

COUNTY OF MONTEREY
Amendment #1 to Agreement #5010-73
Coalition of Homeless Service Providers

This Amendment #1 is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter “COUNTY”), and Coalition of Homeless Service Providers (hereinafter “CONTRACTOR”).

WHEREAS, COUNTY AND CONTRACTOR entered into an agreement for homeless services coordination with a term of July 1, 2020 through June 30, 2021 for a contract total of \$613,208 (hereinafter “Original Agreement”).

WHEREAS, The parties currently wish to amend the Agreement by extending the term through December 31, 2021 and adding \$331,145.29 in Whole Person Care Funds for the period January 1, 2021 through December 31, 2021 for a total contract not to exceed amount of \$944,353.29.

AGREEMENT

Now Therefore, the parties agree to amend the Agreement as follows:

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

1. **Section 2.0, Paragraph titled “PAYMENT PROVISIONS” is amended to read as follows:**

County shall pay CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AA**, subject to the limitations set forth in this agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of **\$944.353.29**.

2. **Section 3.0, The first sentence of paragraph titled “TERM OF AGREEMENT” is amended to read as follows:**

The term of this Agreement is from July 1, 2020 to **December 31, 2021**, unless sooner terminated pursuant to the terms of this Agreement.

3. Exhibit **CC** reflects the addition of the **\$331,145.29** to the Agreement.

4. Except as provided herein, all remaining terms, conditions and provisions of the original Agreement are unchanged and unaffected by this Amendment #1 and shall continue in full force and effect as set forth in the original Agreement.

5. A copy of this Amendment #1 shall be attached to the Original Agreement.

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

COUNTY OF MONTEREY:

By: _____
Lori A. Medina, DSS Director

Date: _____

CONTRACTOR:

Coalition of Homeless Service Providers

DocuSigned by:
By: Jill Allen, Board President
A9DB1CF829544E8
(Chair, President, Vice-President)

(Print Name & Title)

5/24/2021 | 11:50 AM PDT

Date: _____

DocuSigned by:
By: Anna Foglia, Board Secretary
B2CE94D3B05246B...
(Secretary, CFO, Treasurer)

(Print Name and Title)

5/24/2021 | 2:32 PM PDT

Date: _____

Approved as to Form:

DocuSigned by:
Anne Breerton, County Counsel
07025F3AA36B4A4...
Deputy County Counsel

5/24/2021 | 4:56 PM PDT

Date: _____

Approved as to Fiscal Provisions:

DocuSigned by:
Gary Giboney
D3834BEE01D8749C
Auditor-Controller's Office

5/24/2021 | 4:58 PM PDT

Date: _____

SCOPE OF SERVICES/PAYMENT PROVISIONS

COALITION OF HOMELESS SERVICES PROVIDERS

A. FUNDING AMOUNT

Whole Person Care (Match)	\$472,176.65
Whole Person Care (State)	\$472,176.64
Total Funding	\$944,353.29

B. CONTRACT TERM

July 1, 2020 to **December 31, 2021**

C. CONTACT INFORMATION

County Contract Monitor:

Monterey County Department of Social Services
 Glorietta Rowland, Management Analyst
 1000 S. Main Street, Suite 301 Salinas, CA 93901
 Phone: (831) 796-3584 Fax: (831) 755-8477
rowlandg@co.monterey.ca.us

Contractor Information:

Coalition of Homeless Services Providers
 Roxanne Wilson, Executive Officer
 1942 Fremont Blvd Seaside, CA 93955
 Phone: (831) 883-3080 Fax: (831) 883-3085
rwilson@chsp.org

Location of Services:

Coalition of Homeless Services Providers
 1942 Fremont Blvd Seaside, CA 93955
 Phone: (831) 883-3080 Fax: (831) 883-3085

D. BACKGROUND

The Coalition of Homeless Services Providers (CHSP) is a private, non-profit agency comprised of twelve voting member-agencies, as well as eight non-voting Associate members and seven non-voting Community Advisors. The agency's mission is to promote interagency coordination and stimulate community-wide planning and coordination of programs for individuals and families who are homeless. As the designated Continuum of Care Coordinator, CHSP has been developing and improving a Coordinated Assessment and Referral System (CARS) which is integral to the coordination of services across providers.

E. DESCRIPTION OF SERVICES

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

E.1 COORDINATED ASSESSMENT & REFERRAL

- a. CONTRACTOR shall manage and oversee the Coordinated Assessment and Referral System (CARS) which will consist of the following activities:
 - i. Maintain two (2) staff positions to sustain and support the CARS data system ensuring resource availability and shelter capacity information is kept up to date.
 - ii. Administer the CARS Master List.

SCOPE OF SERVICES/PAYMENT PROVISIONS

- iii. Manage training needs across the homeless service provider network to ensure systems change to incorporate CARS is maintained.
- iv. Provide technical assistance to Federally and State mandated organizations.
- v. Administer CARS referrals to receiving programs.
- vi. Provide oversight and ensure compliance.
- vii. Coordinate mandated annual CE evaluation.
- viii. Resolve findings of evaluation.
- ix. Update CARS policies and procedures, at least annually.
- x. Engage with community partners to participate in CARS as a referring entity and/or receiving program.

E.2 CONTINUUM OF CARE ACTIVITIES & INCLEMENT WEATHER

- a. CONTRACTOR shall provide Continuum of Care Coordinator Activities:
 - i. Coordinate and provide all needed technical assistance to current and interested Continuum of Care (CoC) Consolidated Application applicants.
 - ii. Convene CoC meetings, send meeting notices, develop agendas, record and distribute minutes.
 - iii. Act as point-of-contact in the development and implementation of the CoC CA-506 Salinas/Monterey, San Benito Counties' 10-Year Plan. Lead the CoC in seeking other resources to ensure that adequate housing and supportive services can be provided at every stage in the homeless service system and beyond, as relevant to HEARTH (Homeless Emergency Assistance and Rapid Transition to Housing) Act regulations.
 - iv. Notify service providers and the public of the release of the CoC Consolidated Application. Prepare and submit a public notice to local newspapers notifying the public of the process.
 - v. Convene meetings with eligible agencies to discuss application strategies and timelines for submittal.
 - vi. Develop and submit the CoC Consolidated Application and applicant agency project applications to the Department of Housing and Urban Development (HUD) as the CoC designated Collaborative Applicant by the established deadline.
 - vii. Administer annual sheltered Housing Inventory Count and Point in Time Count.
 - viii. Administer biennial Unsheltered Point in Time Count.
 - ix. Utilize point-in-time Housing Inventory Chart data to develop County-wide unmet bed needs and gaps analysis as required by HUD.
 - x. Provide staff support to the annual CoC Application to HUD under the direction of the CoC Leadership Council. Prepare Review & Ranking Panel funding priority recommendations for presentation to the CoC Leadership Council for approval.
 - xi. Lead Monterey County Homeless Management Information System (HMIS) activities, coordinate with the HMIS consultant, and provide technical assistance to CHSP member-agencies and other contributory HMIS organizations to ensure necessary training, accurate data entry and homeless reports.

SCOPE OF SERVICES/PAYMENT PROVISIONS

- xii. Lead CoC efforts in developing an ongoing, vibrant HMIS Quality Assurance Plan toward becoming a US Dept. of HUD “High Performing CoC.”
- xiii. Identify systems gaps and actively pursue projects and funding to fill needs.
- b. CONTRACTOR shall serve as the primary contact for calls from elected county officials and local jurisdictions within the county regarding the need for outreach at homeless encampments. CONTRACTOR shall notify the provider network of the encampment situation within 24 hours of receiving a request for assistance from the jurisdiction. It is understood that CONTRACTOR is not a direct services provider and serves as a coordinating body for independent homeless service providing organizations. Additionally, CONTRACTOR shall convene providers and jurisdictions at least quarterly to develop and maintain an encampment outreach strategy within the constraints of provider capacity. Adequate performance of this section shall be determined by timely notice to the provider network of requests for encampment outreach and the convening of quarterly encampment outreach strategy meetings. Contractor shall maintain a database that tracks homeless encampments throughout the county and will work with county departments in sharing such data inter-organizationally.
- c. CONTRACTOR shall perform tasks to support the Inclement Weather Plan.
 - i. During the winter months, generally from November 1 to March 31, CONTRACTOR shall develop and update as required the “Inclement Weather Chart: Shelter Facilities/Food/Vouchers Capacity and Potential Expansion” (included in the Inclement Weather Plan) identifying current emergency shelter capacities.
 - ii. CONTRACTOR shall contact providers on the chart to determine if the information is still current, or if capacity noted has expanded or contracted.
 - iii. CONTRACTOR shall e-mail the chart to the CONTRACTOR’S member-agencies, the 2-1-1 Program Manager (United Way Monterey County) and to COUNTY staff.
 - iv. CONTRACTOR shall actively research and contact potential facilities throughout the County which can be opened as temporary emergency shelters during inclement weather.
- d. CONTRACTOR shall maintain a network of agencies which work with property owners. This network shall include nonprofits, private organizations, and the community at-large. The goal shall be to increase availability of housing units for individuals and families experiencing homelessness and who are at very-low income levels. Adequate performance of this measure shall be based on the number of agencies in the network, completed outreach and education events, and number of initiatives leading to the goal. CONTRACTOR shall conduct, at a minimum, one annual outreach event to educate and engage with landlords.

E.3 TEN-YEAR PLAN ACTIVITIES

- a. CONTRACTOR shall provide support and advocacy for development of affordable housing in Monterey County as outlined in the *Lead Me Home, 10-Year Plan to End Homelessness*. Adequate performance of this measure shall be based on the number of housing units and options developed. A report shall be submitted to the County Contract Monitor quarterly.

SCOPE OF SERVICES/PAYMENT PROVISIONS

- b. CONTRACTOR shall ensure committees defined within the *Lead Me Home*, 10-Yr Plan to End Homelessness are active and engaged to include the Oversight Committee, Housing Pipeline and Funding Committees. Adequate performance of this measure shall be based on attendance logs of committee meetings and activities within the quarter.
 - c. CONTRACTOR shall participate in a lead role on the following activities related to Lead Me Home 10-Year Plan
 - i. Support Leadership Council meetings in collaboration with the Department of Social Services (DSS). Send meeting notices and convene meetings, develop agendas, record and distribute minutes.
 - ii. Coordinate with consulting partners, as needed, to continue the implementation of the 10-Year Plan.
 - iii. Provide staff support as needed to other 10-Year Plan standing committees in conjunction with DSS/Community Action Partnership (CAP) and other identified support partners within the CoC.
 - iv. Seek other resources to ensure the adopted 10-Year Plan is implemented and revised as homeless conditions and population needs change.
 - v. Work closely with San Benito County in the implementation of the 10-Year Plan strategies.
 - vi. Coordinate formal inclusion of additional community stakeholders in the Lead Me Home 10-Year Plan implementation committees, work groups, action teams, etc.
- E.4 HMIS LICENSING FEES
- a. Serve as lead agency for the Homeless Management Information system.
 - i. Manage day-to-day operational aspects of HMIS project
 - ii. Purchase, distribute and manage license allocations
 - iii. Contract with approved HMIS software and other technological vendors
 - iv. Ensure client privacy, security and confidentiality
 - v. Enforce HMIS End User agreements
 - vi. Enforce data collection, entry, and quality standards of approximately 100 end users across the homeless service sector
 - vii. Assist with required reporting configurations such as; HIC/PIT, CAPER, APR, Systems Performance Measures, Longitudinal Systems Analysis, etc.
 - viii. Train HMIS End Users, Agency Admins and Agency Security Officers
 - ix. Run HUD Universal Data Elements, Data Incongruities Reports, and other data quality reports as required by Federal and State partners
 - x. Provide technical support to End Users
 - xi. Maintain HMIS data quality in keeping with Federal and State requirements
 - xii. Conduct all aspects of New User trainings, HMIS Oversight Committee (leadership arm of HMIS program), Data Quality trainings, Advanced Reporting Tool (ART) trainings, HMIS Administrator trainings.
 - xiii. Manage user accounts and access control
 - xiv. Identify and develop system enhancements and communicate changes to participating agencies.
 - xv. Update, at least annually, the HMIS policies and procedures.

SCOPE OF SERVICES/PAYMENT PROVISIONS

- xvi. Ensure organizational adherence and enforcement of the HMIS Policies and Procedures and respond to any violations.
- xvii. Administer annual security site visit inspections to all HMIS agencies.
- xviii. Provide assistance to the State to develop the Homeless Data Information System (HDIS), the State of CA's version of HMIS.

E.5 TECHNICAL SUPPORT & INTERFACE DEVELOPMENT

- a. CONTRACTOR shall participate in data exchange projects related to the data gathered as part of this program and during this Agreement that may require technical support, development of data interfaces or automated data extracts including but not exclusive to secure file transfer protocol (SFTP).
- b. All technical professional services necessary under this category will require an implementation plan to include technical scope and proposed costs that will require mutual approval prior to commencement of any technical support development services.
- c. The estimated cost allocated in this category is to enable COUNTY and CONTRACTOR to develop and test the data interfaces for an agile and secure solution that will enable data exchange relative to shared client information to ensure continuity of care across multiple data systems.
- d. All costs under this category will be on "as approved" and "as incurred basis".
- e. Activities under this category may include but are not exclusive to:
 - i. Development of data sharing system architecture both current and desired state.
 - ii. Programming necessary to enable interfaces for automated data extracts.
 - iii. Programming necessary to enable interfaces for real time access to shared client information.
 - iv. Development of application program interface (API) that will require County vendor for existing solutions to work in conjunction with CONTRACTOR vendor for access to real time data.
 - v. Enable access to reporting with data elements defined.
 - vi. Technical services and programming necessary for an enterprise master person index (eMPI) interface as needed.

F. REPORTING

- F.1 CONTRACTOR shall submit a semi-annual service report addressing deliverables outlined in this Scope of Services using the report template included in this Agreement as Exhibit A-1 to the County Contract Monitor.
- F.2 These reports are due:
 - a. January 10, 2021 for the period of July 1, 2020 to December 31, 2020
 - b. July 10, 2021 for the period of July 1, 2020 to June 30, 2021
 - c. **January 10, 2022 for the period of July 2021 to December 2021**
- F.3 CONTRACTOR shall submit a quarterly report of activities addressing deliverables outlined in this Scope of Services using the report template included in this Agreement as Exhibit A-2 to the County Contract Monitor
- F.4 These reports are due:
 - a. October 10, 2020 for the period of July 1, 2020 to September 30, 2020
 - b. January 10, 2021 for the period of October 1, 2020 to December 31, 2020

SCOPE OF SERVICES/PAYMENT PROVISIONS

- c. April 10, 2021 for the period of January 1, 2021 to March 31, 2021
 - d. July 10, 2021 for the period of April 1, 2021 to June 30, 2021
 - e. **October 1, 2021 for the period of July 1, 2021 to September 30, 2021**
 - f. **January 10, 2022 for the period October 1, 2021 to December 31, 2021**
- F.5 CONTRACTOR shall participate in an annual site visit conducted by COUNTY staff to review fiscal integrity, customer service, business management, and service delivery. Completion of this measure shall be documented through issuance of an annual site visit report.
- G. PAYMENT PROVISIONS
- G.1 COUNTY shall pay CONTRACTOR according to the terms set forth in Exhibit B, Section I, PAYMENT BY COUNTY, of this Agreement.
 - G.2 The total amount payable by COUNTY to CONTRACTOR for the period July 1, 2020 through December 31, 2020 shall not exceed three hundred forty-one thousand three hundred three dollars and twenty-nine cents (\$341,303.29).
 - G.3 The total amount payable by COUNTY to CONTRACTOR for the period **January 1, 2021 through December 31, 2021** shall not exceed **six hundred three thousand fifty dollars and zero cents (\$603,050.00)**.
 - G.4 The total amount payable by COUNTY to CONTRACTOR for this contract shall not exceed **nine hundred forty-four thousand three hundred fifty-three dollars and twenty-nine cents (\$944,353.29)**.
 - G.5 CONTRACTOR shall submit original signed monthly invoices with supportive documentation to COUNTY setting forth the amount claimed no later than 10 days after the end of each month on the form set forth in **Exhibit DD**. The final invoice will be due no later than **January 10, 2022**.
 - G.6 All original signed invoices shall be mailed to the County Contract Monitor.

(end of Exhibit AA)

BUDGET**Exhibit CC**

MONTEREY COUNTY DEPT OF SOCIAL SERVICES

Coalition of Homeless Services Providers

TERM: July 1, 2020 through December 31, 2021

Amendment # 1

CATEGORY	CoC Coordination 7/1 - 12/31/2020 \$341,303.29	CoC Coordination 1/1 - 12/31/2021 \$603,050.00	AMENDED CONTRACT BUDGET \$944,353.29
Personnel	\$ 207,704.29	\$ 233,448.00	\$ 441,152.29
Whole Person Care integration	\$ 21,360.00	\$ 90,619.00	\$ 111,979.00
Homeless Management Information Sys	\$ 20,340.00	\$ 84,947.00	\$ 105,287.00
Occupancy	\$ 19,367.00	\$ 33,148.00	\$ 52,515.00
Equipment	\$ 5,667.00	\$ 3,333.00	\$ 9,000.00
Insurance	\$ 9,157.00	\$ 12,574.00	\$ 21,731.00
Audit	\$ 2,271.00	\$ 22,729.00	\$ 25,000.00
Supplies	\$ 13,639.00	\$ 5,000.00	\$ 18,639.00
Utilities	\$ 8,240.00	\$ 7,290.00	\$ 15,530.00
Accounting Services	\$ 33,183.00	\$ 92,817.00	\$ 126,000.00
Professional Services	\$ 375.00	\$ 17,145.00	\$ 17,520.00
TOTAL	\$ 341,303.29	\$ 603,050.00	\$ 944,353.29

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

Person Completing Form: _____

Phone: _____

Date: _____