

## **Exhibit B**

### **Scope of Service**

SCOPE OF SERVICE - Provider, will be responsible for administering the Homeless Housing, Assistance, and Prevention Program (HHAP) Fund activity in a manner satisfactory to AE and consistent with any standards required as a condition of providing these funds in accordance with Cal ICH.

### **SCOPE OF WORK**

By accepting these funds, the Provider acknowledges that the disbursement of funds is a portion of their total allocation under the HHAP-4 Program, to be used solely for section 3. Street Outreach, section 4. Service Coordination, section 7. Prevention and Shelter Diversion, and section 8. Interim Sheltering (“Activity” or “Activities”) as outlined below:

1. Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
2. Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
3. Street outreach to assist persons experiencing homelessness to access permanent housing and services.
4. Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
5. Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.
6. Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.
7. Prevention and shelter diversion to permanent housing, including rental subsidies
8. Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:
  - a. The number of available shelter beds in the city, county, or region served by a continuum of care;
  - b. The number of people experiencing unsheltered homelessness in the homeless point-in-time count;
  - c. Shelter vacancy rate in the summer and winter months;

- d. Percentage of exits from emergency shelters to permanent housing solutions; and
  - e. A plan to connect residents to permanent housing
  - f. Any new interim sheltering funded by round 2 funds must be low barrier, comply with Housing First, and prioritize interventions other than congregate shelters.
9. Improvements to existing emergency shelters to lower barriers and increase privacy.

#### CLIENT SERVICES

1. All services must be provided in accordance with Housing First principals.
2. Provider must participate to the maximum extent possible Coordinated Entry (CE) process for each client served. This includes enrolling homeless participants into CE if they are not already enrolled. Coordinated Entry provides a critical path from homelessness to housing for many people experiencing sheltered homelessness.
3. Provider must ensure all participants associated with your program be enrolled and exited from your program in Homeless Management Information System (“HMIS”) as shown in Exhibit E with services reported therein if appropriate.

#### PROVIDER RESPONSIBILITIES

Provider will be responsible for:

1. Recruitment and training of all staff (paid and volunteer) necessary to successfully carry out the Activity;
2. Program operating and overhead costs not covered by the terms of the Contract;
3. Satisfactory completion and submission of Exhibit D with accompanying documentation to verify the expenses no less than monthly unless otherwise agreed upon by the Provider and the AE.
4. Timely expenditure of HHAP funds;
5. Submission of monthly reports and invoices for the prior quarter by the 20<sup>th</sup> of the following month.
6. Submission of final program statistics no later than January 20, 2026;
7. Applying for all available sources of funding that can be used to supplement HHAP funds in the operation of activity;
8. Submission of Provider’s independent audit, financial statement, or any supporting documentation relevant to the delivery of this Activity upon request of AE and cooperation with monitoring activities at the request of the AE; and

9. Submitting in writing any requests to change the scope of services, budget, or method of compensation contained in the Contract and accompanying Exhibits.