

COUNTY OF MONTEREY

AMENDMENT # 1 to PSA 942

Shelter Outreach Plus

ORIGINAL

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 Shelter Outreach Plus (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for provision of housing/homeless services executed between the parties on February 10, 2014 (hereinafter, "Original Agreement") by **adding \$20,000 to increase bed capacity and support shelter overnight supervision, increasing the total contract amount to \$118,551.** Therefore, the parties agree:

1. Section 1 of the Original Agreement is amended to read as follows:

1. GENERAL DESCRIPTION: The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AA**, in conformity with the terms of this Agreement. The goods and/or services are generally described as follows: Provide housing/homeless services, domestic violence counseling, and information and referral to residents of Monterey County.

2. Section 2 of the Original Agreement is amended to read as follows:

2. PAYMENT PROVISIONS: COUNTY shall pay the 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 **\$118,551.**

3. Section 4 of the Original Agreement is amended to read as follows:

4. SCOPE OF SERVICES AND ADDITIONAL PROVISIONS: The following attached exhibits are incorporated herein by reference and constitute a part of this agreement:

Exhibit AA	Scope of Services/Payment Provisions
Exhibit A-1	Reporting Requirements/NPI Reporting Form
Exhibit A-2	Client Characteristics Report
Exhibit A-3	CalWORKs Client Information
Exhibit B	DSS Additional Provisions
Exhibit CC	Budget
Exhibit DD	Invoice
Exhibit E	Child Abuse Reporting Certification
Exhibit F	Elder Abuse Reporting Certification
Exhibit G	HIPAA Agreement

4. Sections 1.01, 1.02 and 2.01 of Exhibit B of the Original Agreement are amended to read as follows:

1.01 Monthly Claims by CONTRACTOR: Not later than the tenth (10th) day of month following the month of service, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. The invoice shall be submitted in the form set forth in **Exhibit DD**.

1.02 Allowable Costs: Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement as set forth in the budget, attached hereto as **Exhibit CC**. Only the costs listed in **Exhibit CC** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

2.01 Outcome objectives and performance standards: CONTRACTOR shall, for the entire term of this Agreement, provide the service outcomes set forth in **Exhibit AA**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit AA** unless prevented from doing so by circumstances beyond CONTRACTOR's control including, but not limited to, natural disasters, fire, theft and shortages of necessary supplies or materials due to labor disputes.

5. Exhibits A, C, and D of the Original Agreement are rescinded, and replaced by **Exhibits AA, CC and DD**, attached.

If there is any conflict or inconsistency between the provisions of the AGREEMENT, or this AMENDMENT, the provisions of this AMENDMENT shall govern. A copy of this AMENDMENT shall be attached to the original AGREEMENT, as it may have been previously amended.

(this space left blank intentionally)

Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the original AGREEMENT shall remain unchanged and unaffected by this AMENDMENT and shall continue in full force and effect.

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

COUNTY OF MONTEREY:

By: _____
Elliott Robinson
Director, DSS

Date: _____

CONTRACTOR:

Shelter Outreach Plus

By: _____
(Chair, President, Vice-President)

Teresa Erickson, Pres
(Print Name & Title)

Date: 8/28/14

Approved as to Form:

Deputy County Counsel

Date: 9-10-14

By: _____
(Secretary, CFO, Treasurer)

Christopher Cobarrillas, Treasurer
(Print Name and Title)

Date: 9/5/14

Approved as to Fiscal Provisions:

Auditor-Controller's Office

Date: 9/15/14

SCOPE OF SERVICES

SHELTER OUTREACH PLUS

A. Total Funding includes \$20,000 additional One -Time Only funding to support emerging shelter services needs in Monterey County

Homeless Services **\$118,551**

B. Contract Term: January 1, 2014 to December 31, 2014

C. County Contact Monterey County Community Action Partnership
 County Contract Monitor Lauren Miller, Management Analyst
1000 S. Main Street, Suite 301, Salinas, CA 93901
(831) 796-3584 Fax: (831) 755.8477
millerl@co.monterey.ca.us

D. Agency Information

1. Administrative Office Shelter Outreach Plus
Reyes Bonilla, Executive Director
P.O. Box 1340
Marina, CA. 93933
831.384.3388 Fax 831.384.1308
rbonilla.ed@shelteroutreachplus.org

2. Location of Services

Salinas

- **Salinas Interfaith Homeless Emergency Lodging Program (I-HELP)**
831.384.3362 Fax 831.384.3382
Hours of Operation: Seven days a week, 6pm to 6am (overnight lodging)
- **Salinas Shelter (confidential location)**
831.422.2201 Fax 831.753.6306
Hours of Operation: Seven days a week; 24 hours a day
- **Seaside Shelter (confidential location)**
831.394.8372 Fax 831.394.8372 (same as phone)
Hours of Operation: Seven days a week; 24 hours a day

North County

- **Mobile Outreach Services Team (MOST) Van, Pajaro River**
831.384.3362 Fax 831.384.3382
Hours of Operation: Wednesday; 11am to 1pm

SCOPE OF SERVICES

- Salinas Shelter (confidential location)
831.422.2201 Fax 831.753.6306
Hours of Operation: Seven days a week; 24 hours a day

South County

- Mobile Outreach Services Team (MOST) Van, Gonzales
831.384.3362 Fax 831.384.3382
Hours of Operation: Friday, 12pm to 3pm
- Salinas Shelter (confidential location)
831.422.2201 Fax 831.753.6306
Hours of Operation: Seven days a week; 24 hours a day

3. Contact Persons

Contractual and Program Matters

Reyes Bonilla, Executive Director
P.O. Box 1340
Marina, CA. 93933
831.384-3388 Fax 831.384.1308
rbonilla.ed@shelteroutreachplus.org

Program Matters – I-HELP and MOST Van

Reyes Bonilla, Executive Director
831.384.3362 Fax 831.384.3382
rbonilla.ed@shelteroutreachplus.org

Program Matters – Salinas Shelter & Seaside Shelter

Leticia Bejarano, Program Director
831.737.9964 Fax 831.753.6306
leticiabejarano@shelteroutreachplus.org

E. Description of Services

1. Salinas Collaborative

Shelter Outreach Plus funding for Services in the Salinas Region:

Total \$55,860 (including \$20,000 one-time-only funding to support shelter services needs in Monterey County).

As a member of the Salinas Collaborative, Contractor will collaborate with Community Human Services, Central Coast HIV/AIDS Services, Franciscan Workers of Junipero Serra, Housing Resource Center, Second Chance, Sun Street Centers, and the YWCA of Monterey County. The Food Bank for Monterey County will participate in this collaborative as a sole source partner. Agencies in the Salinas

SCOPE OF SERVICES

Collaborative will work together to refer families and individuals to the services appropriate to meet their needs.

Contractor is encouraged to invite other agencies who provide services to the Salinas Region low income population, but who are not funded through the CAP collaborative, to the collaborative meetings. This activity will increase the collaborative's membership and networking capabilities, and provide for better wrap-around services to the area's low income population.

Contractor will provide housing/homeless services, domestic violence counseling services, information and referral, and completion of forms through the Salinas I-HELP Program, Mobile Outreach Services Team (MOST) Program, and the Salinas Shelter. The I-HELP Salinas Program offers year-around nightly shelter, food, and support to single homeless men at a fixed site in Marina, CA. A client activity center is available for men to attend case management appointments. The MOST Program will offer assistance through distribution of clothing, food, toiletries and outreach services to homeless individuals and families. The Salinas Shelter will offer counseling, emergency shelter and support to domestic violence victims and homeless individuals and families. Contractor will assist individuals and families with information and referral/completion of forms as required. Services will be provided at the Salinas locations shown in paragraph D.2.

The additional one-time only funding is being allocated to the Contractor to increase capacity at the shelters. The intent of this funding is to support the salaries of shelter supervising staff; since the shelter's ability to serve more people increases when there is adequate supervision. It is expected that this funding will increase bed capacity in the Salinas shelter and maintain staffing levels.

All families/individuals receiving housing/homeless and domestic violence prevention and intervention services will have income at or below the Federal Poverty Guidelines. Family income will be documented in the case file. Services will be provided in English/Spanish.

2. Monterey Peninsula Collaborative

Shelter Outreach Plus funding for Services in the Monterey Peninsula Region:

Total	\$18,140
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As a member of the Monterey Peninsula Collaborative, Contractor will collaborate with Community Human Services, Central Coast HIV/AIDS Services, Salvation Army Monterey Peninsula, The Village Project, and YWCA of Monterey County to address the needs of low-income people in this region. Contractor will participate in routinely scheduled Monterey Peninsula Collaborative meetings. Agencies in the Monterey Peninsula Collaborative will work together to refer families and individuals to the appropriate services to meet their needs.

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Contractor is encouraged to invite other agencies who provide services to the Monterey Peninsula Region low-income population, but who are not funded through the CAP collaborative, to the collaborative meetings. This activity will increase the collaborative's membership and networking capabilities, and provide for better wrap-around services to the area's low income population.

Contractor will provide housing/homeless services, domestic violence counseling services, information and referral, and completion of forms through I-HELP Monterey, Mobile Outreach Services Team (MOST) Program, and the Seaside Domestic Violence Shelter programs. The I-HELP Monterey Program offers year-around nightly shelter, food, and support to single homeless men in conjunction with congregations in the Monterey Peninsula area. The Seaside Shelter will offer counseling, emergency shelter and support to domestic violence victims and homeless individuals and families. Contractor will assist individuals and families with information and referral/completion of forms as required. Services will be provided at the Monterey Peninsula location shown in paragraph D.2.

All families/individuals receiving housing/homeless and domestic violence prevention and intervention services will have income at or below the Federal Poverty Guidelines. Family income will be documented in the case file. Services will be provided in English/Spanish.

3. North County Collaborative

Shelter Outreach Plus funding for Services in the North County Region:

Total \$38,551

As a member of the North County Collaborative, Contractor will collaborate with Central Coast HIV/AIDS Services, and the Housing Resource Center to address the needs of low-income people in this region. Contractor will participate in routinely scheduled North County Collaborative meetings. Agencies in the North County Collaborative will work together to refer families and individuals to the services appropriate to meet their needs.

Contractor is encouraged to invite other agencies who provide services to the North County Region low income population, but who are not funded through the CAP collaborative, to the collaborative meetings. This activity will increase the collaborative's membership and networking capabilities, and provide for better wrap-around services to the area's low income population.

Contractor will provide housing/homeless services, domestic violence counseling services and information and referral and completion of application forms through the Mobile Outreach Services Team (MOST) Program and the Salinas Domestic Violence Shelter programs. The MOST Program will offer assistance through distribution of clothing, food and toiletries, and outreach services to homeless

SCOPE OF SERVICES

individuals and families at the Pajaro River area. The Salinas Shelter will offer counseling, emergency shelter and support to domestic violence victims and homeless individuals and families. Contractor will assist individuals and families with information and referral as well as completion of application forms as required. Services will be provided at the North County locations shown in paragraph D.2.

All families/individuals receiving housing/homeless and domestic violence prevention and intervention services will have income at or below the Federal Poverty Guidelines. Family income will be documented in the case file. Services will be provided in English/Spanish.

4. South County Collaborative

Shelter Outreach Plus funding for Services in the South County Region:

Total	\$6,000
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As a member of the South County Collaborative, Contractor will collaborate with Central Coast HIV/AIDS Services, YWCA of Monterey County and the Housing Resource Center to address the needs of low-income people in this region. Contractor will participate in routinely scheduled South County Collaborative meetings. Agencies in the South County Collaborative will work together to refer families and individuals to the services appropriate to meet their needs.

Contractor is encouraged to invite other agencies who provide services to the South County Region low income population, but who are not funded through the CAP collaborative, to the collaborative meetings. This activity will increase the collaborative's membership and networking capabilities, and provide for better wrap-around services to the area's low income population.

Contractor will provide housing/homeless services including distribution of food, blankets, tarps, toiletries and other personal essentials to homeless people that live outdoors and on the streets through the Mobile Outreach Services Team (MOST) Program. The Salinas Shelter will offer counseling, emergency shelter and support to domestic violence victims and homeless individuals and families. Contractor will also assist individuals and families with information and referral as well as completion of application forms as required. Services will be provided at the South County locations shown in paragraph D.2.

All families/individuals receiving housing/homeless and domestic violence prevention and intervention services will have income at or below the Federal Poverty Guidelines. Family income will be documented in the case file. Services will be provided in English/Spanish.

SCOPE OF SERVICES

F. Reporting and Invoicing

1. Reporting Instructions and Submission

Contractor shall achieve the goals as stated in the National Performance Indicators report attached as Exhibit A-1. The NPI shall be a cumulative report reflecting actual outcomes for all geographic regions.

Contractor will report semi-annually using two California State Forms; the National Performance Indicators Report CSD-801 (Rev. 11/11), Exhibit A-1, and the Programmatic Data-Client Characteristic Report CSD 295-CCR (Rev. 2011), Exhibit A-2.

Both the CSD-801 (Rev. 11/11) and the CSD 295-CCR (Rev. 2011) will be due on:

- July 10, 2014 (for the period January 1 to June 30, 2014)
- January 10, 2015 (for the cumulative period January 1 to December 31, 2014)

Submit all reports to Lauren Miller via e-mail at: millerl@co.monterey.ca.us

2. Invoicing Instructions and Submission

Invoicing shall be submitted against the total contract dollar amount and be tracked separately by service program. The Invoice shall be submitted on the form set forth in **Exhibit DD**.

The Client Information Report, Exhibit A-3, is a monthly submission capturing data on CalWORKs recipients served by Contractor in accordance with HIPPA rules and regulations as stated in Exhibit G.

Contractor shall submit client information report and signed invoices with supportive documentation to the County setting forth the amount claimed by the 10th day of the month following the month in which services were performed commencing January 2014 with the final invoice due no later than December 10, 2014. Contractor acknowledges that all funding under this contract will be exhausted by November 30, 2014; however, services will continue through December 31, 2014 with other program funding.

All Invoices shall be mailed to:

Lauren Miller, Community Action Partnership
1000 South Main Street, Suite 301
Salinas, CA 93901

The maximum amount payable by COUNTY to CONTRACTOR under this Agreement shall not exceed **one hundred eighteen thousand, five hundred and fifty-one dollars (\$118,551)**.

COMMUNITY ACTION PARTNERSHIP

SHELTER OUTREACH PLUS

2014 BUDGET

CATEGORY	HOMELESS SERVICES	DOMESTIC VIOLENCE REVENTION/INTERVENTIO	CONTRACT BUDGET
	\$ 18,002.00	\$ 80,549.00	\$ 98,551.00
SALARIES	\$ 32,601.00	\$ 52,380.00	\$ 84,981.00
EMPLOYEE BENEFITS	\$ 2,520.00	\$ 14,096.00	\$ 16,616.00
PAYROLL TAXES	\$ 551.00	\$ 3,000.00	\$ 3,551.00
OCCUPANCY	\$ -	\$ 8,000.00	\$ 8,000.00
VEHICLE OPER. COSTS	\$ 1,000.00	\$ -	\$ 1,000.00
INDIRECT COSTS (Maximum 8%)	\$ 1,330.00	\$ 3,073.00	\$ 4,403.00
OTHER	\$ -	\$ -	
TOTAL	\$ 38,002.00	\$ 80,549.00	\$ 118,551.00

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

Person Completing form:

Cynthia
Cynthia Gbonillas, Treasurer

Date:

9/5/14

**Shelter Outreach Plus
Community Action Partnership Invoice
Calendar Year 2014**

Exhibit DD

Invoice Month: May-14

Expense Categories	Total Budget	DV Prevention/Intervention	Total Monthly Expenses	Year to Date Expenses	Balance Remaining
Salaries	\$ 52,380.00	-	\$0.00	\$0.00	\$ 52,380.00
Employee Benefits	\$ 14,096.00	-	\$0.00	\$0.00	\$ 14,096.00
Payroll Taxes	\$ 3,000.00	-	\$0.00	\$0.00	\$ 3,000.00
Occupancy	\$ 8,000.00	-	\$0.00	\$0.00	\$ 8,000.00
Indirect Costs (Maximum 8%)	\$ 3,073.00	-	\$0.00	\$0.00	\$ 3,073.00
Other	\$ -	-	\$0.00	\$0.00	\$ -
DV Services Total	\$ 80,549	-	\$0.00	\$0.00	\$ 80,549.00
Total DV Services Budget	\$ 80,549	\$ 80,549.00			
Year to Date		-			
Balance Remaining		\$ 80,549.00			

Expense Categories	Total Budget	Homeless Services	Total Monthly Expenses	Year to Date Expenses	Balance Remaining
Salaries	\$ 32,601.00	-	\$0.00	\$0.00	\$ 32,601.00
Employee Benefits	\$ 2,520.00	-	\$0.00	\$0.00	\$ 2,520.00
Payroll Taxes	\$ 551.00	-	\$0.00	\$0.00	\$ 551.00
Vehicle Operating Costs	\$ 1,000.00	-	\$0.00	\$0.00	\$ 1,000.00
Indirect Costs (Maximum 8%)	\$ 1,330.00	-	\$0.00	\$0.00	\$ 1,330.00
Other	\$ -	-	\$0.00	\$0.00	\$ -
Homeless Sys Total	\$ 38,002	-	\$0.00	\$0.00	\$ 38,002.00
Total Homeless Sys Budget	\$ 38,002	\$ 38,002.00			
Year to Date		-			
Balance Remaining		\$ 38,002.00			
Complete Total	\$ 118,551	\$ 118,551.00	\$0.00	\$0.00	\$ 118,551.00
Total Budget		\$ 118,551.00			
Year to Date		-			
Balance Remaining		\$ 118,551.00			

I certify that this report is correct and complete to the best of my knowledge and that the costs are eligible pursuant to the terms of the contract.

Person Completing Invoice

Title

Phone #

Authorizing Signature / Date

Monterey County Authorized Signature / Date

Remit To:
Shelter Outreach Plus
PO Box 1340 Marina, CA 93933