Sheet" (Exhibit V), which shall detail clients served to-date under this Agreement.

402. Withheld Payments

- A. Unearned payments under this Agreement may be suspended or terminated if grant funds to the City are suspended or terminated, or if the Contractor refuses to accept additional conditions imposed on it by the Grantor or the City.
- B. The City has the authority to withhold funds under this Agreement pending a final determination by the City of questioned expenditures or indebtedness to the City arising from past or present agreements between the City and the Contractor. Upon final determination by the City of disallowed expenditures or indebtedness, the City may deduct and retain the amount of the disallowance or indebtedness from the amount of the withheld funds.
- C. Payments to the Contractor may be withheld by the City if the Contractor fails to comply with the provisions of this Agreement.

403. Receipt, Use, and Accountability of Other Than Budgeted Funds

The Contractor agrees that income funds realized as a result of activities which are funded by this Agreement shall be reported in writing to the City along with the Contractor's monthly reports. The Contractor further agrees that all such income funds shall: (1) be the property of the City; (2) be used solely to offset the operating expenses of the activities funded by this Agreement; and (3) be subject to all of the provisions of this Agreement.

404. Utilization of Funds

Funds paid to the Contractor pursuant to this Agreement shall be used exclusively for the activities set forth by this Agreement.

ARTICLE V

REPORTS, RECORDS AND AUDITS

501. Reporting Requirement

- A. At such times and in such forms as the City may require, Contractor shall furnish to the City such statements, records, reports, data and information as the City may request pertaining to matters covered by this Agreement.
- B. On or before the fifth day of each month, the Contractor shall submit to the City a Public Service Agency Expenditure Report, including copies of invoices. A copy of the "Public Service Agency Expenditure Report" form is attached hereto as Exhibit VI, and by this reference incorporated herein.

502. Maintenance of Records

- A. Records, in their original form, shall be maintained in accordance with requirements prescribed by the Grantor and the City with respect to all matters covered by this Agreement. Such records shall be retained for a period of five (5) years after termination of this Agreement and all other pending matters are closed. "Pending matters" include, but are not limited to, audit, litigation, or other actions involving records. The City may, at its discretion, take possession and retain said records.
- B. Records in their original form pertaining to matters covered by this Agreement shall at all times be retained within the Los Angeles Area unless authorization to remove them is granted in writing by the City.

503. Audits and Inspections

- A. Activities funded with CDBG Funds are subject to federal record retention policy per 91.105(h). At any time during normal business hours and as often as the Grantor, the U.S. Comptroller General, or the City may deem necessary, the Contractor shall make available to the City for examination, all of its records with respect to all matters covered by this Agreement. The City, and the U.S. Comptroller General shall have the authority to audit, examine and make excerpts or transcripts from records, including all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.
 - 1. The City shall have the authority to examine the books and records used by the Contractor in accounting for expenses incurred under this Agreement. Should these books and records not meet the minimum standards of the accepted

accounting practices of the City, the City reserves the rights to withhold any or all of its funding to the Contractor until such time as they do meet these standards.

2. The City shall have the authority to examine all forms and documents used, including, but not limited to, client files, purchase requisitions, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks and other checks used by the Contractor. It further reserves the right to require that personnel forms and documents be pre-numbered and kept under accounting control.
3. The City may require the Contractor to use any or all of the City's accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of all fiscal matters relating to this Agreement.
4. The City reserves the right to dispatch auditors of its choosing to any site where any phase of the program is being conducted. Such sites may include the home office, any branch office or other locations of the Contractor if such sites or the activities performed thereon have any relationship to the program covered by this Agreement.
5. The City shall have the authority to make physical inspections and to require such physical safeguarding devices as locks, alarms, safes, fire extinguishers, sprinkler system, etc., to safeguard property and/or equipment authorized by this Agreement.
6. Subject to the discretion of the City, certain authorized members of the City shall have the right to be present at any and all of the Contractor staff meetings, Board of Directors meetings, Advisory Committee meetings and Advisory Board meetings if an item to be discussed is an item of this Agreement.

- B. When a fiscal or special audit determines that the Contractor has expended funds which are questioned under the criteria set forth herein, the Contractor shall be notified and given the opportunity to justify questioned expenditures prior to the City's final determination of disallowed costs. The City shall determine any amount to be paid to the Contractor during the period of audit.

504. Accounting Practices

The Contractor shall maintain a system of internal control in accordance with accepted accounting practices as approved by the City. Internal

control comprises the plan or organization and all of the coordinate methods and measures adopted within an organization to safeguard its assets, check the adequacy and the reliability of its accounting data, promote operating efficiency and assure adherence to prescribed management policies.

505. Documentation of Expenditures

Expenditures shall be supported by properly executed payrolls, time records, invoices, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. Checks, payrolls, invoices, vouchers, orders, or other accounting documents shall be clearly identified and readily accessible.

ARTICLE VI

GENERAL TERMS AND CONDITIONS

601. Indemnification and Insurance Requirements

A. Indemnification

To the maximum extent permitted by law, Contractor hereby agrees, at its sole cost and expense, to defend protect, indemnify, and hold harmless the City, its elected and appointed officials, officers, employees, volunteers, attorneys, and agents (collectively "Indemnitees") from and against any and all claims, including, without limitation, claims for bodily injury, death or damage to property, demands, charges, obligations, damages, causes of action, proceedings, suits, losses, stop payment notices, judgments, fines, liens, penalties, liabilities, costs and expenses of every kind and nature whatsoever, in any manner arising out of, incident to, related to, in connection with or arising from any act, failure to act, error or omission of Contractor's performance or work hereunder (including any of its officers, agents, employees, Subcontractors) or its failure to comply with any of its obligations contained in the Agreement, or its failure to comply with any current or prospective law, except for such loss or damage which was caused by the sole negligence or willful misconduct of the City. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. This indemnification obligation shall survive this Agreement and shall not be limited by any term of any insurance policy required under this Agreement.

1. Nonwaiver of Rights. Indemnitees do not and shall not waive any rights that they may possess against Contractor because the acceptance by City, or the deposit with City, of any

insurance policy or certificate required pursuant to this Agreement.

2. Waiver of Right of Subrogation. Contractor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees.

B. Insurance

Contractor shall comply with the requirements set forth in Exhibit VII. Insurance requirements that are waived by the City's Risk Manager do not require amendments or revisions to this Agreement.

602. Prohibition Against Assignment

- A. The Contractor shall not assign this Agreement, nor assign or transfer any interest or obligation in this Agreement (whether by assignment or novation) without prior written consent of the City, which may be withheld in the City's sole discretion.
- B. The Contractor shall not enter into any agreement with any other party under which such other party shall become the recipient of claims due or to become due to the Contractor from the City without prior written consent of the City, which may be withheld in the City's sole discretion.

The sale, assignment, transfer or other disposition, on a cumulative basis, of twenty-five percent (25%) or more of the ownership interest in Contractor or twenty-five percent (25%) or more the voting control of Contractor (whether Contractor is a corporation, limited liability company, partnership, joint venture or otherwise) shall constitute an assignment for purposes of this Agreement. Further, the involvement of Contractor or its assets in any transaction or series of transactions (by way of merger, sale, acquisition, financing, transfer, leveraged buyout or otherwise), whether or not a formal assignment or hypothecation of this Agreement or Contractor's assets occurs, which reduces Contractor's assets or net worth by twenty-five percent (25%) or more shall also constitute an assignment for purposes of this Agreement.

603. Limitation of Expenditures

- A. The Contractor shall not expend funds provided under this Agreement subsequent to the Agreement suspension or termination in accordance with sections 702 and 703 of this Agreement.

- B. Expenditures shall be made in conformance with the Program Budget (Exhibit I).
- C. Financial records required by 2 CFR Part 200 as amended by 24 CFR 570.502, and

Other records necessary to document compliance with Subpart K of 24 CFR Part 570.
- D. Expenditures shall be in direct support of the project which is the subject of this Agreement. The Contractor shall notify the City in writing of any expenditures for items jointly used for any other projects(s) and the expenditures shall be apportioned according to the percentage of direct use for this project.
- E. Budget changes shall have the prior written approval of the City. Unauthorized expenditures may result in withheld payments.

604. Limitation of Corporate Acts

The Contractor shall not amend its Articles of Incorporation or Bylaws, move to dissolve, transfer any assets derived from funds provided under section 301 herein or take any other steps which may materially affect the performance of this Agreement without first notifying the City in writing. The Contractor shall notify the City immediately in writing of any change in the Contractor's corporate name.

605. Funding Reduction

- A. During the performance of this Agreement, the City shall have the authority to review the Contractor's actual project expenditures and work performance. Should the City determine that the Contractor is in non-compliance with any contractual obligations, the City shall take appropriate action as provided by section 701 of this Agreement.
- B. In the event that CDBG funds to the City are reduced, suspended or terminated by the U.S. Department of Housing and Urban Development, the City reserves the right to reduce, suspend or terminate the funds provided by this Agreement accordingly.

606. Amendment(s) to this Agreement

Either party may request an Amendment to this Agreement. Amendments to this Agreement must be in writing and properly executed by both parties and approved by the City Council.

607. Compliance with Statutes and Regulations

- A. The Contractor warrants and certifies that in the performance of this

Agreement, it shall comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals, with respect to this Agreement, including without limitation laws and regulations pertaining to labor, wages, hours and other conditions of employment, and the City's Affirmative Action Plan.

- B. Examples of applicable statutes, rules, or regulations include, but are not limited to the following:
1. Financial records as required by 2 CFR Part 200 as amended by 24 CFR 570.502, and

Other records necessary to document compliance with Subpart K of 24 CFR Part 570.
 2. Copeland "Anti-Kickback" Act (18 USC 874) (39 CFR, Part 3);
 3. Contract Work Hours and Safety Standards Act (40 USC 327-330) (29 CFR, Part 5);
 4. Clean Air Act, as amended (42 USC 1857, et seq.);
 5. Federal Pollution Control Act, as amended (33 USC 1251, et seq.);
 6. Title VI of the Civil Rights Act of 1964 (42 USC 2000d) and implementing regulations;
 7. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, (42 USC 2000e), and implementing regulations;
 8. Section 3 of the Housing and Urban Development Act of 1968, as amended; and the implementing regulations at 24 CFR Part 135;
 9. Section 503, Affirmative Action for Handicapped Workers (\$2,500+);
 10. Section 402, Affirmative Action for Vietnam Era Veterans (\$10,000+);
 11. The Age Discrimination Act of 1975, as amended, 42 USC 6101, et seq.) and implementing regulations;
 12. Executive Order 11246, Non-Discrimination;

13. 24 CFR part 85, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
 14. The assurances made by the City to the U.S. Department of Housing and Urban Development in its application for funds under Title I of the Housing and Community Development Act of 1974, as amended; and
 15. The Grant Agreement between the City and the U.S. Department of Housing and Urban Development which is subject to Title I of the Housing and Community Development Act of 1974, as amended, including its General Terms and Conditions, which are hereby incorporated by reference (Provisions therein include "Section 3" compliance, Flood Disaster Protection, Equal Employment Opportunity, Lead-Based paint Hazards, Compliance with Air and Water Acts, Nondiscrimination).
- C. Religious organizations must comply with the following conditions:
1. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
 2. It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion; and
 3. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services.

608. Waivers

- A. Waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the City or the Contractor.
- B. The waiver by the City of any breach of any term or provision of this Agreement shall not be construed as a waiver of any subsequent breach.

609. Independent Contractor

- A. Contractor acknowledges, represents and warrants that Contractor is not a regular or temporary employee, officer, agent, joint venturer or partner of the City, but rather an independent contractor. This

Agreement shall not be construed as a contract of employment. Contractor understands and agrees that all persons furnishing services to City pursuant to this Agreement shall have no rights to any benefits which accrue to City employees unless otherwise expressly provided in this Agreement. Due to the independent contractor relationship created by this Agreement, the City shall not withhold state or federal income taxes, the reporting of which shall be Contractor's sole responsibility.

- B. Contractor shall bear the sole responsibility and liability for furnishing Worker's Compensation benefits to any person for injuries arising from or connected with services performed on behalf of Contractor pursuant to this Agreement.

610. Attorney's Fees

In the event either party to this Agreement brings any action to enforce or interpret this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees (including expert witness fees) and costs. This provision shall survive the termination of this Agreement.

611. Nondiscrimination Provision

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, religion, creed, color, sex, age, disability, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment.

612. Program Income

Any program income directly generated from total or partial use of City Community Development Block Grant funds shall be expended exclusively on the activities outlined in this Agreement. All terms of this Agreement shall apply to such expenditures.

613. Reversion of Assets

Upon expiration of this Agreement, Contractor shall transfer to the City any City granted CDBG funds on hand, and any accounts receivable attributable to the use of City granted CDBG funds

614. Anti-Lobbying

Contractor certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension,

continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

Contractor certifies that if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

615. Conflict of Interest

Contractor acknowledges, represents and warrants that Contractor shall avoid all conflicts of interest (as defined under any federal, state or local statute, rule or regulation, or at common law) with respect to this Agreement. Contractor further acknowledges, represents and warrants that Contractor has no business relationship or arrangement of any kind with any City official or employee with respect to this Agreement. Contractor acknowledges that in the event that Contractor shall be found by any judicial or administrative body to have any conflict of interest (as defined above) with respect to this Agreement, all consideration received under this Agreement shall be forfeited and returned to City forthwith. This provision shall survive the termination of this Agreement for one (1) year.

616. Non-Liability of Officials and Employees of the City

No official or employee of the City shall be personally liable for any default or liability under this Agreement.

617. Conflicting Provisions

In the event of a conflict between the terms and conditions of this Agreement and those of any exhibit or attachment hereto, this Agreement proper shall prevail. In the event of a conflict between the terms and conditions of any two or more exhibits or attachments hereto, those prepared by the City shall prevail over those prepared by Contractor.

618. Non-Exclusivity

Notwithstanding any provision herein to the contrary, the services provided by Contractor hereunder shall be non-exclusive, and City reserves the right to provide funding to other contractors in connection with the project.

619. Confidentiality

To the extent permissible under law, Contractor shall keep confidential its obligations hereunder and the information acquired during the performance of the project or services hereunder.

620. Third Parties
Nothing herein shall be interpreted as creating any rights or benefits in any third parties. For purposes hereof, transferees or assignees as permitted under this Agreement shall not be considered "third parties."
621. Governing Law and Venue
This Agreement shall be construed in accordance with the laws of the State of California without regard to principles of conflicts of law. Venue for any litigation or other action arising hereunder shall reside exclusively in the Superior Court of the County of Los Angeles, Southwest Judicial District.
622. Claims
Any claim by Contractor against City hereunder shall be subject to Government Code §§ 800 *et seq.* The claims presentation provisions of said Act are hereby modified such that the presentation of all claims hereunder to the City shall be waived if not made within six (6) months after accrual of the cause of action.
623. Interpretation
Contractor acknowledges that it has had ample opportunity to seek legal advice with respect to the negotiation of this Agreement. This Agreement shall be interpreted as if drafted by both parties.
624. Severance. Any provision of this Agreement that is found invalid or unenforceable shall be deemed severed and all remaining provisions of this Agreement shall remain enforceable to the fullest extent permitted by law.
625. Authority
City warrants and represents that upon City Council approval, the Mayor of the City of Redondo Beach is duly authorized to enter into and execute this Agreement on behalf of City. The party signing on behalf of Contractor warrants and represents that he or she is duly authorized to enter into and execute this Agreement on behalf of Contractor, and shall be personally liable to City if he or she is not duly authorized to enter into and execute this Agreement on behalf of Contractor.

ARTICLE VII

DEFAULTS, SUSPENSION AND TERMINATION

701. Defaults
Should the Contractor fail for any reason to comply with the contractual obligations of this Agreement within the time specified by this Agreement, the City reserves the right to:

1. Reduce the total budget;
2. Make any changes in the general scope of this Agreement;
3. Suspend the Contractual Agreement in accordance with section 702; and
4. Terminate the Agreement in accordance with section 703.

702. Suspension

- A. The City, by giving written notice, may suspend all or part of the project operations for failure of the Contractor to comply with the terms and conditions of this Agreement.
- B. Said notice shall set forth the specific conditions of non-compliance and the period provided for corrective action.
- C. Within five (5) working days the Contractor shall reply in writing setting forth the corrective actions which will be undertaken, subject to City approval in writing.
- D. Failure to take necessary corrective actions will result in withheld funds. The City shall have final authority to determine whether or not Contractor is in full compliance.
- E. Performance under this Agreement shall be automatically suspended without any notice from the City as of the date the Contractor is not fully insured in compliance with section 601.B. Performance shall not resume without the prior written approval of City.

703. Termination

- A. The parties agree that at any time during the term of the Agreement the City may terminate this Agreement or any part hereof upon giving the Contractor at least thirty (30) days written notice prior to the effective date of such termination, which date shall be specified in such notice.
- B. All property, documents, data, studies, reports and records purchased or prepared by the Contractor under this Agreement shall be disposed of according to City directives.
- C. In the event the Contractor goes out of existence, copies of all records relating to the project or activity that are the subject of this Agreement shall be furnished to the City.

- D. Upon satisfactory completion of all termination activities, the City shall determine the total amount of compensation that shall be paid to the Contractor for any unreimbursed expenses reasonably and necessarily incurred in the satisfactory performance of this Agreement.
- E. The foregoing Subsections B, C and D shall also apply if the Agreement terminates upon the date specified in section 103 or upon contractor's completion of performance.

ARTICLE VIII

ENTIRE AGREEMENT

801. Complete Agreement

This Agreement contains the full and complete Agreement between the parties concerning the subject matter hereof and supersedes any previous oral or written agreement; provided, however, that correspondence or documents exchanged between Contractor and City may be used to assist in the interpretation of the exhibits to this Agreement. No verbal agreement or conversation with any officer or employee of either party shall affect or modify any of the terms and conditions of this Agreement.

802 Number of Pages and Attachments

This Agreement includes 23 pages and seven exhibits which constitute the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement in Redondo Beach, California, as of this 7th day of September, 2021.

CITY OF REDONDO BEACH,
a chartered municipal corporation

KINGDOM CAUSES INC., DBA CITY
NET, a California nonprofit corporation

William C. Brand, Mayor

By: _____
Name: _____
Title: _____

ATTEST:

APPROVED:

Eleanor Manzano, City Clerk

Diane Strickfaden, Risk Manager

APPROVED AS TO FORM:

Michael W. Webb, City Attorney

EXHIBIT I

PROGRAM BUDGET

JULY 1, 2021 - JUNE 30, 2022

Agency Name: City Net

Program Title: Homeless Street Outreach and Engagement

<u>Cost Category</u>	<u>CDBG Share</u>	<u>Agency Share</u>	<u>Total Cost</u>
Labor	\$3,441	\$59,337	\$62,778
Client Services	\$1,863	\$32,137	\$34,000
Operations	\$605	\$10,442	\$11,047
Administration	\$591	\$10,191	\$10,782
Total	\$6,500	\$112,107	\$118,607

Please indicate whether you will bill on a monthly __X__ or quarterly ____ basis.

EXHIBIT II
JOB DESCRIPTIONS



Executive Vice President Position Description

Job Type: Regular, Full-time, Salaried

Status: Exempt

Expected Hours and Place of Work: This is not a remote position. The incumbent works full-time from the Anaheim, CA office of City Net, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires frequent local travel, primarily in Southern California.

Supervises: All Leadership Team members

Date Last Revised: 5/31/2019

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Orange County. City Net's direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing. City Net is a branch of the Bedrock Creek network; both City Net and Bedrock Creek are dbas of Kingdom Causes, Inc.

Position Overview

The Executive Vice President is responsible for guiding and overseeing all of City Net's homelessness services. They are responsible for the successful execution of City Net's contracts and for securing and planning for new City Net revenue sources. They are the head of the City Net frontline Leadership Team and responsible for providing guidance and direction to all members of the staff, whether paid or voluntary, while they are engaged in City Net activities.

Essential Functions

- Provide strategic direction for all City Net business, administrative, and service lines.
- Through excellent leadership, ensure progress toward organizational vision.
- Work with the President and Board of Directors to develop, refine, and implement the strategic plan; execute the plan, including overseeing the implementation of all strategies contained therein.
- Ensure organizational budget, staffing, and programs align with City Net's mission and values.
- Cultivate relationships with internal stakeholders that inspire and motivate, and communicate openly with all internal stakeholders.
- Ensure staff and the President have current information about trends, regulations, and opportunities and external and internal landscape.
- Through forward-thinking leadership, seek opportunities to change and positively influence communities.
- Formulate policies and make planning recommendations to the President and Board.
- Decide on recommendations of staff.
- Oversee operations and programs.
- Evaluate and report on organizational successes and progress toward goals.
- Create a positive and beneficial work environment for all employees.



- Present on behalf of City Net in the community; build relationships and maintain excellent relationships with current and potential stakeholders.
- Directly or through staff/contractor oversight, research, identify, develop, and deliver funding proposals and pitches for various types of revenue sources as necessary to meet or exceed revenue goals.
- Identify current and potential organizational challenges, and strategize and implement solutions.
- Systematically, frequently, and consistently collect various types of data related to all organizational activities, including but not limited to operations, programs, fundraising, finance, and administration; compile or oversee the compilation of data into thorough, accurate, and clear reports; present reports to the Board of Directors and other stakeholders as requested.
- In all activities, ensure the organization complies with all contracts, funders' requirements, and organizational policies.
- Meet or exceed all organizational goals established by the Board of Directors.

Marginal Functions

- Provide support to various departments and the Board of Directors as needed/requested.
- Work with vendors, contractors, and consultants to achieve organizational goals, as needed and available.
- Other duties as assigned.

Position Specifications

Education/Experience

- Minimum of 7 years' management experience
- Proven experience in overseeing successful nonprofit services
- Experience providing strategic direction and vision for diverse teams
- Proven history of meeting or exceeding challenging goals
- Advanced degree in a relevant field preferred but not required
- Experience and contacts in Orange County and other areas of Southern California strongly preferred
- Entrepreneurial experience preferred but not required
- Strong understanding of the homelessness, government, and nonprofit sectors

Other Skills

- Exceptional strategizing, gap analysis, problem-solving, and plan execution skills
- Strong interpersonal, analytical, and time management skills
- Ability to work flexible hours, including evenings and weekends
- Professional verbal and written communication skills
- Intermediate PC and Microsoft Office Suite skills
- Ability to accomplish goals and produce valuable results with little to no supervision
- Ability to handle multiple projects and responsibilities simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to inspire, train, motivate, challenge, and supervise people
- Excellent public speaking skills



Physical and Mental Demands

- In the course of performing this job, the employee...
- Frequently operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer
- Must be able to remain in a stationary position at least 1/3 of the time
- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences
- Will be required to drive an automobile or use public transportation to attend local meetings

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with frequent travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

Bedrock Creek/City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender, gender identity, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”



Collaborative Case Manager, Orange County - Position Description

Job Type: Regular, Full-time, Hourly

Status: Non-Exempt

Expected Hours and Place of Work: This is not a remote position. The incumbent works full-time, primarily “in the field” with daily team meetings at the Anaheim, CA office of City Net, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires frequent local travel, primarily in Southern California.

Starting Hourly Rate Range: \$18-\$20 per hour, gross (dependent on education, experience, and market factors)

Reports to: Program Supervisor

Supervises: None

Date Last Revised: 2/14/2020

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Southern California. City Net’s direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing.

Position Overview

Collaborative Case Managers (CCMs) provide case management and supportive services to individuals and families who are experiencing street-level homelessness. Through street outreach, CCMs seek to connect unsheltered homeless neighbors to sustainable housing. CCMs meet clients where they are and support them to achieve their goals. City Net’s services are housing-focused; CCMs work with clients on developing long-term housing plans. CCMs connect homeless neighbors to appropriate supportive services, including medical health treatment, mental health treatment, counseling, and permanent housing.

Collaborative Case Managers offer care and service coordination in partnership with other nonprofits, County and City entities, law enforcement, behavioral health services, and medical providers to ensure clients receive the help they need. These services are provided in collaboration with our partners with the intention of assisting clients with obtaining and maintaining permanent housing as quickly as possible.

Essential Functions

Client Needs Assessment

- Meet with clients over multiple interactions to help them prioritize and obtain the housing and supportive services available to them, with the patience and understanding that it takes an average of 8-10 contact attempts before a client begins to trust the CCM and voluntarily engage in case management services.

Housing Placement

- Help clients find and access housing programs
- Complete housing applications
- Create and execute a long-term housing plan

Linkage to Supportive Services

- Screen clients for eligibility and provide referrals to appropriate services
- Find resources using 2-1-1 and other community resources approved by the CCM supervisor
- Complete a “warm handoff” or other coordination assistance with partner agencies.

Advocacy

- Call, email, provide verification of homelessness, or offer other communication to partner agencies to help clients access resources



- Offer to accompany clients to appointments if the client has difficulty navigating services or representing their needs
- Develop and maintain positive professional relationships with various stakeholders in order to help clients achieve their goals and maintain City Net's positive reputation in the community. This may include but is not limited to attending and professionally representing City Net at community meetings related to the CCM's assigned clients/geographic locations.

Data Collection

- Thoroughly, accurately, consistently, and timely gather and document various types of data...
 - To better understand client needs
 - To accurately assess client eligibility for community resources-to share with funders and stakeholders to improve the county's service landscape
 - To enter into the Homeless Management Information System (HMIS) and the county's Coordinated Entry System (CES)
- Follow all Coordinated Entry System protocols and organizational procedures.

Compliance and Goal-Meeting

- Consistently meet all assigned productivity and outcome goals.
- In all activities, comply with all contracts, funder requirements, and City Net procedures and policies.
- Meet or exceed all goals and requirements established by the Director of Operations for this position.

Marginal Functions

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the Program Supervisor, Director of Operations, and designated staff as requested.
- Other duties as assigned

Position Specifications

Education/Experience

- Experience cultivating and maintaining productive, professional relationships with various stakeholders required.
- Understanding of the importance of quality and timely data collection and reporting required.
- Case management experience with City Net's target populations (people affected by homelessness, substance use disorders, chronic health and mental health concerns, domestic and intimate partner violence, and/or human trafficking) strongly preferred.
- Experience and contacts with homelessness services organizations in Orange County strongly preferred.
- Bachelor's degree or higher in Social Work, Human Services, Sociology, Psychology, or a related field preferred.

Other Required Skills

- Excellent verbal and written communication skills
- Excellent professional boundaries
- Strong interpersonal, analytical, and time management skills
- Effective and professional networking and relationship management skills
- Ability to work independently and as part of a team
- Ability to work flexible hours including evenings and weekends
- Proficient PC, Microsoft Office Suite, iPhone, and Google Suite skills
- Ability to accomplish goals and produce valuable results with minimal supervision
- Ability to handle multiple projects simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience



- Ability to inspire, train, motivate, challenge, and coordinate others
- May be required to drive a company vehicle to transport clients. For insurance purposes, drivers must be at least 25 years of age, have a valid CA Drivers License, and must pass a Motor Vehicle Report.

Physical and Mental Demands

In the course of performing this job, the employee...

- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations
- Frequently operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer
- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Must be able to remain in a stationary position at least 1/3 of the time
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences
- Must be able to detect approaching visitors and recognize clients, community partners, and staff
- Occasionally moves furniture, equipment, and materials weighing up to 30 pounds around the office or out of the office into vehicles for various office and event needs
- Will be required to drive an automobile or use public transportation to attend local meetings

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates primarily “in the field”, with daily travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in professional office environments, law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Supervisor approval: I have read and agree that the content of the above position description applies to this position.

_____	_____	_____
Date	Supervisor's Name	Supervisor's Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee's Name	Employee's Signature



President/Executive Director Position Description

Job Type: Regular, Full-time

Status: Exempt

Expected Hours and Place of Work: The incumbent works full-time for City Net and its affiliated companies, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires frequent local travel, primarily in Southern California.

Supervises: Vice President

Date Last Revised: 5/31/2019

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Orange County. City Net's direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing. City Net is a branch of the Bedrock Creek network; both City Net and Bedrock Creek are dbas of Kingdom Causes, Inc.

Position Overview

The President/Executive Director is responsible for the achievement of City Net's goals and for administering the policies and procedures approved by the Board of Directors. S/he is the head of the Leadership Team and is responsible for providing guidance and direction to all members of the staff, whether paid or voluntary, while they are engaged in City Net activities.

Essential Functions

- Provide strategic direction for all City Net business, administrative, and service lines.
- Through excellent leadership, ensure progress toward organizational vision.
- Work with the Board of Directors to develop, refine, and implement the strategic plan; execute the plan, including overseeing the implementation of all strategies contained therein.
- Ensure organizational budget, staffing, and programs align with City Net's mission and values.
- Cultivate relationships with Board members and staff that inspire and motivate, and communicate openly with all internal stakeholders.
- Ensure staff and Board members have current information about trends, regulations, and opportunities and external and internal landscape.
- Through forward-thinking leadership, seek opportunities to change and positively influence communities.
- Formulate policies and make planning recommendations to the Board.
- Decide on recommendations of staff.
- Oversee operations and programs.
- Evaluate and report on organizational successes and progress toward goals.
- Create a positive and beneficial work environment for all employees.



- Present on behalf of City Net in the community; build relationships and maintain excellent relationships with current and potential stakeholders.
- Directly or through staff/contractor oversight, research, identify, develop, and deliver funding proposals and pitches for various types of revenue sources as necessary to meet or exceed revenue goals.
- Identify current and potential organizational challenges, and strategize and implement solutions.
- Systematically, frequently, and consistently collect various types of data related to all organizational activities, including but not limited to operations, programs, fundraising, finance, and administration; compile or oversee the compilation of data into thorough, accurate, and clear reports; present reports to the Board of Directors and other stakeholders as requested.
- In all activities, ensure the organization complies with all contracts, funders' requirements, and organizational policies.
- Meet or exceed all organizational goals established by the Board of Directors.

Marginal Functions

- Provide support to various departments and the Board of Directors as needed/requested.
- Work with vendors, contractors, and consultants to achieve organizational goals, as needed and available.
- Other duties as assigned.

Position Specifications

Education/Experience

- Minimum of 7 years' management experience
- Proven experience in overseeing successful nonprofit services
- Experience providing strategic direction and vision for diverse teams
- Proven history of meeting or exceeding challenging goals
- Advanced degree in a relevant field preferred but not required
- Experience and contacts in Orange County and other areas of Southern California preferred but not required
- Entrepreneurial experience preferred but not required
- Understanding of the homelessness, government, and nonprofit sectors

Other Skills

- Exceptional strategizing, gap analysis, problem-solving, and plan execution skills
- Strong interpersonal, analytical, and time management skills
- Ability to work flexible hours, including evenings and weekends
- Professional verbal and written communication skills
- Intermediate PC and Microsoft Office Suite skills
- Ability to accomplish goals and produce valuable results with little to no supervision
- Ability to handle multiple projects and responsibilities simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to inspire, train, motivate, challenge, and supervise people
- Excellent public speaking skills



Physical and Mental Demands

In the course of performing this job, the employee...

- Frequently operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer
- Must be able to remain in a stationary position at least 1/3 of the time
- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences
- Will be required to drive an automobile or use public transportation to attend local meetings

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with frequent travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

Bedrock Creek/City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”



Regional Program Supervisor, Outreach & Engagement (O&E) Position Description

Orange County Region

Job Type: Regular, Full-time, Salaried

Status: Exempt

Expected Hours and Place of Work: This is not a remote position. The incumbent works full-time from the Anaheim, CA worksites of City Net, with a specific weekly work schedule to be determined in consultation with the Director of Programs or Program Manager. The schedule will include evenings, weekends, and frequent on-call shifts as necessary for optimal business function. This position requires occasional local travel, primarily in Southern California.

Starting Hourly Wage: \$55,000-\$57,000 per year, gross (dependent on education, experience, and market factors)

Reports to: Director of Programs or Program Manager

Supervises: Team of Collaborative Case Managers (approximately 10 staff)

Date Last Revised: 3/17/20

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Southern California. City Net's direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing. City Net's programs follow Housing First and Harm Reduction service models.

Position Overview

The O&E Regional Program Supervisor is responsible for oversight and supervision of Collaborative Case Managers (CCMs) in their assigned region, ensuring quality of customer service and data collection. Their role is to ensure the execution and completion of administrative tasks while assisting case managers with processing difficult cases in the field, encouraging unity within the team, and helping staff grow and develop according to organizationally established goals for their positions. They are also responsible for supervising the delivery of all City Net programs and services in their assigned region(s), including scheduling and ensuring that services are delivered in accordance with City Net's contracts and other requirements.

CCMs provide case management and supportive services to individuals and families who are experiencing and/or exiting street-level homelessness. Through street outreach and shelter in-reach, CCMs seek to connect unsheltered homeless neighbors to sustainable housing. CCMs meet clients where they are and support them to achieve their goals. City Net's services are housing-focused; CCMs work with clients on developing long-term housing plans. CCMs connect homeless neighbors to appropriate supportive services, including medical treatment, mental health treatment, counseling, and permanent housing. CCMs offer care and service coordination in partnership with other nonprofits, County and City entities, law enforcement, behavioral health services, and healthcare providers to ensure clients receive the help they need. These services are provided in collaboration with our partners with the intention of assisting clients with obtaining and maintaining permanent housing as quickly as possible.

Essential Functions

Direct Supervision

- Ensure that all Collaborative Case Managers are delivering services in a professional manner and in accordance with all departmental and organizational policies and procedures.
- In consultation with Human Resources and the Director of Programs and/or Program Manager, coach and correct staff as needed. Thoroughly document all corrective actions, including verbal discussions of concerns. Assist HR and Management in preparing documentation required for further corrective action (e.g. second written discussions of concerns and terminations), with recognition that the Regional Program Supervisors'



suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight.

- Monitor staff members' performance on an ongoing basis sufficiently to determine whether their performance in their jobs aligns with City Net's professional expectations and all departmental and organizational policies and procedures. Quickly and thoroughly identify and correct all areas of concern.
- Regularly, supportively, and—whenever possible—confidentially discuss both positive and negative appraisals of individual staff members with them. Provide concrete suggestions for improving areas of negative performance.
- Work with case management and outreach staff to address areas of growth and to recognize and develop strengths.
- Ensure clear, measurable, and achievable goals are established for each position and staff member reporting to you. Discuss those goals and staff members' progress toward them (or lack thereof) with each staff member individually.
- Assist the Director of Programs and/or Program Manager in recruitment of all regional staff, with recognition that the Regional Program Supervisors' suggestions and recommendations as to the hiring of other employees will be given particular weight.
- Oversee training of all assigned staff.
- Under the direction of the Director of Programs and in consultation with HR, develop and implement new job descriptions for assigned positions when appropriate.
- Conduct formal performance reviews of assigned staff at least annually.
- Assist in resolving organizational concerns when needed.
- Conduct check ins with assigned staff at least weekly.
- Participate in and meaningfully contribute to outreach with assigned staff monthly.
- Facilitate case conferencing and support case managers with clients that require intensive case management services plan.
- Work collaboratively with the Data Team to ensure case management data complies with City Net/HMIS data standards.
- Strategize, set, and monitor staff schedules in alignment with the goals and priorities set by the Director of Programs. Review and approve or decline timesheets, time off requests, make up time requests, meal waivers, and expense requests within the policies and procedures set forth by the Director of Programs and HR.
- Assist Management in assessing staff requests for Leaves of Absence.
- Monitor staff expenses and approve regular expense reports in alignment with the guidelines set by the Director of Programs. Assist Management in assessing staff requests for large expense reimbursements (see Director of Programs for details), and in strategizing departmental budgets.
- Regularly remind staff of City Net's values, goals, and expectations, and ensure staff are adhering/contributing to all. (Maintaining City Net's culture and expectations in the assigned region is vital to the success of the projects.)

External Relations

Under the direction of the Director of Programs and/or Program Manager...

- Strengthen current partnerships and cultivate new partnerships by attending and meaningfully participating in community meetings, workshops, and conferences.
- Collaborate with the Communications Manager on communication and social media strategies to aid in strengthening current partnerships and cultivating new partnerships for City Net's work in the assigned region.
- Collaborate with the Communications Manager and/or designated staff on donor relations tasks related to City Net's work in the assigned region.

In all activities

- Implement the Chief Program Officer's strategic vision and direction for all activities and services in the assigned region.
- Through excellent leadership and teamwork, ensure progress toward organizational vision for the assigned region.



- Exercise discretion and independent judgment, ensuring all assigned responsibilities are executed in alignment with the organization's mission, vision, values, goals, and obligations.
- Ensure that regional activities comply with all contracts, funders' requirements, and organizational policies.
- Identify current and potential regional challenges and strategize and implement solutions under the direction of the Director of Programs and/or Program Manager.
- Systematically, frequently, and consistently monitor case management staff productivity; compile data into thorough, accurate, and clear reports; present the reports to the Director of Programs and/or Program Manager(s) and other staff as requested.
- Represent City Net in a professional manner at all times.
- Participate with all leadership staff in creating a positive and beneficial work environment for all employees.
- Meet or exceed all goals established by the Director of Programs and/or Program Manager.

Marginal Functions

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the Director of Programs and/or Program Manager and designated staff as requested.
- Other duties as assigned

Position Requirements

Required Education/Experience

- Minimum of 2 years of case management experience with people affected by homelessness, substance use disorders, chronic health and mental health concerns, domestic- and intimate-partner violence, and/or human trafficking
- Minimum of 1 year of supervisory experience
- Proven success and enjoyment with cultivating and maintaining productive, professional relationships with clients, partner agency representatives, and coworkers

Required Competencies

- Excellent professional boundaries
- Strong interpersonal, plan execution, and time management skills
- Professional verbal and written communication skills
- Ability to work as a leader and as part of a team
- Proficient PC, Microsoft Office Suite, and Google Suite skills
- Ability to accomplish goals and produce valuable results with minimal supervision
- Ability to handle multiple projects simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to inspire, train, motivate, challenge, and coordinate others
- Ability to work flexible hours including evenings and weekends
- May be required to drive a company vehicle to transport clients. For insurance purposes, drivers of company vehicles must be at least 25 years of age, have a valid driver's license, and must pass a Motor Vehicle Report.

Preferred Qualifications

- Experience and professional contacts with homelessness service providers in Orange County, CA
- Bachelor's degree or higher in Social Work, Human Services, Sociology, Psychology, or a related field
- Bilingual (English/Spanish or English/Vietnamese)
- 1 year of professional experience with Microsoft Excel, Microsoft Word, iPhones, and Google Suite.

Physical and Mental Demands

In the course of performing this job, the employee...



- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations.
- Constantly operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer.
- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Must be able to remain in a stationary position at least 1/3 of the time.
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences.
- Must be able to detect approaching visitors and recognize clients, community partners, and staff.
- Occasionally moves furniture, equipment, and materials weighing up to 30 pounds around the office or out of the office into vehicles for various office and event needs.
- Occasionally positions self to access objects above or below standing reach, including under desks and in supply closets.
- Will be required to drive an automobile or use public transportation to attend local meetings.

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with daily travel to and work “in the field” within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Supervisor approval: I have read and agree that the content of the above position description applies to this position, currently held by the employee named below.

_____	_____	_____
Date	Supervisor's Name	Supervisor's Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee's Name	Employee's Signature



Lead Data Specialist

Job Type:	Regular, Full-time
Status:	Non-Exempt, hourly
Starting Wage Range:	\$21.42-23.42 per hour, gross
Reports to:	Data Supervisor
Supervises:	Data Specialists
Date last revised:	6/3/21

City Net

City Net is a 501(c)(3) nonprofit organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Orange County. City Net's direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing. City Net is a branch of the Bedrock Creek network; both City Net and Bedrock Creek are dbas of Kingdom Causes, Inc., a faith-based nonprofit.

Position Overview

Lead Data Specialists perform all duties of Data Specialists. They are responsible for contributing to the management of the organization's impact measurement and reporting systems, helping to translate data into impactful and compelling stories. The position involves working closely with case managers in the field, organizational leadership, and customers to coordinate and manage the collection, analysis, and reporting of information used for outcome measurement, management dashboards, customer relations, and grants reporting. The position requires a highly organized, detail-oriented person comfortable with producing practical numbers and case studies relevant to a wide range of users and audiences utilizing both quantitative and qualitative analysis.

Additionally, Lead Data Specialists are responsible for assisting the Data Supervisor in monitoring staff performance, schedules, and expenses, and providing guidance, peer-mentorship, and training to Data Specialists to help them meet the requirements established for their positions.

Essential Functions

- Support the Data Team in the ongoing process of data collection, entry, storage, and analysis; ensuring accessible, secure, high-integrity data
- Produce monthly, quarterly, and annual dashboard reports for customers, organizational leadership and Board of Directors on organizational performance & outcomes and grants
- Recognize human patterns and trends in data and translate them into powerful stories to better communicate the work and performance of the organization in solving homelessness in Southern California
- Provide information and analysis for the purposes of program development and strategic leadership
- Produce timely, transparent, reliable, accurate reports as needed to maintain grant compliance and industry best practices and leadership
- Assist the Data Supervisor in ensuring the integrity of database structure, content, and reports and correlation between various paper and web-based data collection systems and forms to database and reporting architecture
- Assist the Data Supervisor in training, assisting, and working with staff to conduct and monitor all data collection and database system procedures

- Maintain and contribute meaningfully to the improvement of program performance monitoring processes, technology, and reporting systems
- Assist with database improvements and expansion projects as needed
- Other duties as assigned

Supervisor Support

- Support Data Supervisor in ensuring that all Data Specialists are delivering services in a professional manner and in accordance with all departmental and organizational policies and procedures.
- Support Data Supervisor in coaching, mentoring, and training Data Specialists as needed. Thoroughly document all coaching, mentoring, and training.
- Support Data Supervisor in monitoring Data Specialists' performance on an ongoing basis.
- Regularly, supportively, and—whenever possible—confidentially provide Data Specialists both positive and/or growth-focused feedback. Provide concrete growth suggestions.
- Communicate regularly, openly, honestly, and fairly with the Data Supervisor about your observations and concerns regarding Data Specialists' performance and other job-related behaviors.
- Assist in Data Specialists scheduling.
- Support the Data Supervisor in completing and coordinating special projects as they arise.

Administrative Support

- Support the Data Supervisor with the administration and completion of Lead Data Specialist tasks.
- Implement team logistics and communicate with the Data Supervisor on the status of projects.
- Ensure Data Specialists complete any and all required data entry thoroughly, accurately, and on time and follow all data entry, reporting, and submission procedures.
- Work closely with the Case Managers as needed to ensure all CMs are following the current HMIS procedures and best practices.

Team Leadership

- At all times model excellent Lead Data Specialist services and efficient, timely, and accurate completion of related tasks, which include but are not limited to data collection, entry, storage, and analysis; producing timely and accurate reports etc.
- As needed and assigned, professionally represent City Net at local, County, and City collaborative meetings.
- Cultivate a positive work environment by promoting teamwork and collaboration among staff.
- Provide real-time guidance and training to Data Specialists when they have questions, appear to be struggling with a scenario and/or an internal procedure or expectation, and/or when requested.

Skills & Qualifications

Required

- Excellent attention to detail and accuracy; extremely motivated and results-oriented with outstanding organizational and communication skills
- Strong analytical and technical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Confident and efficient use of statistical packages (e.g. Excel, Access, Google Sheets, relational databases/related software) for analyzing datasets and designing databases & spreadsheets

Preferred

- Background or familiarity with HMIS (Homeless Management Information System), ArcGIS, Outreach Grid strongly preferred

- Knowledge of BI/data visualization tools (Power BI, Tableau, Google Data Studio, etc.) or equivalent tool to create impactful reports, visualizations and interactive dashboards

Education & Required Experience

- Bachelor's degree in Computer Science, Mathematics, Statistics or related discipline
- Coursework or experience in statistical analysis and/or Management Information Systems ideal but not required
- Familiarity with or desire to work in homelessness or human services required
- Experience or desire to work in a fast-growing nonprofit/startup environment

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with frequent travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."

Supervisor approval: I have read and agree that the content of the above position description applies to this position, currently held by the employee named below.

_____	_____	_____
Date	Supervisor's Name	Supervisor's Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee's Name	Employee's Signature



Data Supervisor Position Description

Job Type: Regular, Full-time, Hourly

Status: Non-Exempt

Expected Hours and Place of Work: This is not a remote position. The incumbent works full-time from the Anaheim, CA office of City Net, typically Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires frequent local travel, primarily in Orange County, CA, with occasional travel to Riverside County, Los Angeles County and Santa Barbara County.

Starting Hourly Wage: \$24-\$26 per hour, gross (dependent on education, experience, and market factors)

Reports to: Director of Strategy & Operations

Supervises: Team of Data and HMIS Specialists (approximately 5 staff)

Date Last Revised: 7/13/20

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Southern California. City Net's direct services in homelessness include street outreach, case management, shelter facility operations, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing.

Position Overview

The Data Supervisor is responsible for oversight and supervision of the Data Team, ensuring quality of data collection, management, analysis and reporting. Their role is to supervise the organization's impact measurement and reporting systems, helping to translate data into impactful and compelling stories and ensuring the execution and completion of administrative tasks while assisting Data Team members with solving data and reporting challenges, encouraging unity within the team, and helping staff grow and develop according to organizationally established goals for their positions. The position involves leading a team of Data and HMIS Specialists, and working closely with case managers in the field, organizational leadership, and customers to coordinate and manage the collection, analysis, and reporting of information used for outcome measurement, management dashboards, customer relations, and grants reporting. The position requires a highly organized, detail-oriented person comfortable with producing practical numbers and case studies relevant to a wide range of users and audiences utilizing both quantitative and qualitative analysis.

Essential Functions

- Produce (or supervise the production of) monthly, quarterly, annual and ad hoc dashboard reports, in a timely, transparent, reliable and accurate manner, for customers, organizational leadership and the Board of Directors on organizational performance, contract deliverables and grants outcomes.
- Administer the organization's HMIS systems across all CoCs in which the organization participates.
 - Generate and submit (or oversee the production of) program and community-level reports from HMIS
 - Liaise with Continuum of Care (CoC) stakeholders and community partner agencies
 - Regularly evaluate HMIS activities and analysis of data generated by the system
 - Monitor participation agreements, governance charters, client consent forms, interagency sharing agreements, system-user agreements and user code of ethics policy
 - Coordinate and monitor all changes to the database resulting from revisions to the HMIS data standards; attend user meetings and train staff on any required changes in the system
 - Ensure the integrity of database structure, content, and reports and correlation between various paper and web-based data collection systems and forms to database and reporting architecture.
 - Coordinate new organizational user's HMIS accounts and ensure proper training of new users
 - Address, correct and minimize/eliminate data errors
 - Participate in HMIS audits and ensure organizational compliance with audit requirements
 - All other HMIS Administrator responsibilities as required by the CoC

- Lead the Data Team in the ongoing process of data collection, entry, storage, and analysis; ensuring accessible, secure and high-integrity data.
- Clean up, process and analyze data from City Net's homeless censuses and deliver necessary data, charts and graphs to the Census Team for incorporation into census reports.
- Train, assist and work collaboratively with staff to ensure client data complies with City Net and HMIS data standards; conduct and monitor all data collection and database system procedures.
- Maintain and improve program performance monitoring processes, technology, and reporting systems.
- Provide reports and analysis for the purposes of program development, performance management and strategic leadership.
- Project manage internal database improvements and expansion projects as needed.
- Ensure that all Data Team members are delivering services in a professional manner and in accordance with all departmental and organizational policies and procedures.
- Represent City Net in a professional manner at all times.
- In all activities, comply with all contracts, investor requirements, and City Net policies.
- Meet or exceed all goals established by the Director of Strategy & Operations.

Direct Supervision

- In consultation with Human Resources and the Director Strategy & Operations, coach and correct staff as needed. Thoroughly document all corrective actions, including verbal discussions of concerns. Assist HR and Management in preparing documentation required for further corrective action (e.g. second written discussions of concerns and terminations).
- Monitor staff members' performance on an ongoing basis sufficiently to determine whether their performance in their jobs aligns with City Net's professional expectations and all departmental and organizational policies and procedures. Quickly and thoroughly identify and correct all areas of concern.
- Regularly, supportively, and—whenever possible—confidentially discuss both positive and negative appraisals of individual staff members with them. Provide concrete suggestions for improving areas of negative performance.
- Oversee the scheduling and training of new hires.
- Conduct formal performance reviews of assigned staff at least annually.
- Assist in resolving organizational concerns when needed.
- Conduct check-ins with assigned staff at least weekly.
- Monitor staff schedules and their alignment with the goals and priorities set by the Director of Strategy & Operations. Assess and approve or decline time off requests and time and attendance records. Assist Management in assessing staff requests for Leaves of Absence, and in strategizing staff scheduling.
- Monitor staff expenses and approve regular expense reports. Assist Management in assessing staff requests for large expense reimbursements (see Director of Strategy & Operations for details), and in strategizing departmental budgets.
- Work with Data Team staff to address areas of growth and to recognize and develop strengths.
- Ensure clear, measurable, and achievable goals are established for each position and staff member reporting to you. Discuss those goals and staff members' progress toward them (or lack thereof) with each staff member individually.
- Systematically, frequently, and consistently monitor Data Team staff productivity; compile data into thorough, accurate, and clear reports; present the reports to the Director of Strategy & Operations and other staff as requested.

Marginal Functions

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the Director of Outreach & Engagement and designated staff as requested.
- Other duties as assigned

Position Requirements

Required Education/Experience

- Minimum of 1 year of supervisory experience
- Minimum of 4 years of data systems management experience
- Minimum 2 years working in homelessness services, preferably in Orange, Riverside, Santa Barbara, and/or Los Angeles Counties
- Minimum 2 years experience with the following HMIS systems and CoCs: Clarity/Orange County & LA, ClientTrack/Riverside, ServicePoint/Santa Barbara
- Proven success and enjoyment with cultivating and maintaining productive, professional relationships with clients, partner agency representatives, and coworkers

Required Competencies

- First-rate attention to detail and accuracy; extremely motivated and results-oriented with outstanding organizational and communication skills
- Excellent analytical and technical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Expert use of statistical packages (e.g. Excel, Access, Google Sheets, relational databases/related software) for analyzing datasets and designing databases & spreadsheets
- Expert use of HMIS (Homeless Management Information Systems), especially Clarity, ClientTrack, and ServicePoint
- Strong interpersonal, plan execution, and time management skills
- Professional verbal and written communication skills
- Ability to work as a leader and as part of a team
- Strong PC, Microsoft Office Suite, and Google Suite skills; especially Microsoft Excel, Google Sheets, Google Team Drives, Google Docs and Google Forms
- Ability to accomplish goals and produce valuable results with minimal supervision
- Ability to handle multiple projects simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to inspire, train, motivate, challenge, and coordinate others
- Experience or desire to work in a fast-growing nonprofit/startup-like environment

Preferred Qualifications

- Coursework or experience in statistical analysis and/or Management Information Systems ideal
- Background or familiarity with ArcGIS and Outreach Grid strongly preferred
- Knowledge of BI/data visualization tools (Power BI, Tableau, Google Data Studio, etc.) or equivalent tool to create impactful reports, visualizations and interactive dashboards
- Bachelor's degree in Data Analysis, Mathematics, Statistics or related discipline

Physical and Mental Demands

In the course of performing this job, the employee...

- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations.
- Constantly operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer.
- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Must be able to remain in a stationary position at least 2/3 of the time.
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences.
- Must be able to detect approaching visitors and recognize customers, community partners, and staff.
- Occasionally moves furniture, equipment, and materials weighing up to 30 pounds around the office or out of the office into vehicles for various office and event needs.
- Will be required to drive an automobile or use public transportation to attend local meetings.

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with regular travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Supervisor approval: I have read and agree that the content of the above position description applies to this position, currently held by the employee named below.

_____	_____	_____
Date	Supervisor’s Name	Supervisor’s Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee’s Name	Employee’s Signature



Director of Programs Position Description

Job Type: Regular, Full-time, Salaried

Status: Exempt

Expected Hours and Place of Work: This is not a remote position. The incumbent works full-time from the Anaheim, CA office of City Net, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires frequent local travel, primarily in Southern California.

Supervisor: Chief Program Officer

Supervises: Program Supervisors (indirectly supervises all City Net staff who report to the Supervisors)

Starting Salary Range: \$70,000-\$77,000 per year, gross

Date Last Revised: 1/7/2020

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Southern California. City Net's direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing.

Position Overview

The Director of Programs provides management and direction to the programs of the organization, including but not limited to management of supervisory staff; development and control of program budgets; ensuring that program activities comply with contracts; development and implementation of policies and procedures; active participation in obtaining funds and grants; coordinating or integrating the program within the organization; representing and furthering the program and the organization to the community.

Essential Functions

- Implement the Chief Program Officer's strategic vision and direction for all City Net programs.
- Under the direction of the Chief Program Officer, develop all City Net programs and policies.
- Provide expert program and policy recommendations to the Chief Program Officer.
- Through excellent leadership and teamwork, ensure progress toward organizational vision.
- Provide excellent professional representation of City Net, serving as a liaison with government agencies, funders, the community, and the public.
- Present on behalf of City Net in the community; build and maintain excellent relationships with current and potential stakeholders.
- Manage City Net's budget, staffing, and programs under the direction of the Chief Program Officer and in alignment with City Net's mission and values.
- Develop and implement policies, procedures, trainings, and monitoring systems to ensure all City Net services are delivered per contract requirements.
- Oversee—through management of supervisors and in consultation with HR—all City Net staff recruitment, hiring, onboarding, training, coaching, monitoring, and corrective action.
- Cultivate relationships with staff that inspire and motivate and communicate openly with all internal stakeholders.



- Assist the Chief Program Officer (under the leadership of the President) in developing, refining, and implementing the City Net strategic plan; executing and communicating the plan internally and externally, including assisting with overseeing the implementation of all strategies contained therein, so that all internal and external stakeholders understand the organization-wide strategic plan and how it carries out the organization's overall mission, vision, and values.
- Identify current and potential program challenges and strategize and implement solutions.
- Participate with all supervisory staff in creating a positive and beneficial work environment for all employees.
- Systematically, frequently, and consistently collect various types of data related to all program activities, successes, and progress toward goals, including but not limited to contract deliverables, fundraising, finance, and administration; compile or oversee the compilation of data into thorough, accurate, and clear reports; present reports to the Chief Program Officer, President and other stakeholders as requested.
- In all activities, ensure that City Net's programs comply with all contracts, funders' requirements, and organizational policies.
- Meet or exceed all goals established by the Chief Program Officer.

Marginal Functions

- Provide support to the Chief Program Officer and other Leadership Team members/departments as needed/requested.
- Work with vendors, contractors, and consultants to achieve organizational goals, as needed and available.
- Other duties as assigned.

Position Specifications

Required Education/Experience

- Minimum of 5 years' management experience
- Knowledge of Continuum of Care, HUD Regulations
- Direct Homelessness Services Experience
- Proven experience in overseeing successful nonprofit services
- Experience providing strategy and vision-driven direction for diverse teams
- Proven history of meeting or exceeding challenging goals
- Understanding of the homelessness, government, and nonprofit sectors

Preferred Education/Experience

- Advanced degree in a relevant field
- Experience and contacts in Orange County and other areas of Southern California
- Entrepreneurial experience

Other Skills

- Excellent professional boundaries
- Exceptional strategizing, gap analysis, problem-solving, and plan execution skills
- Strong interpersonal, analytical, and time management skills
- Ability to work flexible hours, including evenings and weekends
- Professional verbal and written communication skills
- Intermediate PC and Microsoft Office Suite skills (including but not limited to efficient word processing/formatting, creating and using PDFs, basic Excel formulae)



- Ability to accomplish goals and produce valuable results with little to no supervision
- Ability to handle multiple projects and responsibilities simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to inspire, train, motivate, challenge, and supervise people
- Excellent public speaking skills

Physical and Mental Demands

In the course of performing this job, the employee...

- Frequently operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer
- Must be able to remain in a stationary position at least 1/3 of the time
- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences
- Will be required to drive an automobile or use public transportation to attend local meetings

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with frequent travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."

Supervisor approval: I have read and agree that the content of the above position description applies to this position.

_____	_____	_____
Date	Supervisor's Name	Supervisor's Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee's Name	Employee's Signature



Human Resources Director Position Description

Job Type: Regular, Full-time, Salaried

Status: Exempt

Expected Hours and Place of Work: This may be a remote position. The incumbent works full-time from their approved home office or the Anaheim, CA office of City Net, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires occasional local travel, primarily in Southern California.

Supervises: All Human Resources Team members

Date Last Revised: 5/31/2019

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Southern California. City Net's direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing.

Position Overview

Plans, leads, directs, develops, and coordinates the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy. Directs the human resources functions including employment, compensation, benefits, training, affirmative action/equal employment, employee relations, and services in support of organizational objectives. Advises management on labor and other legal issues relative to employment. Participates as a member of the senior management team in the development and implementation of organization-wide policies and programs that will contribute to its overall success.

Essential Functions

- Collaborates with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.



- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.

Marginal Functions

- Provide support to various departments and the Board of Directors as needed/requested.
- Work with vendors, contractors, and consultants to achieve organizational goals, as needed and available.
- Other duties as assigned.

Position Specifications

Required Qualifications

- Minimum five years of California-specific HR work in a nonprofit setting
- Exceptional strategizing, gap analysis, problem-solving, and plan execution skills
- Excellent professional boundaries, sense of discretion, and respect for confidentiality
- Excellent verbal and written communication skills
- Exceptional interpersonal, negotiation, problem-solving, research, and analytical skills, with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Excellent verbal and written communication skills, including listening skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and employees
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough knowledge of California State and Federal employment-related laws and regulations.
- Thorough understanding of resources regarding national and California-specific HR regulations and best practices, particularly in nonprofit organizations and organizations with over 50 employees
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems
- Proven history of meeting or exceeding challenging goals
- A warm, welcoming, and friendly demeanor
- Experience and enjoyment with prioritizing diverse tasks and ensuring that all are completed well and on time
- Strong alignment with and sense of commitment to City Net's values and culture
- Ability to work independently and as part of a team
- Ability to handle multiple projects simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to accomplish goals and produce valuable results with minimal supervision
- Ability to maintain excellent quality and quantity of work despite regular interruptions and unexpected transitions from repetitive/mundane projects to time-sensitive and highly analytical work
- Strong and confident PC skills and proficiency in Microsoft Office Suite and Google Suite (including but not limited to efficient word processing/formatting, creating and using PDFs, basic Excel formulae)
- Ability to work well with people from all backgrounds and with varying degrees of experience
- Ability to inspire, educate, motivate, and coordinate others

Preferred Qualifications

- Degree in a related field



- Professional Certification from the HR Certification Institute or the Society for Human Resource Management (HRCI-SPHR®, HRCI-PHRca®, SHRM-CP®, or SHRM-SCP®) or a degree in Human Resources, Organizational Psychology, or a related field

Physical and Mental Demands

In the course of performing this job, the employee...

- Constantly operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine, and computer printer
- Must be able to remain in a stationary position at least 2/3 of the time
- Occasionally moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences
- Must be able to detect approaching visitors and recognize community partners and staff
- Will be required to drive an automobile or use public transportation to attend local meetings

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This may be a remote position. The incumbent works full-time from their approved home office or the Anaheim, CA office of City Net, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires occasional local travel, primarily in Southern California..

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”



Lead Collaborative Case Manager

Job Type: Regular, Full-time

Status: Non-Exempt

Expected Hours and Place of Work: This is not a remote position. The incumbent works full-time from the Anaheim, CA office of City Net, typically Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires frequent local travel, primarily in Orange County, CA. This position includes frequent on-call shifts.

Starting Wage Range: \$21.42-\$22.42 per hour, gross

Reports to: Program Supervisor

Supervises: None

Date Last Revised: 6/1/2021

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Southern California. City Net's direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing.

Position Overview

Lead Collaborative Case Managers (LCCMs) perform all duties of Collaborative Case Managers. They provide case management and supportive services to individuals and families who are experiencing street level homelessness. Through street outreach, LCCMs seek to connect unsheltered homeless neighbors to sustainable housing. LCCMs meet clients where they are and support them to achieve their goals. City Net's services are housing-focused; LCCMs work with clients on developing long-term housing plans. LCCMs connect homeless neighbors to appropriate supportive services, including medical health treatment, mental health treatment, counseling, and permanent housing.

Lead Collaborative Case Managers offer care and service coordination in partnership with other nonprofits, County and City entities, law enforcement, behavioral health services, and medical providers to ensure clients receive the help they need. These services are provided in collaboration with our partners with the intention of assisting clients with obtaining and maintaining permanent housing as quickly as possible.

Additionally, Lead Collaborative Case Managers are responsible for assisting supervisors in monitoring staff performance, schedules, and expenses, and providing guidance, peer-mentorship, and training to Collaborative Case Managers to help them meet the requirements established for their positions.

Essential Functions

Client Needs Assessment

- Meet with clients over multiple interactions to help them prioritize and obtain the housing and supportive services available to them, with the patience and understanding that it takes an average of 8-10 contact attempts before a client begins to trust the CCM and voluntarily engage in case management services.

Housing Placement

- Help clients find and access housing programs
- Complete housing applications
- Create and execute a long-term housing plan

Linkage to Supportive Services

- Screen clients for eligibility and provide referrals to appropriate services



- Find resources using 2-1-1 and other community resources approved by the CCM supervisor
- Complete a “warm handoff” or other coordination assistance with partner agencies.

Advocacy

- Call, email, provide verification of homelessness, or offer other communication to partner agencies to help clients access resources
- Offer to accompany clients to appointments if the client has difficulty navigating services or representing their needs
- Develop and maintain positive professional relationships with various stakeholders in order to help clients achieve their goals and maintain City Net’s positive reputation in the community. This may include but is not limited to attending and professionally representing City Net at community meetings related to the CCM’s assigned clients/geographic locations.

Data Collection

- Thoroughly, accurately, consistently, and timely gather and document various types of data...
 - To better understand client needs
 - To accurately assess client eligibility for community resources-to share with funders and stakeholders to improve the county’s service landscape
 - To enter into the Homeless Management Information System (HMIS) and the county’s Coordinated Entry System (CES)
- Follow all Coordinated Entry System protocols and organizational procedures.

Supervisor Support

- Support Program Supervisors in ensuring that all Collaborative Case Managers (CCMs) are delivering services in a professional manner and in accordance with all departmental and organizational policies and procedures.
- Support Program Supervisors in coaching, mentoring, and training CCMs as needed. Thoroughly document all coaching, mentoring, and training.
- Support Program Supervisors in monitoring CCMs’ performance on an ongoing basis.
- Regularly, supportively, and—whenever possible—confidentially provide CCMs both positive and/or growth-focused feedback. Provide concrete growth suggestions.
- Communicate regularly, openly, honestly, and fairly with Program Supervisors about your observations and concerns regarding CCMs’ performance and other job-related behaviors.
- Assist in CCM scheduling.
- Support Program Supervisors in completing and coordinating special projects, as they arise.

Administrative Support

- Support Program Supervisors with the administration and completion of case management tasks.
- Implement team logistics and communicate with upper management on the status of projects.
- Ensure CCMs complete any and all required data entry thoroughly, accurately, and on time and follow all data entry, reporting, and submission procedures.
- Work closely with the Data Specialist to ensure all CCMs are following the current HMIS procedures and best practices.

Team Leadership

- At all times model excellent case management services and efficient, timely, and accurate completion of related tasks, which include but are not limited to maintaining case notes, entering data, and completing and updating IAPs.
- Professionally represent City Net at local, County, and City collaborative meetings.
- Cultivate a positive work environment by promoting teamwork and collaboration among staff.
- Provide real-time guidance and training to CCMs when they have questions, appear to be struggling with a client scenario and/or an internal procedure or expectation, and/or when requested.

Compliance and Goal-Meeting

- Consistently meet all assigned productivity and outcome goals.



- In all activities, comply with all contracts, funder requirements, and City Net procedures and policies.
- Meet or exceed all goals and requirements established by the Director of Outreach & Engagement for this position.

Marginal Functions

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the Program Supervisor, Director of Outreach & Engagement, and designated staff as requested.
- Other duties as assigned

Position Requirements

- Case management experience with people affected by homelessness, substance use disorders, chronic health and mental health concerns, domestic- and intimate-partner violence, and/or human trafficking
- Experience cultivating and maintaining productive, professional relationships with clients, partner agency representatives, and coworkers
- Strong interpersonal, plan execution, and time management skills
- Ability to work flexible hours, including evenings and weekends
- Professional verbal and written communication skills
- Ability to work as a leader and as part of a team
- Proficient PC, Microsoft Office Suite, and Google Suite skills
- Ability to accomplish goals and produce valuable results with minimal supervision
- Ability to handle multiple projects simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to inspire, train, motivate, challenge, and coordinate others
- Excellent professional boundaries
- Will be required to drive a company vehicle to transport clients. For insurance purposes, must be at least 25 years of age, possess a valid driver's license, and must pass a Motor Vehicle Report.

Preferred Qualifications

- Team leadership experience (e.g. scheduling, coaching, monitoring, data collection/verification, etc.)
- Experience and homelessness service professional contacts in Orange County
- Bachelor's degree or higher in Social Work, Human Services, Sociology, Psychology, or a related field

Physical and Mental Demands

In the course of performing this job, the employee...

- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations.
- Frequently operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer.
- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Must be able to remain in a stationary position at least 1/3 of the time.
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences.
- Must be able to detect approaching visitors and recognize clients, community partners, and staff.



Project Coordinator

Job Type: Regular, Full-time, Hourly

Status: Non-exempt

Expected Hours and Place of Work: This is not a remote position. The incumbent works full-time from the Anaheim, CA office of City Net, typically Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires regular local travel, primarily in Orange County, CA.

Starting Wage Range: \$18-\$20 per hour, gross

Reports to: Project Management Supervisor/Operations Manager

Supervises: None

Date Last Revised: 10/1/2020

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that facilitates and leads multi-sector collaboratives to provide solutions to complex social problems, including ending homelessness in Southern California. City Net's direct services in homelessness include street outreach, case management, facilitation of collaborative meetings, resource mobilization, trainings, and community organizing.

Position Overview

The Project Coordinator project manages staff from various departments and third parties to ensure the quality and timely completion of special projects, identifies and implements solutions to challenges affecting staff and/or workflows, establishes and trains others to follow systems designed to enhance organizational outcomes and efficiencies, and supports in the coordination and execution of all censuses and related data projects, which may include managing the GIS mapping component of relevant projects.

Essential Functions

- Support the Operations Manager and other staff and teams as assigned in responding to and managing special projects.
- Project manage all aspects of the assigned special projects, including working with other departments, stakeholders, and third parties to ensure that they are completing their tasks on time and in accordance with the projects' needs.
- Identify procedural challenges within the organization and propose and—if approved—implement solutions. Challenges can include but are not limited to insufficiencies in technology, communication, and training.
- Establish, test, and train other staff as assigned to follow clear systems that improve departmental, organizational, or project-related outcomes and efficiencies.
- Provide onsite support to Human Resources. Support may include but will not be limited to printing documents for employees to sign or for meetings, preparing final paychecks for terminations, and reporting conditions (e.g. perceptions of morale, staff presence, etc.) at the main office.
- Manage and—as needed—enhance the GIS mapping component of all censuses and related projects.
- Support the Project Management Supervisor/Operations Manager in planning, coordinating, and executing censuses and related projects.
- Maintain clear, thorough, and accurate communication with the full Operations team on all tasks, including communicating about any challenges being faced.



- Systematically, frequently, and consistently collect data on all assigned projects; compile data into thorough, accurate, and clear reports; present the reports to the Operations Manager, Executive Vice President, and other staff as requested.
- In all activities, comply with all contracts, funder requirements, and City Net procedures and policies.
- Meet or exceed all goals and requirements established by the Operations Manager and Executive Vice President for this position.

Marginal Functions

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the Operations Manager, Executive Vice President and designated staff as requested.
- Other duties as assigned.

Position Requirements

- Experience designing systems and/or procedures
- Experience identifying and implementing solutions to organizational, departmental, or project-related challenges
- Experience prioritizing urgent, competing, complex, and diverse tasks and ensuring that all are completed well and on time
- Exceptional interpersonal, plan execution, and time management skills
- Professional verbal and written communication skills
- Ability to work as a leader and as part of a team
- Confident and efficient PC and Microsoft Office Suite skills
- Ability to accomplish goals and produce valuable results with minimal supervision
- Ability to handle multiple projects simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to train, motivate, challenge, and coordinate others
- Ability to work flexible hours, including evenings and weekends

Preferred Qualifications

- Experience project managing large, long-term projects
- Experience project managing people from diverse teams, including third parties and staff from other departments
- Experience identifying others' strengths/skillsets and (re)delegating tasks and responsibilities accordingly
- Experience with GIS mapping software, principles, and best practices
- Bachelor's degree or higher

Physical and Mental Demands

In the course of performing this job, the employee...

- Constantly communicates with staff, clients, customers, community partners, and community members; must be able to exchange accurate information in these situations.
- Frequently operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer.
- Must be able to remain in a stationary position at least 1/3 of the time.



- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences.
- Must be able to detect incoming visitors and recognize community partners and staff.
- Occasionally moves furniture, equipment, and materials weighing up to 30 pounds around the office or out of the office into vehicles for various office and event needs.
- Occasionally moves furniture, equipment, and materials exceeding 30 pounds around the office or out of the office into vehicles for various office and event needs.
- Occasionally positions self to access objects above or below standing reach, including under desks and in supply closets.
- Will be required to drive an automobile or use public transportation to attend local meetings, pick up supplies, etc.
- Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with frequent travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Supervisor approval: I have read and agree that the content of the above position description applies to this position.

_____	_____	_____
Date	Supervisor's Name	Supervisor's Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee's Name	Employee's Signature



- Occasionally moves furniture, equipment, and materials weighing up to 30 pounds around the office or out of the office into vehicles for various office and event needs.
- Will be required to drive an automobile or use public transportation to attend local meetings.

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with frequent travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Supervisor approval: I have read and agree that the content of the above position description applies to this position, currently held by the employee named below.

_____	_____	_____
Date	Supervisor’s Name	Supervisor’s Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee’s Name	Employee’s Signature

Accounts Payable and Receivable Specialist (AP/AR Specialist) Position Description

Kingdom Causes, Inc.

Job Type: Regular, Full-time, Hourly
Status: Non-Exempt
Starting Wage Range: \$21-\$23 per hour, gross (dependent on education, experience, and market factors)
Reports to: Head of Finance/Accounting
Supervises: None

Expected Hours and Place of Work: This position may be performed remotely. The incumbent works full-time from their approved remote office or from the Anaheim, CA, office of Kingdom Causes, Inc./City Net, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires occasional local travel, primarily in Southern California.

Position Overview

Kingdom Causes, Inc. is seeking a skilled Accounts Payable and Receivable Specialist (AP/AR Specialist) to participate with the Finance & Accounting Team members in managing the Organization's accounts payable and receivable transactions including but not limited to issuing invoices in a timely manner, producing financial reports, and reconciling accounts to ensure accuracy. **This position will focus heavily on Accounts Receivable.**

The AP/AR Specialist will work closely with other Finance Team members to ensure timely and quality financial, administrative and clerical services. Responsibilities include but are not limited to: day-to-day accounting (such as journal entries, processing invoices, account reconciliations, and bank deposits), participating with the Finance Team in the maintenance the organization's accounting system, monitoring contract draw-down, submitting invoices to vendors, and providing regular reports on AP/AR to the Head of Finance. The AP/AR Specialist will assist with preparing financial statements and reports as requested and directed by the Head of Finance. They must be able to adapt to a continually evolving environment and be excited to work for a fast-growing nonprofit that works to provide solutions to complex social problems, including ending homelessness and human trafficking.

Organizational Overview

Kingdom Causes, Inc. is a 501(c)(3) non-profit community organization that exists to help people work together well for social good so that significantly better results are achieved and resources are well spent. We bring non-profits and funders together, through common causes, to build healthy and sustainable communities for future generations.

Required Competencies

- Strong knowledge of bookkeeping principles and GAAP, fair credit practices, and collection regulations
- Proven ability to calculate, post, and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Extremely detail-oriented and accurate
- Excellent communication, strategizing, gap analysis, problem-solving, planning, execution, organizational, and time management skills
- Confident and efficient PC skills, including competency in QuickBooks Online (nonprofit version) and Microsoft Office Suite including Excel; experience with Google Suite is ideal but not required (Gmail, Google Sheets, Docs, Team Drive)
- Understanding of nonprofit, and social services sectors; working knowledge of nonprofit management principles and practices
- Ability to work independently and as part of a team
- Proven history of meeting or exceeding challenging goals
- Ability to accomplish goals and produce valuable results with minimal supervision
- Experience and enjoyment with providing timely, reliable, and responsive assistance to staff
- Ability to maintain excellent quality of and quantity of work despite regular interruptions and unexpected transitions from repetitive/mundane projects to time-sensitive and highly analytical work

- Ability to handle multiple projects and responsibilities simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to faithfully represent the faith-rooted principles of the organization, while demonstrating an ability to work constructively with individuals and organizations of all different faiths
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to pass criminal history background checks successfully upon hire and throughout employment
- Experience going through financial audits and monitorings with demonstrated success preferred
- Experience working with remote staff and a mobile workforce preferred

Education/ Experience

- Minimum 2 years of professional experience with accounts payable, accounts receivable, and payroll processing
- Minimum 1 year of experience and enjoyment with nonprofit accounting, grants/government contract management
- Experience and enjoyment working with nonprofits in affiliate structures strongly preferred
- Associate's or more advanced degree and/or professional licenses/certifications in accounting or finance a plus

Marginal Functions

- Provide support to various departments and the Executive Leadership Team as needed/requested.
- Work with vendors, contractors, and consultants to achieve organizational goals, as needed and available
- Other duties as assigned

Physical and Mental Demands

In the course of performing this job, the employee...

- Constantly operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer
- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations
- Must be able to remain in a stationary position at least 2/3 of the time
- Frequently moves about inside the office or at meetings/events to access people, file cabinets, office machinery, etc.
- Must be able to detect approaching visitors and recognize community partners and staff
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences
- Will be required to drive an automobile or use public transportation to attend local meetings

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with occasional travel to and work within local meetings in community nonprofit and government agency offices, and other public and business spaces.

Kingdom Causes, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

Kingdom Causes, Inc. reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."

Supervisor approval: I have read and agree that the content of the above position description applies to this position.

Date Supervisor's Name Supervisor's Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

Date Employee's Name Employee's Signature

Lead Accounting Specialist Position Description

Kingdom Causes, Inc.

Job Type: Regular, Full-time, Salaried

Status: Exempt

Starting Wage Range: \$60,000-\$64,160 (dependent on education, experience, and market factors)

Reports to: Head of Finance

Supervises: None

Expected Hours and Place of Work: This position may be granted partial remote work. The incumbent works full-time from the Anaheim, CA, office of Kingdom Causes, Inc./City Net, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires occasional local travel, primarily in Southern California.

Position Overview

The Lead Accounting Specialist performs all duties of AP/AR Specialists and Managerial Accounting Specialists. They will work closely with other Finance Team members to ensure timely and quality financial, administrative and clerical services. Responsibilities include but are not limited to: day-to-day accounting (such as journal entries, processing invoices, account reconciliations, and bank deposits), participating with the Finance Team in the maintenance the organization's accounting system, monitoring contract draw-down, submitting invoices to vendors, and providing regular reports on AP/AR to the Head of Finance. The AP/AR Specialist will assist with preparing financial statements and reports as requested and directed by the Head of Finance. They must be able to adapt to a continually evolving environment and be excited to work for a fast-growing nonprofit that works to provide solutions to complex social problems, including ending homelessness and human trafficking.

Additionally, Lead Accounting Specialists are responsible for assisting the Head of Finance in monitoring staff performance, schedules, and expenses, and providing guidance, peer-mentorship, and training to Accounting staff to help them meet the requirements established for their positions.

Organizational Overview

Kingdom Causes, Inc. is a 501(c)(3) non-profit community organization that exists to help people work together well for social good so that significantly better results are achieved and resources are well spent. We bring non-profits and funders together, through common causes, to build healthy and sustainable communities for future generations.

Essential Functions

- Perform all aspects of day-to-day accounting/finance processes including but not limited to: payroll, invoicing, general ledger, journal entries, and bank reconciliation
- Prepare invoices and all required supporting documentation with extreme attention to detail
- Follow all accounting policies and procedures and systems of internal control
- Provide educated recommendations for and project manage the implementation of changes to or additional policies, procedures, and systems of internal control as necessary to adhere to Generally Accepted Accounting Principles (GAAP)
- Process and pay all assigned bills in a timely manner
- Prepare and print checks as needed and requested
- Receive and deposit assigned organizational revenue, including donations, fee-for-service and grant payments
- Regularly interface with the organization's third-party accounting firm, bank, customers, vendors and staff
- Participate with the Finance & Accounting Team in preparing monthly, quarterly and annual reports (P&L, Balance Sheet, Open Invoices, Outstanding Bills, etc.) and provide information for financial statements
- Communicate with customers to address any past due invoices
- Provide needed information to the Organization's third-party accounting firm for preparation of IRS Form 990
- Provide necessary financial documentation, reports, and expert finance-related recommendations during grant/contract monitorings and audits

- Communicate with leadership to ensure finances are in order; report any red flags in a timely manner so they can be proactively addressed
- Communicate openly with all internal stakeholders
- Meet or exceed all goals established by the Head of Finance, Executive Vice President, and/or President/CEO

Supervisory Support

- Support the direct supervisor in ensuring that all Finance Team staff are delivering products and services in a professional manner and in accordance with all departmental and organizational policies and procedures.
- Support the direct supervisor in coaching, mentoring, and training Finance Staff on the team as needed. Thoroughly document all coaching, mentoring, and training and provide documentation to HR and the direct supervisor.
- Support the direct supervisor in monitoring the performance of Finance Staff on an ongoing basis.
- Regularly, supportively, and—whenever possible—confidentially provide Finance Staff both positive and/or growth-focused feedback. Provide concrete growth suggestions.
- Communicate regularly, openly, honestly, and fairly with the direct supervisor about your observations and concerns regarding Finance Staff’s performance and other job-related behaviors (“observe and report” to the direct supervisor performance that warrants praise or corrective action).
- Assist in Finance Staff scheduling.
- Support direct supervisor in completing and coordinating special projects as they arise.

Administrative Support

- Assist the direct supervisor in ensuring Finance Staff complete any and all required data entry thoroughly, accurately, and on time and follow all data entry, reporting, and submission procedures.
- Implement team logistics and communicate with direct supervisor on the status of projects.
- Ensure Finance Team staff complete any and all required data entry thoroughly, accurately, and on time and follow all data entry, reporting, and submission procedures.
- Work closely with the HR Team to ensure all Finance Staff are following the current Wage & Hour, HIPAA, HRIS/Payroll System, and other HR-related laws, procedures, and best practices.

Team Leadership

- At all times, model excellent project management habits and efficient, timely, and accurate completion of related tasks, which include but are not limited to maintaining excellent documentation, entering thorough and accurate data, and practicing proactive communication and active listening skills.
- Cultivate a positive work environment by promoting accountability, teamwork, and collaboration among staff.
- Provide real-time guidance and training to Finance when they have questions, appear to be struggling with a client or customer scenario and/or an internal procedure or expectation, and/or when requested.

In all activities

- Comply with all contracts, funder requirements, and City Net procedures and policies.
- Systematically, frequently, and consistently collect data on all assigned projects; compile data into thorough, accurate, and clear reports; present the reports to the direct supervisor and other staff as requested.
- Meet or exceed all goals and requirements established by the direct supervisor for this position.

Marginal Functions

- Provide support to various departments and the Executive Leadership Team as needed/requested.
- Work with vendors, contractors, and consultants to achieve organizational goals, as needed and available
- Other duties as assigned

Competencies

- Strong knowledge of bookkeeping principles and GAAP
- Extremely detail-oriented and accurate
- Excellent communication, strategizing, gap analysis, problem-solving, planning, execution, organizational, and time management skills
- Confident and efficient PC skills, including competency in QuickBooks Online (nonprofit version) and Microsoft Office Suite including Excel; experience with Google Suite is ideal but not required (Gmail, Google Sheets, Docs, Team Drive)

- Understanding of nonprofit, and social services sectors; working knowledge of nonprofit management principles and practices
- Ability to work independently and as part of a team
- Proven history of meeting or exceeding challenging goals
- Ability to accomplish goals and produce valuable results with minimal supervision
- Experience and enjoyment with providing timely, reliable, and responsive assistance to staff
- Ability to maintain excellent quality of and quantity of work despite regular interruptions and unexpected transitions from repetitive/mundane projects to time-sensitive and highly analytical work
- Ability to handle multiple projects and responsibilities simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to faithfully represent the faith-rooted principles of the organization, while demonstrating an ability to work constructively with individuals and organizations of all different faiths
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to pass criminal history background checks successfully upon hire and throughout employment
- Experience going through financial audits and monitorings with demonstrated success preferred
- Experience working with remote staff and a mobile workforce preferred

Education/ Experience

- Minimum 2 years of professional experience with accounts payable, accounts receivable, and payroll processing
- Minimum 1 year of experience and enjoyment with nonprofit bookkeeping, grants/government contract management
- Experience and enjoyment working with nonprofits in affiliate structures strongly preferred
- Associate's or more advanced degree and/or professional licenses/certifications in accounting or finance a plus

Physical and Mental Demands

In the course of performing this job, the employee...

- Constantly operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer
- Constantly communicates with staff, clients, community partners, and community members; must be able to exchange accurate information in these situations
- Must be able to remain in a stationary position at least 2/3 of the time
- Frequently moves about inside the office or at meetings/events to access people, file cabinets, office machinery, etc.
- Must be able to detect approaching visitors and recognize community partners and staff
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences
- Will be required to drive an automobile or use public transportation to attend local meetings

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with occasional travel to and work within local meetings in community nonprofit and government agency offices, and other public and business spaces.

Kingdom Causes, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

Kingdom Causes, Inc. reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."

Supervisor approval: I have read and agree that the content of the above position description applies to this position.

_____	_____	_____
Date	Supervisor's Name	Supervisor's Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee's Name	Employee's Signature



Operations Manager - Position Description

Job Type: Regular, Full-time, Salaried

Status: Exempt

Expected Hours and Place of Work: The person in this position may be granted Partial Remote Work. The incumbent works full-time, with regular time spent at the Anaheim, CA office of City Net, where the office hours are Monday-Friday 8:30 am-5:00 pm, and some evenings and weekends as necessary for optimal business function. This position requires regular local travel, primarily in Southern California.

Starting Wage Range: \$60,320-\$64,480 per year, gross (dependent on experience, education, and market factors)

Reports to: Executive Vice President

Supervises: All Operations Staff (Office Administrator, Project Staff, etc.)

Date Last Revised: 2/15/2021

Organizational Overview

City Net is a 501(c)(3) non-profit community organization that is committed to breaking the cycle of homelessness in the communities we serve by connecting neighbors experiencing homelessness to transformative care and innovative housing solutions. Our objective is to reduce homelessness to functional zero in the regions we serve through collaborative supportive services, housing provision, and data-driven solutions that empower our clients to reach their personal goals.

Position Overview

The Operations Manager is responsible for the quality and compliance of all Operations activities, ensuring quality of customer service and data collection. They focus mainly on developing Operations staff and assisting the EVP with implementing and monitoring the vision set forth by Leadership through high-level analysis and reporting.

They project-manage and coordinate tasks and staff from various teams/departments as well as third parties to ensure the quality, timely, and in-scope completion of assigned projects, identify and implement solutions to challenges affecting staff and/or workflows, and establish and train others to follow systems designed to enhance organizational outcomes and efficiencies.

Essential Functions

Project Management

- Project manage all aspects of the assigned special projects through all project management phases (i.e. from initiation to planning, execution, monitoring and controlling, through closing), including working with other departments, stakeholders, and third parties to ensure that they are completing their tasks on time and in accordance with the projects' needs.
- Support the Executive Vice President and other staff and teams as assigned in responding to and managing special projects.
- Identify procedural challenges within the organization and propose and—if approved—implement solutions. Challenges can include but are not limited to insufficiencies in technology, communication, and training.
- Establish, test, and train other staff as assigned to follow clear systems that improve departmental, organizational, or project-related outcomes and efficiencies.
- Provide real-time guidance and training to staff from other teams/departments when they have questions, appear to be struggling with a client or customer scenario and/or an internal procedure or expectation related to the PM's assigned projects, and/or when requested.
- Lead project stand-ups and meetings with internal and external stakeholders (e.g. customers, staff, partners, etc.) as needed and assigned.



- Detect, report, and fix issues whenever necessary, including meeting with individual team members to find and fix any issues.
- Ensure compliance with customer requirements and business needs.
- Track assigned project performance using appropriate Key Performance Indicators (KPIs), metrics, tools, and techniques.
- Submit assigned deliverables and ensure they adhere to quality standards.
- Ensure customer satisfaction with assigned project deliverables.
- Develop and maintain productive professional relationships with all stakeholders for assigned projects.
- Provide the Director of Operations with expert recommendations for potential improvements on assigned projects/deliverables.
- Develop and deliver detailed project management plans and other project documents as needed and/or requested.
- Support the Executive Vice President and assigned leadership in setting milestones, deadlines, and budgets for assigned projects, and assist in the management of project resources and their costs.
- Assign, prioritize, and supervise tasks for assigned projects (task management).
- Maintain clear, thorough, and accurate communication with the full Operations team and any other assigned internal and/or external stakeholders on all tasks, including communicating about any challenges being faced.

Administration

- Provide leadership for the development and enhancement of systems (e.g. policies, procedures, trainings, internal controls, technological solutions, etc.) to support efficient, effective, and high-impact work product across the organization.
- In collaboration with assigned staff, provide leadership for the development/acquisition and implementation of the organization's technology platforms including but not limited to client management systems, customer/donor relations management platform(s), etc.
- Provide management and direction to the organization's Administration functions including but not limited to Administrative/Office Services (e.g. Administrative Support, Facilities, Transportation, Supply Management), Human Resources, and Technology
 - Oversee Administration staff and contractors and provide guidance/organizational context for their work

Direct Supervision

- Ensure that all assigned staff are delivering services in a professional manner and in accordance with all departmental and organizational policies and procedures.
- In consultation with Human Resources, coach and correct staff as needed. Thoroughly document all corrective actions, including verbal discussions of concerns. Assist HR and Management in preparing documentation required for further corrective action (e.g. second written discussions of concerns and terminations), with recognition that the Exempt Supervisor's suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight.
- Monitor staff members' performance on an ongoing basis sufficiently to determine whether their performance in their jobs aligns with the Organization's professional expectations and all departmental and organizational policies and procedures. Quickly and thoroughly identify and correct all areas of concern.
- Regularly, supportively, and—whenever possible—confidentially discuss both positive and negative appraisals of individual staff members with them. Provide concrete suggestions for improving areas of negative performance.
- Ensure clear, measurable, and achievable goals are established for each position and staff member reporting to you. Discuss those goals and staff members' progress toward them (or lack thereof) with each staff member individually.
- Oversee training of all assigned staff.
- Conduct formal performance reviews of assigned staff at least annually.



- Assist in resolving organizational concerns when needed.
- Conduct check-ins with assigned staff at least weekly.
- Participate in and meaningfully contribute to outreach with assigned staff monthly.
- Review and approve or decline timesheets, time off requests, make up time requests, meal waivers, and expense requests within the policies and procedures set forth by the Director of Strategy & Operations and HR.
- Assist Management in assessing staff requests for Leaves of Absence.
- Monitor staff expenses and approve regular expense reports in alignment with the guidelines.
- Regularly remind staff of the Organization's values, goals, and expectations, and ensure staff are adhering/contributing to all.

Compliance & Goal Meeting

- Comply with all contracts, funder requirements, and City Net procedures and policies.
- Ensure that the Operations and Strategy/Decision Support teams comply with all contracts, funders' requirements, and organizational policies
- Systematically, frequently, and consistently collect data on all assigned projects; compile data into thorough, accurate, and clear reports; present the reports to the Executive Vice President and other staff as requested.
- Meet or exceed all goals and requirements established by the Executive Vice President for this position.

Marginal Functions

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the Executive Vice President and designated staff as requested.
- Other duties as assigned.

Position Requirements

- At least 2 years' supervisory experience
- Proven history of success and enjoyment in designing systems and/or procedures
- Proven history of success and enjoyment in identifying and implementing solutions to organizational, departmental, or project-related challenges
- Proven history of meeting or exceeding challenging goals
- Experience and enjoyment with providing timely, reliable, and responsive assistance to coworkers, customers, and partners
- Exceptional analytical, organizational, interpersonal, plan execution, attention to detail, accuracy, and time management skills
- Proven success and enjoyment in prioritizing urgent, competing, complex, and diverse tasks and ensuring that all are completed well and on time
- Excellent verbal and written communication skills
- Proven history of success and enjoyment in cultivating and maintaining productive, professional relationships with clients, customers, vendors, partner agency representatives, and coworkers
- Ability to maintain excellent quality of and quantity of work despite regular interruptions and unexpected transitions from repetitive/mundane projects to time-sensitive and highly analytical work
- Ability to work as a leader and as part of a team
- Understanding of nonprofit and social services sectors; working knowledge of nonprofit management principles and practices
- Advanced PC, Microsoft Office Suite, Google Suite, and iPhone skills
 - Confidence in the following Excel/Google Sheets functions: Advanced Sort/Filter/Formatting, Common Formulas, Pivot Tables
- Ability to accomplish goals and produce valuable results with minimal supervision



- Ability to handle multiple projects simultaneously while maintaining creativity and strategic thinking and continuing to meet or exceed goals
- Ability to work well with people from diverse backgrounds with varying degrees of experience
- Ability to inspire, train, motivate, challenge, and coordinate others
- Ability to work flexible hours, including evenings and weekends
- Ability to pass background checks successfully upon hire and throughout employment

Preferred Qualifications

- Experience project managing large, long-term projects
- Experience project managing people from diverse teams, including third parties and staff from other departments
- Experience identifying others' strengths/skillsets and (re)delegating tasks and responsibilities accordingly
- Experience with data analysis and reporting software, principles, and best practices
- Experience with GIS mapping software, principles, and best practices
- Bachelor's degree or higher in Project Management, Business Management, Nonprofit Management, or a related field
- Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) credentials a plus

Physical and Mental Demands

In the course of performing this job, the employee...

- Constantly communicates with staff, clients, customers, community partners, and community members; must be able to exchange accurate information in these situations.
- Constantly operates a computer, smart phone, and other office productivity machinery such as a calculator, copy machine and computer printer.
- Must be able to inspect paper and electronic documents and accurately communicate their contents and connotations to various audiences.
- Must be able to detect incoming visitors and recognize community partners and staff.
- Must be able to remain in a stationary position at least 2/3 of the time.
- Frequently moves about inside the office, in the field (at local shelters, parks, restaurants, etc.), or at meetings/events to access people, file cabinets, office machinery, etc.
- Occasionally moves furniture, equipment, and materials weighing up to 30 pounds around the office or out of the office into vehicles for various office and event needs.
- Occasionally moves furniture, equipment, and materials exceeding 30 pounds around the office or out of the office into vehicles for various office and event needs.
- Occasionally positions self to access objects above or below standing reach, including under desks and in supply closets.
- Will be required to drive an automobile or use public transportation to attend local meetings, pick up supplies, etc.

Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Working Environment: This job operates in a professional office environment, with frequent travel to and work within local neighborhoods, shelters, and informal encampments as well as meetings in law enforcement offices, community nonprofit and government agency offices, and other public and business spaces.

City Net is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.



City Net reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Supervisor approval: I have read and agree that the content of the above position description applies to this position.

_____	_____	_____
Date	Supervisor’s Name	Supervisor’s Signature

Acknowledgement of employee receipt and understanding: I have read and understand the above description of my position.

_____	_____	_____
Date	Employee’s Name	Employee’s Signature

EXHIBIT III
INCOME LEVEL GUIDELINES*

<u>NO. IN FAMILY</u>	<u>LOW INCOME</u>	<u>VERY LOW INCOME</u>	<u>EXTREMELY LOW INCOME</u>
1	66,250	41,400	24,850
2	75,700	47,300	28,400
3	85,150	53,200	31,950
4	94,600	59,100	35,450
5	102,200	63,850	38,300
6	109,750	68,600	41,150
7	117,350	73,300	44,000
8	124,900	78,050	46,800

*U.S. Department of Housing and Urban Development. Effective 4/1/2021.
Income Level Guidelines includes gross income from all sources for all members in the household who are 18 years of age or older and not full-time students. Income from household members under 18 years of age who are more than half-time students is not included in gross income unless regular payment is received, such as child support, social security, or aid to dependent children.

EXHIBIT IV
CLIENT INTAKE SHEET



Los Angeles Collaborative
HMIS Intake and Enrollment
Form

Version 10.0

GREATER LOS ANGELES HOMELESS MANAGEMENT INFORMATION SYSTEM (LA HMIS)

CONSENT TO SHARE PROTECTED PERSONAL INFORMATION

The LA HMIS is a local electronic database that securely record information (data) about clients accessing housing and homeless services within the Greater Los Angeles County. This organization participates in the HMIS database and shares information with other organizations that use this database. This information is utilized to provide supportive services to you and your household members.

What information is shared in the HMIS database?

We share both Protected Personal Information (PPI) and general information obtained during your intake and assessment, which may include but is not limited to:

- Your name and your contact information
- Your social security number
- Your birthdate
- Your basic demographic information such as gender and race/ethnicity
- Your history of homelessness and housing (including your current housing status, and where and when you have accessed services)
- Your self-reported medical history, including any mental health and substance abuse issues
- Your case notes and services
- Your case manager's contact information
- Your income sources and amounts; and non-cash benefits
- Your veteran status
- Your disability status
- Your household composition
- Your emergency contact information
- Any history of domestic violence
- Your photo (optional)

How do you benefit from providing your information?

The information you provide for the HMIS database helps us coordinate the most effective services for you and your household members. By sharing your information, you may be able to avoid being screened more than once, get faster services, and minimize how many times you tell your 'story.' Collecting this information also gives us a better understanding of homelessness and the effectiveness of services in your local area.

Who can have access to your information?

Organizations that participate in the HMIS database can have access to your data. These organizations may include homeless service providers, housing groups, healthcare providers, and other appropriate service providers.

How is your personal information protected?

Your information is protected by the federal HMIS Privacy Standards and is secured by passwords and encryption technology. In addition, each participating organization has signed an agreement to maintain the security and confidentiality of the information. In some instances, when the participating organization is a health care organization,

your information may be protected by the privacy standards of the Health Insurance Portability and Accountability Act (HIPAA).

By signing below, you understand and agree that:

- You have the right to receive services, even if you do not sign this consent form.
- You have the right to receive a copy of this consent form.
- Your consent permits any participating organization to add to or update your information in HMIS, without asking you to sign another consent form.
- This consent is valid for seven (7) years from the date the PPI was created or last changed.
- You may revoke your consent at any time, but your revocation must be provided either in writing or by completing the *Revocation of Consent* form. Each Participating Organization that entered information into HMIS will continue to have access to your PPI, but the information will no longer be available to any other Participating Organization.
- The Privacy Notice for the LA HMIS contains more detailed information about how your information may be used and disclosed. A copy of this notice is available upon request.
- No later than five (5) business days of your written request, we will provide you with:
 - A correction of inaccurate or incomplete PPI
 - A copy of your consent form
 - A copy of your HMIS records; and
 - A current list of participating organizations that have access to your HMIS data.
- Aggregate or statistical data that is released from the HMIS database will not disclose any of your PPI.
- You have the right to file a grievance against any organization whether or not you sign this consent.
- You are not waiving any rights protected under Federal and/or California law.

Right to Make Corrections

If you believe that your PPI in HMIS is incorrect or incomplete, you have the right to request a correction. To ask for either of these changes, send a written request, including the reason why you believe the information is incorrect or incomplete, to the HMIS Administrator of the organization that entered the information into HMIS. The organization may turn down your request if the information:

- Was not created by the organization you are requesting the change from;
- Is not part of the information that you would be allowed to look at and copy;
- Is related to another individual;
- Is found to be correct and complete.
- Is otherwise protected by law.

However, if your request for correction is denied, you have the right to request that the following language is entered next to a particular entry: "The participant disputes the accuracy of this entry."

SIGNATURE AND ACKNOWLEDGEMENT

Your signature below indicates that you have read (or been read) this client consent form, have received answers to your questions, and you freely consent to have your information, and that of your minor children (if any), entered into the HMIS database. You also consent to share your information with other participating organizations as described in this consent form.

☐ **I consent to sharing my photograph. (Check here)**

Client Name: _____ DOB: _____ Last 4 digits of SS _____

Signature _____ Date _____

☐ **Head of Household (Check here)**

Minor Children (if any):

Client Name: _____ DOB: _____ Last 4 digits of SS _____ Living with you? (Y/N)

Client Name: _____ DOB: _____ Last 4 digits of SS _____ Living with you? (Y/N)

Client Name: _____ DOB: _____ Last 4 digits of SS _____ Living with you? (Y/N)

Print Name of Organization Staff

Print Name of Organization

Signature of Organization Staff

Date

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

Client Profile

Please note: All questions shaded in dark gray are **REQUIRED**. All questions in light gray are **SOFT REQUIRED**. All questions not shaded at all (white) are not required. All questions answered with a * or ** that are followed by a follow-up questions are **REQUIRED** as well. Please read all parts of the document fully and thoroughly and follow the instructions. Follow this rule throughout the entire survey.

HMIS Consent signed (Release of Information Permission): ☐ No ☐ Yes Date consented (Start date): ____/____/____

Social Security Number	_____ - _____ - _____		
Quality of SSN	<input type="checkbox"/> Full SSN reported <input type="checkbox"/> Approximate or partial SSN reported	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected
Last Name			
Middle Name			Suffix:
Maiden Name			
First Name			
Alias			
Quality of Name	<input type="checkbox"/> Full name reported <input type="checkbox"/> Partial, street name, or code name reported	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected
Date of Birth	____/____/____		
Quality of DOB	<input type="checkbox"/> Full DOB reported <input type="checkbox"/> Approximate or partial DOB reported	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Trans Female (MTF or Male to Female) <input type="checkbox"/> Trans Male (FTM or Female to Male) <input type="checkbox"/> Gender Non-Conforming (i.e. not exclusively male or female)		
Pronoun(s): Such as she/her/hers, he/him/his, they/them/theirs, etc.			
Ethnicity	<input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected
Race	<input type="checkbox"/> White <input type="checkbox"/> Black or African-American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected	
Primary Language	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Italian <input type="checkbox"/> German <input type="checkbox"/> Greek <input type="checkbox"/> Polish	<input type="checkbox"/> Portugese <input type="checkbox"/> Russian <input type="checkbox"/> Swedish <input type="checkbox"/> American Sign Language <input type="checkbox"/> Other (specify: _____) <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused	

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

TB Clearance Date	____/____/____	Clinic:
DPSS ID	_____	
ILP eligibility confirmed? <i>(to be completed by SPA matcher.)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Undetermined
DMH eligibility confirmed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Undetermined
Reviewed for COVID-19 vulnerability and Project Room Key?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Potentially eligible	<input type="checkbox"/> N/A (housed) <input type="checkbox"/> Missing key data/client follow up necessary
Have you ever served in the U.S. Military? (Veteran status)	<input type="checkbox"/> No <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected

If the client identifies as "Yes" (**) to veteran status, then the following questions are required:

Dates of military service (Year Only)		_____ to _____	
Branch of Military	<input type="checkbox"/> Army <input type="checkbox"/> Air Force	<input type="checkbox"/> Navy <input type="checkbox"/> Marines	<input type="checkbox"/> Coast Guard <input type="checkbox"/> Client doesn't know
Discharge Status	<input type="checkbox"/> Honorable <input type="checkbox"/> General under honorable conditions <input type="checkbox"/> Under other than honorable conditions (OTH)	<input type="checkbox"/> Bad conduct <input type="checkbox"/> Dishonorable <input type="checkbox"/> Uncharacterized	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
Theater of Operations	World War II	Korean War	Vietnam War
	<input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Yes <input type="checkbox"/> Refused <input type="checkbox"/> Data not collected	<input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Yes <input type="checkbox"/> Refused <input type="checkbox"/> Data not collected	<input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Yes <input type="checkbox"/> Refused <input type="checkbox"/> Data not collected
	Afghanistan (Enduring Freedom)	Iraq (Iraqi Freedom)	Iraq (New Dawn)
	<input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Yes <input type="checkbox"/> Refused <input type="checkbox"/> Data not collected	<input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Yes <input type="checkbox"/> Refused <input type="checkbox"/> Data not collected	<input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Yes <input type="checkbox"/> Refused <input type="checkbox"/> Data not collected

Points of Contact – If three Points of Contact (PoC) are already recorded, please contact all staff before removing a participant to discuss the most appropriate staff to serve a PoC. The program(s) providing housing navigation-type services should serve as Point of Contact.

First Point of Contact	_____
Point of Contact Date	____/____/____
Point of Contact Name	_____
Point of Contact Phone	_____ Extension: _____
Point of Contact Email	_____

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

Point of Contact Category	<input type="checkbox"/> LAHSA Funded Access Center <input type="checkbox"/> LAHSA Funded Housing Navigation Program <input type="checkbox"/> LAHSA Funded Interim Housing (Bridge) <input type="checkbox"/> LAHSA Funded Interim Housing (Crisis) <input type="checkbox"/> LAHSA Funded Interim Housing (Host Home) <input type="checkbox"/> LAHSA Funded Street Outreach Program <input type="checkbox"/> DHS Funded Countywide Benefits Entitlement Services Team (CBEST) <input type="checkbox"/> DHS Funded E6 Multi-Disciplinary Outreach Team <input type="checkbox"/> DHS Funded Interim Housing <input type="checkbox"/> DHS Funded Interim Housing Intensive Case Management (ICMS) Program	<input type="checkbox"/> DMH Funded Full Service Partnership Program <input type="checkbox"/> DMH Funded Housing Specialist and Housing Liaisons <input type="checkbox"/> DMH Funded Interim Housing <input type="checkbox"/> DMH Funded Recovery Resilience and Reintegration Services <input type="checkbox"/> DPH Funded Substance Use Disorder Case Manager <input type="checkbox"/> Other (specify: _____ _____) _____
---------------------------	--	--

Second Point of Contact		
Point of Contact Date	_____/_____/_____	
Point of Contact Name		
Point of Contact Phone	Extension: _____	
Point of Contact Email		
Point of Contact Category	<input type="checkbox"/> LAHSA Funded Access Center <input type="checkbox"/> LAHSA Funded Housing Navigation Program <input type="checkbox"/> LAHSA Funded Interim Housing (Bridge) <input type="checkbox"/> LAHSA Funded Interim Housing (Crisis) <input type="checkbox"/> LAHSA Funded Interim Housing (Host Home) <input type="checkbox"/> LAHSA Funded Street Outreach Program <input type="checkbox"/> DHS Funded Countywide Benefits Entitlement Services Team (CBEST) <input type="checkbox"/> DHS Funded E6 Multi-Disciplinary Outreach Team <input type="checkbox"/> DHS Funded Interim Housing <input type="checkbox"/> DHS Funded Interim Housing Intensive Case Management (ICMS) Program	<input type="checkbox"/> DMH Funded Full Service Partnership Program <input type="checkbox"/> DMH Funded Housing Specialist and Housing Liaisons <input type="checkbox"/> DMH Funded Interim Housing <input type="checkbox"/> DMH Funded Recovery Resilience and Reintegration Services <input type="checkbox"/> DPH Funded Substance Use Disorder Case Manager <input type="checkbox"/> Other (specify: _____ _____) _____

Third Point of Contact		
Point of Contact Date	_____/_____/_____	
Point of Contact Name		
Point of Contact Phone	Extension: _____	

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

Point of Contact Email		
Point of Contact Category	<input type="checkbox"/> LAHSA Funded Access Center <input type="checkbox"/> LAHSA Funded Housing Navigation Program <input type="checkbox"/> LAHSA Funded Interim Housing (Bridge) <input type="checkbox"/> LAHSA Funded Interim Housing (Crisis) <input type="checkbox"/> LAHSA Funded Interim Housing (Host Home) <input type="checkbox"/> LAHSA Funded Street Outreach Program <input type="checkbox"/> DHS Funded Countywide Benefits Entitlement Services Team (CBEST) <input type="checkbox"/> DHS Funded E6 Multi-Disciplinary Outreach Team <input type="checkbox"/> DHS Funded Interim Housing <input type="checkbox"/> DHS Funded Interim Housing Intensive Case Management (ICMS) Program	<input type="checkbox"/> DMH Funded Full Service Partnership Program <input type="checkbox"/> DMH Funded Housing Specialist and Housing Liaisons <input type="checkbox"/> DMH Funded Interim Housing <input type="checkbox"/> DMH Funded Recovery Resilience and Reintegration Services <input type="checkbox"/> DPH Funded Substance Use Disorder Case Manager <input type="checkbox"/> Other (specify: _____ _____ _____)

Client Contact Information (Location)

Address Type: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> School <input type="checkbox"/> Mailing <input type="checkbox"/> Emergency <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Spouse <input type="checkbox"/> Temporary <input type="checkbox"/> Other <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Message <input type="checkbox"/> Management Compancy <input type="checkbox"/> Forwarding Address	Name	
	Address 1	
	Address 2	
	City	
	State	
	Zip Code	
	Email	
	Phone 1	
	Phone 2	

Current Living Situation (Location)

Address Type:	Client Name	
<input type="checkbox"/> Temporary	Address 1	
Date of Engagement	Address 2	
____ / ____ / ____	City	

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

	State	
	Zip Code	
	Email	
	Phone 1	
	Phone 2	

Program Entry – All clients, all fields required unless otherwise noted

*Please note: All questions shaded in dark gray are REQUIRED. All questions in light gray are SOFT REQUIRED. All questions not shaded at all (white) are not required. All questions answered with a * or ** that are followed by a follow-up questions are REQUIRED as well. Please read all parts of the document fully and thoroughly and follow the instructions. Follow this rule throughout the entire survey.*

Program Name: _____ Case Manager: _____

Home Safe Referral ID: _____

1. Program Start Date	_____/_____/_____		
2. Relationship to Head of Household	<input type="checkbox"/> Self (head of household) <input type="checkbox"/> Head of household's other relation member <input type="checkbox"/> Head of household's child <input type="checkbox"/> Other: non-relation member <input type="checkbox"/> Head of household's spouse or partner		
4. Client Location (CoC)	<input type="checkbox"/> CA-600 – Los Angeles <input type="checkbox"/> CA-602 – Orange County <input type="checkbox"/> CA-606 – Long Beach	<input type="checkbox"/> CA-607 – Pasadena <input type="checkbox"/> CA-611 – Ventura County <input type="checkbox"/> CA-612 – Glendale	<input type="checkbox"/> CA-614 – San Luis Obispo County

CES Placement – Permanent Housing and Transitional Housing only

5. Was the client placed into this housing program through CES?	<input type="checkbox"/> No <input type="checkbox"/> CES for Single Adults <input type="checkbox"/> CES for Families <input type="checkbox"/> CES for Youth
Is the participant part of the Sepulveda Project?	<input type="checkbox"/> No <input type="checkbox"/> Yes

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

Housing Move-In – Rapid Re-housing, Permanent Housing, and Street Outreach projects only, only required for Head of Household

6. Has the client been moved-in to permanent housing? ☐ No ☐ Yes**

If question 6 answered "Yes" (**), the following questions are required:

6a. Housing Move-In Date	____/____/____
6b. Permanent Home Address	
6c. Apartment/Unit #	
6d. City	
6e. State	
6f. Zip	
6g. Monthly rent for this household (inclusive of any rental subsidies)	\$ _____

Is this a shared housing destination? ☐ No ☐ Yes**

If the question above, "Is this a shared housing destination?" is answered "Yes" (**), the following question is required:

Does the participant share the room they sleep in? ☐ No ☐ Yes

Outreach – Outreach projects only, all fields required unless otherwise noted

7. Has the client been engaged? Engagement means an interactive client relationship results in a deliberate client assessment.	<input type="checkbox"/> No <input type="checkbox"/> Yes: Engagement Date: ____/____/____
---	--

PATH – For adults 18 and older and/or Head of Household, all fields required unless otherwise noted, required questions are shaded: Street Outreach and Supportive Services ONLY

8. PATH status determination completed?	<input type="checkbox"/> No <input type="checkbox"/> Yes** Date of Determination: ____/____/____
---	---

If question 8 answered "Yes" (**), the following questions are required:

8a. Was the client determined to be eligible for PATH funded services and enrolled in PATH?	<input type="checkbox"/> No* <input type="checkbox"/> Yes
---	--

If the question above is answered "No" (*), the following question is required:

8b. If not eligible to be enrolled, what is the reason?	<input type="checkbox"/> Client was found ineligible for PATH <input type="checkbox"/> Client was not enrolled for other reason(s) <input type="checkbox"/> Unable to locate client
---	--

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

COVID-19 Response – Does the client fall into any of the below categories?

Individuals who test positive for COVID-19 that do not require hospitalization, but need isolation or quarantine (including those exiting from hospitals).	<input type="checkbox"/> No <input type="checkbox"/> Yes**
Individuals who have been exposed to COVID-19 (as documented by a state or local public health official, or medical health professional) that do not require hospitalization, but need isolation or quarantine.	<input type="checkbox"/> No <input type="checkbox"/> Yes**
Individuals who are asymptomatic, but are at “high-risk”, such as people over 65 or who have certain underlying health conditions (respiratory, compromised immunities, chronic disease), and who require Emergency NCS as a social distancing measure.	<input type="checkbox"/> No <input type="checkbox"/> Yes**

If any of the questions above are answered with a “Yes” (**), the following question is required:

Which category does the client fall into? Check all that apply and collect/upload supporting documentation.	<input type="checkbox"/> 65 years of age or older <input type="checkbox"/> Has chronic lung disease or moderate to severe asthma <input type="checkbox"/> People who have serious heart conditions <input type="checkbox"/> People who are immunocompromised (including cancer treatment)	<input type="checkbox"/> People of any age with severe obesity (body mass index [BMI] > 40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease might also be at risk <input type="checkbox"/> People who are pregnant should be monitored since they are known to be at risk with severe viral illness, however, to date data on COVID-19 has not shown increased risk
---	--	--

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

Living Situation – For adults 18 and older and/or Head of Household, all fields required unless otherwise noted

9. What was the situation you were living in immediately prior to project entry? (Type of residence)	10. How long was the client staying in that place? (Length of stay in prior living situation)	10a/b Did the client stay less than...
<p>Literally Homeless Situations</p> <p><input type="checkbox"/> Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)</p> <p><input type="checkbox"/> Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter</p> <p><input type="checkbox"/> Safe Haven</p> <p><input type="checkbox"/> Interim Housing</p>	<p><i>For literally homeless situations:</i></p> <p><input type="checkbox"/> One night or less</p> <p><input type="checkbox"/> Two to six nights</p> <p><input type="checkbox"/> One week or more, but less than one month</p> <p><input type="checkbox"/> One month or more, but less than 90 days</p> <p><input type="checkbox"/> 90 days or more, but less than one year</p> <p><input type="checkbox"/> One year or longer</p> <p><input type="checkbox"/> Client doesn't know</p> <p><input type="checkbox"/> Client refused</p> <p><input type="checkbox"/> Data not collected</p>	<p>Not Applicable</p> <p><i>Go to question 11</i></p>
<p>Institutional Situations</p> <p><input type="checkbox"/> Foster care home or foster care group home</p> <p><input type="checkbox"/> Hospital or other residential non-psychiatric medical facility</p> <p><input type="checkbox"/> Jail, prison or juvenile detention facility</p> <p><input type="checkbox"/> Long-term care facility or nursing home</p> <p><input type="checkbox"/> Psychiatric hospital or other psychiatric facility</p> <p><input type="checkbox"/> Substance abuse treatment facility or detox center</p>	<p><i>For institutional situations:</i></p> <p><input type="checkbox"/> One night or less</p> <p><input type="checkbox"/> Two to six nights</p> <p><input type="checkbox"/> One week or more, but less than one month</p> <p><input type="checkbox"/> One month or more, but less than 90 days</p> <p><input type="checkbox"/> 90 days or more, but less than one year</p> <p><input type="checkbox"/> One year or longer</p> <p><input type="checkbox"/> Client doesn't know</p> <p><input type="checkbox"/> Client refused</p> <p><input type="checkbox"/> Data not collected</p>	<p>10a: 90 days:</p> <p><input type="checkbox"/> Yes</p> <p><i>Go to question 10c</i></p> <p><input type="checkbox"/> No</p> <p><i>Go to question 20</i></p>
<p>Transitional & Permanent Housing Situations</p> <p><input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher</p> <p><input type="checkbox"/> Owned by client, no ongoing housing subsidy</p> <p><input type="checkbox"/> Owned by client, with ongoing housing subsidy</p> <p><input type="checkbox"/> Permanent housing (other than RRH) for formerly homeless persons</p> <p><input type="checkbox"/> Rental by client, no ongoing housing subsidy</p> <p><input type="checkbox"/> Rental by client, with other ongoing housing subsidy</p> <p><input type="checkbox"/> Rental by client, with VASH subsidy</p> <p><input type="checkbox"/> Rental by client, with GPD TIP subsidy</p> <p><input type="checkbox"/> Rental by client, with RRH or equivalent subsidy</p> <p><input type="checkbox"/> Rental by client, with HCV voucher (tenant or project based)</p> <p><input type="checkbox"/> Rental by client, in a public housing unit</p> <p><input type="checkbox"/> Residential project or halfway house with no homeless criteria</p> <p><input type="checkbox"/> Staying or living in a family member's room, apartment or house</p> <p><input type="checkbox"/> Staying or living in a friend's room, apartment or house</p> <p><input type="checkbox"/> Transitional housing for homeless persons (including homeless youth)</p>	<p><i>For transitional & permanent housing situations:</i></p> <p><input type="checkbox"/> One night or less</p> <p><input type="checkbox"/> Two to six nights</p> <p><input type="checkbox"/> One week or more, but less than one month</p> <p><input type="checkbox"/> One month or more, but less than 90 days</p> <p><input type="checkbox"/> 90 days or more, but less than one year</p> <p><input type="checkbox"/> One year or longer</p> <p><input type="checkbox"/> Client doesn't know</p> <p><input type="checkbox"/> Client refused</p> <p><input type="checkbox"/> Data not collected</p>	<p>10b: 7 nights:</p> <p><input type="checkbox"/> Yes</p> <p><i>Go to question 10c</i></p> <p><input type="checkbox"/> No</p> <p><i>Go to question 20</i></p>
<p>Other</p> <p><input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused</p> <p><input type="checkbox"/> Data not collected</p>		

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

If the client is coming from an institution after having stayed less than 90 days or if the client is coming from a transitional, permanent, or other situation after having stayed less than 7 nights, then the following question is required:

10c. On the night before your current housing situation, did you stay on the streets, in an emergency shelter, or at a safe haven?	<input type="checkbox"/> No <input type="checkbox"/> Yes**
--	---

If the project being entered is an emergency shelter, safe haven, or transitional housing then the following question is required:

10d. Is this your first time homeless?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
--	---	---

If the project being entered is an emergency shelter, safe haven, place not meant for habitation, or interim housing, or client selected **"Yes" on question #10c**, then the following questions are required.

11. Approximately what date did you start living on the streets, emergency shelter, or safe haven? (Approximate date homelessness started)	____/____/____		
12. In the past three years, how many times have you returned to the streets, an emergency shelter, or a safe haven after being housed? (Number of times on the streets, in ES, or Safe Haven in the past three years including today)	<input type="checkbox"/> One time <input type="checkbox"/> Two times <input type="checkbox"/> Three times <input type="checkbox"/> Four or more times	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected	
12a. IN THE PAST YEAR, including this time, how many separate times have you experienced homelessness, on the street, in a vehicle or in shelters?	<input type="checkbox"/> None <input type="checkbox"/> One time <input type="checkbox"/> 2 to 3 times	<input type="checkbox"/> 4 or more times <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected	
13. In those three years, what is the total number of months spent homeless on the streets, in an emergency shelter, or in a safe haven? (Total number of months homeless on the street, in ES, or SH in the past three years)	<input type="checkbox"/> One month (this time is the first month) <input type="checkbox"/> 2 months <input type="checkbox"/> 3 months <input type="checkbox"/> 4 months <input type="checkbox"/> 5 months <input type="checkbox"/> 6 months	<input type="checkbox"/> 7 months <input type="checkbox"/> 8 months <input type="checkbox"/> 9 months <input type="checkbox"/> 10 months <input type="checkbox"/> 11 months <input type="checkbox"/> 12 months <input type="checkbox"/> More than 12 months	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected

Does this program fall into any of the following categories? (Choose all that apply)	<input type="checkbox"/> CES for Families <input type="checkbox"/> CES Crisis and Bridge Housing	<input type="checkbox"/> LA: Rise Pilot <input type="checkbox"/> None
--	---	--

LA: Rise

Is this client participating in the LA: Rise pilot?	<input type="checkbox"/> No <input type="checkbox"/> Yes
---	---

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

Crisis and Bridge Housing

Please note: All questions shaded in dark gray are **REQUIRED**. All questions in light gray are **SOFT REQUIRED**. All questions not shaded at all (white) are not required. All questions answered with a * or ** that are followed by a follow-up questions are **REQUIRED** as well. Please read all parts of the document fully and thoroughly and follow the instructions. Follow this rule throughout the entire survey.

20. Have you entered and been released from any of the following facilities in the past two months? (Choose all that apply)	<input type="checkbox"/> Foster care home or foster care group home* <input type="checkbox"/> Hospital of other residential psychiatric medical facility * <input type="checkbox"/> Jail, prison, or juvenile detention facility* <input type="checkbox"/> Long-term care facility or nursing home*	<input type="checkbox"/> Psychiatric hospital or other psychiatric facility* <input type="checkbox"/> Substance abuse treatment facility or detox center* <input type="checkbox"/> No, has not exited any of these facilities in the past two months <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused
If question #20 was answered as anything with a (*), then the following questions are required:		
20a. Which one have you most recently been released from? (Choose one)	<input type="checkbox"/> Foster care home or foster care group home* <input type="checkbox"/> Hospital of other residential psychiatric medical facility * <input type="checkbox"/> Jail, prison, or juvenile detention facility* <input type="checkbox"/> Long-term care facility or nursing home*	<input type="checkbox"/> Psychiatric hospital or other psychiatric facility* <input type="checkbox"/> Substance abuse treatment facility or detox center* <input type="checkbox"/> No, has not exited any of these facilities in the past two months <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused
20b. Date left	____/____/____	

LA: Rise

Please note: All questions shaded in dark gray are **REQUIRED**. All questions in light gray are **SOFT REQUIRED**. All questions not shaded at all (white) are not required. All questions answered with a * or ** that are followed by a follow-up questions are **REQUIRED** as well. Please read all parts of the document fully and thoroughly and follow the instructions. Follow this rule throughout the entire survey.

Is this client participating in the LA: Rise pilot?	<input type="checkbox"/> No <input type="checkbox"/> Yes
---	--

DPSS Crisis Housing Order Form

<input type="checkbox"/> TAY <input type="checkbox"/> Disabled
--

Disabling Conditions and Barriers – For adults 18 and older and/or Head of Household, all fields required unless otherwise noted

21. Do you have a physical disability?	<input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Yes** <input type="checkbox"/> Client refused
--	--

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

		<input type="checkbox"/> Data not collected
If question #21 was answered as "Yes" (**), then the following questions are required:		
21a. Do you expect this condition to be of long-continued and indefinite duration AND substantially impair your ability to live independently?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
22. Have you ever been told you have a learning disability or developmental disability?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
23. Do you have a chronic health condition? <i>A Chronic Health Condition is defined as a diagnosed condition that is more than 3 months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to: heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
If question #23 was answered as "Yes" (**), then the following questions are required:		
23a. Do you expect this condition to be of long-continued and indefinite duration AND substantially impair your ability to live independently?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
24. Have you been diagnosed with AIDS or have you tested positive for HIV?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
25. Do you feel you currently have a mental health problem?	<input type="checkbox"/> No <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
If question #25 was answered as "Yes" (**), then the following questions are required:		
25a. Do you expect this condition to be of long-continued and indefinite duration AND substantially impair your ability to live independently?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
26. Do you <i>currently</i> have a drug or alcohol problem?	<input type="checkbox"/> No <input type="checkbox"/> Alcohol* <input type="checkbox"/> Drug* <input type="checkbox"/> Both*	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
If question #26 was answered as "Alcohol", "Drug", or "Both" (**), then the following questions are required:		
26a. Do you expect this condition to be of long-continued and indefinite duration AND substantially impair your ability to live independently?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected

Disability Summary

Physical disability
(Please summarize condition to the right)

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

Developmental disability (Please summarize condition to the right)	
Chronic health condition (Please summarize condition to the right)	
HIV/AIDS (Please summarize condition to the right)	
Mental health condition (Please summarize condition to the right)	
Substance abuse (Please summarize condition to the right)	
Number of disabilities (Please summarize condition to the right)	

27. Have you been a victim of domestic violence or a victim of intimate partner violence?	<input type="checkbox"/> No <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
---	---	--

If question #27 was answered as "Yes" (**), then the following question is required:

27a. If you experienced domestic or intimate partner violence, how long ago did you have this experience?	<input type="checkbox"/> Within the past three months <input type="checkbox"/> Three to six months ago (excluding six months exactly) <input type="checkbox"/> From six to one year ago (excluding one year exactly) <input type="checkbox"/> One year ago or more <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
---	---

27b. Are you currently fleeing?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
---------------------------------	---	--

27c. Are you experiencing homelessness because you are currently fleeing domestic violence, dating violence, sexual assault, or stalking? (ES, SH, TH Program also)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
--	---	--

28. Have you ever worked or done an illegal act and someone else took some or all of the money? (ES, SH, TH Program also)	<input type="checkbox"/> No <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
--	---	--

If question #28 was answered as "Yes" (**), then the following question is required:

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

28a. What type of work/illegal act did you have to do?	<input type="checkbox"/> Agricultural work	<input type="checkbox"/> Sex work
	<input type="checkbox"/> Panhandling	<input type="checkbox"/> Other
	<input type="checkbox"/> Door-to-door sales	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Restaurant/catering work	<input type="checkbox"/> Client refused
	<input type="checkbox"/> Household/childcare work	<input type="checkbox"/> Data not collected
	<input type="checkbox"/> Illegal goods sales (drugs, guns, etc.)	

Tuberculosis – Emergency Shelters only, all fields required unless otherwise noted

29. Do you have a cough that has lasted longer than 3 weeks?	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
30. Have you recently lost weight without explanation during the past month?	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
31. Have you had frequent night sweats during the past month, soaking your sheets or clothing?	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
32. Have you coughed up blood in the past month?	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
33. Have you been feeling much more tired than usual over the past month?	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
34. Have you had fevers almost daily for more than one week?	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused

Employment - For adults 18 and older and/or Head of Household, all fields required unless otherwise noted

35. Are you currently employed?	<input type="checkbox"/> No*	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Yes**	<input type="checkbox"/> Client refused
		<input type="checkbox"/> Data not collected
If question #35 was answered as "No" (*), then the following question is required:		
35a. Are you.... (read options to the right)	<input type="checkbox"/> Looking for work	<input type="checkbox"/> Not looking for work
	<input type="checkbox"/> Unable to work	
If question #35 was answered as "Yes" (**), then the following question is required:		
35b. What type of employment do you have?	<input type="checkbox"/> Full-time	<input type="checkbox"/> Seasonal / sporadic
	<input type="checkbox"/> Part-time	(including day labor)

Cash Income for Individual - For adults 18 and older and/or Head of Household, all fields required unless otherwise noted

Please note: All questions shaded in dark gray are **REQUIRED**. All questions in light gray are **SOFT REQUIRED**. All questions not shaded at all (white) are not required. All questions answered with a * or ** that are followed by a follow-up questions are **REQUIRED** as well. Please read all parts of the document fully and thoroughly and follow the instructions. Follow this rule throughout the entire survey.

36. Do you receive any cash income?	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Data not collected
	<input type="checkbox"/> Yes**	<input type="checkbox"/> Client refused	
If question #36 was answered as "Yes" (**), then the following questions are required:			
Income Source and Monthly Income: What sources of income do you have, and how much do you get on a monthly basis?			

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

<input type="checkbox"/> Earned Income (employment wages / cash)	\$	<input type="checkbox"/> Temporary Assistance for Needy Families (CalWorks)	\$
<input type="checkbox"/> Unemployment Insurance	\$	<input type="checkbox"/> General Assistance (GA) / General Relief (GR)	\$
<input type="checkbox"/> Supplemental Security Income (SSI)	\$	<input type="checkbox"/> Retirement Income from Social Security	\$
<input type="checkbox"/> Social Security Disability Insurance (SSDI)	\$	<input type="checkbox"/> Pension or retirement income from a former job	\$
<input type="checkbox"/> VA Service-Connected Disability Compensation	\$	<input type="checkbox"/> Child Support	\$
<input type="checkbox"/> VA Non-Service-Connected Disability Pension	\$	<input type="checkbox"/> Alimony and other spousal support	\$
<input type="checkbox"/> Private Disability Insurance	\$	<input type="checkbox"/> Other Source (Specify: _____)	\$
<input type="checkbox"/> Worker's Compensation	\$		
Total Monthly Cash Income for Individual		\$	
36a. Cash Income Documentation <i>Do you have documents that verify income?</i>	<input type="checkbox"/> GR Form <input type="checkbox"/> Pay Stub <input type="checkbox"/> Utility Allowance <input type="checkbox"/> Child Support Forms <input type="checkbox"/> Social Security Forms <input type="checkbox"/> SSI Forms	<input type="checkbox"/> CalWORKs Form <input type="checkbox"/> Unemployment Insurance Forms <input type="checkbox"/> W-2 Forms <input type="checkbox"/> SSDI Form <input type="checkbox"/> Workmans Comp <input type="checkbox"/> Self Employment Docs	<input type="checkbox"/> Pension Letter/Stub <input type="checkbox"/> Unemployment Forms <input type="checkbox"/> Self Declaration <input type="checkbox"/> Employer Printout/Letter <input type="checkbox"/> VA Documentation <input type="checkbox"/> Other (Specify: _____)

Non-Cash Benefits - For adults 18 and older and/or Head of Household, all fields required unless otherwise noted

37. Do you receive any non-cash benefits?	<input type="checkbox"/> No <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected
If question #37 was answered as "Yes" (**), then the following question is required:			
Non-Cash Benefits <i>What non-cash benefits do you receive? (Check all that apply)</i>	<input type="checkbox"/> Food Stamps/CalFresh (Supplemental Nutrition Assistance Program, SNAP) <input type="checkbox"/> WIC (Special Supplemental Nutrition Program for Women, Infants, and Children) <input type="checkbox"/> CalWORKs child care services <input type="checkbox"/> CalWORKs transportation services <input type="checkbox"/> Other CalWORKs-funded services <input type="checkbox"/> Other source (Specify: _____)		

Health Insurance - All clients, all fields required unless otherwise noted

38. Are you covered by any type of health insurance?	<input type="checkbox"/> No* <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected
If question #38 was answered as "No" (*), then the following questions are required:			
Reason	<input type="checkbox"/> Applied; decision pending <input type="checkbox"/> Applied; client not eligible <input type="checkbox"/> Client did not apply <input type="checkbox"/> Insurance type N/A for this client		
<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected			
If question #38 was answered as "Yes" (**), then the following questions are required:			
38a. Health Insurance <i>(Check all that apply):</i>	<input type="checkbox"/> Medi-Cal (MEDICAID) <input type="checkbox"/> MEDICARE	<input type="checkbox"/> Private pay health insurance <input type="checkbox"/> State Health Insurance for Adults	

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

	<input type="checkbox"/> State Children's Health Insurance Program (SCHIP)	<input type="checkbox"/> Indian Health Services Program
	<input type="checkbox"/> VA medical services	<input type="checkbox"/> Other health insurance
	<input type="checkbox"/> Employer-provided health insurance	(Specify: _____)
	<input type="checkbox"/> COBRA	
38b. Health Insurance Provider	<input type="checkbox"/> Health Net <input type="checkbox"/> Molina <input type="checkbox"/> My Health LA (DHS) <input type="checkbox"/> Anthem Blue Cross <input type="checkbox"/> Kaiser Permanente	<input type="checkbox"/> VA <input type="checkbox"/> L.A. Care <input type="checkbox"/> Care 1 st Health Plan <input type="checkbox"/> Other <input type="checkbox"/> Unknown

Youth/TAY – For clients in TAY/RHY Program

*Please note: All questions shaded in dark gray are REQUIRED. All questions in light gray are SOFT REQUIRED. All questions not shaded at all (white) are not required. All questions answered with a * or ** that are followed by a follow-up questions are REQUIRED as well. Please read all parts of the document fully and thoroughly and follow the instructions. Follow this rule throughout the entire survey.*

39. Did you run away from home or a foster care home? (TAY)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
40. Have you ever been involved in any of the following systems? - (For ES, SH, TH Program, TAY Youth and RHY)		
Foster Care	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
Number of years in foster care:	<input type="checkbox"/> Less than one year <input type="checkbox"/> 1 to 2 years	<input type="checkbox"/> 3 to 5 or more years
Number of months in foster care:	<input type="checkbox"/> 1 month <input type="checkbox"/> 2 months <input type="checkbox"/> 3 months <input type="checkbox"/> 4 months <input type="checkbox"/> 5 months <input type="checkbox"/> 6 months	<input type="checkbox"/> 7 months <input type="checkbox"/> 8 months <input type="checkbox"/> 9 months <input type="checkbox"/> 10 months <input type="checkbox"/> 11 months
Juvenile Justice System	<input type="checkbox"/> No <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
Number of years in juvenile justice system:	<input type="checkbox"/> Less than one year <input type="checkbox"/> 1 to 2 years	<input type="checkbox"/> 3 to 5 or more years
Number of months in juvenile justice system:	<input type="checkbox"/> 1 month <input type="checkbox"/> 2 months <input type="checkbox"/> 3 months <input type="checkbox"/> 4 months <input type="checkbox"/> 5 months <input type="checkbox"/> 6 months	<input type="checkbox"/> 7 months <input type="checkbox"/> 8 months <input type="checkbox"/> 9 months <input type="checkbox"/> 10 months <input type="checkbox"/> 11 months
Mandated stay in inpatient or outpatient mental health treatment facility	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

	<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
Jail	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
Prison	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
Adult Probation	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
Parole	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
43. Which of the following best represents how you think about yourself? (For ES, SH, TH Program, TAY Youth and RHY)	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual	<input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Other sexual orientation (specify: _____) <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected

Health and Education – All clients aged 16 and older; all fields required unless otherwise noted

44. Are you pregnant?	<input type="checkbox"/> No <input type="checkbox"/> Yes**	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
If question #44 was answered as "Yes" (**), then the following question is required:		
44a. What is your due date?	____/____/____	
45. General Health (RHY or VASH Program or HoH/Adult aged 18 or older)	<input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Poor <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
72. Dental Health Status (RHY or VASH Program or HoH/Adult aged 18 or older)	<input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Poor <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
73. Mental Health Status (RHY or HoH/Adult aged 18 or older)	<input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Poor <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
46. What is the highest education level that you have completed? (RHY, SSVF, ILP or VASH Program or HoH/Adult aged 18 or older)	<input type="checkbox"/> Less than grade 5 <input type="checkbox"/> Grades 5-6 <input type="checkbox"/> Grades 7-8 <input type="checkbox"/> Grades 9-11 <input type="checkbox"/> Grade 12 <input type="checkbox"/> School program does not have grade levels	<input type="checkbox"/> Associates degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Graduate degree <input type="checkbox"/> Vocational certification <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

	<input type="checkbox"/> GED <input type="checkbox"/> Some college	<input type="checkbox"/> Data not collected
74. What is your current school status? (RHY or ILP Program or HoH/Adult aged 18 or older)	<input type="checkbox"/> Attending school regularly <input type="checkbox"/> Attending school irregularly <input type="checkbox"/> Graduated from high school <input type="checkbox"/> Dropped out <input type="checkbox"/> Suspended	<input type="checkbox"/> Expelled <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
74a. What is your current educational program type?	<input type="checkbox"/> Highschool/GED <input type="checkbox"/> Vocational program <input type="checkbox"/> Certificate/license program <input type="checkbox"/> Community college	<input type="checkbox"/> 4- year college/university <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected

SOAR Connection

75. Is the client connected with SOAR? (PATH, SSVF, or HoH/Adult aged 18 or older)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
---	---	---

Living in or out of Los Angeles County - SSVF, VASH, or HoH/Adult aged 18 or older

47. Last permanent address	
Street Address	
City	
State	
Zip	
Address Quality	<input type="checkbox"/> Full address reported <input type="checkbox"/> Incomplete or estimated address reported
	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
47a. Have you ever live outside of LA County? (ES, SH, or TH Program)	<input type="checkbox"/> No <input type="checkbox"/> Yes
	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
47b. How long has it been since you moved or moved back to LA County?	Day(s): _____ Week(s): _____ Month(s): _____ Year(s): _____
47c. Before the last time you lost your housing, where were you living?	<input type="checkbox"/> Los Angeles County <input type="checkbox"/> Other county in Southern California (Kern, Imperial, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, or Ventura) <input type="checkbox"/> Other county in California <input type="checkbox"/> Out of state

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

	<input type="checkbox"/> Outside of the United States <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
--	--

RHY – All RHY projects only EXCEPT for Street Outreach, all fields required unless otherwise noted

76. Referral Source	<input type="checkbox"/> Self-Referral <input type="checkbox"/> Individual: Parent/Guardian/Relative/Friend/Foster Parent/Other Individual <input type="checkbox"/> Outreach Project* <input type="checkbox"/> Temporary Shelter <input type="checkbox"/> Residential Project <input type="checkbox"/> Hotline <input type="checkbox"/> Child Welfare/CPS <input type="checkbox"/> Juvenile Justice	<input type="checkbox"/> Law Enforcement/Police <input type="checkbox"/> Mental Hospital <input type="checkbox"/> School <input type="checkbox"/> Other Organization <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
---------------------	--	--

If question #76 was answered as "Outreach Project" (*), then the following question is required:

76a. Number of times approached by outreach prior to entering the project _____

Family Critical Issues

77. Which of these critical issues affects one of your family members?	<input type="checkbox"/> Unemployment <input type="checkbox"/> Mental Health Issues <input type="checkbox"/> Physical Disability	<input type="checkbox"/> Alcohol or Substance Abuse <input type="checkbox"/> Insufficient Income to Support Youth <input type="checkbox"/> Incarcerated Parent of Youth
--	--	---

RHY BCP – RHY Basic Center Projects only, all fields required unless otherwise noted

78. Has the youth's BCP status been determined?	<input type="checkbox"/> No <input type="checkbox"/> Yes** 78a. Date of Determination: ____/____/____
---	--

If question #78 was answered as "Yes" (**), then the following question is required:

78b. Is the youth eligible for RHY services?	<input type="checkbox"/> No* <input type="checkbox"/> Yes**
--	--

If question #78b was answered as "No" (*), then the following question is required:

78c. Reason why services are not funded by BCP grant	<input type="checkbox"/> Out of age range <input type="checkbox"/> Ward of the state – immediate reunification <input type="checkbox"/> Ward of the criminal justice system – immediate reunification <input type="checkbox"/> Other
--	---

If question #78b was answered as "Yes" (**), then the following question is required:

78d. Is the youth a runaway?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
------------------------------	--

HOPWA – Medical Assistance; required if answered "yes" to #24

84. Receiving public HIV/AIDS medical assistance?	<input type="checkbox"/> No* <input type="checkbox"/> Client doesn't know
---	---

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

	<input type="checkbox"/> Yes <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
If question #84 was answered as "No" (*), then the following question is required:	
84a. Reason	<input type="checkbox"/> Applied; decision pending <input type="checkbox"/> Applied; client not eligible <input type="checkbox"/> Client did not apply <input type="checkbox"/> Insurance type N/A for this client <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
85. Receiving AIDS Drug Assistance Program (ADAP)?	<input type="checkbox"/> No* <input type="checkbox"/> Yes <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
If question #85 was answered as "No" (*), then the following question is required:	
85a. Reason	<input type="checkbox"/> Applied; decision pending <input type="checkbox"/> Applied; client not eligible <input type="checkbox"/> Client did not apply <input type="checkbox"/> Insurance type N/A for this client <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected

HOPWA – T-cell (CD4) and Viral load; required if answered "yes" to #24

86. T-cell (CD4) count available?	<input type="checkbox"/> No <input type="checkbox"/> Yes** <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
If question #86 was answered as "Yes" (**), then the following question is required:	
86a. T-cell count	
86b. How was the data obtained?	<input type="checkbox"/> Medical report <input type="checkbox"/> Client report <input type="checkbox"/> Other
87. Viral load available?	<input type="checkbox"/> Not available <input type="checkbox"/> Available** <input type="checkbox"/> Undetectable** <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
If question #87 was answered as "Available" or "Undetectable" (**), then the following question is required:	
87a. Viral load	
87b. How was the data obtained?	<input type="checkbox"/> Not available <input type="checkbox"/> Available** <input type="checkbox"/> Undetectable** <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected

Veteran Information (SSVF/VASH) – Head of Household only, all fields required unless otherwise noted

48. What is the AMI percentage for the Household's Income?			
<input type="checkbox"/> Less than 30%		<input type="checkbox"/> 30% to 50%	
		<input type="checkbox"/> Greater than 50%	
49. VAMC Station Number			
<input type="checkbox"/> (402) Togus, ME <input type="checkbox"/> (405) White River Junction, VT	<input type="checkbox"/> (544) Columbia, SC <input type="checkbox"/> (546) Miami, FL <input type="checkbox"/> (548) West Palm Beach, FL	<input type="checkbox"/> (612) N. California, CA <input type="checkbox"/> (613) Martinsburg, WV <input type="checkbox"/> (614) Memphis, TN	<input type="checkbox"/> (664) San Diego, CA <input type="checkbox"/> (666) Sheridan, WY <input type="checkbox"/> (667) Shreveport, LA

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

<input type="checkbox"/> (436) Montana HCS <input type="checkbox"/> (437) Fargo, ND <input type="checkbox"/> (438) Sioux Falls, SD <input type="checkbox"/> (442) Cheyenne, WY <input type="checkbox"/> (459) Honolulu, HI <input type="checkbox"/> (460) Wilmington, DE <input type="checkbox"/> (463) Anchorage, AK <input type="checkbox"/> (501) New Mexico HCS <input type="checkbox"/> (502) Alexandria, LA <input type="checkbox"/> (503) Altoona, PA <input type="checkbox"/> (504) Amarillo, TX <input type="checkbox"/> (506) Ann Arbor, MI <input type="checkbox"/> (508) Atlanta, GA <input type="checkbox"/> (509) Augusta, GA <input type="checkbox"/> (512) Baltimore HCS, MD <input type="checkbox"/> (515) Battle Creek, MI <input type="checkbox"/> (516) Bay Pines, FL <input type="checkbox"/> (517) Beckley, WV <input type="checkbox"/> (518) Bedford, MA <input type="checkbox"/> (519) Big Spring, TX <input type="checkbox"/> (520) Gulf Coast HCS, MS <input type="checkbox"/> (521) Birmingham, AL <input type="checkbox"/> (523) VA Boston HCS, MA <input type="checkbox"/> (526) Bronx, NY <input type="checkbox"/> (528) Western New York, NY <input type="checkbox"/> (529) Butler, PA <input type="checkbox"/> (531) Boise, ID <input type="checkbox"/> (534) Charleston, SC <input type="checkbox"/> (537) Jesse Brown VAMC (Chicago), IL <input type="checkbox"/> (538) Chillicothe, OH <input type="checkbox"/> (539) Cincinnati, OH <input type="checkbox"/> (540) Clarksburg, WV <input type="checkbox"/> (541) Cleveland, OH <input type="checkbox"/> (542) Coatesville, PA	<input type="checkbox"/> (549) Dallas, TX <input type="checkbox"/> (550) Danville, IL <input type="checkbox"/> (552) Dayton, OH <input type="checkbox"/> (553) Detroit, MI <input type="checkbox"/> (554) Denver, CO <input type="checkbox"/> (556) Captain James A Lovell FHCC <input type="checkbox"/> (557) Dublin, GA <input type="checkbox"/> (558) Durham, NC <input type="checkbox"/> (561) New Jersey HCS, NJ <input type="checkbox"/> (562) Erie, PA <input type="checkbox"/> (564) Fayetteville, AR <input type="checkbox"/> (565) Fayetteville, NC <input type="checkbox"/> (568) Black Hills HCS, SD <input type="checkbox"/> (570) Fresno, CA <input type="checkbox"/> (573) Gainesville, FL <input type="checkbox"/> (575) Grand Junction, CO <input type="checkbox"/> (578) Hines, IL <input type="checkbox"/> (580) Houston, TX <input type="checkbox"/> (581) Huntington, WV <input type="checkbox"/> (583) Indianapolis, IN <input type="checkbox"/> (585) Iron Mountain, MI <input type="checkbox"/> (586) Jackson, MS <input type="checkbox"/> (589) Kansas City, MO <input type="checkbox"/> (590) Hampton, VA <input type="checkbox"/> (593) Las Vegas, NV <input type="checkbox"/> (585) Lebanon, PA <input type="checkbox"/> (596) Lexington, KY <input type="checkbox"/> (598) Little Rock, AR <input type="checkbox"/> (600) Long Beach, CA <input type="checkbox"/> (603) Louisville, KY <input type="checkbox"/> (605) Loma Linda, CA <input type="checkbox"/> (607) Madison, WA <input type="checkbox"/> (608) Manchester, NH <input type="checkbox"/> (610) Northern Indiana HCS, IN	<input type="checkbox"/> (618) Minneapolis, MN <input type="checkbox"/> (619) Central Alabama Veterans HCS, AL <input type="checkbox"/> (620) VA Hudson Vally HCS, NY <input type="checkbox"/> (621) Mountain Home, TNN <input type="checkbox"/> (623) Muskogee, OK <input type="checkbox"/> (626) Middle Tennessee HCS, TN <input type="checkbox"/> (629) New Orleans, LA <input type="checkbox"/> (630) New York Harbor HCS, NY <input type="checkbox"/> (631) VA Central Western Massachusetts HCS <input type="checkbox"/> (632) Northport, NY <input type="checkbox"/> (635) Oklahoma City, OK <input type="checkbox"/> (636) Nebraska-W Iowa, NE <input type="checkbox"/> (637) Asheville, NC <input type="checkbox"/> (640) Palo Alto, CA <input type="checkbox"/> (642) Philadelphia, PA <input type="checkbox"/> (644) Phoenix, AZ <input type="checkbox"/> (646) Pittsburgh, PA <input type="checkbox"/> (648) Portland, OR <input type="checkbox"/> (649) Northern Arizona HCS <input type="checkbox"/> (650) Providence, RI <input type="checkbox"/> (652) Richmond, VA <input type="checkbox"/> (653) Roseburg, OR <input type="checkbox"/> (654) Reno, NV <input type="checkbox"/> (655) Saginaw, MI <input type="checkbox"/> (656) St. Cloud, MN <input type="checkbox"/> (657) St. Louis, MO <input type="checkbox"/> (658) Salem, VA <input type="checkbox"/> (659) Salisbury, NC <input type="checkbox"/> (660) Salt Lake City, UT <input type="checkbox"/> (662) San Francisco, CA <input type="checkbox"/> (663) VA Puget Sound, Wa	<input type="checkbox"/> (668) Spokane, WA <input type="checkbox"/> (671) San Antonio, TX <input type="checkbox"/> (672) San Juan, PR <input type="checkbox"/> (673) Tampa, FL <input type="checkbox"/> (674) Temple, TX <input type="checkbox"/> (675) Orlando, FL <input type="checkbox"/> (676) Tomah, WI <input type="checkbox"/> (678) Southern Arizona HCS <input type="checkbox"/> (679) Tuscaloosa, AL <input type="checkbox"/> (687) Walla Walla, Wa <input type="checkbox"/> (688) Washington, DC <input type="checkbox"/> (689) VA Connecticut HCS, CT <input type="checkbox"/> (691) Greater Los Angeles HCS <input type="checkbox"/> (692) White City, OR <input type="checkbox"/> (693) Wilkes-Barre, PA <input type="checkbox"/> (695) Milwaukee, WI <input type="checkbox"/> (740) VA Texas Vally Coastal Bend HCS <input type="checkbox"/> (756) El Paso, TX <input type="checkbox"/> (757) Columbus, OH <input type="checkbox"/> (459GE) Guam <input type="checkbox"/> (528A5) Canadagua, NY <input type="checkbox"/> (528A6) Bath, NY <input type="checkbox"/> (528A7) Syracuse, NY <input type="checkbox"/> (528A8) Albany, NY <input type="checkbox"/> (589A4) Columbia, MO <input type="checkbox"/> (589A5) Kansas City, MO <input type="checkbox"/> (589A6) Eastern KS HCS, KS <input type="checkbox"/> (589A7) Wichita, KS <input type="checkbox"/> (636A6) Central Iowa, IA <input type="checkbox"/> (636A8) Iowa City, IA <input type="checkbox"/> (657A4) Poplar Bluff, MO <input type="checkbox"/> (657A5) Marion, IL
--	---	---	--

SSVF HP Targeting Criteria – SSVF Homelessness Prevention projects only, required for Head of Household

53. Referred by Coordinated Entry or a homeless assistance provider to prevent the household from entering an emergency shelter or transitional housing or from staying in a place not meant for human habitation.

☐ No (0 points) ☐ Yes

54. Current housing loss expected within:

☐ 0-6 days ☐ 14-21 days

55. Current household income is \$0

☐ No (0 points)

56. Annual household gross income amount

☐ 0-14% of AMI for household size

HMIS Intake and Enrollment Form

Client Name / HMIS ID: _____

<input type="checkbox"/> 7-13 days <input type="checkbox"/> More than 21 days (0 points)	<input type="checkbox"/> Yes	<input type="checkbox"/> 15-30% of AMI for household size <input type="checkbox"/> More than 30% AMI for household size (0 points)
---	------------------------------	---

57. Sudden and significant decrease in cash income (employment and/or cash benefits) and/or unavoidable increase in non-discretionary expenses (e.g., rent or medical expenses) in the past 6 months	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes

58. Major change in household composition (e.g., death of family member, separation/divorce from adult partner, birth of new child) in the past 12 months	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes

59. Rental Evictions within the Past 7 Years	
<input type="checkbox"/> 4 or more prior rental evictions <input type="checkbox"/> 2-3 prior rental evictions <input type="checkbox"/> 1 prior rental eviction <input type="checkbox"/> No prior rental evictions (0 points)	

60. Currently at risk of losing a tenant-based housing subsidy or housing in a subsidized building or unit	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes

61. History of Literal Homelessness (street/shelter/transitional housing)	
<input type="checkbox"/> 4 or more times or total of at least 12 months in past three years <input type="checkbox"/> 2-3 times in past three years <input type="checkbox"/> 1 time in past three years <input type="checkbox"/> None (0 points)	

62. Head of household with disabling condition (physical health, mental health, substance use) that directly affects ability to secure/maintain housing	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes

63. Criminal record for arson, drug dealing or manufacture, or felony offense against persons or property	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes

64. Registered sex offender	65. At least one dependent child under age 6	66. Single parent with minor child(ren)
<input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes	<input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes	<input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes

67. Household size of 5 or more requiring at least 3 bedrooms (due to age/gender mix)	68. Any Veteran in household served in Iraq or Afghanistan	69. Female Veteran
<input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes	<input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes	<input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes

70. HP applicant total points	71. Grantee targeting threshold score

EXHIBIT V
MONTHLY SUMMARY REPORT



RACE/ETHNICITY

White _____
Black/African American _____
Asian _____
American Indian or Alaskan Native _____
Native Hawaiian or Other Pacific Islander _____
American Indian or Alaska Native AND White _____
Asian AND White _____
Hispanic/Latino _____
Black/African American AND White _____
American Indian/Alaska Native AND Black/African American _____
Other: _____

SEX

Female Head of Household _____ (i.e., female with dependent child)

INCOME

Total Redondo Beach Clients _____
Total Low Income _____ (51%-80% Area Median Income)
Total Very Low Income _____ (31%-50% Area Median Income)
Total Extremely Low Income _____ (Equal to or less than 30%)
Total Non-Low Income _____

Agency Director

Agency Name

EXHIBIT VI

PUBLIC SERVICE AGENCY EXPENDITURE REPORT City of Redondo Beach Department of Community Service

1. Contractor's Name: _____ 2. Address of Contractor: _____
3. Fiscal Year Report No. _____ 4. Report Period
Month or Quarter _____
5. Contact Person: _____ 6. Telephone No.: _____
-

I. REQUEST FOR PAYMENT

1. Total Cumulative Expenditures (Section II, Column C-2, Line 5) \$ _____
2. Reimbursements to Date \$ _____
3. Amount Requested for Payment \$ _____
-

CITY USE ONLY

Date Report Received _____ *Amount Authorized* _____
Date Report Reviewed _____ *Reviewed By* _____

II. CITY FUNDED EXPENDITURES

A. LINE ITEM COSTS	B. PROGRAM BUDGET	C. EXPENDITURES		D. AVAILABLE BALANCE
		1. Current	2. Cumulative	
1. Staff Salary: wages				
2. Equipment				
3. Rent/Lease Costs				
4. Other				
5. Total Costs				

EXHIBIT VII

INSURANCE REQUIREMENTS FOR CONTRACTORS

Without limiting Contractor's indemnification obligations under this Agreement, Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).

Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).

Workers' Compensation insurance as required by the State of California.

Employer's Liability Insurance.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project.

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers or (2) the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Endorsement:

General Liability: The City, its officers, elected and appointed officials, employees, and volunteers shall be covered as insureds with respect to liability arising out of work performed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance, or as a separate owner's policy.

Automobile Liability: The City, its officers, elected and appointed officials, employees, and volunteers shall be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor.

For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, elected and appointed officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Each insurance policy shall be endorsed to state that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverages afforded shall apply as though separate policies had been issued to each insured.

Each insurance policy shall be in effect prior to awarding the contract and each insurance policy or a successor policy shall be in effect for the duration of the project. The maintenance of proper insurance coverage is a material element of the contract and failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of contract on the Contractor's part.

Acceptability of Insurers

Insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII and which are authorized to transact insurance business in the State of California by the Department of Insurance.

Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on the City authorized forms provided with the contract specifications. Standard ISO forms which shall be subject to City approval and amended to conform to the City's requirements may be acceptable in lieu of City authorized forms. All certificates and endorsements shall be received and approved by the City before the contract is awarded. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Risk Management

Contractor acknowledges that insurance underwriting standards and practices are subject to change, and the City reserves the right to make changes to these provisions in the reasonable discretion of its Risk Manager.