

**COUNTY OF MONTEREY**  
**AMENDMENT # 1 to AGREEMENT # 5010-158**  
**Central Coast Center for Independent Living**

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

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

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

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

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

1. **Section 2.0, Paragraph titled "PAYMENT PROVISIONS"** shall be amended to the following "The total amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed the sum of **\$1,252,323**."
2. **Section 3.0, Paragraph titled "TERM OF AGREEMENT"** shall be amended to the following "The term of this Agreement is from July 1, 2021 to **June 30, 2023**, unless sooner terminated pursuant to the terms of this Agreement.
3. **Exhibit AA-Scope of Services/Payment Provisions** reflects **the extension of the contract term, the new contract total, expansion of the Target Population, the addition of client targets for 22/23 fiscal year, and the removal of language in Section G.1. regarding matching funds.**
4. **Exhibit CC, Budget** reflects the addition of the **\$1,067,281** for the new contract total of **\$1,252,323**.
5. **Exhibits DD and DD-1** are the revised invoices.
6. Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the Original Agreement shall remain unchanged and unaffected by this Amendment No. 1 and shall continue in full force and effect as set forth in the Original Agreement.
7. A copy of this Amendment No. 1 shall be attached to the Original Agreement.

Central Coast Center for Independent Living

Amendment #\_1\_to Agreement #5010-158

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

**COUNTY OF MONTEREY**

By: \_\_\_\_\_  
Lori A. Medina, Director, DSS

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

**Approved as to Form**

DocuSigned by:  
*Anne Breton, County Counsel*  
07025F3AA36B4A4...  
By: \_\_\_\_\_  
Deputy County Counsel

10/29/2021 | 7:04 PM PDT  
Date: \_\_\_\_\_

**Approved as to Fiscal Provisions**

DocuSigned by:  
*Gary Giboney*  
69834BFEC1D8449...  
By: \_\_\_\_\_  
Auditor/Controller

10/29/2021 | 7:20 PM PDT  
Date: \_\_\_\_\_

**CONTRACTOR**

DocuSigned by:  
*Judy Cabrera, Executive Director*  
0246B32089710468...  
By: \_\_\_\_\_  
(Signature of: Chair, President, or Vice-President)

\_\_\_\_\_  
Name and Title  
Date: 10/29/2021 | 12:27 PM PDT

DocuSigned by:  
*Weary Day*  
902BAE34F4CA49F...  
By: \_\_\_\_\_  
(Signature of: Secretary, Asst. Secretary, CFO,  
Treasurer, or Asst. Treasurer)

\_\_\_\_\_  
Name and Title  
Date: 10/29/2021 | 2:25 PM PDT

CENTRAL COAST CENTER FOR INDEPENDENT LIVING

*July 1, 2021 - June 30, 2023*

HOUSING DISABILITY ADVOCACY PROGRAM (HDAP)

**SCOPE OF SERVICES/PAYMENT PROVISIONS**

- A. TOTAL STATE FUNDING **\$1,252,323**
- B. CONTRACT TERM July 1, 2021 – **June 30, 2023**
- C. CONTACT INFORMATION
- Fiscal Contact: Judy Cabrera  
Controller  
318 Cayuga St., Suite 208  
Salinas, CA 93901  
Phone: (831) 757-2968 ext. 22 Fax: (831) 757-5549  
[jcabrera@cccil.com](mailto:jcabrera@cccil.com)
- Program Contact Judy Cabrera  
Executive Director  
318 Cayuga St., Suite 208  
Salinas, CA 93901  
Phone: (831) 757-2968 ext. 17 Fax: (831) 757-5549  
[jcabrera@cccil.com](mailto:jcabrera@cccil.com)
- County Contract Manager: Travis Beye, Management Analyst  
Department of Social Services  
730 La Guardia Street  
Salinas, CA 93905  
(831) 883-7584 Fax: (831) 883-7563  
[beyet@co.monterey.ca.us](mailto:beyet@co.monterey.ca.us)
- Location of Services Central Coast Center for Independent Living  
318 Cayuga St., Ste. 208, Salinas, CA 93901  
Phone (831) 757-2968 Fax (831) 757-5549

D. PURPOSE

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

E. PROGRAM DESIGN

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

CONTRACTOR shall provide two full-time Housing Specialist Case Managers to assist 49 clients to complete assessments, participate in the program, and place them in safe, clean, and affordable housing during the July 2021 to June 2022 fiscal year, **and 16 clients in the July 2022 to June 2023 fiscal year.**

E.1. Target Population is adults, **youth, or families** who are experiencing homelessness, **or are at risk of homelessness**, and may be disabled, and are not receiving Social Security benefits or Cash Assistance Program for Immigrants (CAPI) and wish to file or have already filed for them.

E.2. The targeted number of participants is forty-nine (49) for the 21/22 fiscal year **and sixteen (16) for the 22/23 fiscal year.**

F. PERFORMANCE GOALS

F.1 75% of all referred clients are scheduled to attend an assessment appointment within five (5) working days of CONTRACTOR receiving the referral from the DSS or

F.2 80% of COUNTY referred clients who successfully attend the assessment appointment are placed in safe clean, and affordable temporary shelter until permanently housed or the case is closed.

F.3 50% of all clients who successfully attend the assessment and fully participate in the program's services are placed in safe, clean and affordable, permanent housing within ninety days (90) of their assessment appointment.

G. CONTRACTOR RESPONSIBILITIES

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

G.1. Administration

- a. Provide programmatic oversight of the CONTRACTOR responsibilities under this agreement.
- b. Monitor the program through established processes and in compliance with applicable city, county, state and federal regulations.
- c. Attend regularly scheduled Multi-Disciplinary Team (MDT) meetings with internal program staff, Health Department and DSS staff to review active cases and ensure adequate program operations.
- d. Participate in HDAP trainings/meetings required by CDSS.
- e. Respond to deficiencies in meeting any service requirements of this Agreement within five (5) business days of the deficiency being identified through contract monitoring or reported by the COUNTY contract monitor. Identification and response shall be captured in written communication. Corrective actions shall be agreed upon by both parties. Corrective actions shall be implemented as soon as deemed possible by both parties.
- f. Ensure appropriate staffing to support the administrative and services provided for in this Agreement. Ensure replacement staffing is available to continue the uninterrupted provision of services under this Agreement in the event of staffing vacancies related to sickness, absence or staffing changes.
- h. ~~Provide matching funds, dollar for dollar, for a total amount of \$185,042 as per Exhibit C. Matching funds shall be disclosed within the Audit for Fiscal Year 2021/2022.~~

G.2 Tracking and Reporting

- a. Work with COUNTY to determine data points and create form to be used by CONTRACTOR to report needed information to COUNTY to report to CDSS on a monthly basis.
- b. Provide an electronic copy of the data to COUNTY Contract Manager by the 10<sup>th</sup> day of the month following the month in which services were performed.

- c. Provide a current electronic copy of the data report via email within three (3) business days of receiving a request from the COUNTY.
- d. Provide access to HDAP data collected within the Homeless Information Management System.

### G.3. Referral and Assessment

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

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

#### G.4 Housing Placement

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

#### G.5 Program Staff

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

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

## H. COUNTY RESPONSIBILITIES

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

### H.1. Administration

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

### H.2 Tracking and Reporting

- a. Work closely with CONTRACTOR to obtain detailed program data on a monthly basis for completion of the state mandated reports.
- b. Report monthly to CDSS as required regarding HDAP expenditures and program participation.
- c. Act as the primary program contact with state level program administrator and ensure program applications, reports and other requirements are met.
- d. Monitor cases to ensure client’s continued program eligibility. If a client becomes ineligible for services, COUNTY will formally notify CONTRACTOR to discontinue services.

- e. Access the Homeless Information Management System (HMIS) in order to deliver required data elements to the California Department of Social Services.

I. DATA REPORTING INSTRUCTIONS AND SUBMISSION

- I.1 CONTRACTOR shall provide comprehensive programmatic reports on a monthly basis. Data provided shall include, but is not limited to, data elements required by the CDSS. Report structure will be determined by CONTRACTOR and COUNTY.
- I.2 Reports shall be submitted electronically to the Contract Monitor no later than the 10<sup>th</sup> day of the month following the month in which services are delivered.

J. COUNTY shall pay CONTRACTOR according to the terms set forth in Section I. PAYMENT BY COUNTY of Exhibit B of this Agreement, PAYMENT CONDITIONS.

- J.1 The maximum amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed **one-million, two-hundred fifty-two thousand, three-hundred twenty-three dollars (\$1,252,323)** as detailed in **Exhibit CC, Budget**.
- J.2 The COUNTY agrees to accept multiple invoices on the form set forth in Exhibit D, from the CONTRACTOR.
  - a. Invoices shall contain original signature of the person authorized to submit claims for payment;
  - b. Administrative Costs and matching funds shall be submitted monthly, by the 10<sup>th</sup> day of the following month in which services were performed.
  - c. Housing Financial Assistance shall be submitted bi-weekly (15<sup>th</sup> and 30<sup>th</sup>) of each month.
  - d. TRAINING / TRAVEL Reimbursement: County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses during this Agreement. CONTRACTOR shall receive compensation for travel expenses as per the "County Travel Policy". A copy of the policy is available online at [www.co.monterey.ca.us/auditor/policies.htm](http://www.co.monterey.ca.us/auditor/policies.htm) To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. CONTRACTOR shall receive compensation for mileage reimbursement up to the rates listed online at [www.irs.gov](http://www.irs.gov).
- J.3 CONTRACTOR shall mail all original signed invoices to:
  - Monterey County Department of Social Services
  - Attn. Travis Beye
  - 730 La Guardia Street
  - Salinas, CA 93905

EXHIBIT CC

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

DESCRIPTION	FY 2021-22 7/01/21-6/30/22	FY 2022-23 7/01/22-6/30/23	Total	
General Office Supplies	\$ 1,500.00	\$ 469.00	\$ 1,969.00	Printing cost, general office supplies
Travel/Mileage*/Per Diem	\$ 2,000.00	\$ 625.00	\$ 2,625.00	Mileage & Per Diem based off State of CA rate
Trainings/Meetings	\$ 500.00	\$ -	\$ 500.00	hotel accomodations & training/meeting expenses
Occupancy/Rent	\$ 11,490.00	\$ 3,591.00	\$ 15,081.00	Rent for CCCIL office space
Indirect Expenses	\$ 10,888.00	\$3,402.00	\$ 14,290.00	No more than 10% (excluding rent & housing assistance)
<b>TOTAL ADMIN</b>	<b>\$ 26,378.00</b>	<b>\$ 8,087.00</b>	<b>\$ 34,465.00</b>	
Case Manager (100% FTE)	\$ 56,475.00	\$ 17,648.00	\$ 74,123.00	One full-time case manager's salary, taxes, benefits
Case Manager (100% FTE)	\$ 48,400.00	\$ 15,125.00	\$ 63,525.00	One full-time case manager's salary, taxes, benefits
<b>TOTAL HOUSING RELATED CM</b>	<b>\$ 104,875.00</b>	<b>\$ 32,773.00</b>	<b>\$ 137,648.00</b>	
Housing Financial Assistance	\$ 814,160.00	\$ 266,104.00	\$ 1,080,210.00	Expenses for rent, security deposits, hotels, shelters
<b>TOTAL HOUSING FINANCIAL ASSISTANCE</b>	<b>\$ 814,160.00</b>	<b>\$ 266,104.00</b>	<b>\$ 1,080,210.00</b>	
<b>TOTAL</b>	<b>\$ 945,413.00</b>	<b>\$ 306,964.00</b>	<b>\$ 1,252,323.00</b>	

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

Monterey County Department of Social Services

Monthly Report of Expenditures FY 2021-22

Name of Agency: Central Coast Center for Independent Living

EXHIBIT DD

Report Month

Invoice #

CATEGORY	GRANT BUDGET AMOUNT	GRANT EXPENSES	GRANT BALANCE
GENERAL OFFICE SUPPLIES	\$ 1,500.00		\$ 1,500.00
TRAVEL MILEAGE/PER DIEM	\$ 2,000.00		\$ 2,000.00
TRAINING/MEETING/CONFERENCES	\$ 500.00		\$ 500.00
OCCUPANCY/RENT	\$ 11,490.00		\$ 11,490.00
INDIRECT EXPENSES	\$ 10,888.00		\$ 10,888.00
CASE MANAGER (1.0 FTE)	\$ 56,475.00		\$ 56,475.00
CASE MANAGER (1.0 FTE)	\$ 48,400.00		\$ 48,400.00
HOUSING RELATED FINANCIAL ASSISTANCE	\$ 814,106.00		\$ 814,106.00
<b>TOTAL</b>	<b>\$ 945,359.00</b>	<b>\$ -</b>	<b>\$ 945,359.00</b>

<b>Amount Reimbursed</b>	<b>\$ -</b>
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I hereby certify that this report is correct and complete to the best of my knowledge.

Person completing the form \_\_\_\_\_

Phone no.: \_\_\_\_\_

Authorized signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Submit Bi-Monthly Report of Expenditures to Monterey County Department of Social Services, 730 La Guardia Street, Salinas, CA 93905

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

Monterey County Department of Social Services

Monthly Report of Expenditures FY 2022-23

Name of Agency: Central Coast Center for Independent Living

EXHIBIT DD-1

Report Month

Invoice #

CATEGORY	GRANT BUDGET AMOUNT	GRANT EXPENSES	GRANT BALANCE
GENERAL OFFICE SUPPLIES	\$ 469.00		\$ 469.00
TRAVEL MILEAGE/PER DIEM	\$ 625.00		\$ 625.00
TRAINING/MEETING/CONFERENCES	\$ -		\$ -
OCCUPANCY/RENT	\$ 3,591.00		\$ 3,591.00
INDIRECT EXPENSES	\$ 3,402.00		\$ 3,402.00
CASE MANAGER (1.0 FTE)	\$ 17,648.00		\$ 17,648.00
CASE MANAGER (1.0 FTE)	\$ 15,125.00		\$ 15,125.00
HOUSING RELATED FINANCIAL ASSISTANCE	\$ 266,104.00		\$ 266,104.00
<b>TOTAL</b>	<b>\$ 306,964.00</b>	<b>\$ -</b>	<b>\$ 306,964.00</b>

<b>Amount Reimbursed</b>	<b>\$ -</b>
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I hereby certify that this report is correct and complete to the best of my knowledge.

Person completing the form \_\_\_\_\_

Phone no.: \_\_\_\_\_

Authorized signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Submit Bi-Monthly Report of Expenditures to Monterey County Department of Social Services, 730 La Guardia Street, Salinas, CA 93905

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