

**EXHIBIT A to Agreement  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY," and  
PWT UNITED INC. DBA PEOPLE WORKING TOGETHER,  
hereinafter referred to as "CONTRACTOR"**

**SCOPE OF SERVICES**

**I. SERVICE LOCATION(S)**

**Facility Name(s):** Confidential Service Location 1  
**Street Address:**  
**City, State, Zip Code:**

Additional service locations may be added upon mutual agreement between COUNTY and CONTRACTOR.

**II. DESCRIPTION OF SERVICES**

- A. CONTRACTOR shall provide transitional housing for clients, 18 years old or older, referred by the Probation Department who have an immediate housing need and meet the facility's eligibility criteria for client admissions. COUNTY shall make referrals directly to CONTRACTOR via email or telephone between 0600 and 1800 hours, 7-days a week, with a same-day response from CONTRACTOR.
- B. CONTRACTOR shall guarantee the availability of six beds for Probation clients at the service location listed in Exhibit A, regardless if the bed is utilized or not. Upon the addition of other service locations, the number of beds at each location may be adjusted upon mutual agreement between COUNTY and CONTRACTOR based on need and/or availability.
- C. CONTRACTOR shall provide a House Manager responsible for the following:
1. Coordinate house cleanliness, maintenance, and repairs;
  2. Independent living skills support, which may include house chores coordination;
  3. Be available during regular business days/hours and on-site after regular business hours; and
  4. Respond to probation officer communications within one business day.

- D. CONTRACTOR shall provide transportation connections (facility may distribute RT passes or taxi/rideshare funds); a dedicated vehicle for transporting clients is preferred, as needed.
- E. CONTRACTOR shall provide food service at two (2) meals per day, breakfast and dinner; snack and lunch items should be available;
- F. CONTRACTOR shall provide basic hygiene amenities, such as dishwasher, home cleaning supplies, access to basic personal hygiene products, and clean bed linens;
- G. CONTRACTOR shall provide on-site clothes washer, dryer, and laundry supplies;
- H. CONTRACTOR shall provide communication devices, such as community and office landline phones, house Wi-Fi, a community computer, and a community printer;
- I. CONTRACTOR shall provide individual secure storage (i.e. lockers or foot lockers);
- J. CONTRACTOR shall provide meeting space: large office or conference to facilitate programs and private meetings; and
- K. CONTRACTOR shall implement house rules to promote safety and wellness:
  - 1. Evening hours curfew of 10:00 P.M through 6:00 A.M., with exceptions cleared by the probation officer;
  - 2. No personal visitors indoors; program visitors must be approved by Probation;
  - 3. Permission to leave the home overnight, or more than 24 hours, must be approved by the probation officer in advance;
  - 4. No weapons;
  - 5. No animals indoors. No pets or emotional support animals are to be kept by clients. Exceptions may be made for Service Animals; and
  - 6. No drugs or alcohol on the premises; removal of a client due to possession of illegal drugs or alcohol, or a positive drug test, will be at the probation officer's discretion.

- L. Transitional housing services shall include:
1. Intake and information gathering for data collection by having staff interview and complete the COUNTY's Homeless Management Information System (HMIS) questionnaire on all new participants.
  2. Access to hot water and showers.
  3. Clean sleeping linens and pillows, toiletries, and clean towels as needed. Janitorial and maintenance for the program as well as the ability for clients to do laundry shall be included.
  4. Utilities, including washer, dryer, and internet, shall be provided to program participants.
  5. A weekly check-in with CONTRACTOR staff focusing on housing placement, job readiness, and life skills.
- M. CONTRACTOR shall adequately staff and monitor the program during hours of operation to insure ongoing safety, cleanliness, security, and success of the program.
- N. CONTRACTOR agrees to maintain the confidentiality of all residents and prospective residents in accordance with Penal Code section 1203.5. CONTRACTOR shall establish safeguards to ensure that no resident's identity or other personally identifying information will be shared with persons or entities, other than the COUNTY, without the resident's authorization or as required by law.
- O. CONTRACTOR shall provide monthly reporting in client outcomes for on-site services provided, including but not limited to compliance with house rules, participation in services and counseling, employment status, progress towards independent housing, housing status after exit, and other comments and/or concerns.
- P. CONTRACTOR shall provide yearly summary of unduplicated participants served.
- Q. When reporting is potentially covered by 42 CFR Part 2, CONTRACTOR will only provide protected information if a legally valid signed waiver or release of confidentiality from the participant is given to CONTRACTOR prior to reporting. CONTRACTOR will report information that is necessary to prevent immediate health and safety issues but will not disclose information that is protected under the cited regulatory language. The parties agree that 42 CFR part 2 does not preclude CONTRACTOR from

informing PROBATION that a reportable event has occurred and the nature of that event.

1. Reportable Event(s):

a. Serious incidents – affect the health and safety of clients, staff, or volunteers; for example:

- i. Death of any client, staff, or volunteer from any cause.
- ii. Any physical injury resulting in medical treatment.
- iii. Violence or threats of violence (including homicide or attempted homicide, injurious assault occurring at the CONTRACTOR's premises, which result in serious physical injury).
- iv. Suicide attempt (including an apparent overdose of alcohol or illicit or prescription drugs, whether fatal or injurious, and requiring medical attention; self-injury requiring medical attention, etc.).
- v. Adverse prescribed medication reaction or medication error resulting in physical damage and/or loss of consciousness.
- vi. Major confidentiality breach (lost or stolen laptop, large number of client/participant files/records accessed, etc. Note: follow up with Confidentiality/HIPAA procedures).
- vii. Client is AWOL for more than 24 hours.
- viii. Other serious incidents.

b. Unusual occurrence – an incident which, while significant, is a less serious incident; for example:

- i. Alleged child abuse.
- ii. Physical abuse.
- iii. Health and safety issues, to include epidemic outbreak, other infectious disease outbreak, or environmental hazard. All cases of communicable disease reportable under Section 2502 of Title 17, California Code of Regulations, shall be reported to the local health officer in addition to the DHCS and the COUNTY.
- iv. Incidents involving emergency services at treatment facility (Ambulance, Police, Fire, etc.).
- v. Fires or explosions that occur in or on the premises.
- vi. Poisonings.
- vii. Accidents at the workplace or in the course of working involving bodily harm or property damage.
- viii. Catastrophes such as flooding, tornado, earthquake, or any other natural disaster.

- ix. Other unusual occurrences.
  - x. Community complaints/grievances.
- 2. Written report: complete all sections of the Incident Report Form.
- R. CONTRACTOR shall assess participants for vulnerability level and for possible placement in long-term stable housing.
- S. CONTRACTOR shall notify Probation when a participant is nearing 180 days of services and obtain approval prior to extending services beyond 180 days. Services extending beyond 180 days must be approved by Probation every 30 days.
- T. COUNTY and CONTRACTOR shall coordinate mutual responsibilities to ensure services are delivered in the most efficient and effective manner possible. This includes:
  - 1. Relaying information to each other as that information becomes available and would affect case management decisions of one or both agencies.
  - 2. Ensuring that services are provided only to those clients who have been approved by the Probation Department to participate.
  - 3. Informing each other when the client terminates services, is uncooperative or non-compliant with emergency shelter rules and regulations, or either agency terminates its services to a mutual client.
  - 4. Assigning staff as points of contact for any issues related to services provided under this agreement.
- U. CONTRACTOR shall establish and maintain a system to allow residents to grieve actions taken by CONTRACTOR. Reports of grievances made, and actions taken in response to those grievances, shall be compiled by CONTRACTOR and made available to the COUNTY upon request.