

AGREEMENT BETWEEN
COUNTY OF SAN MATEO
(HUMAN SERVICES AGENCY
OFFICE OF HOUSING)

AND

CITY OF EAST PALO ALTO

TO PROVIDE FUNDING ASSISTANCE FOR THE ACQUISITION OF A SINGLE FAMILY
RESIDENCE TO BE USED FOR SUPPORTIVE HOUSING



HSA Contact Person:
Jack D. Marquis
HCD Specialist III
802-5035

AGREEMENT BETWEEN COUNTY OF SAN MATEO ("County"),
AND
CITY OF EAST PALO ALTO ("Contractor"),
TO PROVIDE FUNDING ASSISTANCE FOR THE
ACQUISITION OF A SINGLE FAMILY RESIDENCE TO
BE USED FOR SUPPORTIVE HOUSING

THIS AGREEMENT is made and entered into this _____ day of _____, 20____
by and between the County and Contractor as named above.

WITNESSETH

WHEREAS, pursuant to Section 24 §570.201 of Title 24 of the Code of Federal Regulations regarding the Community Development Block Grant (CDBG) Program, funding assistance may be used to fund eligible activities to be carried out by private non-profit entities which are duly organized to undertake community development activities or by public agencies; and

WHEREAS, Contractor applied for funding assistance to acquire a single family residence to be used for Supportive Housing; and

WHEREAS, On May 7, 2002, the Board of Supervisors approved the CDBG Annual Action Plan for FY 2002-03 which included \$100,000 funding for this activity; and

WHEREAS, when the Board of Supervisors approved the CDBG Annual Action Plan for FY 2002-03, they approved a set-aside of funds for off-cycle and supplemental funding applications; and

WHEREAS, circumstances have changed since the original application necessitating the Contractor's application for an additional \$48,000 on a short term basis, which meets the requirements for the off-cycle and supplemental funding;

NOW, THEREFORE IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

CONTRACT
AMOUNT

\$148,000.00

CONTRACT TERM

Start Date : August 1, 2002

End Date : June 30, 2003

COUNTY REPRESENTATIVE

Steve Cervantes

Director Office of Housing

262 Harbor Blvd., Bldg A

Belmont, CA 94002

650.802.5050

Fax: 650.802.5049

CONTRACTOR REPRESENTATIVE

Lisa Hamburger

Housing Services Director

2415 University Avenue

East Palo Alto, CA 94303

650.853.3100

Fax: 650.853.3115

1. **EXHIBITS** - The following exhibits are attached hereto and incorporated by reference:

Exhibit A: Program/Project Description

Exhibit B: Method and Rate of Payment to Contractor

Exhibit C: 504 Assurances

Exhibit D: Monitoring

Exhibit E: Program Specific Requirements

Exhibit F: Equal Benefits Compliance Declaration Form

In the event there is a conflict between the language in this Agreement and that in the Exhibits, the language in the Exhibits shall control.

2. **DEFINITIONS** - See Exhibit A for any definitions.

3. **SERVICES TO BE PERFORMED**

In consideration of the payments hereinafter set forth in Exhibit B, Contractor, under the general direction of the Director of Human Services (the "Director"), or her authorized representative, with respect to the product or result of Contractor's services, shall perform services as described in Exhibit A.

4. **PAYMENTS**

A. **Maximum Amount.** In full consideration of Contractor's performance of the services described in Exhibit A, the amount that the County shall be obligated to pay under this Agreement shall not exceed \$148,000.00.

B. **Method and Rate of Payment.** The method and rate of payment shall be as specified in Exhibit B. Any increase in the rate of payment is subject to the approval of the Director or her authorized representative, and shall not be binding on County unless so approved in writing. In no event may the rates established in Exhibit B be increased to the extent that the maximum County obligation shall exceed the total specified in paragraph 4A above. Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Director or her representative.

C. **Time Limit for Submitting Invoices.** As applicable, Contractor shall submit an invoice for services to County for payment in accordance with the provisions of Exhibit B. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one-hundred twenty (120) days after the date services were rendered, or more than ninety (90) days after this Agreement terminates, whichever is earlier.

D. **Availability of Funds.** Payment for all services provided pursuant to this Agreement are contingent upon the availability of County, State, and Federal funds. In the event the State or Federal government does not, as determined by the Director, appropriate the necessary funds as part of either or both of their budgets, the County shall not be liable for any payment whatsoever; including, but not limited to, payments that are based on County funds. The County may terminate the Agreement at any time due to the unavailability of Federal, State or County funds.

5. RELATIONSHIP OF PARTIES

It is expressly understood that this is an agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent of both County and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status as, and the tax consequences of being, an independent contractor. Further, as an independent contractor, Contractor expressly acknowledges and accepts that he/she has no rights, benefits, privileges and/or claims in any form whatsoever under, from through and/or pursuant to the San Mateo County Civil Services Rules.

6. HOLD HARMLESS

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor; (B) damage to any property of any kind whatsoever and to whomever belonging; or C) any other loss or cost, including but not limited to, the concurrent active or passive negligence of County, its officers, agents, employees, or servants resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of the Contractor to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

7. INSURANCE

A. The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph 7 has been obtained and such insurance has been approved by the Director, and Contractor shall use all reasonable diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the Human Services Agency Office of Housing with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' advanced notice must be given, in writing, to the Human Services Agency Office of Housing of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.

(1) **Workers' Compensation and Employee's Liability Insurance.** The Contractor shall have in effect during the entire life of this Agreement, Workers' Compensation and Employer's Liability Insurance providing full coverage as required by the California Labor Code. In signing this Agreement, the Contractor makes the following certification, required by Section 1861 of the California Labor Code:

"I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

(2) **Liability Insurance.** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

(a) Comprehensive General Liability	\$1,000,000
(b) Motor Vehicle Liability Insurance	\$1,000,000
(c) Professional Liability	\$ -0-

After one (1) years from the date this Agreement is first executed, the County may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar county agreements by giving sixty (60) days notice to Contractor. The County and its officers, agents, employees and servants shall be named as additional insured on all such policies of insurance required under this Agreement, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County, or its officers and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

B. In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, and not replaced by Contractor, the County at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement or terminate the Agreement.

8. NON-DISCRIMINATION

Contractor shall comply with the non-discrimination requirements described below:

A. Section 504 of the Rehabilitation Act of 1973

(1) Pursuant to Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), the Contractor agrees that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination in the performance of this Agreement.

(2) Contractor understands and agrees that compliance with Section 504 of the Rehabilitation Act, requires that all benefits, aids and services be made available to disabled persons on an equivalent basis with those received by non-disabled persons. Contractor agrees to: a) sign the Letter of Assurance, attached and incorporated herein as Exhibit C; or b) develop a plan for compliance to be submitted to the Section 504 Coordinator, Department of Health Services, as soon as possible but not later than by the end of the current Fiscal Year.

B. Non-Discrimination - General. No person shall, on the grounds of age (over 40), ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation or any other non-job-related criteria be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Agreement.

With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which, among other things, prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

C. Non-Discrimination - Employment. Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. Contractor's equal opportunity employment policies shall be made available to County upon request.

D. Penalty for Violation of the Non-Discrimination Provisions. Violation of the non-discrimination provisions contained in this Section of this Agreement shall be considered a material breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, at his sole discretion, including but not limited to any or all of the following:

- (1) Termination of this Agreement;
- (2) Disqualification of the Contractor from bidding on or being awarded future County contract for a period of up to 3 years from the date of such breach;
- (3) Liquidated damages of up to \$2,500 per violation;
- (4) Imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section of this Agreement, the County Manager shall have the authority to:

- (1) Examine Contractor's employment records with respect to compliance with this Section of this Agreement;
- (2) Set off all or any portion of the amount described in this Section of this Agreement against amounts due to Contractor under the Agreement or any other agreement between the Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the United States Equal Employment Opportunity Commission, the California Fair Employment and Housing Commission or any other entity charged with the investigation of allegations of discrimination within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstances. Contractor shall provide County with a copy of their response to any complaint when filed.

9. CHILD ABUSE PREVENTION AND REPORTING

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency. Contractor agrees to fully comply with the Child Abuse and Neglect Reporting Act, California Penal Code §11164 et seq. Contractor will ensure that all known or suspected instances of child abuse or neglect are reported to an agency (police department,

sheriff's department, county probation department if designated by the county to receive mandated reports, or the county welfare department) described in Penal Code Section §11165.9. This responsibility shall include:

A. A requirement that all employees, consultants, or agents performing services under this Agreement who are required by Penal Code Section §11166(a), to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.

B. Establishing procedures to ensure reporting even when employees, consultants, or agents who are not required to report child abuse under Penal Code Section §11166(a), gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.

C. Contractor agrees that its employees, subcontractors, assignees, volunteers, and any other persons who provide services under this Agreement and who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal Code Section §11105.3) will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom Contractor's employees, subcontractors, assignees or volunteers have contact. All fingerprinting services will be at County's sole discretion and Contractor's sole expense.

10. ASSIGNMENT AND SUBCONTRACT

A. Without the written consent of the Director or her representative, this Agreement is not assignable in whole or in part. Any assignment of this Agreement by Contractor without the written consent of the Director or her authorized representative violates this and shall be considered a breach of the Agreement and the County may, at its option terminate this Agreement.

B. Contractor shall not employ subcontractors or consultants to carry out the responsibilities undertaken pursuant to this Agreement without the written consent of the Director or her authorized representative.

C. All assignees, subcontractors, or consultants approved by the Director or her representative shall be subject to the same terms and conditions applicable to Contractor under this Agreement, and the Contractor shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.

D. All agreements between Contractor and subcontractor and/or assignee for services pursuant to this Agreement shall be in writing and shall be provided to County upon request.

11. RECORDS

A. Contractor agrees to provide to County, to any federal or state department having monitoring or reviewing authority, to County's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, regulations, and ordinances, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

B. Contractor shall maintain and preserve all records relating to this Agreement in its possession of any third party performing work related to this Agreement for a period of five (5) years from the

termination date of this Agreement, or until audit findings, if any, are resolved, whichever time period is greater.

12. COMPLIANCE WITH APPLICABLE LAWS

All services performed under this Agreement shall be performed in accordance with all applicable Federal, State, County and Municipal laws, ordinances, regulations, and funding mandates, including but not limited to appropriate licensure, certification regulations, and requirements pertaining to confidentiality, civil rights, and quality assurance. Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

13. MONITORING

All services performed and payments made pursuant to this Agreement shall be monitored according to the protocols set forth in Exhibit D.

14. PROGRAM SPECIFIC REQUIREMENTS

Program specific requirements are contained in Exhibit E.

15. ALTERATION OF AGREEMENT

This Agreement is entire and contains all the terms and conditions agreed upon by the parties. No alteration or variation shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto.

16. INTERPRETATION AND ENFORCEMENT

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to the appropriate Representative as specified on page 1 hereof.

B. Controlling Law. The validity of this Agreement and of its terms and provisions, as well as the rights and duties of the parties hereunder, and the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

17. TERM OF THE AGREEMENT

Subject to compliance with the terms and conditions of this Agreement, the term of this Agreement shall be as specified on page 1 hereof, unless otherwise modified in Exhibit A.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
Jerry Hill, President
Board of Supervisors

Date: _____

Attest:

Clerk of Said Board

Date: _____

CITY OF EAST PALO ALTO

By: SANDRA C SALERNO ACTING
Print Name & Title *CITY Manager*

Sandra C Salerno
Signature

Date: 7/23/02

Tax ID #: 94-2911826

1. FUNDED ACTIVITY

Contractor shall acquire a single family house located at 902 Baines Street, East Palo Alto, (the "Premises") to be used as affordable housing for people in need of supportive housing. Contractor shall be responsible for any costs incurred in connection with the acquisition over and above the amount provided. The property shall be transferred to a provider of supportive services by the Contractor when such provider has been identified.

2. REQUEST FOR PROPOSALS

Within 60 days of the execution of this Agreement, Contractor shall solicit proposals to identify a responsible provider of supportive housing services (the "Service Provider") to own and manage the Premises. The responses should contain a detailed description of the services they intend to provide at the Premises.

The Contractor shall considered the following factors in evaluating responses:

- a) population to be served and services to be offered
- b) Service Provider's experience working with this population
- c) financial stability of the Service Provider
- d) ability of the Service Provider to manage and maintain the Premises
- e) ability of the Service Provider to obtain the necessary funds to purchase the Premises in light of the selected Service Providers obligation to pay off the Junior Note referred to in Section 3 of this Exhibit A, below. The County will allow the Service Provider to assume the Senior Note referred to in Section 3 of this Exhibit A, but reserves the right to change the terms of repayment thereof.

County shall have the right to review both the Service Provider and the proposed services.

Contractor shall transfer the property to the approved Service Provider at cost (IE. the purchase price plus costs of title and escrow expenses incurred by the Contractor) within one year of the close of escrow for the Contractor's purchase of the property. Contractor shall record appropriate Resale Restrictions to ensure compliance with the City of East Palo Alto Below Market Rate (BMR) Ordinance.

3. SECURITY

Contractor shall execute and deliver two Promissory Notes and Deeds of Trust in favor of County to secure performance of all terms and conditions of this Agreement, as follows: \$100,000 (the Senior Note") and \$48,000 (the "Junior Note").

The Senior Note shall be for a term of thirty (30) years from the date of its execution. The Note shall bear no interest. Upon maturity of the Note under its terms or due to acceleration of the Note upon sale of the Premises or default, the County shall be paid the original face amount of the Senior Note \$100,000) plus the County's Beneficial Interest in the Premises. The Beneficial Interest of the County shall be a percentage of the Realized Appreciation (defined, for purposes of this Agreement,

Exhibit A - Page 2
PROGRAM/PROJECT DESCRIPTION

as the Value as defined under the City of East Palo Alto BMR Ordinance, less the original purchase cost), based upon the percentage that the Senior Note represents of the total purchase cost as shown in the example below:

Total Purchase Cost:	\$148,000	
Senior Note Amount	\$100,000	67.57%
Contractor contribution	\$ 48,000	32.43%

The Purchase Cost shall be the Purchase Price plus title and escrow expenses incurred by the Contractor. The Beneficial Interest shall be adjusted from the example as necessary to account for these costs.

The Senior Note may, at the discretion of the County, be assumed by the Service Provider upon initial transfer of the Premises from Contractor. The Service Provider shall be required to execute an Assignment and Assumption Agreement in the form provided by County. Said Assignment and Assumption Agreement shall set forth the conditions of such assignment and assumption and spell out terms of default and any modification in the terms of repayment.

The Junior Note shall be for a term of one (1) year from the date of its execution. The Note shall bear no interest. The entire principal amount of the Note shall be due and payable one year after the date of execution of the Junior Note.

In the event Contractor does not comply with the terms and conditions of this Agreement, County may require full payment of any outstanding principal including its Beneficial Interest as defined above.

In the event the Contractor identifies a satisfactory Service Provider prior to close of escrow, thus allowing the Service Provider to acquire title directly, the Senior Note and the Junior Note shall both be executed, in escrow, by the Service Provider. The Promissory Note shall set forth the terms and conditions of the loan including conditions of default related to the provision of services. In this event, the terms and conditions of the Senior Note shall be the same as specified above. The terms and conditions of the Junior Note shall also remain the same. This will allow the Service Provider adequate time to obtain necessary grants or alternate financing to repay this note. The County agrees to subordinate the Senior Note to any alternate financing required to repay the Junior Note.

4. TITLE AND ESCROW

Contractor shall open an escrow with a mutually acceptable title company and shall secure at the close of escrow the issuance of a CLTA policy of title insurance in the amount of not less than \$148,000 clear of any title defects which would prevent the proposed use of the Premises.

County shall submit into escrow instructions, loan documents and funds required to facilitate the purchase of the Premises.

5. FIRE AND EXTENDED COVERAGE

Contractor at its cost shall maintain on the improvements that are the subject of this Agreement, a policy of standard fire and extended coverage during the life of the Senior Note and Junior Note and the corresponding Deeds of Trust securing performance of this Agreement, or any subsequently executed documents which replaces the Note and Deed of Trust, with vandalism and malicious mischief endorsements, to the extent of at least the full replacement value of the improvements located on the Premises. The insurance policy shall be issued in the names of Contractor and County as their interests appear. The insurance policy shall contain a lender loss payable endorsement, providing that any proceeds shall be payable to the County as its interests appear. A Certificate of Insurance shall be delivered to the County Office of Housing as evidence of such insurance.

In the event that Contractor shall undertake to restore the damaged improvements or to reconstruct the destroyed improvements within a period of sixty (60) days, such insurance proceeds shall be released to Contractor as payments are required for such purposes, and upon completion of such restoration or reconstruction, any balance thereof remaining shall be paid to Contractor forthwith, subject to the rights of senior lenders.

In the event Contractor shall fail to undertake the restoration or reconstruction of such improvements within sixty (60) days following any such damage or destruction, there shall be paid and released to the County from such insurance proceeds a sum equal to the costs of clearing the premises in the event Contractor does not at its own expense clear the premises within said period. The balance shall be held to compensate the parties to this Agreement as if the premises were sold. Contractor shall also sell the vacant land on the open market and the proceeds of said land sale shall be distributed to the parties to this Agreement pursuant to the terms hereof.

Exhibit B - Page 1
METHOD AND RATE OF PAYMENT TO CONTRACTOR

This transaction shall be funded through an escrow with a responsible title company acceptable to both Contractor and County. The parties to this Agreement shall place all funds and documents, together with appropriate escrow instructions, into the escrow in order to fulfill the terms of the Agreement. Contractor shall be responsible for all expenses of this transaction over and above the \$148,000 provided by County.

In the event the total purchase price and closing costs associated with this transaction are less than the \$148,000 provided, any surplus shall be returned to the County and credited as a payment against the principal of the Junior Note.

Exhibit C - Page 1
ASSURANCE OF COMPLIANCE WITH SECTION 504
OF THE REHABILITATION ACT OF 1973
(Required only from Contractors who provide services
directly to the Public on the County's behalf)

The Contractor hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.*

The Contractor gives this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Contractor recognizes and agrees that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor.

The Contractor: (check a or b)

- a. employs fewer than 15 persons
- b. employs 15 or more persons and, pursuant to section 84.7(a) of the regulation (45 C.F.R. 84.7(a)), has designated the following person to coordinate its efforts to comply with the DHHS regulations.

SANDRA C SALENTO

Name of 504 Person (type or print)

I certify that the above information is complete and correct to the best of my knowledge.

Date: 7/23/02

By: Sandra C Salento **ACTING CITY**
MBL
Signature & Title of Authorized Official

- * DHHS regulations have provided that if a recipient with fewer than 15 employees finds that, after consultation with a handicapped person seeking its services, there is no method of complying with the facility accessibility regulations other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible

Exhibit D - Page 1
PROGRAM MONITORING

Contractor shall submit a **Quarterly Report** within 30 days of the end of each quarter which shall detail the status of the project. The report should be in the form of a narrative description of all activities performed in relation to the project including all pre-development activities. The report should include a project time-line and indicate the status of the project in relationship to this time-line. Contractor must document any changes from the time-line submitted with the original application. This report requirement is in addition to any information submitted with requests for reimbursement.

Contractor shall provide to County on demand, all requested income and demographic data about the recipients of services under this Agreement. This data may include race, family size, income, sex and handicap status, if any, of the head of household.

In accordance with Paragraph 11 of this Agreement, upon reasonable notice, County, the United States Department of Housing & Urban Development ("HUD"), the Comptroller General of the United States, or any other relevant monitoring agencies, or successor agencies, or any of their duly authorized representatives shall be provided access to any books, documents, papers, records of Contractor which are directly pertinent to this Project, for the purpose of making audits, examinations, excerpts and transcriptions. Contractor shall further provide County and relevant monitoring agencies reasonable access to the physical premises covered under this Agreement for inspections from time to time for compliance with the terms of this Agreement.

Contractor shall provide County with an Annual Audit Report each year during the term of this Agreement. The Audit report must include a statement of compliance with OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations".

Exhibit E - Page 1
PROGRAM SPECIFIC REQUIREMENTS
HOUSING & COMMUNITY DEVELOPMENT

1. BREACH OF AGREEMENT

This Agreement is governed by applicable federal statutes and regulations, as referred to elsewhere herein. Any material deviation by Contractor for any reason from the requirements thereof, or from any other provision of this Agreement, shall constitute a breach of this Agreement and may be cause for termination at the election of County or upon the direction of HUD. County may terminate this Agreement for cause after giving Contractor notice of any breach or default and 30 days to cure said breach or default. In the event of termination by whatever means, all finished and unfinished work shall become the property of County, and the County shall have the right to direct Contractor's actions with respect to access to materials.

County reserves the right to waive any and all breaches of this Agreement, and any such waiver shall not be deemed a waiver of all previous or subsequent breaches. In the event County chooses to waive a particular breach of this Agreement, it may condition same on payment by Contractor of actual damages occasioned by such breach of Agreement and shall make every effort to resolve the same quickly and amicably.

2. AGREEMENT TERMINATION

In the event Contractor is unable to fulfill its responsibilities under this Agreement for any reason whatsoever, including circumstances beyond its control, County may terminate this Agreement in whole or in part in the same manner as for breach hereof.

3. CONFLICT OF INTEREST

No members, officers, or employees or agents of County, no member of the County's Board of Supervisors, and no other public official who exercises any function or responsibility with respect to this program during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or a related subcontract, or the proceeds thereof.

No members, officers, or employees or agents of Contractor, no member of the Board of Directors of Contractor, and no other official who exercises any function or responsibility with respect to this program during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in the Agreement or a related contract, or the proceeds thereof.

Contractor shall incorporate the above provisions into all contracts awarded in connection with this Agreement.

4. LOBBYING PROHIBITED

Federal funds shall not be used by Contractor for publicity or propaganda purposes designed to support or defeat legislation pending before federal, state or local government. Federal funds shall not be used by Contractor to influence an officer or employee of any agency, a Member of Congress,

Exhibit E - Page 2
PROGRAM SPECIFIC REQUIREMENTS
HOUSING & COMMUNITY DEVELOPMENT

and officer or employee of Congress, or an employee of a Member of Congress in connection with the award of any Federal contract.

5. INFLUENCING PROHIBITED

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of Contractor to any person for influencing or attempting to influence 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 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;

B. 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 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, Contractor will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions; and

C. The language of paragraphs 5A and 5B shall be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

6. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS

Contractor, to the extent applicable to this Agreement, shall comply with the following Federal laws and regulations as set forth in 24 CFR §§570.600-612:

A. Public Law 88-352, Title VI of the Civil Rights Act of 1964, which provides that no person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, including community development funds, on the grounds of race, color, or national origin.

B. Public Law 90-284, Fair Housing Act (42 U.S.C. §§3601- 20), which provides that it is the policy of the United States to provide, within constitutional limitations, fair housing throughout the United States and prohibits any person from discriminating in the sale, rental, or financing of housing on the basis of race, color, religion, sex, national origin handicap or familial status. The Fair Housing Act, as amended in 1988, also establishes requirements for the design and construction of new rental or for sale multifamily housing to ensure a minimum level of accessibility for persons with disabilities. Multifamily dwelling units in buildings containing 4 or more units served by one or more elevators, or ground floor dwellings units with 4 or more units, constructed for first occupancy after March 13, 1991, must be designed and constructed in a manner that the public and common use portions of such dwellings are readily accessible to and usable by disabled persons. All premises within such dwellings must incorporate features of adaptive design regarding accessibility routes into and

Exhibit E - Page 3
PROGRAM SPECIFIC REQUIREMENTS
HOUSING & COMMUNITY DEVELOPMENT

through the dwelling and design features within the units. (Regarding accessibility design issues, State accessibility requirements will prevail if they are stricter than federal requirements.)

C. Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services, programs or benefits supported by Federal funds.

D. Rehabilitation Act of 1973, Section 504, which prohibits discrimination against otherwise qualified handicapped persons in the provision of programs, facilities and employment supported by Federal funds.

In the case of multifamily rental housing, projects of five or more units must be designed and constructed to be readily accessible to and usable by persons with disabilities. For new construction involving five or more units, and substantial rehabilitation projects of 15 or more units (with substantial rehabilitation defined as rehabilitation costs representing 75 percent or more of the replacement costs of the completed facility), the following requirements must be followed - a minimum of 5 percent of the dwelling units must be accessible to individuals with mobility impairments and an additional 2 percent accessible to individuals with sensory impairments. At the minimum, one unit shall be made accessible to mobility-impaired individuals and one unit accessible to sensory impaired individuals. When less than substantial rehabilitation is undertaken in multifamily rental housing projects of any size, these alterations must, to the maximum extent feasible, make the dwelling units accessible to and usable by individuals with disabilities, until a minimum of 5 percent of the dwelling units (but not less than one unit) are accessible to persons with mobility impairments; for this category of less than substantial rehabilitation, the additional 2 percent of the units for persons with sensory impairments does not apply. Also for this category of rehabilitation, if undertaking accessibility alterations imposes undue financial and administrative burdens on the operation of the multifamily housing project, the alterations are not required.

In the case of non-housing facilities involving new construction, the facilities shall be designed and constructed to be readily accessible to and usable by persons with disabilities. For facilities involving alterations, to the extent possible, the alterations should ensure that such facilities are readily accessible to and usable by individuals with disabilities. An element of an existing non-housing facility need not be made accessible, if doing so, would impose undue financial and administrative burdens on the operation of the recipient program or activity. (However, State law will prevail if State accessibility requirements are stricter than federal 504 requirements.) Recipients are still required to take other actions that would ensure that persons with disabilities receive the benefits and services of the program.

E. Davis-Bacon Act, which requires that all laborers and mechanics employed by contractors or subcontractors on construction work financed in whole or in part with Federal funds shall be paid prevailing wages of the locality as determined by the Secretary of Labor.

F. Flood Disaster Protection Act of 1973, which provides that no federal financial assistance for acquisition or construction purposes may be approved for an area having special flood hazards unless the community in which the area is located is participating in the National Flood Insurance Program.

Exhibit E - Page 4
PROGRAM SPECIFIC REQUIREMENTS
HOUSING & COMMUNITY DEVELOPMENT

G. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, which provides for relocation assistance for any family, individual, business, non-profit organization or farm displaced as a result of acquisition of property with federal funds.

H. Executive Order 11246, amended by Executive Order 12086, Equal Employment and Contracting Opportunities, which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federally assisted construction contracts.

I. Housing and Urban Development Act of 1968, Section 3, which requires that, in the planning and carrying out of any project assisted under the Act, that to the greatest extent feasible, opportunities for training and employment be given to low and moderate income persons residing within the unit of local government in which the project is located, and that contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in the same unit of local government as the project.

J. Lead-Based Paint Poisoning Act, which prohibits the use of lead-based paint in residential structures constructed or rehabilitated with Federal assistance.

7. UNIFORM ADMINISTRATIVE REQUIREMENTS

A. Contractor, if a governmental entity or public agency, shall comply with the requirements and standards of OMB Circular No. A-87, "Principles for Determining Costs Applicable to Grants and Contracts with State, Local and Federally Recognized Indian Tribal Governments", OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Organizations", and applicable sections of 24 CFR §85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", as set forth in 24 CFR §570.502(a).

B. Contractor, if a non-profit organization, shall comply with the requirements and standards of OMB Circular No. A-122, "Cost Principles for Non-Profit Organizations", OMB Circular A-133 Audits of State, Local Governments and Non-Profit Organizations", and applicable Attachments to OMB Circular No. A-110, as set forth in 24 CFR §570.502(b).

C. The CFDA # for the entitlement programs to which this applies are as follows:

- 1) Community Development Block Grant (CDBG): 14.218
- 2) Emergency Shelter Grant (ESG) : 14.231
- 3) HOME Investment Partnership (HOME) : 14.239
- 4) McKinney Supportive Housing : 14.235

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: CITY OF EAST PALO ALTO

Contact Person: Lisa Hamburger

Address: 2415 University Avenue
East Palo Alto, CA 94303

Phone Number: 650.853.3100 Fax Number: 650.853.3115

II Employees

Does the Contractor have any employees? Yes No

Does the Contractor provide benefits to spouses of employees? Yes No

III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on _____ (date) and expires on _____ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 23 day of July, 2007 at East Palo Alto, CA
(City) (State)

Sandra C. Miller
Signature

SANDRA C. SALERNO Attorney at Law
Name (please print)

Title

94-2911826
Contractor Tax Identification Number

**COUNTY OF SAN MATEO
MEMORANDUM**

DATE: July 23, 2002
TO: Priscilla Harris Morse, Risk Manager
FROM: Jack D. Marquis, HCD Specialist III **FAX 802-5049** **PONY HSA 209**
SUBJECT: Contract Insurance Approval
CONTRACTOR NAME: East Palo Alto
DO THEY TRAVEL: not in connection with these agreements
PERCENT OF THE TIME: n/a

DUTIES (SPECIFIC): Park, Community Center Capital projects & Acquisition of Housing

COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	\$5,000,000	✓		
Motor Vehicle Liability	self-insured	✓		
Professional Liability			✓	
Worker's Compensation	\$1,000,000	✓		

REMARKS/COMMENTS:

Request approval of insurance as stated above.

Priscilla Morse

 SIGNATURE

PONY EPS 163	SUBMIT TO RISK MANAGEMENT OR	FAX 363-4864
--------------	---------------------------------	--------------

*Please
Rush*



ABAG PLAN CORPORATION

MEMORANDUM OF COVERAGE -- LIABILITY

DECLARATIONS

ENTITY COVERED: CITY OF EAST PALO ALTO

MAILING ADDRESS: 2415 UNIVERSITY AVENUE
EAST PALO ALTO CA 94303-1164

COVERAGE PERIOD: FROM: July 1, 2002, 12:01 A.M., Pacific Standard Time
TO: July 1, 2003, 12:01 A.M., Pacific Standard Time

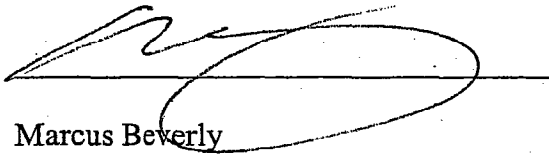
PREMIUM: \$114,638.00

DEDUCTIBLE: \$100,000.00 per Loss.

LIMIT OF COVERAGE: Five million dollars (\$5,000,000) per Loss.

ADDITIONAL COVERED ENTITIES: Refer to Endorsement A - List of Covered Entities

SIGNATURE:


Marcus Beverly
Director, Risk Management

QABAG PLAN Corporation

VERIFICATION OF AUTO INSURANCE
(VC 16020)

The following agencies are legally self-insured public entities:

CITY OF AMERICAN CANYON	TOWN OF ATHERTON	CITY OF BELVEDERE
CITY OF BENICIA	CITY OF BURLINGAME	CITY OF CAMPBELL
TOWN OF COLMA	CITY OF CUPERTINO	CITY OF DUBLIN
CITY OF EAST PALO ALTO	CITY OF FOSTER CITY	CITY OF GILROY
CITY OF HALF MOON BAY	CITY OF LOS ALTOS	TOWN OF LOS ALTOS HILLS
TOWN OF LOS GATOS	CITY OF MILLBRAE	CITY OF MILPITAS
CITY OF MORGAN HILL	CITY OF NEWARK	CITY OF PACIFICA
TOWN OF PORTOLA VALLEY	TOWN OF ROSS	CITY OF SAN BRUNO
CITY OF SAN CARLOS	CITY OF SARATOGA	CITY OF SOUTH SAN FRANCISCO
CITY OF SUISUN CITY	TOWN OF TIBURON	TOWN OF WOODSIDE

IF YOU HAVE ANY QUESTIONS REGARDING THIS INSURANCE PROGRAM CONTACT:

QABAG PLAN Corporation

P.O. Box 2050
Oakland, CA 94604-2050
(510) 464-7969

**STATE
COMPENSATION
INSURANCE
FUND**

P.O. BOX 420807, SAN FRANCISCO, CA 94142-0807

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

JANUARY 19, 2001

POLICY NUMBER: 0644571
CERTIFICATE EXPIRES: 7-1-01

TERRY KOEHL, COO
50 OLD COURTHOUSE SQUARE, SUITE 603
SANTA ROSA, CA 95404

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon ten days' advance written notice to the employer.

We will also give you TEN days' advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

Tom Hansen
AUTHORIZED REPRESENTATIVE

K. Bollier
PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

EMPLOYER:

CITY OF EAST PALO ALTO
2415 UNIVERSITY AVENUE
EAST PALO ALTO, CA 95113