

COUNTY OF MONTEREY

AMENDMENT # 2 to AGREEMENT # 5010-158

Central Coast Center for Independent Living

THIS AMENDMENT is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and Central Coast Center for Independent Living (hereinafter, "CONTRACTOR").

WHEREAS, the COUNTY and CONTRACTOR entered into an agreement for the provision of program housing search, placement support, and rental subsidies for participants of the Housing and Disability Advocacy Program (HDAP) for a term of July 1, 2021 through June 30, 2022 with a total contract amount of \$185,042 (hereinafter, "Original Agreement").

WHEREAS, the parties amended the Agreement via amendment #1 by extending the term of the contract to June 30, 2023, revising the scope of services, and adding \$1,067,281, for a new contract total of \$1,252,323.

WHEREAS, the parties wish to amend the Agreement via amendment #2 by **revising the scope of services relating to funding requirements and adding \$199,899** for a new contract total of **\$1,452,222**.

NOW THEREFORE, the Parties agree to amend the Original Agreement as follows:

The Agreement is hereby, amended on the terms and conditions as set forth in the Original Agreement incorporated herein by reference, except as specifically set forth below.

1. **Section 2.0, Paragraph titled "PAYMENT PROVISIONS"** shall be amended to the following **"The total amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed the sum of \$1,452,222"**
2. **Exhibit AAA-Scope of Services/Payment Provisions** reflects the new contract total of **\$1,453,222**, the addition of **language in Section G.1. regarding matching funds, and the addition of language in Section J.1. that the additional funding of \$199,899 carries a dollar-for-dollar match requirement and must be spent by June 30, 2022.**
3. **Exhibit CCC, Budget** reflects the addition of the **\$199,899** for the new contract total of **\$1,452,222**.
4. **Exhibit DDD** is the revised invoice.
5. Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the Original Agreement and Amendment No. 1 shall remain unchanged and unaffected by this Amendment No. 2 and shall continue in full force and effect as set forth in the Original Agreement.
6. A copy of this Amendment No. 2 shall be attached to the Original Agreement.

Central Coast Center for Independent Living

Amendment # 2 to Agreement #5010-158

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IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

COUNTY OF MONTEREY

By: _____
Lori A. Medina, Director, DSS

Date: _____

Approved as to Form

By: _____
AK
Deputy County Counsel

Date: 4/19/2022 | 5:03 PM PDT

Approved as to Fiscal Provisions

By: _____
Burcu Mousa
Auditor/Controller

Date: 4/21/2022 | 6:08 PM PDT

CONTRACTOR

By: _____
Judy Cabrera, Executive Director
(Signature of: Chair, President, or Vice-President)

Name and Title
4/15/2022 | 12:16 PM PDT

Date: _____

By: _____
Wesley Hays, Secretary
(Signature of: Secretary, Asst. Secretary, CFO, Treasurer, or Asst. Treasurer)

Name and Title
4/19/2022 | 2:42 PM PDT

Date: _____

CENTRAL COAST CENTER FOR INDEPENDENT LIVING

July 1, 2021 - June 30, 2023

HOUSING DISABILITY ADVOCACY PROGRAM (HDAP)

SCOPE OF SERVICES/PAYMENT PROVISIONS

- A. TOTAL STATE FUNDING **\$1,452,222**
- B. CONTRACT TERM July 1, 2021 – June 30, 2023
- C. CONTACT INFORMATION

Fiscal Contact: Judy Cabrera
 Controller
 318 Cayuga St., Suite 208
 Salinas, CA 93901
 Phone: (831) 757-2968 ext. 22 Fax: (831) 757-5549
jcabrera@cccil.com

Program Contact Judy Cabrera
 Executive Director
 318 Cayuga St., Suite 208
 Salinas, CA 93901
 Phone: (831) 757-2968 ext. 17 Fax: (831) 757-5549
jcabrera@cccil.com

County Contract Manager: Travis Beye, Management Analyst
 Department of Social Services
 730 La Guardia Street
 Salinas, CA 93905
 (831) 883-7584 Fax: (831) 883-7563
beyet@co.monterey.ca.us

Location of Services Central Coast Center for Independent Living
 318 Cayuga St., Ste. 208, Salinas, CA 93901
 Phone (831) 757-2968 Fax (831) 757-5549

D. PURPOSE

The purpose of this agreement is to provide administrative and temporary housing subsidy funding to CONTRACTOR to provide housing search, placement support and rental subsidies for Housing and Disability Advocacy Program (HDAP) participants referred to CONTRACTOR by the Monterey County Department of Social Services (DSS).

E. PROGRAM DESIGN

CONTRACTOR will provide intensive case management, assessments, housing search, placement support, and rental subsidies to eligible HDAP clients referred by DSS.

CONTRACTOR shall provide two full-time Housing Specialist Case Managers to assist 49 clients to complete assessments, participate in the program, and place them in safe, clean, and affordable housing during the July 2021 to June 2022 fiscal year, and 24 clients in the July 2022 to June 2023 fiscal year.

- E.1. Target Population is adults, youth, or families who are experiencing homelessness, or are at risk of homelessness, and may be disabled, and are not receiving Social Security benefits or Cash Assistance Program for Immigrants (CAPI) and wish to file or have already filed for them.
- E.2. The targeted number of participants is forty-nine (49) for the 21/22 fiscal year and twenty-four (24) for the 22/23 fiscal year.

F. PERFORMANCE GOALS

- F.1 75% of all referred clients are scheduled to attend an assessment appointment within five (5) working days of CONTRACTOR receiving the referral from the DSS or
- F.2 80% of COUNTY referred clients who successfully attend the assessment appointment are placed in safe clean, and affordable temporary shelter until permanently housed or the case is closed.
- F.3 50% of all clients who successfully attend the assessment and fully participate in the program's services are placed in safe, clean and affordable, permanent housing within ninety days (90) of their assessment appointment.

G. CONTRACTOR RESPONSIBILITIES

In accordance with the principles of the Agreement, the duties and responsibilities of CONTRACTOR are outlined as follows:

G.1. Administration

- a. Provide programmatic oversight of the CONTRACTOR responsibilities under this agreement.
- b. Monitor the program through established processes and in compliance with applicable city, county, state and federal regulations.
- c. Attend regularly scheduled Multi-Disciplinary Team (MDT) meetings with internal program staff, Health Department and DSS staff to review active cases and ensure adequate program operations.
- d. Participate in HDAP trainings/meetings required by CDSS.
- e. Respond to deficiencies in meeting any service requirements of this Agreement within five (5) business days of the deficiency being identified through contract monitoring or reported by the COUNTY contract monitor. Identification and response shall be captured in written communication. Corrective actions shall be agreed upon by both parties. Corrective actions shall be implemented as soon as deemed possible by both parties.
- f. Ensure appropriate staffing to support the administrative and services provided for in this Agreement. Ensure replacement staffing is available to continue the uninterrupted provision of services under this Agreement in the event of staffing vacancies related to sickness, absence or staffing changes.
- h. **Provide matching funds, dollar-for-dollar, for a total amount of \$199,899 as per Exhibit CCC, which must be spent by June 30, 2022. Matching funds shall be disclosed within the Audit for Fiscal Year 2021/2022.**

G.2 Tracking and Reporting

- a. Work with COUNTY to determine data points and create form to be used by CONTRACTOR to report needed information to COUNTY to report to CDSS on a monthly basis.

- b. Provide an electronic copy of the data to COUNTY Contract Manager by the 10th day of the month following the month in which services were performed.
- c. Provide a current electronic copy of the data report via email within three (3) business days of receiving a request from the COUNTY.
- d. Provide access to HDAP data collected within the Homeless Information Management System.

G.3. Referral and Assessment

- a. Accept client referrals provided by COUNTY and respond within three (3) business days using electronic mail confirming receipt of the referral, Case Manager assigned and the date the client is scheduled to attend an assessment or information that an attempt to reach the client has been made.
- b. Inform COUNTY of missed appointments and provide updated appointment dates to COUNTY Program Contact as soon as information is available.
- c. Schedule newly referred clients to attend an assessment within five (5) days of receiving a client referral from COUNTY barring the client's availability.
- d. Ensure an assessment includes, but is not limited to:
 - i. A formal contact (in person, phone call, email or letter) with the client to schedule and confirm an appointment within three (3) days of receiving the referral from the COUNTY. The formal contact shall include a list of verification items the client is required to bring to the appointment.
 - ii. A friendly greeting and welcome to CONTRACTOR services at the beginning of the appointment and discussion with the client about why they have been referred for services, an overview of what services CONTRACTOR provides, which of those services the client may be eligible for, and an opportunity for the client to discuss any concerns they have prior to beginning the assessment.
 - iii. Complete initial screening using the Vulnerability Index-Service Prioritization Decision Assistance tool (VI-SPDAT) and communicate information to the Coalition of Homeless Services Providers. Enter information into the Homeless Management Information System (HMIS) for further evaluation and connection to additional services.
 - iii. An assessment of the housing needs of the client and finances available for housing costs. Refer client to General Assistance or CalWORKs, when appropriate.
 - iv. Development of a housing plan by the Housing Specialist to include where temporary shelter will be obtained, if needed, scheduled hours for weekly housing search, short-term and long-term housing goals, along with projected milestone dates for housing applications, interviews, tours and permanent housing placement.
 - v. Completion of applications for available local low-income housing and housing lists to include, but not limited to, Housing Authority (HA) Housing Choice Voucher (HCV) program, Community Homeless Solutions, Pueblo Del Mar, Homeward Bound, and Sun Street Centers.
 - vi. Discussion and identification of the local areas where housing is available and affordable along with a determination of where the client desires to live.
 - vii. If space is unavailable within the shelter system and all other avenues have been explored, the Housing Specialist shall make reservations and utilize contracted housing related expenses to pay

for safe, clean and affordable temporary shelter on a week-by-week basis per the client's housing plan.

- viii. Inform clients that placement in temporary shelter is only guaranteed on a week-by-week basis and approval of payment for temporary shelter requires the client comply with and participate in his/her housing plan.
- ix. Support the client's goal of stability by encouraging the client to participate in cross-disability peer support, system advocacy, independent living skills training, personal assistance services, youth transition services and assistive technology services.

G.4 Housing Placement

- a. Reserve, pay for and place clients who have been referred to and attended the assessment, in safe, clean and affordable subsidized temporary shelter, if appropriate. The temporary shelter placement shall be reserved for an initial minimum of seven (7) days. Temporary shelter shall be reserved and paid for continually and consecutively, as required, on a week-to-week basis. Temporary shelter subsidies shall be discontinued when the client has secured and moved into permanent housing, the client is awarded Social Security benefits, or the client's case is closed, whichever occurs first. An extension of temporary shelter reservations, payment, and placement may be provided beyond one (1) month, on a case-by-case basis, only if approved by the COUNTY.
- b. Identify, pay for and place clients who have been referred to and attended an assessment into safe, clean, affordable and desirable fully or partially subsidized permanent housing within ninety days (90) of completing the assessment. If permanent housing is not secured within ninety days (90), CONTRACTOR shall continue to provide services with explanation for delay and new expected permanent housing date with approval from COUNTY. CONTRACTOR shall ensure permanent housing meets minimum state and federal housing regulations or is approved by the COUNTY.
- c. Permanent housing, and additional fees such as application fees, first/last month rent and security deposits shall be secured and paid for by CONTRACTOR continually and consecutively, as required, on a month-to-month basis. Permanent shelter payment shall be discontinued when the client can afford full monthly permanent housing costs, the client is awarded Social Security benefits, or the case is closed, whichever comes first.
- d. Record and report each client's assessment date, temporary subsidized shelter begin and end dates, permanent subsidized housing placement date, address, monthly rent amount, number of prior months of subsidized permanent housing payments issued.
- e. Inform the COUNTY of cases being closed by clearly documenting the reasons for the closure. Ensure clients not participating are provided a minimum of three (3) opportunities to comply before the case is closed.

G.5 Program Staff

- a. Housing Specialists
 - i. Provide two (2) Housing Specialist/Case Managers at 1.0 FTE each to assist each referred client with temporary and permanent subsidized housing search and placement.
 - ii. Complete assessment as outlined in Section G.3 of this Exhibit.
 - iii. Ensure referral to General Assistance or CalWORKS is completed and client is completing the necessary steps to participate in the appropriate County program

- iv. Assist clients to transition into fully subsidized, or partially subsidized, housing based on the client's needs and budget.
- v. Identify and obtain subsidized temporary shelter, if needed, upon completion of an assessment.
- vi. Identify and obtain permanent housing for the client within ninety days (90) of completing the assessment provided the client is in compliance with the housing plan.
- vii. Provide a Weekly Housing Coordination Report detailing the progress each client has made toward obtaining subsidized temporary and permanent housing.
- viii. Provide basic housing search skills training and support to each referred client, work to identify potential barriers to housing interviews to include, but not be limited to, discussing evictions or felonies with prospective landlords, acquiring and demonstrating proper interview clothing, language, demeanor and attitude.
- ix. Provide "Ready to Rent" curriculum instruction to clients to help them prepare for, locate, and sustain permanent housing.
- x. Develop a transition plan for housing support through other available resources within the local community.
- xi. Communication with the COUNTY SSI Advocacy Program to obtain updates on the client's Social Security claim status.
- xii. Participate in group meetings, which may include the COUNTY referred client, COUNTY staff, and Health Department staff.
- xiii. Collaborate with the County SSI Advocacy Program to identify those who may be denied benefits and begin seeking alternative housing options (e.g. permanent supportive housing, affordable housing through Federal vouchers).

H. COUNTY RESPONSIBILITIES

In accordance with the principles of this Agreement, the duties and responsibilities of COUNTY are outlined as follows:

H.1. Administration

- a. Provide programmatic oversight of the COUNTY responsibilities provided under this agreement.
- b. Review invoices and reports submitted by CONTRACTOR and process for payment.
- c. Communicate, at a minimum, within five (5) working days to:
 - i. Respond to any inquiries from CONTRACTOR regarding a referral or placement.
 - ii. Share any changes in client status or circumstances that impact CONTRACTOR.
- a. Be available for monthly meetings and as needed with CONTRACTOR.
- b. Ensure collaboration between SSI Advocacy Program and CONTRACTOR by reviewing processes, managing forms and updates policies and procedures.

H.2 Tracking and Reporting

- a. Work closely with CONTRACTOR to obtain detailed program data on a monthly basis for completion of the state mandated reports.
- b. Report monthly to CDSS as required regarding HDAP expenditures and program participation.
- c. Act as the primary program contact with state level program administrator and ensure program applications, reports and other requirements are met.

- d. Monitor cases to ensure client's continued program eligibility. If a client becomes ineligible for services, COUNTY will formally notify CONTRACTOR to discontinue services.
 - e. Access the Homeless Information Management System (HMIS) in order to deliver required data elements to the California Department of Social Services.
- I. DATA REPORTING INSTRUCTIONS AND SUBMISSION
- I.1 CONTRACTOR shall provide comprehensive programmatic reports on a monthly basis. Data provided shall include, but is not limited to, data elements required by the CDSS. Report structure will be determined by CONTRACTOR and COUNTY.
 - I.2 Reports shall be submitted electronically to the Contract Monitor no later than the 10th day of the month following the month in which services are delivered.
- J. COUNTY shall pay CONTRACTOR according to the terms set forth in Section I. PAYMENT BY COUNTY of Exhibit B of this Agreement, PAYMENT CONDITIONS.
- J.1 The maximum amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed **one-million, four-hundred fifty-two thousand two-hundred twenty-two dollars (\$1,452,222)** as detailed in **Exhibit CCC, Budget**.

Per CDSS requirements, one hundred ninety-nine thousand eight hundred ninety-nine dollars (\$199,899) of the funds carry a dollar-for-dollar match requirement that is the responsibility of CONTRACTOR, must be spent by June 30, 2022, and may only pay for services provided by CONTRACTOR during the period of July 1, 2021 through June 30, 2022.
 - J.2 The COUNTY agrees to accept multiple invoices on the form set forth in Exhibit D, from the CONTRACTOR.
 - a. Invoices shall contain original signature of the person authorized to submit claims for payment;
 - b. Administrative Costs and matching funds shall be submitted monthly, by the 10th day of the following month in which services were performed.
 - c. Housing Financial Assistance shall be submitted bi-weekly (15th and 30th) of each month.
 - d. TRAINING / TRAVEL Reimbursement: County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses during this Agreement. CONTRACTOR shall receive compensation for travel expenses as per the "County Travel Policy". A copy of the policy is available online at www.co.monterey.ca.us/auditor/policies.htm To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. CONTRACTOR shall receive compensation for mileage reimbursement up to the rates listed online at www.irs.gov.
 - J.3 CONTRACTOR shall mail all original signed invoices to:
 Monterey County Department of Social Services
 Attn. Travis Beye
 730 La Guardia Street
 Salinas, CA 93905

EXHIBIT CCC

Organization Name: Central Coast Center for Independent Living (CCCIL)
 Funder Name: Monterey County HDAP
 Term: July 1, 2021 to June 30, 2023

DESCRIPTION	FY 2021-22 7/01/21-6/30/22	FY 2021-22 Matching Funds	FY 2022-23 7/01/22-6/30/23	Total	
General Office Supplies	\$ 1,500.00		\$ 469.00	\$ 1,969.00	Printing cost, general office supplies
Travel/Mileage*/Per Diem	\$ 2,000.00		\$ 625.00	\$ 2,625.00	Mileage & Per Diem based off State of CA rate
Trainings/Meetings	\$ 500.00		\$ -	\$ 500.00	hotel accomodations & training/meeting expenses
Occupancy/Rent	\$ 11,490.00		\$ 3,591.00	\$ 15,081.00	Rent for CCCIL office space
Indirect Expenses	\$ 10,888.00		\$3,402.00	\$ 14,290.00	No more than 10% (excluding rent/housing assistance)
TOTAL ADMIN	\$ 26,378.00	\$ -	\$ 8,087.00	\$ 34,465.00	
Case Manager (100% FTE)	\$ 56,475.00		\$ 17,648.00	\$ 74,123.00	One full-time case manager's salary, taxes, benefits
Case Manager (100% FTE)	\$ 48,400.00		\$ 15,125.00	\$ 63,525.00	One full-time case manager's salary, taxes, benefits
TOTAL HOUSING RELATED CM	\$ 104,875.00	\$ -	\$ 32,773.00	\$ 137,648.00	
Housing Financial Assistance	\$ 1,014,005.00	\$ 199,899.00	\$ 266,104.00	\$ 1,280,109.00	Expenses for rent, security deposits, hotels, shelters
TOTAL HOUSING FINANCIAL ASSISTANCE	\$ 1,014,005.00	\$ 199,899.00	\$ 266,104.00	\$ 1,280,109.00	
TOTAL	\$ 1,145,258.00	\$ 199,899.00	\$ 306,964.00	\$ 1,452,222.00	

*CONTRACTOR shall receive compensation for travel expenses as per the "County Travel Policy". A copy of the policy is available online at www.co.monterey.ca.us/auditor/policies.htm. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. CONTRACTOR shall receive compensation for mileage reimbursement up to the rates listed online at www.irs.gov.

**Monterey County Department of Social Services
Monthly Report of Expenditures FY 2021-2022**

Name of Agency: Central Coast Center for Independent Living

EXHIBIT DDD

Report Month _____

Invoice # _____

CATEGORY	GRANT BUDGET AMOUNT	GRANT EXPENSES	GRANT BALANCE	MATCH BUDGET AMOUNT	MATCH EXPENSES	MATCH BALANCE
GENERAL OFFICE SUPPLIES	\$ 1,500.00		\$ 1,500.00			\$ -
TRAVEL MILEAGE/PER DIEM	\$ 2,000.00		\$ 2,000.00			\$ -
TRAINING/MEETINGS CONFERENCES	\$ 500.00		\$ 500.00			\$ -
OCCUPANCY/RENT	\$ 11,490.00		\$ 11,490.00			\$ -
INDIRECT EXPENSES	\$ 10,888.00		\$ 10,888.00			\$ -
CASE MANAGER (1.0 FTE)	\$ 56,475.00		\$ 56,475.00			\$ -
CASE MANAGER (1.0 FTE)	\$ 48,400.00		\$ 48,400.00			\$ -
HOUSING RELATED FINANCIAL ASSISTANCE	\$ 1,014,005.00		\$ 1,014,005.00	\$ 199,899.00		\$ 199,899.00
TOTAL	\$ 1,145,258.00	\$ -	\$ 1,145,258.00	\$ 199,899.00	\$ -	\$ 199,899.00

Amount Reimbursed

\$

-

I hereby certify that this report is correct and complete to the best of my knowledge.

Person completing the form _____ Phone no.: _____

Authorized signature _____ Title _____

Date _____

Submit Bi-Monthly Report of Expenditures to Monterey County Department of Social Services, 2620 First Avenue, Marina, CA 93933

Remit to: Central Coast Center for Independent Living
318 Cayuga St., Suite 208, Salinas, CA 93901