

COUNTY OF MONTEREY

AMENDMENT # 1 to AGREEMENT #A-13027

**ORIGINAL**

**Franciscan Workers of Junipero Serra**

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 Franciscan Workers of Junipero Serra (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for expanded hours of operation at Dorothy's Place Hospitality Center between the parties executed on January 5, 2016 (hereinafter, "Original Agreement") by **extending the term of the Agreement through May 15, 2016**. Therefore, the parties agree:

1. Section 1.0 GENERAL DESCRIPTION of the Original Agreement is amended to read as follows:

1.01 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 services are generally described as follows: expanded hours of operation at Dorothy's Place Hospitality Center to 10.5 hours per day, 7 days a week to provide emergency shelter and case management to homeless individuals in Salinas.

2. Section 2.0 PAYMENT PROVISIONS of the Original Agreement is amended to read as follows:

2.01 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 \$114,129.

3. Section 3.0 TERM OF AGREEMENT of the Original Agreement is amended to read as follows:

3.01 The term of this agreement is from January 1, 2016 to **May 15, 2016**, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and CONTRACTOR may not commence work before County signs this Agreement.

4. Section 4.0 of the Original Agreement SCOPE OF SERVICES AND ADDITIONAL PROVISIONS is amended to read as follows:

4.01 The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement

<b>Exhibit AA</b>	<b>Scope of Services/Payment Provisions</b>
Exhibit B	DSS Additional Provisions
<b>Exhibit CC</b>	<b>Budget</b>
<b>Exhibit DD</b>	<b>Invoice</b>
Exhibit E	Child Abuse Reporting Certification
Exhibit F	Elder Abuse Reporting Certification
Exhibit G	HIPPA Certification
Exhibit H	Lobbying Certification
Exhibit I	Audit Requirements

5. Sections 1.01, 1.03 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 (10<sup>th</sup>) day of each month CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in **Exhibit DD**.

**1.03 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.

6. 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.

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:   
Contracts/Purchasing

Date: 01 April 2014

**CONTRACTOR:**

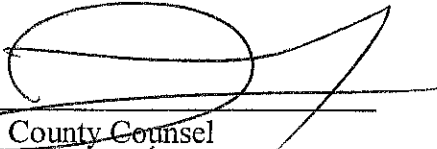
**Franciscan Workers of Junipero Serra**

By:   
(Chair, President, Vice-President)

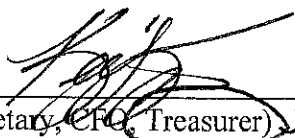
Shaunell Thompson Vice Pres  
(Print Name & Title)

Date: 3-23-16

**Approved as to Form:**

  
Deputy County Counsel

Date: 3/29/16

By:   
(Secretary, CFO, Treasurer)

Kevin Little  
(Print Name and Title)

Date: 3-23-16

**Approved as to Fiscal Provisions:**

  
Auditor-Controller's Office

Date: 3-24-16

## SCOPE OF SERVICES/PAYMENT PROVISIONS

## FRANCISCAN WORKERS OF JUNIPERO SERRA

## A. TOTAL FUNDING:

Homeless Services \$114,129

B. CONTRACT TERM: *January 1, 2016 to May 15, 2016*

## C. CONTACT INFORMATION:

County Contract Monitor: Monterey County Community Action Partnership (CAP)  
Glorietta Rowland, Management Analyst  
1000 S. Main Street, Suite 301 Salinas, CA 93901  
Phone: (831) 755-4484 Fax: (831) 755-8477  
[rowlandg@co.monterey.ca.us](mailto:rowlandg@co.monterey.ca.us)

Contractor Information: Franciscan Workers of Junipero Serra  
Administration Jill Allen, Executive Director  
P.O. Box 2027  
Salinas, CA 93902-2027  
Phone: (831) 578-4198 Fax: (831) 757-2173  
[jill.allen@dorothysplace.org](mailto:jill.allen@dorothysplace.org)

Location of Services: Dorothy's Place Hospitality Center  
30 Soledad Street Salinas, CA 93901  
Phone: (831) 578-4198 Fax: (831) 757-2173

## D. BACKGROUND

Franciscan Workers of Junipero Serra was incorporated in 1982 to serve the lowest income and most marginalized people in Salinas. It began as a soup kitchen, progressed into providing a day shelter for the homeless, and now provides four (4) core programs from its facility at 30 Soledad St in the Salinas Chinatown area, known as Dorothy's Place Hospitality Center.

On November 17<sup>th</sup> 2015, Monterey County Board of Supervisors approved recommendations to fund a Coordinated Assessment and Referral System for Homeless Services in Monterey County. During Board comments direction was provided to explore options to expanding the availability and hours of operation for warming services.

## 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 CONTRACTOR shall expand the hours of operation for Dorothy's Place Hospitality Center from 4 hours/day, 5 days/week, to 10.5 hours/day, 7 days/week. Instead of

## SCOPE OF SERVICES/PAYMENT PROVISIONS

- operating from 9 am - 1 pm, this funding will support opening at 7:30 am and closing at 6 pm (one hour before Women Alive Emergency Shelter opens in the same space).
- E.2 Through this extension of hours **dates of service will expand to January 1, 2016 through May 15, 2016**. CONTRACTOR will provide a warm, dry shelter during the day with meals, showers, restrooms, laundry, mail, phone, clothing, and hygiene supplies in the same facility.
- E.3 CONTRACTOR shall provide for expanded case management services with the goal of using the inclement weather as motivation for individuals and families to seek a way out of encampment living.

### F. REPORTING INSTRUCTIONS & SUBMISSION

- F.1 CONTRACTOR shall submit a written report describing services performed that includes the following indicators:

1. Number of Individuals Served
2. Number of People Engaged in Case Management Services
3. Demographics
4. Outcomes
5. Challenges
6. Lessons Learned

- F.2 CONTRACTOR shall submit this written report to the COUNTY by **June 15, 2016**.

- F.3 CONTRACTOR shall submit all reports via e-mail to the County Contract Monitor: Glorietta Rowland at [rowlandg@co.monterey.ca.us](mailto:rowlandg@co.monterey.ca.us)

### G. PAYMENT PROVISIONS

County shall pay CONTRACTOR according to the terms set forth in Section 6.0 of this Agreement, PAYMENT CONDITIONS.

The maximum amount payable by County to CONTRACTOR under this Agreement shall not exceed one hundred fourteen thousand one hundred and twenty-nine dollars (\$114,129).

### INVOICING INSTRUCTIONS & SUBMISSION

CONTRACTOR shall submit original signed invoices with supportive documentation to the County setting forth the amount claimed by the 10<sup>th</sup> day of the month following the month in which services were performed, with the final invoice due no later than **June 10, 2016**.

**SCOPE OF SERVICES/PAYMENT PROVISIONS**

The invoice shall be submitted on the form set forth in **Exhibit DD**.  
All original signed invoices shall be mailed to:

Lauren C. Miller, Community Action Partnership  
1000 South Main St, Suite 301  
Salinas, CA 93901

Per Exhibit B, Section VI of this Agreement, funding is contingent on State and Federal funding.

COMMUNITY ACTION PARTNERSHIP  
**Franciscan Workers of Junipero Serra**  
 January 1, 2016 - May 15, 2016

CATEGORY	Day Center Expansion \$114,129	TOTAL CONTRACT BUDGET \$114,129
Wages	\$ 63,342.00	\$ 63,342.00
Benefits	\$ 35,020.94	\$ 35,020.94
Facility Costs	\$ 15,766.06	\$ 15,766.06
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>TOTAL</b>	\$ 114,129.00	\$ 114,129.00

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

Person Completing Form: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**FRANCISCAN WORKERS OF JUNIPERO SERRA**  
**Community Action Partnership Invoice**  
**January 1, 2016 - May 15, 2016**

Exhibit DD

Invoice Term:

Expense Categories	Total Budget	Day Center Expansion	Total Monthly Expenses	FY to Date Expenses	Balance Remaining
Wages	\$ 63,342.00	\$ -	\$ -	\$ -	\$ 63,342.00
Benefits	\$ 35,020.94	\$ -	\$ -	\$ -	\$ 35,020.94
Facility Costs	\$ 15,766.06	\$ -	\$ -	\$ -	\$ 15,766.06
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 114,129.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,129.00</b>
<b>Total Budget</b>	<b>\$ 114,129.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,129.00</b>
<b>Year to Date</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Balance Remaining</b>	<b>\$ 114,129.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,129.00</b>

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:

Franciscan Workers of Junipero Serra  
 PO Box 20227 Salinas, CA 93901