

**CITY OF CHULA VISTA AND CITY OF NATIONAL  
CITY CONTRACTOR/SERVICE PROVIDER  
SERVICES AGREEMENT WITH ALPHA PROJECT**

This Agreement is entered into effective as of July 28, 2020 (“Effective Date”) by and between the **City of Chula Vista**, a chartered municipal corporation, (“City”) and **the City of National City**, a chartered municipal corporation, (“National City”) and **Alpha Project** (“Contractor/Service Provider”) (collectively, the “Parties” and, individually, a “Party”) with reference to the following facts:

**RECITALS**

WHEREAS, the City of Chula Vista, National City, and Alpha Project partnered to submit a Homeless Emergency Aid Programing (“HEAP”) funding application with the Regional Task Force for Homeless (“RTFH”) to provide services to address homelessness; and

WHEREAS, the application for HEAP was approved by the RFTH, but for an amount lower than requested, with the City of Chula Vista acting as the funding “pass through” entity under the terms of a subrecipient agreement with RFTH (Agreement No. HEAP-2020-COC-01); and,

WHEREAS, THE City, National City, and Alpha Project desire to implement the programs/projects to be funded by the HEAP grant, with the services required to be provided by Contractor/Service Provider under this agreement split equally between City and National City; and,

WHEREAS, Contractor/Service Provider warrants and represents that it is experienced and staffed in a manner such that it can deliver the services required of Contractor/Service Provider to City in accordance with the time frames and the terms and conditions of this Agreement.

**[End of Recitals. Next Page Starts Obligatory  
Provisions.]**

## OBLIGATORY PROVISIONS

NOW, THEREFORE, in consideration of the above recitals, the covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which the Parties hereby acknowledge, City, National City, and Contractor/Service Provider hereby agree as follows:

### 1. SERVICES

1.1 Required Services. Contractor/Service Provider agrees to perform the services, and deliver to City and National City the “Deliverables” (if any) described in the attached Exhibit A, incorporated into the Agreement by this reference, within the time frames set forth therein, time being of the essence for this Agreement. The services and/or Deliverables described in Exhibit A shall be referred to herein as the “Required Services.”

1.2 Reductions in Scope of Work. City may independently, or upon request from Contractor/Service Provider, from time to time, reduce the Required Services to be performed by the Contractor/Service Provider under this Agreement. Upon doing so, City, and Contractor/Service Provider, as applicable, agree to meet and confer in good faith for the purpose of negotiating a corresponding reduction in the compensation associated with the reduction.

1.3 Additional Services. Subject to compliance with the City’s Charter, codes, policies, procedures and ordinances governing procurement and purchasing authority, City may request Contractor/Service Provider provide additional services related to the Required Services (“Additional Services”). If so, City and Contractor/Service Provider agree to meet and confer in good faith for the purpose of negotiating an amendment to Exhibit A, to add the Additional Services. Unless otherwise agreed, compensation for the Additional Services shall be charged and paid consistent with the rates and terms already provided therein. Once added to Exhibit A, “Additional Services” shall also become “Required Services” for purposes of this Agreement.

1.4 Reduction in Scope of Work/Additional Services. Should National City desire a reduction in the Scope of Work or wish to add Additional Services, the City and Alpha Project agree to meet and confer in good faith to negotiate an Amendment of this agreement to add or reduce services under this Agreement.

1.5 Standard of Care. Contractor/Service Provider expressly warrants and agrees that any and all Required Services hereunder shall be performed in accordance with the highest standard of care exercised by members of the profession currently practicing under similar conditions and in similar locations.

1.6 No Waiver of Standard of Care. Where approval by City or National City is required, it is understood to be conceptual approval only and does not relieve the Contractor/Service Provider of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the Contractor/Service Provider or its subcontractors.

1.7 Security for Performance. In the event that Exhibit A Section 4 indicates the need for Contractor/Service Provider to provide additional security for performance of its duties under this Agreement, Contractor/Service Provider shall provide such additional security prior to

commencement of its Required Services in the form and on the terms prescribed on Exhibit A, or as otherwise prescribed by the City Attorney for the City of Chula Vista.

1.8 Compliance with Laws. In its performance of the Required Services, Contractor/Service Provider shall comply with any and all applicable federal, state and local laws, including the Chula Vista Municipal Code and the National City Municipal Code.

1.9 Business License. Prior to commencement of work, Contractor/Service Provider shall obtain business licenses from City and National City.

1.10 Subcontractors. Prior to commencement of any work, Contractor/Service Provider shall submit for City's and National City's information and approval a list of any and all subcontractors to be used by Contractor/Service Provider in the performance of the Required Services. Contractor/Service Provider agrees to take appropriate measures necessary to ensure that all subcontractors and personnel utilized by the Contractor/Service Provider to complete its obligations under this Agreement comply with all applicable laws, regulations, ordinances, and policies, whether federal, state, or local. In addition, if any subcontractor is expected to fulfill any responsibilities of the Contractor/Service Provider under this Agreement, Contractor/Service Provider shall ensure that each and every subcontractor carries out the Contractor/Service Provider's responsibilities as set forth in this Agreement.

1.11 Term. This Agreement shall commence on the earlier to occur of the Effective Date or Contractor/Service Provider's commencement of the Required Services hereunder, and shall terminate when the Parties have complied with all their obligations hereunder; provided, however, provisions which expressly survive termination shall remain in effect.

1.11 RTFH Agreement. This Agreement is subject to the terms of the related subrecipient agreement with RFTH (Agreement No. HEAP 2019-CV01; referred to as "Subrecipient Agreement") which is hereby fully incorporated by reference into this Agreement. In the event of any conflict of terms between this Agreement and the Subrecipient Agreement, the Subrecipient Agreement shall govern.

## 2. COMPENSATION

2.1 General. For satisfactory performance of the Required Services, City, as the fiscal agent pursuant to HEAP agreement number HEAP 2019-CV01, agrees to compensate Contractor/Service Provider in the amount(s) and on the terms set forth in Exhibit A, Section 4. Standard terms for billing and payment are set forth in this Section 2.

2.2 Detailed Invoicing. Contractor/Service Provider agrees to provide City with a detailed invoice for services performed each month, within thirty (30) days of the end of the month in which the services were performed, unless otherwise specified in Exhibit A. Invoicing shall begin on the first of the month following the Effective Date of the Agreement. All charges must be presented in a line item format with each task separately explained in reasonable detail. Each invoice shall include the current monthly amount being billed, the amount invoiced to date, and the remaining amount available under any approved budget. Contractor/Service Provider must obtain prior written authorization from City for any fees or expenses that exceed the estimated budget.

2.3 Payment to Contractor/Service Provider. Upon receipt of a properly prepared invoice and confirmation that the Required Services detailed in the invoice have been satisfactorily performed to the Satisfaction of City and National City, City shall pay Contractor/Service Provider for the invoice amount within thirty (30) days. Payment shall be made in accordance with the terms and conditions set forth in Exhibit A and section 2.4, below. At City's discretion, invoices not timely submitted may be subject to a penalty of up to five percent (5%) of the amount invoiced.

2.4 Retention Policy. City shall retain ten percent (10%) of the amount due for Required Services detailed on each invoice (the "holdback amount"). Upon City review and determination of Project Completion, the holdback amount will be issued to Contractor/Service Provider.

2.5 Reimbursement of Costs. City may reimburse Contractor/Service Provider's out-of-pocket costs incurred by Contractor/Service Provider in the performance of the Required Services if negotiated in advance and included in Exhibit A. Unless specifically provided in Exhibit A, Contractor/Service Provider shall be responsible for any and all out-of-pocket costs incurred by Contractor/Service Provider in the performance of the Required Services.

2.6 Exclusions. City shall not be responsible for payment to Contractor/Service Provider for any fees or costs in excess of any agreed upon budget, rate or other maximum amount(s) provided for in Exhibit A. City shall also not be responsible for any cost: (a) incurred prior to the Effective Date; or (b) arising out of or related to the errors, omissions, negligence or acts of willful misconduct of Contractor/Service Provider, its agents, employees, or subcontractors.

2.7 Payment Not Final Approval. Contractor/Service Provider understands and agrees that payment to the Contractor/Service Provider or reimbursement for any Contractor/Service Provider costs related to the performance of Required Services does not constitute a City final decision regarding whether such payment or cost reimbursement is allowable and eligible for payment under this Agreement, nor does it constitute a waiver of any violation by Contractor/Service Provider of the terms of this Agreement. If City determines that Contractor/Service Provider is not entitled to receive any amount of compensation already paid, City will notify Contractor/Service Provider in writing and Contractor/Service Provider shall promptly return such amount.

### 3. INSURANCE

3.1 Required Insurance. Contractor/Service Provider must procure and maintain, during the period of performance of Required Services under this Agreement, and for twelve months after completion of Required Services, the policies of insurance described on the attached Exhibit B, incorporated into the Agreement by this reference (the "Required Insurance"). The Required Insurance shall also comply with all other terms of this Section.

3.2 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions relating to the Required Insurance must be disclosed to and approved by City in advance of the commencement of work.

3.3 Standards for Insurers. Required Insurance must be placed with licensed insurers admitted to transact business in the State of California with a current A.M. Best's rating of A V or better, or,

if insurance is placed with a surplus lines insurer, insurer must be listed on the State of California List of Eligible Surplus Lines Insurers (LESLI) with a current A.M. Best's rating of no less than A X. For Workers' Compensation Insurance, insurance issued by the State Compensation Fund is also acceptable.

3.4 Subcontractors. Contractor/Service Provider must include all sub-Contractor/Service Providers/sub- contractors as insureds under its policies and/or furnish separate certificates and endorsements demonstrating separate coverage for those not under its policies. Any separate coverage for sub-Contractor/Service Providers must also comply with the terms of this Agreement.

3.5 Additional Insureds. City and National City, including their officers, officials, employees, agents, and volunteers must be named as additional insureds with respect to any policy of general liability, automobile, or pollution insurance specified as required in Exhibit B or as may otherwise be specified by City's Risk Manager. The general liability additional insured coverage must be provided in the form of an endorsement to the Contractor/Service Provider's insurance using ISO CG 2010 (11/85) or its equivalent; such endorsement must not exclude Products/Completed Operations coverage.

3.6 General Liability Coverage to be "Primary." Contractor/Service Provider's general liability coverage must be primary insurance as it pertains to City and National City, their officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City or National City, their officers, officials, employees, or volunteers is wholly separate from the insurance provided by Contractor/Service Provider and in no way relieves Contractor/Service Provider from its responsibility to provide insurance.

3.7 No Cancellation. No Required Insurance policy may be canceled by either Party during the required insured period under this Agreement, except after thirty days' prior written notice to City and National City by certified mail, return receipt requested. Prior to the effective date of any such cancellation Contractor/Service Provider must procure and put into effect equivalent coverage(s).

3.8 Waiver of Subrogation. Contractor/Service Provider's insurer(s) will provide a Waiver of Subrogation in favor of the City and National City for each Required Insurance policy under this Agreement. In addition, Contractor/Service Provider waives any right it may have or may obtain to subrogation for a claim against City and National City.

3.9 Verification of Coverage. Prior to commencement of any work, Contractor/Service Provider shall furnish City and National City with original certificates of insurance and any amendatory endorsements necessary to demonstrate to City and National City that Contractor/Service Provider has obtained the Required Insurance in compliance with the terms of this Agreement. The words "will endeavor" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives" or any similar language must be deleted from all certificates. The required certificates and endorsements should otherwise be on industry standard forms. The City and National City reserve the right to require, at any time, complete, certified copies of all required insurance policies, including endorsements evidencing the coverage required by these specifications.

3.10 Claims Made Policy Requirements. If General Liability, Pollution and/or Asbestos Pollution Liability and/or Errors & Omissions coverage are required and are provided on a claims-made form, the following requirements also apply:

a. The “Retro Date” must be shown, and must be before the date of this Agreement or the beginning of the work required by this Agreement.

b. Insurance must be maintained, and evidence of insurance must be provided, for at least five (5) years after completion of the work required by this Agreement.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a “Retro Date” prior to the effective date of this Agreement, the Contractor/Service Provider must purchase “extended reporting” coverage for a minimum of five (5) years after completion of the work required by this Agreement.

d. A copy of the claims reporting requirements must be submitted to the City for review.

3.11 Not a Limitation of Other Obligations. Insurance provisions under this section shall not be construed to limit the Contractor/Service Provider’s obligations under this Agreement, including Indemnity.

3.12 Additional Coverage. To the extent that insurance coverage provided by Contractor/Service Provider maintains higher limits than the minimums appearing in Exhibit B, City requires and shall be entitled to coverage for higher limits maintained.

#### 4. INDEMNIFICATION

4.1. General. To the maximum extent allowed by law, Contractor/Service Provider shall protect, defend, indemnify and hold harmless City and National City, their elected and appointed officers, agents, employees and volunteers (collectively, “Indemnified Parties”), from and against any and all claims, demands, causes of action, costs, expenses, (including reasonable attorneys’ fees and court costs), liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence, or willful misconduct of Contractor/Service Provider, its officials, officers, employees, agents, and contractors, arising out of or in connection with the performance of the Required Services, the results of such performance, or this Agreement. This indemnity provision does not include any claims, damages, liability, costs and expenses arising from the sole negligence or willful misconduct of the Indemnified Parties. Also covered is liability arising from, connected with, caused by or claimed to be caused by the active or passive negligent acts or omissions of the Indemnified Parties which may be in combination with the active or passive negligent acts or omissions of the Contractor/Service Provider, its employees, agents or officers, or any third party.

4.2. Modified Indemnity Where Agreement Involves Design Professional Services. Notwithstanding the forgoing, if the services provided under this Agreement are design professional services, as defined by California Civil Code section 2782.8, as may be amended from time to time, the defense and indemnity obligation under Section 1, above, shall be limited to the extent required by California Civil Code section 2782.8.



4.3 Costs of Defense and Award. Included in Contractor/Service Provider's obligations under this Section 4 is Contractor/Service Provider's obligation to defend, at Contractor/Service Provider's own cost, expense and risk, any and all suits, actions or other legal proceedings that may be brought or instituted against one or more of the Indemnified Parties. Subject to the limitations in this Section 4, Contractor/Service Provider shall pay and satisfy any judgment, award or decree that may be rendered against one or more of the Indemnified Parties for any and all related legal expenses and costs incurred by any of them.

4.4. Contractor/Service Provider's Obligations Not Limited or Modified. Contractor/Service Provider's obligations under this Section 4 shall not be limited to insurance proceeds, if any, received by the Indemnified Parties, or by any prior or subsequent declaration by the Contractor/Service Provider. Furthermore, Contractor/Service Provider's obligations under this Section 4 shall in no way limit, modify or excuse any of Contractor/Service Provider's other obligations or duties under this Agreement.

4.5. Enforcement Costs. Contractor/Service Provider agrees to pay any and all costs City and National City incur in enforcing Contractor/Service Provider's obligations under this Section 4.

4.6 Survival. Contractor/Service Provider's obligations under this Section 4 shall survive the termination of this Agreement.

## **5. FINANCIAL INTERESTS OF CONTRACTOR/SERVICE PROVIDER.**

5.1 Form 700 Filing. The California Political Reform Act and the Chula Vista Conflict of Interest Code require certain government officials and Contractor/Service Providers performing work for government agencies to publicly disclose certain of their personal assets and income using a Statement of Economic Interests form (Form 700). In order to assure compliance with these requirements, Contractor/Service Provider shall comply with the disclosure requirements identified in the attached Exhibit C, incorporated into the Agreement by this reference.

5.2 Disclosures; Prohibited Interests. Independent of whether Contractor/Service Provider is required to file a Form 700, Contractor/Service Provider warrants and represents that it has disclosed to City any economic interests held by Contractor/Service Provider, or its employees or subcontractors who will be performing the Required Services, in any real property or project which is the subject of this Agreement. Contractor/Service Provider warrants and represents that it has not employed or retained any company or person, other than a bona fide employee or approved subcontractor working solely for Contractor/Service Provider, to solicit or secure this Agreement. Further, Contractor/Service Provider warrants and represents that it has not paid or agreed to pay any company or person, other than a bona fide employee or approved subcontractor working solely for Contractor/Service Provider, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor/Service Provider further warrants and represents that no officer or employee of City, has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, the proceeds hereof, or in the business of Contractor/Service Provider or Contractor/Service Provider's subcontractors. Contractor/Service Provider further agrees to notify City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement. For breach or violation of any of these warranties, City shall have the right to rescind

this Agreement without liability.

5.3 National City Requirements. National City may also require to Contractor/Service Provider to abide by the terms of this Section 5 by providing written notice to Contractor/Service Provider of such requirement.

## 6. REMEDIES

6.1 Termination for Cause. If for any reason whatsoever Contractor/Service Provider shall fail to perform the Required Services under this Agreement, in a proper or timely manner, or if Contractor/Service Provider shall violate any of the other covenants, agreements or conditions of this Agreement (each a "Default"), in addition to any and all other rights and remedies City may have under this Agreement, at law or in equity, City shall have the right to terminate this Agreement by giving five (5) days written notice to Contractor/Service Provider. Such notice shall identify the Default and the Agreement termination date. If Contractor/Service Provider notifies City of its intent to cure such Default prior to City's specified termination date, and City agrees that the specified Default is capable of being cured, City may grant Contractor/Service Provider up to ten (10) additional days after the designated termination date to effectuate such cure. In the event of a termination under this Section 6.1, Contractor/Service Provider shall immediately provide City any and all "Work Product" (defined in Section 7 below) prepared by Contractor/Service Provider as part of the Required Services. Such Work Product shall be City's sole and exclusive property as provided in Section 7 hereof. Contractor/Service Provider may be entitled to compensation for work satisfactorily performed prior to Contractor/Service Provider's receipt of the Default notice; provided, however, in no event shall such compensation exceed the amount that would have been payable under this Agreement for such work, and any such compensation shall be reduced by any costs incurred or projected to be incurred by City as a result of the Default.

6.2 Termination or Suspension for Convenience of City. City may suspend or terminate this Agreement, or any portion of the Required Services, at any time and for any reason, with or without cause, by giving specific written notice to Contractor/Service Provider of such termination or suspension at least fifteen (15) days prior to the effective date thereof. Upon receipt of such notice, Contractor/Service Provider shall immediately cease all work under the Agreement and promptly deliver all "Work Product" (defined in Section 7 below) to City. Such Work Product shall be City's sole and exclusive property as provided in Section 7 hereof. Contractor/Service Provider shall be entitled to receive just and equitable compensation for this Work Product in an amount equal to the amount due and payable under this Agreement for work satisfactorily



performed as of the date of the termination/suspension notice plus any additional remaining Required Services requested or approved by City in advance that would maximize City's value under the Agreement.

6.3 Waiver of Claims. In the event City terminates the Agreement in accordance with the terms of this Section, Contractor/Service Provider hereby expressly waives any and all claims for damages or compensation as a result of such termination against both the City and National City except as expressly provided in this Section 6.

6.4 Administrative Claims Requirements and Procedures. No suit or arbitration shall be brought arising out of this Agreement against City unless a claim has first been presented in writing and filed with City and acted upon by City in accordance with the procedures set forth in Chapter 1.34 of the Chula Vista Municipal Code, as same may be amended, the provisions of which, including such policies and procedures used by City in the implementation of same, are incorporated herein by this reference. Upon request by City, Contractor/Service Provider shall meet and confer in good faith with City for the purpose of resolving any dispute over the terms of this Agreement. This paragraph applies to National City if it is pursuing any suit or arbitration against City. In addition, this section applies to Contractor/Service Provider is pursuing any suit of arbitration against National City.

6.5 Governing Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action arising under or relating to this Agreement shall be brought only in San Diego County, State of California.

6.6 Service of Process. Contractor/Service Provider agrees that it is subject to personal jurisdiction in California. If Contractor/Service Provider is a foreign corporation, limited liability company, or partnership that is not registered with the California Secretary of State, Contractor/Service Provider irrevocably consents to service of process on Contractor/Service Provider by first class mail directed to the individual and address listed under "For Legal Notice," in section 1.B. of Exhibit A to this Agreement, and that such service shall be effective five days after mailing.

## **7. OWNERSHIP AND USE OF WORK PRODUCT**

All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems and any other materials or properties produced in whole or in part under this Agreement in connection with the performance of the Required Services (collectively "Work Product") shall be the sole and exclusive property of City. No such Work Product shall be subject to private use, copyrights or patent rights by Contractor/Service Provider in the United States or in any other country without the express, prior written consent of City. City shall have unrestricted authority to publish, disclose, distribute, and otherwise use, copyright or patent, in whole or in part, any such Work Product, without requiring any permission of Contractor/Service Provider, except as may be limited by the provisions of the Public Records Act or expressly prohibited by other applicable laws. With respect to computer files containing data generated as Work Product, Contractor/Service Provider shall make available to City, upon reasonable written request by City, the necessary functional computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

## 8. GENERAL PROVISIONS

8.1 Amendment. This Agreement may be amended, but only in writing signed by all Parties.

8.2 Assignment. City and National City would not have entered into this Agreement but for Contractor/Service Provider's unique qualifications and traits. Contractor/Service Provider shall not assign any of its rights or responsibilities under this Agreement, nor any part hereof, without City's prior written consent, which City may grant, condition or deny in its sole discretion.

8.3 Authority. The person(s) executing this Agreement for Contractor/Service Provider warrants and represents that they have the authority to execute same on behalf of Contractor/Service Provider and to bind Contractor/Service Provider to its obligations hereunder without any further action or direction from Contractor/Service Provider or any board, principle or officer thereof.

8.4 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one Agreement after each Party has signed such a counterpart.

8.5 Entire Agreement. This Agreement together with all exhibits attached hereto and other agreements expressly referred to herein, constitutes the entire Agreement between the Parties with respect to the subject matter contained herein. All exhibits referenced herein shall be attached hereto and are incorporated herein by reference. All prior or contemporaneous agreements, understandings, representations, warranties and statements, oral or written, are superseded.

8.6 Record Retention. During the course of the Agreement and for three (3) years following completion of the Required Services, Contractor/Service Provider agrees to maintain, intact and readily accessible, all data, documents, reports, records, contracts, and supporting materials relating to the performance of the Agreement, including accounting for costs and expenses charged to City and National City, including such records in the possession of sub-contractors/sub-Contractor/Service Providers.

8.7 Further Assurances. The Parties agree to perform such further acts and to execute and deliver such additional documents and instruments as may be reasonably required in order to carry out the provisions of this Agreement and the intentions of the Parties.

8.8 Independent Contractor. Contractor/Service Provider is and shall at all times remain as to City and National City a wholly independent contractor. Neither City and National City nor any of their officers, employees, agents or volunteers shall have control over the conduct of Contractor/Service Provider or any of Contractor/Service Provider's officers, employees, or agents ("Contractor/Service Provider Related Individuals"), except as set forth in this Agreement. No Contractor/Service Provider Related Individuals shall be deemed employees of City or National City, and none of them shall be entitled to any benefits to which City or National City employees are entitled, including but not limited to, overtime, retirement benefits, worker's compensation benefits, injury leave or other leave benefits. Furthermore, neither City or National City will withhold state or federal income tax, social security tax or any other payroll tax with respect to any Contractor/Service Provider Related Individuals; instead, Contractor/Service Provider shall be solely responsible for the payment of same and shall hold the City and National City harmless with respect to same. Contractor/Service Provider shall not at any time or in any manner represent that it or any of its Contractor/Service Provider Related Individuals are employees or agents of City

or National City. Contractor/Service Provider shall not incur or have the power to incur any debt, obligation or liability whatsoever against City or National City, or bind City or National City in any manner.

8.9 Notices. All notices, demands or requests provided for or permitted to be given pursuant to this Agreement must be in writing. All notices, demands and requests to be sent to any Party shall be deemed to have been properly given or served if personally served or deposited in the United States mail, addressed to such Party, postage prepaid, registered or certified, with return receipt requested, at the addresses identified in this Agreement at the places of business for each of the designated Parties as indicated in Exhibit A, or otherwise provided in writing.

**(End of page. Next page is signature page.)**

**SIGNATURE PAGE  
CONTRACTOR/SERVICE PROVIDER SERVICES AGREEMENT**

IN WITNESS WHEREOF, by executing this Agreement where indicated below, City, National City, and Contractor/Service Provider agree that they have read and understood all terms and conditions of the Agreement, that they fully agree and consent to bound by same, and that they are freely entering into this Agreement as of the Effective Date.

**ALPHA PROJECT**

**BY:** \_\_\_\_\_  
Bob McElroy,  
President and CEO

**CITY OF CHULA VISTA**

**BY:** \_\_\_\_\_  
  
Maria Kachadoorian,  
Chula Vista City Manager

**CITY OF NATIONAL CITY**

**BY:** \_\_\_\_\_  
  
Brad Raulston  
National City City Manager

**ATTEST**

**BY:** \_\_\_\_\_  
  
Kerry K. Bigelow, MMC  
Chula Vista City Clerk

**BY:** \_\_\_\_\_  
  
Mike Dalla  
National City City Clerk

**APPROVED AS TO FORM**

**BY:** \_\_\_\_\_  
  
Glen R. Googins  
City Attorney

**BY:** \_\_\_\_\_  
  
Angil Morris-Jones  
City Attorney

## EXHIBIT A

### SCOPE OF WORK AND PAYMENT TERMS

#### 1. Contact People for Contract Administration and Legal Notice

##### A. City Contract Administration:

Angelica Davis, Sr  
Management Analyst 276  
Fourth Avenue; Building C  
619-691-5036  
[adavis@chulavistaca.gov](mailto:adavis@chulavistaca.gov)

For Legal Notice  
Copy to: City of  
Chula Vista  
City Attorney  
276 Fourth Avenue, Chula Vista,  
CA 91910 619-691-5037  
[CityAttorney@chulavistaca.gov](mailto:CityAttorney@chulavistaca.gov)

And,

City of National City City Attorney  
1243 National City Blvd.  
National City, CA 91950-430  
619-336-4220  
E-mail: \_\_\_\_\_

##### B. Contractor/Service Provider Contract Administration:

ALPHA PROJECT  
Amy Gonyeau, Chief Operating  
Officer 3737 5th Ave Ste 203, San  
Diego, CA 92103  
619-542-1877  
[Amy@alphaproject.org](mailto:Amy@alphaproject.org)

#### 2. Required Services

##### A. General Description:

Contractor shall provide services to City and National City related to the Homeless Emergency Assistance Program including, but not limited to: outreach; case management; and, housing navigation.

The Required Services required under this Agreement are to be shared between the City and National City equally and consistent with the grant application and award. City and National City

shall meet and confer in good faith, as needed, to ensure the required services are shared equally and consistent with the grant application and award.

B. Detailed Description:

<b>Task</b>	<b>Description</b>	<b>Deliverables</b>	<b>Completion Date</b>
1	Outreach	Establish supportive relationships with approximately 500 persons to enhance the possibility that approximately participants will access necessary services and supports that will help them move off the streets	06/30/2021
2	Case Management	Case Management of approximately 50 homeless individuals and families in need of housing assistance	06/30/2021
3	Housing Navigation	Housing-focused Case Management and Supportive Services for approximately 50 homeless individuals (households) in need of housing assistance and housing stabilization services while they are successfully referred to, matched to, and/or enrolled in permanent housing programs.	06/30/2021
4	Hotel/Motel Voucher Program	Provide 50 one-time assistance to fund security deposits and/or short-term rental assistance for bridge or temporary housing stays hotel/motel vouchers rental subsidies.	06/30/2021
5	Tenant Based Rental Assistance Program	Provide 30 individuals (or households) with permanent housing rental subsidies	06/30/2021

**3. Term:** In accordance with Section 1.10 of this Agreement, the term of this Agreement shall begin July 28, 2020 and end on June 30, 202 for completion of all Required Services.



#### 4. Compensation:

##### A. Form of Compensation

Invoiced or agreed-upon amounts as follows:

Enter or Attach and Reference Any Agreed-Upon Cost Reimbursements

##### Expenses - Year 2

Personnel*	\$ 340,328.00
Hotel/Mother Vouchers	\$ 25,431.00
Office Supplies	\$ 4,996.00
Insurance	\$ 10,000.00
Building Lease	\$ 5,500.00
Taxes, Licenses (HMIS), Fees	\$ 2,375.00
Equipment Rental	\$ 2,400.00
Professional Services - Audit, Legal	\$ 1,500.00
Technology	\$ 6,300.00
Transportation/Travel	\$ 20,500.00
Client Supplies	\$ 10,000.00
Printing	\$ 1,000.00
<b>Total</b>	<b>\$ 430,330.00</b>

Notwithstanding the foregoing, the maximum amount to be paid to the Contractor/Service Provider for services performed through Enter End of Contract Date shall not exceed Enter Amount.

**5. Special Provisions:**

Permitted Sub-Contractor/Service Providers: List Permitted Sub-Contractor/Service Providers or Indicate “None”

Security for Performance: See City Attorney or Indicate “None” if Not Applicable

Notwithstanding the completion date set forth in Section 3 above, City has option to extend this Agreement for Insert Number of Terms additional terms, defined as a one-year increment or Enter a Specific Date. if applicable. The City Manager or Director of Finance/Treasurer shall be authorized to exercise the extensions on behalf of the City. If the City exercises an option to extend, each extension shall be on the same terms and conditions contained herein, provided that the amounts specified in Section 4 above may be increased by up to Insert Percentage of Increase or Actual Dollar Amount for each extension. The City shall give written notice to Contractor/Service Provider of the City’s election to exercise the extension via the Notice of Exercise of Option to Extend document. Such notice shall be provided at least 30 days prior to the expiration of the term.

Other: Describe Special Provisions (Delete Line If Not Applicable)

None



## EXHIBIT C

### CONTRACTOR/SERVICE PROVIDER CONFLICT OF INTEREST DESIGNATION

The Political Reform Act<sup>2</sup> and the Chula Vista Conflict of Interest Code<sup>3</sup> (“Code”) require designated state and local government officials, including some Contractor/Service Providers, to make certain public disclosures using a Statement of Economic Interests form (Form 700). Once filed, a Form 700 is a public document, accessible to any member of the public. In addition, Contractor/Service Providers designated to file the Form 700 are also required to comply with certain ethics training requirements.<sup>4</sup>

A. Contractor/Service Provider **IS** a corporation or limited liability company and is therefore EXCLUDED<sup>5</sup> from disclosure.

B. Contractor/Service Provider is **NOT** a corporation or limited liability company and disclosure designation is as follows:

#### APPLICABLE DESIGNATIONS FOR INDIVIDUAL(S) ASSIGNED TO PROVIDE SERVICES

(Category descriptions available at [www.chulavistaca.gov/departments/city-clerk/conflict-of-interest-code](http://www.chulavistaca.gov/departments/city-clerk/conflict-of-interest-code).)

<i>Name</i>	<i>Email Address</i>	<i>Applicable Designation</i>
Enter Name of Each Individual Who Will Be Providing Service Under the Contract – <i>If individuals have different disclosure requirements, duplicate this row and complete separately for each individual</i>	Enter email address(es)	<input type="checkbox"/> <b>A. Full Disclosure</b>  <input type="checkbox"/> <b>B. Limited Disclosure</b> ( <i>select one or more of the categories under which the Contractor shall file</i> ): <input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7.  Justification:  <input checked="" type="checkbox"/> <b>C. Excluded from Disclosure</b>

#### 1. Required Filers

Each individual who will be performing services for the City pursuant to the Agreement and who meets the definition of “Contractor/Service Provider,” pursuant to FPPC Regulation 18700.3, must file a Form 700.

#### 2. Required Filing Deadlines

Each initial Form 700 required under this Agreement shall be filed with the Office of the City Clerk via the City’s online filing system, NetFile, within 30 days of the approval of the Agreement. Additional Form 700 filings will be required annually on April 1 during the term of the Agreement, and within 30 days of the termination of the Agreement.

#### 3. Filing Designation

The City Department Director will designate each individual who will be providing services to the City pursuant to the Agreement as *full disclosure*, *limited disclosure*, or *excluded from disclosure*, based on an analysis of the services the

<sup>2</sup> Cal. Gov. Code §§81000 *et seq.*; FPPC Regs. 18700.3 and 18704. <sup>3</sup> Chula Vista Municipal Code §§2.02.010-2.02.040.

<sup>4</sup> Cal. Gov. Code §§53234, *et seq.*

<sup>5</sup> CA FPPC Adv. A-15-147 (*Chadwick*) (2015); *Davis v. Fresno Unified School District* (2015) 237 Cal.App.4<sup>th</sup> 261; FPPC Reg. 18700.3 (Consultant defined as an “individual” who participates in making a governmental decision; “individual” does not include corporation or limited liability company).

Contractor/Service Provider will provide. Notwithstanding this designation or anything in the Agreement, the Contractor/Service Provider is ultimately responsible for complying with FPPC regulations and filing requirements. If you have any questions regarding filing requirements, please do not hesitate to contact the City Clerk at (619)691-5041, or the FPPC at 1-866-ASK-FPPC, or (866) 275-3772 \*2.

Pursuant to the duly adopted City of Chula Vista Conflict of Interest Code, this document shall serve as the written determination of the Contractor's requirement to comply with the disclosure requirements set forth in the Code.

***Completed by: Angelica Davis, Sr Management Analyst***

## Exhibit A

### SCOPE OF WORK

#### OVERVIEW

Engagement and housing navigation is intended to provide the following assistance: Outreach and Engagement of homeless individuals and families who may be disconnected and estranged from mainstream services, outreach services can help to establish supportive relationships and enhance the possibility that participants will access necessary services and supports that will help them move off the streets; Case Management of homeless individuals and families in need of housing assistance; and, Housing-focused Case Management and Supportive Services for homeless individuals and families in need of housing assistance and housing stabilization services while they are successfully referred to, matched to, and/or enrolled in permanent housing programs. CES Housing Navigation for Individuals and Families should fit seamlessly with the other CES Program components: Regional & Outreach Coordination, Rapid Re-Housing, and Bridge Housing.

Contractor shall:

- A. Provide two (2) two person teams, one in Chula Vista and another in National City. Each team shall be comprised of one member that may possess bilingual (English, Spanish) language skills and one which is a social worker, with minimum qualifications for the social worker to include; a bachelor's degree in Social Work, Psychology or other behavioral health disciplines and/or three (3) years; with a preference of a master's degree in Social Work and/or five (5) years' experience providing case management services.
- B. Provide a supervisor to oversee the collaboration efforts with both jurisdictions.
- C. Ensure placement for each two person team within the city limits of the respective jurisdiction (Chula Vista or National City) 8 hours per day or 40 hours per week, with occasional nights and weekends based upon availability and/or need as mutually agreed upon by all parties. (All holidays observed by the city may be excluded, if desired by Contractor).
- D. Abide by the strategies set forth in the Cities of Chula Vista and National City's Homeless Response Plan, as may be adopted by the respective City Councils, which takes a community focused, collaborative and person centered approach to addressing the needs of the homeless residents within the Cities of Chula Vista and National City.
- E. All efforts and interactions should be focused both on assisting individuals to resolve their homeless situation in a manner that is respectful, dignified, culturally competent, trauma informed, and supportive while also meeting the needs for public safety and health.
- F. Provide street outreach activities to include but not limited to the following and primarily focused on supporting individuals with accessing permanent or temporary housing: Locate, identify, and build relationships with individuals experiencing homelessness who are unsheltered and engage them for the purpose of providing immediate support, linkages



to services, diversion and intervention, and connections with housing navigation resources aimed at ending homelessness.

- a. Complete an initial assessment of needs and eligibility
  - b. Provide crisis counseling
  - c. Address urgent/immediate needs and linking participants to necessary services to address those needs to include but not limited to food, clothing, and transportation
  - d. Actively connecting and/or providing referrals to services including, but not limited to:
    - i. Temporary housing facilities and programs
    - ii. Physical health services
    - iii. Mental health Services
    - iv. Addiction and recovery services
    - v. Documentation (e.g. birth certificate, California Driver's License, California Identification Card and/or Social Security card)
    - vi. Mainstream Benefits (e.g. Social Security/Social Security Disability)
    - vii. Legal Services
    - viii. Employment Services
    - ix. Housing Navigation
    - x. Permanent Housing
    - xi. Domestic Violence services
    - xii. Childcare
    - xiii. Family reunification
    - xiv. Other community based services
  - e. Submit a monthly report of unduplicated persons/families assisted with street outreach activities and to include number of times persons/families are contacted.
- G. Provide case management and support services to assist participants engaged in outreach programs; temporary housing programs; transitional housing and shelters located in the Cities of Chula Vista and National City in moving forward in accessing permanent housing programs. The primary objective of housing focused case management/support services is to provide support to participants, through an individualized case management relationship, to help them successfully navigate to permanent housing and maintain permanent housing for a period of up to twelve months after housing placement. This includes but is not limited to:
- a. Support with contacting landlords, completing housing applications, accompaniment to housing appointments and/or leasing appointments, and other support associated with the housing placement process, and finding resources for moving into new units

- b. Housing focused case management services shall be dedicated to activities that support the housing process. This may include but is not limited to:
  - i. Assessing and reassessing needs, educating participants on community resource opportunities, developing Housing Stability Plans, scheduling appointments, and providing necessary follow up to ensure Housing Stability Plans are progressing on schedule and needs are adequately being addressed.
- c. Develop a Housing Stability Plan in coordination with the participant. The Housing Stability Plan will be the road map of services that are to be provided, including identifying barriers to housing, actions that need to be taken (by both staff and the participant) and referrals that need to be completed.
  - i. Housing Stability Plans summarize the participant's goals, and immediate action steps toward those goals. The Plans are updated as the person's situation changes, and steps are completed or revised.
  - ii. Housing Navigation programs must make attempts to create plans which minimize inordinate, redundant, or superfluous action steps, including requiring participants to rapidly acquire new knowledge or skills, or make significant or simultaneous changes, in order to obtain permanent housing placement.
  - iii. Progress and problems implementing the plan should be reviewed and updated frequently
  - iv. The Housing Stability Plan should be considered the participant's plan and should be signed by the participant and housing navigator as it is developed and updated.
  - v. Assist participants one-on-one with a range of leveraged activities based on the stated needs of the participant, in the Housing Stability Plan, including, but not limited to:
    - 1. Accessing personal identification ((e.g. birth certificate, California Driver's License, California Identification Card and/or Social Security card)
    - 2. Case Management
    - 3. Crisis Intervention
    - 4. Physical Health Care
    - 5. Mental Health Care
    - 6. Addiction and recovery services
    - 7. Mainstream Benefits Establishment (e.g. Social Security/Social Security Disability)
    - 8. Education and/or Vocational Training
    - 9. Life Skills
    - 10. Legal Services

11. Employment Services
12. Credit counseling & Financial literacy training
13. Transportation
14. Reunification/Diversion
15. Liaison and advocacy services to help remove barriers for the homeless individual
16. Tenancy Rights and Responsibilities
17. Landlord Relations

- vi. Continually assess participant needs and provide individualized services need to make progress towards housing stability.
- vii. Complete at least one (1) face to face contact per month.
- viii. Complete a Monthly Update Form to assess the participant's progress towards achieving the goals defined in the "Housing Stability Plan."

- d. Submit a monthly report of unduplicated persons/families assisted with housing focused case management/support services and housing placements.
- H. The Cities of Chula Vista and National City require the collection and reporting of participant-level data, project services/activities, numbers of households assisted, and project outcomes through the Homeless Management Information System (HMIS) and any other additional client assessment and tracking tools as may be required by Regional Taskforce on the Homeless.
  - I. Services shall fully participate in the San Diego region's CES and will specifically use a By Name List to prioritize and target individuals for services and manage caseloads.
  - J. Provide case managed services at designated city facilities or community sites or with a member of the Homeless Outreach Team, and travel to city sites where these services are needed.
  - K. Work collaboratively with Cities of Chula Vista and National City Homeless Outreach Teams, other service providers, and community partners to identify homeless individuals in need of case management services and engage such persons, including participation in dedicated outreach efforts, clean up of encampments, assistance with "No Trespass" notices, and acceptance of referrals from the Homeless Outreach Teams.
  - L. Maintain regular communication, both written and verbal, with the City of Chula Vista DSD Housing Division and City of National City Neighborhood Services Department. Attend regularly scheduled coordination meetings to review caseload, referrals and services/programs in coordination with regional efforts.
  - M. Participate in Cities of Chula Vista and National City Homeless Outreach Team or other community meetings in support of the Homeless Response Plan, to provide education and assist businesses and residents with homeless related issues or case management duties, as needed.

- N. Identify gaps in homeless services and assistance needs in Chula Vista and National City and develop recommendations for community and program improvements in support of the Homeless Response Plan.
- O. Work with the City of Chula Vista DSD Housing Division and City of National City Neighborhood Services Department to maximize partnerships with service providers, community organizations and individuals to cultivate resources and stay connected to the changing needs of the community.
- P. Complete accurate and thorough documentation in a timely manner. Maintain data on each program participant and program milestones and provide required reports along with the monthly invoice for payment.
- Q. Furnish all general office supplies, printing costs and postage associated with normal office and service operations related to case management duties.
- R. Within thirty (30) days of contract execution, and in collaboration with the Cities of Chula Vista and National City, develop a detailed project plan for implementation of program services, based on this scope of services.