

ORIGINAL

**COUNTY OF MONTEREY**

AMENDMENT # 1 to Agreement #A-13038

**COMMUNITY HOMELESS SOLUTIONS**

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 Community Homeless Solutions (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for housing resources between the parties, executed on February 5, 2016 (hereinafter, "Original Agreement "), by **adding \$14,500 to provide counseling services to women participating in the Women-in Transition Program (WIT), increasing the total contract amount to \$159,570.** 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: Provide emergency shelter services, domestic violence prevention services, and housing resources to low-income individuals and families in Monterey County; **and provide counseling services to women participating in the Women-in-Transition (WIT) Program.**

- 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 **\$159,570.**

- 3. 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>
<b>Exhibit AA-1</b>	CSBG/NPI Workplan
<b>Exhibit A-2</b>	CSBG Data-Client Characteristics Report
<b>Exhibit A-3</b>	Partner Agency Evaluation Form
<b>Exhibit A-4</b>	CalWORKs Client Information Form
<b>Exhibit B</b>	DSS Additional Provisions
<b>Exhibit CC</b>	<b>Program Budget</b>

**Exhibit DD**

Exhibit E

Exhibit F

Exhibit G

Exhibit H

Exhibit I

**Invoice**

Child Abuse Reporting Certification

Elder Abuse Reporting Certification

HIPAA Certification

Lobbying Certification

Audit Requirements

4. 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.

5. Exhibits A, A-1, C, and D of the Original Agreement are rescinded, and replaced by **Exhibits AA, AA-1, 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.

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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  
Department of Social Services

Date: 8/22/14

**CONTRACTOR:**

**COMMUNITY HOMELESS SOLUTIONS**

By:   
(Chair, President, Vice-President)

TERESA ERICKSON, PRESIDENT  
(Print Name & Title)

Date: 8/11/14

**Approved as to Form:**

  
Deputy County Counsel

Date: 8-11-14

By:   
(Secretary, CFO, Treasurer)

JASON CHAVEZ, TREASURER  
(Print Name and Title)

Date: 8/11/14

**Approved as to Fiscal Provisions:**

  
Auditor-Controler's Office

Date: 8-2-14

## SCOPE OF SERVICES/PAYMENT PROVISIONS

## COMMUNITY HOMELESS SOLUTIONS

- A. TOTAL FUNDING: \$145,070  
Additional Funding \$ 14,500  
**\$159,570**
- B. CONTRACT TERM: January 1, 2016 to December 31, 2016
- C. CONTACT INFORMATION:
- County Contract Monitor: Monterey County Community Action Partnership (CAP)  
 Lauren Miller, Management Analyst  
 1000 S. Main Street, Suite 301 Salinas, CA 93901  
 Phone: (831) 796-3584 Fax: (831) 755-8477  
[millerl@co.monterey.ca.us](mailto:millerl@co.monterey.ca.us)
- Contractor Information: Community Homeless Solutions Administration  
 Reyes Bonilla, Executive Director  
 PO Box 1340 Marina, CA 93933  
 Phone: (831) 384-3322 Fax: (831) 384-1308  
[rbonilla.ed@shelteroutreachplus.org](mailto:rbonilla.ed@shelteroutreachplus.org)
- Location of Services: Emergency & Transitional Housing Programs  
 3087 Wittenmyer Ct Marina, CA 93933  
 Phone: (831) 384-3322 Fax: (831) 384-1308
- Salinas Emergency Shelter  
 Confidential Location, Salinas, CA  
 Phone: (831) 422-2201 Fax: (831) 573-6306
- Seaside Emergency Shelter  
 Confidential Location, Seaside, CA  
 Phone: (831) 394-8372 Fax: (831) 394-8372
- MOST Street Outreach  
 County Wide – mobile services  
 Phone: (831) 384-3388 Fax: (831) 384-1308
- MOST Day Center  
 299 12<sup>th</sup> St Ste C Marina, CA 93933  
 Phone: (831) 384-3388 Fax: (831) 384-1308
- Women in Transition Housing Program**  
**2429-2434 Lexington Ct.**  
**Marina, CA 93933**

## SCOPE OF SERVICES/PAYMENT PROVISIONS

### D. BACKGROUND

Community Homeless Solutions is a non-profit corporation, formed in 1978 under the name Shelter Outreach Plus to offer emergency shelter services to women and children fleeing domestic violence. Since this time, Community Homeless Solutions has grown to become the largest agency serving homeless individuals and families in Monterey County. Community Homeless Solutions currently operates three emergency shelters, a winter warming shelter, four transitional housing programs, a street outreach program, and a Day Center that provides showers, toilets, washer/dryer access and other services to the homeless. Programs and services provide housing to the homeless, emergency shelter to women and children fleeing domestic violence, and an array of support services that enable homeless families and individuals to access food, obtain employment assistance/jobs, and to transition to permanent housing.

### 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 provide “Domestic Violence Prevention/Services” to low-income individuals and families living in the Salinas, South County, North County and the Monterey Peninsula regions of Monterey. Domestic Violence Prevention/Services include salaries and supportive services that support program operation at the emergency women and children’s shelters. Adequate performance for this service shall be based on the goals set forth on the National Performance Indicators (NPI) Report, Indicator 6.2G.
- E.2 CONTRACTOR shall provide “Housing Resources” to low-income individuals and families living in the Salinas, South County, North County and the Monterey Peninsula regions of Monterey County. Housing Resources include salaries and supportive services that support operation of the transitional housing units for homeless residents of Monterey County. Adequate performance for this service shall be based on the goals set forth on the National Performance Indicators (NPI) Report, Indicator 1.2H and 6.4E.
- E.3 CONTRACTOR shall provide “City Improvements/Increasing Access to Hygiene Facilities” to low-income individuals and families living in the Salinas, South County, North County and the Monterey Peninsula regions of Monterey. City Improvements/Increasing Access to Hygiene Facilities includes salaries and supportive services that support program operation for the Mobile Outreach Street Team (MOST), Emergency Shelters, and the Day Center. Adequate performance for this service shall be based on the goals set forth on the National Performance Indicators (NPI) Report, Indicator 6.2L.
- E.4 CONTRACTOR shall set and strive to achieve any additional NPI goals which correspond to relevant services provided by the agency.
- E.5 CONTRACTOR shall ensure that low-income individuals and families receiving services have an income at or below 100% the current Federal Poverty Guidelines by requesting and recording documentation from customers and securely maintaining the information provided.
- E.6 CONTRACTOR shall provide information and referral assistance with completion of application forms for mainstream benefits. Adequate performance for this service shall be based on the goals set forth on the NPI Report, Indicator 6.5.

## SCOPE OF SERVICES/PAYMENT PROVISIONS

- E.7 CONTRACTOR shall ensure that services are provided in Spanish and English.
- E.8 CONTRACTOR shall obtain and submit no less than six (6) customer evaluation forms to CAP from actual service recipients.
- E.9 CONTRACTOR shall participate as a member to the CAP Community Circle (CCC). As a member of the CCC, CONTRACTOR shall ensure representation at all regularly scheduled bi-monthly meetings organized by CAP, engage and work cooperatively with other members of the CCC and ensure agency representation at all CCC special events.
- E.10 CONTRACTOR shall participate in an annual site visit conducted by CAP staff and Community Action Commission Commissioners to review fiscal integrity, customer service, business management, and NPI service delivery.
- E.11 **CONTRACTOR shall provide counseling services to women participating in the Women-in-Transition (WIT) Program. Counseling services shall be provided by licensed therapists. Adequate performance for this service shall be based on the goals set forth on the NPI Report, Indicator 1.2, 2.1, 3.1, 5.1 and 6.5.**

### F. REPORTING INSTRUCTIONS & SUBMISSION

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

CONTRACTOR shall achieve the goals as stated in the National Performance Indicators (NPI) Report, attached as **Exhibit AA-1**. The NPI Report shall be a cumulative report reflecting actual outcomes for all services provided by the CONTRACTOR.

Both the CSD 801 (Rev. 11/11) and the CSD 295-CCR (Rev. 2001) shall be due on:

- July 10, 2016 – for the period January 1, 2016 to June 30, 2016
- January 10, 2017 – for the cumulative period January 1, 2016 to December 31, 2016.

CONTRACTOR shall submit all reports via e-mail to the County Contract Monitor:

- Lauren Miller at [millerl@co.monterey.ca.us](mailto:millerl@co.monterey.ca.us)

- F.2 CONTRACTOR shall collect and submit no less than six (6) customer evaluation forms annually using the CAP Partner Agency Evaluation Form, Exhibit A-3. Forms must be received in an envelope sealed by the customer who completed the form.

No less than three (3) evaluation forms must be received by July 10, 2016.  
No less than three (3) additional evaluation forms (total of six for the year) must be received by January 10, 2017.

CONTRACTOR shall submit all completed evaluation forms to CAP at:

- Community Action Partnership, 1000 S. Main St, Ste 301 Salinas, CA 93901

## SCOPE OF SERVICES/PAYMENT PROVISIONS

### 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 fifty-nine thousand five hundred and seventy dollars (\$159,570)**.

#### G.1 CLIENT INFORMATION REPORT

CONTRACTOR shall submit the Client Information Report, Exhibit A-4, as part of the supportive documentation included with each monthly invoice. The Client Information Report is a monthly record to capture data on CalWORKs recipients served by CONTRACTOR in accordance with HIPPA rules and regulations as stated in Exhibit G.

#### G.2 INVOICING INSTRUCTIONS & SUBMISSION

CONTRACTOR shall submit original signed invoices with supportive documentation, including the Client Information Report, 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 December 10, 2016. CONTRACTOR acknowledges that all funding under this Agreement will be exhausted by November 30, 2016; however services will continue through December 31, 2016 with other program funding.

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

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

Per Exhibit B, Section VI of this Agreement, funding is contingent on State and Federal funding. Federal Funds – Federal Catalog #93.569 and #93.558.

Contract No. \_\_\_\_\_  
 Mid-Year Report (Jan-June)  
 Annual Report (Jan-Dec)

**CSBG/NPI Programs Report**

Contractor Name: Community Homeless Solutions  
 Contact Person and Title: Reyes Bonilla, Executive Director  
 Phone Number: (831) 384-3388 Ext. Number: x116  
 E-mail Address: rbonilla.ed@shelteroutreachplus.org Fax Number: (831) 384-1308

**Goal 1: Low-income people become more self-sufficient.**

**NPI 1.1: Employment**

National Performance <u>Indicator 1.1</u>		I	II	III	IV	V
Employment	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
A. Unemployed and obtained a job	Mid-Year	50				
	Annual	100				
B. Employed and maintained a job for a least 90 days	Mid-Year					
	Annual					
C. Employed and obtained an increase in employment income <b>and/or</b> benefits	Mid-Year	25				
	Annual	50				
D. Achieved "living wage" employment and/or benefits	Mid-Year					
	Annual					

*In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.*

	Mid-Year					
	Annual					



**CSBG/NPI Programs Report**

**Goal 1: Low-income people become more self-sufficient.**

**NPI 1.2: Employment Supports**

<b>National Performance Indicator 1.2</b>  <b>Employment Supports</b>  The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by <u>one or more</u> of the following:	<b>Reporting Period</b>	<b>I</b>  <b>Number of Participants Expected to Achieve Outcome in Reporting Period (#)</b>	<b>II</b>  <b>Number of Participants Enrolled in Program(s) in Reporting Period (#)</b>	<b>III</b>  <b>Number of Participants Achieving Outcome in Reporting Period (#)</b>	<b>IV</b>  <b>Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)</b>	<b>V</b>  <b>Explanations Required (Report on explanation tab)</b>
A. Obtained skills/competencies required for employment	Mid-Year					
	Annual					
B. Completed ABE/GED and received certificate or diploma	Mid-Year					
	Annual					
C. Completed post-secondary education program and obtained certificate or diploma	Mid-Year					
	Annual					
D. Enrolled children in "before" or "after" school programs	Mid-Year					
	Annual					
E. Obtained care for child or other dependant	Mid-Year					
	Annual					
F. Obtained access to reliable transportation and/or driver's license	Mid-Year					
	Annual					
G. Obtained health care services for themselves and/or a family member	Mid-Year	12				
	Annual	40				
H. Obtained and/or maintained safe and affordable housing	Mid-Year	62				
	Annual					
I. Obtained food assistance	Mid-Year					
	Annual					
J. Obtained non-emergency LIHEAP energy assistance	Mid-Year					
	Annual					
K. Obtained non-emergency WX energy assistance	Mid-Year					
	Annual					
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year					
	Annual					
<i>In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.</i>						
	Mid-Year					
	Annual					

Contract No. \_\_\_\_\_  
 Mid-Year Report (Jan-June)  
 Annual Report (Jan-Dec)

**CSBG/NPI Programs Report**

Contractor Name: Community Homeless Solutions  
 Contact Person and Title: Reyes Bonilla, Executive Director  
 Phone Number: (831) 384-3388 Ext. Number: x116  
 E-mail Address: rbonilla.ed@shelteroutreachplus.org Fax Number: (831) 384-1308

**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.1: Community Improvement and Revitalization**

National Performance	Reporting Period	I Number of Projects or Initiatives Expected to Achieve in Reporting Period (#)	II Number of Projects or Initiatives (#)	III Number of Opportunities and/or Community Resources Preserved or Increased (#)	IV Percentage Achieving Outcome in Reporting Period (II/I=IV) (%)	V Explanations Required (Report on explanation tab) (II/I=V)
<b>Community Improvement and Revitalization</b>						
Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:						
A. Jobs created, or saved, from reduction or elimination in the community.	Mid-Year					
	Annual					
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community.	Mid-Year					
	Annual					
C. Safe and affordable housing units created in the community	Mid-Year					
	Annual					
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy	Mid-Year					
	Annual					
E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination	Mid-Year					
	Annual	1				
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination	Mid-Year					
	Annual					
G. Accessible "before school" and "after school" program placement opportunities for low-income families created, or saved from reduction or elimination	Mid-Year					
	Annual					
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.	Mid-Year					
	Annual					
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education	Mid-Year					
	Annual					

In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.

	Mid-Year					
	Annual					

**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.2: Community Quality of Life and Assets**

National Performance	Reporting Period	I Number of Program Initiatives or Advocacy	II Number of Projects or Initiatives or Advocacy	III Number of Community Assets, Services or Facilities	IV Percentage Achieving Outcome in Reporting	V Explanations Required (Report on
<b>Community Quality of Life and Assets</b>						

Contract No. \_\_\_\_\_  
 Mid-Year Report (Jan-June)  
 Annual Report (Jan-Dec)

**CSBG/NPI Programs Report**

The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by <u>one or more</u> of the following:	Period	Efforts Expected to Achieve in Reporting Period	Efforts (#)	Preserved or Increased (#)	Period (II/I=IV) (%)	explanation tab)
A. Increases in community assets as a result of a change in law, regulation, or policy, which results in improvements in quality of life and assets	Mid-Year					
	Annual					
B. Increase in the availability or preservation of community facilities	Mid-Year					
	Annual					
C. Increase in the availability or preservation of community services to improve public health and safety	Mid-Year					
	Annual					
D. Increase in the availability or preservation of commercial services within low-income neighborhoods	Mid-Year					
	Annual					
E. Increase or preservation of neighborhood quality-of-life resources	Mid-Year					
	Annual					
<i>In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.</i>						
	Mid-Year					
	Annual					

**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.3: Community Engagement**

National Performance	Reporting Period	I Number of Total Contribution by Community Expected to Achieve in	II Total Contribution by Community	III Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	IV Explanations Required (Report on explanation tab)
<b>Community Engagement</b> The number of community members working with Community Action to improve					
A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives	Mid-Year	5			
	Annual	10			
B. Number of volunteer hours donated to the agency (This will be All volunteer hours)	Mid-Year	250			
	Annual	500			

*In the rows below, please include any additional indicators for NPI 2.3 that were not captured above.*

	Mid-Year				
	Annual				

Contract No. \_\_\_\_\_  
 Mid-Year Report (Jan-June)  
 Annual Report (Jan-Dec)

**CSBG/NPI Programs Report**

Contractor Name: Community Homeless Solutions  
 Contact Person and Title: Reyes Bonilla, Executive Director  
 Phone Number: (831) 384-3388 Ext. Number: x116  
 E-mail Address: rbonilla.ed@shelteroutreachplus.org Fax Number: (831) 384-1308

**Goal 3: Low-income people own a stake in their community.**  
**NPI 3.1: Community Enhancement through Maximum Feasible Participation**

National Performance Indicator 3.1		I	II	III	IV
Community Enhancement through Maximum Feasible Participation	Reporting Period	Total Number of Volunteer Hours Expected to Achieve in Reporting Period (#)	Total Number of Volunteer Hours (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of volunteer hours donated to Community Action.					
The total number of volunteer hours donated by <u>low-income</u> individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low-income.)	Mid-Year				
	Annual	400			
<i>In the rows below, please include any additional indicators for NPI 3.1 that were not captured above.</i>					
	Mid-Year				
	Annual				

CSBG/NPI Programs Report

**Goal 3: Low-income people own a stake in their community.**

**NPI 3.2: Community Empowerment Through Maximum Feasible Participation**

<p align="center"><b>National Performance Indicator 3.2</b></p> <p><b>Community Empowerment through Maximum Feasible Participation</b></p> <p>The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:</p>	<p align="center"><b>Reporting Period</b></p>	<p align="center"><b>I Number of Low- Income People Expected to Achieve in Reporting Period (#)</b></p>	<p align="center"><b>II Number of Low- Income People in Reporting Period (#)</b></p>	<p align="center"><b>III Percentage Achieving Outcome in Reporting Period (II/I=III) (%)</b></p>	<p align="center"><b>IV Explanations Required  (Report on explanation tab)</b></p>
<b>A.</b> Number of low-income people participating in formal community organizations, government, boards, or councils that provide input to decision making and policy setting through community action efforts	Mid-Year	1			
	Annual	2			
<b>B.</b> Number of low-income people acquiring businesses in their community as a result of community action assistance	Mid-Year				
	Annual				
<b>C.</b> Number of low-income people purchasing their own home in their community as a result of community action assistance	Mid-Year				
	Annual				
<b>D.</b> Number of low-income people engaged in non-governance community activities or groups created or supported by community action	Mid-Year				
	Annual				
<i>In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.</i>					
	Mid-Year				
	Annual				

**CSBG/NPI Programs Report**

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 Contact Person and Title: Reyes Bonilla, Executive Director  
 Phone Number: (831) 384-3388 Ext. Number: x116  
 E-mail Address: rbonilla.ed@shelteroutreachplus.org Fax Number: (831) 384-1308

**Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.**

**NPI 4.1: Expanding Opportunities through Community-Wide Partnerships**

DO NOT TYPE DATA INTO THIS SHEET. This section will autopopulate when the Goal 4 Mid-year and Annual worksheets are both completed.

National Performance Indicator 4.1 Expanding Opportunities Through Community-Wide Partnerships  The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	Reporting Period	I	II	III	IV	V	VI
		Number of Organizations Expected to Achieve in Reporting Period (#)	Number of Partnerships Expected to Achieve in Reporting Period (#)	Number of Organizations in Reporting Period (#)	Number of Partnerships in Reporting Period (#)	Explanations Required (III/I=V)  (Report on explanation tab)	Explanations Required (IV/II=VI)  (Report on explanation tab)
A. Non-Profit	Mid-Year	10	15				
	Annual	19	29				
B. Faith Based	Mid-Year	25	33				
	Annual	30	40				
C. Local Government	Mid-Year	3	4				
	Annual	6	9				
D. State Government	Mid-Year	1	1				
	Annual	1	1				
E. Federal Government	Mid-Year	1	1				
	Annual	1	1				
F. For-Profit Business or Corporation	Mid-Year	1	1				
	Annual	3	3				
G. Consortiums/Collaboration	Mid-Year	2	2				
	Annual	2	2				
H. Housing Consortiums/Collaboration	Mid-Year	1	1				
	Annual	2	2				
I. School Districts	Mid-Year	1	1				
	Annual	2	3				
J. Institutions of postsecondary education/training	Mid-Year						
	Annual						
K. Financial/Banking Institutions	Mid-Year						
	Annual						
L. Health Service Institutions	Mid-Year	1	2				
	Annual	6	10				
M. State wide associations or collaborations	Mid-Year	1	1				
	Annual	1	1				
<i>In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above.</i>							
	Mid-Year						
	Annual						
The total number of organizations CAAs work with to promote family and community outcomes (automatically calculates)	Mid-Year	47	62				
	Annual	73	101				

**CSBG/NPI Programs Report**

Contractor Name: Community Homeless Solutions  
 Contact Person and Title: Reyes Bonilla, Executive Director  
 Phone Number: (831) 384-3388 Ext. Number: x116  
 E-mail Address: rbonilla.ed@shelteroutreachplus.org Fax Number: (831) 384-1308

**Goal 5: Agencies increase their capacity to achieve results.**

**NPI 5.1: Agency Development**

National Performance Indicator 5.1 Agency Development		I	II	III	IV
The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:		Number of Resources in Agency Expected to Achieve in Reporting Period (#)	Number of Resources in Agency in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
A. Number of Certified Community Action Professionals	Mid-Year				
	Annual				
B. Number of Nationally Certified ROMA Trainers	Mid-Year				
	Annual				
C. Number of Family Development Certified Trainers	Mid-Year				
	Annual				
D. Number of Child Development Certified Trainers	Mid-Year				
	Annual				
E. Number of staff attending trainings	Mid-Year				
	Annual	2			
F. Number of Board Members attending trainings	Mid-Year				
	Annual				
G. Hours of staff in trainings	Mid-Year				
	Annual	15			
H. Hours of Board Members in trainings	Mid-Year				
	Annual				
<i>In the rows below, please include any additional indicators that were not captured above.</i>					
	Mid-Year				
	Annual				

## CSBG/NPI Programs Report

Contract No. \_\_\_\_\_  
 Mid-Year Report (Jan-June)  
 Annual Report (Jan-Dec)

Contractor Name: Community Homeless Solutions  
 Contact Person and Title: Reyes Bonilla, Executive Director  
 Phone Number: (831) 384-3388 Ext. Number: x116  
 E-mail Address: rbonilla.ed@shelteroutreachplus.org Fax Number: (831) 384-1308

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.1: Independent Living**

National Performance Indicator 6.1		I	II	III	IV
Independent Living	Reporting Period	Number of Vulnerable Individuals Living Independently Expected to be Served in Reporting Period (#)	Number of Vulnerable Individuals Living Independently in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required  (Report on explanation tab)
The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:					
A. Senior Citizens ( <i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i> )	Mid-Year	5			
	Annual	10			
B. Individuals with Disabilities					
Ages:	Mid-Year				
a. 0-17	Annual				
b. 18-54	Mid-Year				
	Annual				
c. 55-over	Mid-Year	5			
	Annual	10			
d. Age Unknown	Mid-Year				
	Annual				
TOTAL Individuals with Disabilities (automatically calculates)	Mid-Year	5			
	Annual	10			
<i>In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.</i>					
	Mid-Year				
	Annual				



**CSBG/NPI Programs Report**

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.2: Emergency Assistance**

<b>National Performance Indicator 6.2</b>  <b>Emergency Assistance</b>  The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such service as:	<b>Reporting Period</b>	<b>I</b>  <b>Number of Individuals Seeking Assistance Projected to be Served in Reporting Period (#)</b>	<b>II</b>  <b>Number of Individuals Seeking Assistance in Reporting Period (#)</b>	<b>III</b>  <b>Number of Individuals Receiving Assistance in Reporting Period (#)</b>	<b>IV</b>  <b>Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)</b>	<b>V</b>  <b>Explanations Required (Report on explanation tab)</b>
A. Emergency Food	Mid-Year	350				
	Annual	600				
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	Mid-Year					
	Annual					
C. Emergency Rent or Mortgage Assistance	Mid-Year					
	Annual					
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)	Mid-Year					
	Annual					
E. Emergency Temporary Shelter	Mid-Year	150				
	Annual	300				
F. Emergency Medical Care	Mid-Year					
	Annual					
G. Emergency Protection from Violence	Mid-Year	60				
	Annual	120				
H. Emergency Legal Assistance	Mid-Year	15				
	Annual	30				
I. Emergency Transportation	Mid-Year					
	Annual					
J. Emergency Disaster Relief	Mid-Year					
	Annual					
K. Emergency Clothing	Mid-Year	275				
	Annual	550				
<i>In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.</i>						
L. Emergency Hygiene - Toilets, showers, washers and dryer	Mid-Year	40				
	Annual	80				

**CSBG/NPI Programs Report**

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.3: Child and Family Development**

National Performance Indicator 6.3		I	II	III	IV	V
Child and Family Development	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)

INFANTS & CHILDREN						
A. Infants and children obtain age appropriate immunizations, medical, and dental care	Mid-Year					
	Annual					
B. Infant and child health and physical development are improved as a result of adequate nutrition	Mid-Year					
	Annual					
C. Children participate in pre-school activities to develop school readiness skills	Mid-Year					
	Annual					
D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	Mid-Year					
	Annual					

YOUTH						
E. Youth improve health and physical development	Mid-Year					
	Annual					
F. Youth improve social/emotional development	Mid-Year					
	Annual					
G. Youth avoid risk-taking behavior for a defined period of time	Mid-Year					
	Annual					
H. Youth have reduced involvement with criminal justice system	Mid-Year					
	Annual					
I. Youth increase academic, athletic, or social skills for school success	Mid-Year					
	Annual					

PARENTS AND OTHER ADULTS						
J. Parents and other adults learn and exhibit improved parenting skills	Mid-Year					
	Annual					
K. Parents and other adults learn and exhibit improved family functioning skills	Mid-Year					
	Annual					

*In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.*

	Mid-Year					
	Annual					

**CSBG/NPI Programs Report**

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.4: Family Supports**

<b>National Performance Indicator 6.4</b> <b>Family Supports (Seniors, Disabled and Caregivers)</b>  Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:	<b>Reporting Period</b>	<b>I</b> <b>Number of Participants Expected to Achieve Outcome in Reporting Period (#)</b>	<b>II</b> <b>Number of Participants Enrolled in Program(s) in Reporting Period (#)</b>	<b>III</b> <b>Number of Participants Achieving Outcome in Reporting Period (#)</b>	<b>IV</b> <b>Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)</b>	<b>V</b> <b>Explanations Required (Report on explanation tab)</b>
A. Enrolled children in before or after school programs	Mid-Year					
	Annual					
B. Obtained care for child or other dependent	Mid-Year					
	Annual					
C. Obtained access to reliable transportation and/or driver's license	Mid-Year					
	Annual					
D. Obtained health care services for themselves or family member	Mid-Year					
	Annual					
E. Obtained and/or maintained safe and affordable housing	Mid-Year	25				
	Annual	50				
F. Obtained food assistance	Mid-Year					
	Annual					
G. Obtained non-emergency LIHEAP energy assistance	Mid-Year					
	Annual					
H. Obtained non-emergency WX energy assistance	Mid-Year					
	Annual					
I. Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year					
	Annual					
<i>In the rows below, please include any additional indicators for NPI 6.4 that were not captured above.</i>						
	Mid-Year					
	Annual					

**CSBG/NPI Programs Report**

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.5: Service Counts**

National Performance <u>Indicator 6.5</u>		I	II	III	IV
Service Counts		Number of Services Expected in Reporting Period (#)	Number of Services in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of services provided to low-income individuals and/or families, as measured by <u>one or more</u> of the following:					
A. Food Boxes	Mid-Year				
	Annual				
B. Pounds of Food	Mid-Year				
	Annual				
C. Units of Clothing	Mid-Year				
	Annual				
D. Rides Provided	Mid-Year	25			
	Annual	450			
E. Information and Referral Calls	Mid-Year	850			
	Annual	1,750			
<i>In the rows below, please include any additional indicators for NPI 6.5 that were not captured above.</i>					
F. Mental Health Counseling Sessions Provided	Mid-Year				
	Annual	266			

COMMUNITY ACTION PARTNERSHIP  
**Community Homeless Solutions**  
 BUDGET AMENDMENT

CATEGORY	Homeless Services \$33,955.00	Targeted Initiative: Women in Transition AMENDMENT \$14,500.00	TOTAL CONTRACT BUDGET \$48,455.00
Salaries	\$ 26,219.00	\$ -	\$ 26,219.00
Employee Benefits	\$ 2,520.00	\$ -	\$ 2,520.00
Payroll Taxes	\$ 1,500.00	\$ -	\$ 1,500.00
Occupancy	\$ -	\$ -	\$ -
Transportation	\$ 1,000.00	\$ 2,500.00	\$ 3,500.00
Indirect Costs	\$ 2,716.00	\$ -	\$ 2,716.00
Contractor	\$ -	\$ 12,000.00	\$ 12,000.00
<b>TOTAL</b>	<b>\$ 33,955.00</b>	<b>\$ 14,500.00</b>	<b>\$ 48,455.00</b>

CATEGORY	DV Prevention/Intervention Services \$111,115.00	AMENDMENT \$0.00	TOTAL CONTRACT BUDGET \$111,115.00
Salaries	\$ 68,128.00	\$ -	\$ 68,128.00
Employee Benefits	\$ 18,348.00	\$ -	\$ 18,348.00
Payroll Taxes	\$ 3,750.00	\$ -	\$ 3,750.00
Occupancy	\$ 12,000.00	\$ -	\$ 12,000.00
Transportation	\$ -	\$ -	\$ -
Indirect Costs	\$ 8,889.00	\$ -	\$ 8,889.00
	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 111,115.00</b>	<b>\$ -</b>	<b>\$ 111,115.00</b>

<b>CONTRACT TOTAL</b>	<b>\$ 159,570.00</b>
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I hereby certify that this budget is correct and complete to the best of my knowledge.

Person Completing Form: Reyes Bonilla

Phone: (831) 384-3388

**COMMUNITY HOMELESS SOLUTIONS**  
**Community Action Partnership Invoice**  
**January 1, 2016 - December 31, 2016**

Exhibit DD

Invoice Month: January

Expense Categories	Total Budget	Homeless Services	Total Monthly Expenses	Year to Date Expenses	Balance Remaining
Salaries	\$ 26,219.00	\$ -	\$ 0.00	\$ 0.00	\$ 26,219.00
Employee Benefits	\$ 2,520.00	\$ -	\$ 0.00	\$ 0.00	\$ 2,520.00
Payroll Taxes	\$ 1,500.00	\$ -	\$ 0.00	\$ 0.00	\$ 1,500.00
Transportation	\$ 1,000.00	\$ -	\$ 0.00	\$ 0.00	\$ 1,000.00
Indirect Costs	\$ 2,716.00	\$ -	\$ 0.00	\$ 0.00	\$ 2,716.00
	\$ -	\$ -	\$ 0.00	\$ 0.00	\$ -
<b>Service Total</b>	<b>\$ 33,955</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 33,955.00</b>
Total Service Budget		\$ 33,955.00			
Year to Date		\$ -			
Balance Remaining		\$ 33,955.00			

Expense Categories	Total Budget	DV Prevention/ Intervention	Total Monthly Expenses	Year to Date Expenses	Balance Remaining
Salaries	\$ 68,128.00	\$ -	\$ 0.00	\$ 0.00	\$ 68,128.00
Employee Benefits	\$ 18,348.00	\$ -	\$ 0.00	\$ 0.00	\$ 18,348.00
Payroll Taxes	\$ 3,750.00	\$ -	\$ 0.00	\$ 0.00	\$ 3,750.00
Occupancy	\$ 12,000.00	\$ -	\$ 0.00	\$ 0.00	\$ 12,000.00
Indirect Costs	\$ 8,889.00	\$ -	\$ 0.00	\$ 0.00	\$ 8,889.00
	\$ -	\$ -	\$ 0.00	\$ 0.00	\$ -
<b>Service Total</b>	<b>\$ 111,115</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 111,115.00</b>
Total Service Budget		\$ 111,115.00			
Year to Date		\$ -			
Balance Remaining		\$ 111,115.00			

Expense Categories	Total Budget	Targeted Initiative: Women in Transition	Total Monthly Expenses	Year to Date Expenses	Balance Remaining
Contractor	\$ 12,000.00	\$ -	\$ 0.00	\$ 0.00	\$ 12,000.00
Transportation	\$ 2,500.00	\$ -	\$ 0.00	\$ 0.00	\$ 2,500.00
	\$ -	\$ -	\$ 0.00	\$ 0.00	\$ -
	\$ -	\$ -	\$ 0.00	\$ 0.00	\$ -
	\$ -	\$ -	\$ 0.00	\$ 0.00	\$ -
	\$ -	\$ -	\$ 0.00	\$ 0.00	\$ -
<b>Service Total</b>	<b>\$ 14,500</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 14,500.00</b>
Total Service Budget		\$ 14,500.00			
Year to Date		\$ -			
Balance Remaining		\$ 14,500.00			

<b>Complete Total</b>	<b>\$ 159,570</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 159,570.00</b>
Total Budget		\$ 159,570.00			
Year to Date		\$ -			
Balance Remaining		\$ 159,570.00			

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:**  
**Community Homeless Solutions**  
**PO Box 1340 Marina, CA 93933**