

INTERDEPARTMENTAL SERVICES AGREEMENT
(Payment)

PLACE HOLDER

Number
Fund/Org#
Account #
Other #

1. **Identification.** The following named departments or offices of Contra Costa County mutually agree and promise as follows:

Department Receiving Service: Public Works

Department Providing Service: Health Services – Health, Housing, and Homeless Services

Subject: Creek CORE Team

2. **Term.** The effective date of this Agreement is ~~May 30~~ June 1, 2017 and it terminates on ~~May 31~~ June 1, 2020 unless sooner terminated as provided herein.

3. **Termination.** This Agreement may be terminated by either department, at its sole discretion, upon fifteen-day advance written notice thereof to the other, or cancelled immediately by written mutual consent.

4. **Obligations.** The departments shall provide those services and carry out that work described in the Service Plan attached hereto and incorporated herein by reference.

5. **Project.** This Agreement implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference: n/a

6. **Charges.** It is understood that the **Department Receiving Service** will:
 a. Claim reimbursement from another agency for the cost of services rendered in accordance with this Agreement.
 b. Include those costs as "in kind" contributions by the county.
 c. Pay the Department Providing Service cash payment. It is understood that the maximum amount to be claimed or paid for these services is \$465,000.00 for the period of this Agreement.

The **Department Providing Service** shall maintain records and audit trails to support costs claimed, whether those costs are charged via interdepartmental charge journals to the **Department Receiving Service** or are maintained on a memo basis only.

7. **Signatures.** These signatures attest the parties' agreement hereto:

(Department Receiving Service)

(Department Providing Service)

By: _____
(Department Head or Designee)

By: _____
(Department Head or Designee)

(Print name)

(Print name)

**SERVICES CONTRACT AGREEMENT FOR THE
COORDINATED OUTREACH, REFFERAL, AND ENGAGEMENT (CORE)
PROGRAM SERVICES**

THIS AGREEMENT ("Agreement") by and between the Contra Costa County Public Works Department, (Watershed Division) ("County") and Contra Costa Health Services, (Health, Housing and Homeless Services Division) ("Contractor"), is made and entered into June 1, 2017 with references to the facts set forth below.

RECITALS

- A. Whereas, the County's current Municipal Regional Permit No. CAS612008 under the National Pollutant Discharge Elimination System (NPDES) Program governs stormwater and non-stormwater discharges from areas owned and operated by Contra Costa County; and Whereas, Section C.10 (Trash Load Reduction) mandates that the County reduce its trash loads to our local waterways to zero by 2023.
- B. Whereas, homeless encampments generate substantial amounts of trash and discourage recreational use of local creeks and waterways. Additionally, homeless encampments receive trash from upstream sources as a result of direct deposition, wind deposition, and discharges from the storm sewer system.
- C. Whereas, the Contractor specializes in outreach services to the homeless population.
- D. The County and Contractor have agreed to collaborate to meet mutual goals by creating a Coordinated Outreach Referral and Engagement (CORE) Team to assist homeless people identify available housing options and reduce accumulated trash in homeless encampments.

AGREEMENT

NOW THEREFORE, in consideration of the terms and conditions herein contained and other good and valuable consideration, receipt of which is acknowledged, the parties hereto agree as set forth below:

- 1. **Agreement Period.** This Agreement shall commence on June 1, 2017 ("Commencement Date") and continue through May 31, 2020 ("Completion Date") unless terminated sooner pursuant to the termination provision provided in this Agreement.
- 2. **General Description.** The Contractor will provide a specialized CORE Team to provide services to individuals living in a state of homelessness within the boundaries shown on Attachment A, areas that can largely be described as creek corridors within the county right of way, or on county property, that have high levels of trash pollution. The primary missions of the CORE program (Program) are to:
 - a. Engage and stabilize homeless individuals living outside through consistent outreach to facilitate and/or deliver health and basic need services and find permanent housing.
 - b. Prevent trash from entering local streams by distributing garbage bags and sharps containers provided by Public Works and coordinating with Public Works staff and their contractors for garbage pickup and disposal. Disseminate information to the homeless regarding how to reduce trash pollution with the corridors noted in Attachment A adjacent to the Contra Costa County creeks.
 - c. Serve as an entry point into Contra Costa's coordinated entry system for unsheltered persons and work to locate, engage, stabilize and house chronically homeless individuals and families. Progressively work to educate and change homeless resident's behaviors that contribute to trash pollution in encampments.
- 3. **Contractor's Responsibilities.** On behalf of Public Works, Contractor will:
 - a. Identify and proactively engage with homeless individuals (Clients) in targeting areas noted in Attachment A, assess their housing and service needs, and facilitate connection to shelter,

benefits, behavioral health and primary healthcare services.

- b. Respond to calls for outreach and engagement from the Contra Costa County Sheriff, Public Works staff, and HHS employees.
- c. Conduct a standardized intake and needs assessment assuring all homeless consumers contacted are entered into the Contractor's Homeless Management Information System.
- d. Conduct VI –SPDAT (vulnerability index service prioritization decision assistance tool) housing assessment tool assuring homeless clients are entered into the Coordinated Entry system in order to prioritize their needs and connect individuals to subsidized permanent housing.
- e. Connect clients via phone or in person with other points in the homeless service continuum including, interim housing, substance abuse treatment and mental health counseling, and benefits etc.
- f. Conduct routing patrols of strategic areas within the vicinity of parcels and rights of way on foot and via vehicle as designated in Attachment A.
- g. Observe and report health and safety issues encountered in the field and determine the need to summon uniformed police, fire or other emergency personnel.
- h. Maintain direct communications with the local Sheriff Department in situations that pose a threat to the health and safety of outreach teams and homeless residents.
- i. CORE Team supervisors and outreach workers will participate in monthly meetings with County Public Works staff to:
 - i. Determine best methods of how to implement trash reduction efforts to targeted homeless populations;
 - ii. Train CORE Team members on creek trash abatement requirements as per the County National Pollutant Discharge Elimination System (NPDES) Stormwater Permit and County trash abatement protocols and practices;
 - iii. Distribute trash bags to or other receptacles as needed to CORE Team members;
 - iv. Provide updates to Team regarding changes in encampment locations and other pressing needs that require immediate attention (same business day, if possible); and
 - v. Provide impact reports on the numbers of individuals served and other outcome measures.
- j. Develop, in consultation with County Public Works, metrics to gauge the Program's efficacy. Such metrics should be developed by **July 1, 2017**.
- k. Provide Service Impact Reports based upon metrics developed by the 30th of each month.

4. **County's Responsibilities.** County will:

- a. Provide trash bags at illegal encampments;
- b. Remove trash bags from illegal encampments;
- c. Install and maintain Port-A-Pottys at encampment sites;
- d. Post and maintain "No Trespass" signs at encampment locations;
- e. Contacting the Sheriff Department prior to abating encampments; and
- f. Clean up encampments after removal of illegal campers.

5. **Payment Provisions.**

- a. Contractor will submit a required Housing Security Fund contribution in the amount of \$5,000 annually to the Richmond Community Fund on behalf of Public Works, no later than **May 1** of each contract year. **Public Works reimbursement of \$155,000 will not include funding for this contribution.**
- b. Contractor will provide a minimum of two positions each working 826 man hours per year of documented outreach per contract year (**June 1 to May 31**).
- c. Contractor will be paid at the rate of \$93.80 per man hour up to \$155,000 per contract year, not to exceed \$465,000 by **May 31, 2020**.

Attachment A

Priority Locations/Project Areas

Contractor's CORE Team will focus its homeless outreach efforts to encampments in or near the creek corridors and county properties listed below and shown on the attached maps.

- North Richmond
 - Brookside Drive over Wildcat Creek and San Pablo Creek
 - Fred Jackson Way over Wildcat Creek
 - Richmond Parkway over Wildcat Creek and San Pablo Creek
 - Flood Control Parcels 409-311-001, 409-300-036, 409-300-xxx, 176309, 408-170-064, 408-140-xxx (San Pablo Creek d/s of Richmond Parkway)
- Baypoint
 - Three County properties
 - Three bridges or culverts
- El Sobrante
 - El Sobrante Library
 - Eleven bridge crossings or culverts
 - Three County owned parcels
- Pacheco
 - Grayson Creek FCD facility
 - Three bridges
- Rodeo
 - One County owned parcel
 - One FCD facility
 - Six bridges/culverts
- Unincorporated Martinez
 - Three FCD Facilities
 - Walnut Creek
 - Grayson Creek
 - Pacheco Creek
 - Three bridges
 - One parcel
- Unincorporated Richmond (Montalvin Manor)
 - Six bridges
 - 1 County property
 - along Garrity Creek
- Alhambra Valley Rd Connector Road
 - Three segments of the road adjacent to Pinole Creek (approximately Y4 in total)
- Castro Ranch Rd Connector Rd
 - Two culverts on Pavon Creek
- Franklin Canyon Road Connector Rd
 - 7 segments where road runs parallel to Franklin Creek
- Pinole Valley Rd Connector Rd
 - One culvert

MAPS GO HERE