

## COUNTY OF MONTEREY

### AMENDMENT #1 to Agreement # 501-CAP20PFC

#### PARTNERSHIP FOR CHILDREN

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 **Partnership for Children** (hereinafter, "CONTRACTOR").

This amendment modifies the agreement between parties for **housing and shelter services for low-income children and families living in Monterey County.**

**Whereas, the original agreement was executed on December 23, 2019 in the amount of \$40,000 to provide the above services with Community Service Block Grant (CSBG) Funding for January 1, 2020 through December 31, 2020;**

**Whereas, Amendment #1 adds \$40,000 in 2020-21 Coronavirus Act Relief Emergency Services (CARES) - CSBG grant funding for COVID-19 response, which may utilize funds from July 1, 2020 thru December 31, 2021;**

**Whereas, Amendment #1 adds an additional \$40,000 in 2021 CSBG Funds that is effective January 1, 2021 for a total contract amount of \$120,000 and extends the term through December 31, 2021.**

Now Therefore the parties hereby agree to amend the Original Agreement as follows:

This Amendment modifies the agreement for Housing and Shelter Services between the parties executed December 23, 2019 (hereinafter, "Original Agreement ") by **adding \$80,000 of 2020-21 CSBG CARES Act for COVID-19 response and 2021 CSBG funding effective upon execution, increasing the total contract amount to \$120,000 and extending the term through December 31, 2021.** 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: **CONTRACTOR shall provide "Housing and Shelter" services to low-income individuals and families facing housing instability or eviction due to financial stressors accompanying life-threatening illness of a child, and emergent needs during Covid-19 and Shelter-in -place.**

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

Partnership for Children

Amendment #1 to Agreement # 501-CAP20PFC

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Agreement. The total amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed the sum of **\$120,000.00**

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>
Exhibit A-1	CAP Service Report 2020
<b>Exhibit AA-1</b>	<b>CAP Service Report CSBG 2021</b>
<b>Exhibit AA-1b</b>	<b>CAP Service Report CARES 2020-21</b>
Exhibit A-2	CAP Child Support Referral Policy
Exhibit A-3	Customer Evaluation Forms
Exhibit A-4	CAPLAW FAQ
Exhibit B	DSS Additional Provisions
Exhibit C	Program Budget
<b>Exhibit CC</b>	<b>Program Budget CSBG 2021</b>
<b>Exhibit CC-1</b>	<b>Program Budget CARES 2020-21</b>
Exhibit D	Invoice
<b>Exhibit DD</b>	<b>Invoice CSBG 2021</b>
<b>Exhibit DD-1</b>	<b>Invoice CARES 2020-21</b>
Exhibit E	Child Abuse Reporting Certification
Exhibit F	HIPAA Certification
Exhibit G	Audit Provisions
Exhibit G-1	Schedule of County Programs
Exhibit H	Elder Abuse Reporting Certification
Exhibit I	Lobbying Certification

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 Exhibits D, **DD**, and **DD-1**.

**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 Exhibits C, **CC**, and **CC-1**. Only the costs listed in Exhibits C, **CC** and **CC-1** 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. Exhibit A of the Original Agreement is rescinded, and replaced by **Exhibit AA**, attached. Additionally, the Original Agreement is supplemented by **Exhibits AA-1, AA-1b, CC, CC-1, DD and DD-1**, 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:**

**CONTRACTOR:  
PARTNERSHIP FOR CHILDREN**

By: \_\_\_\_\_  
Lori Medina, Director  
Dept. of Social Services

By: \_\_\_\_\_  
DocuSigned by:  
Yvette Padilla  
A0F0DC99CF44402...  
(Chair, President, Vice-President)

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

\_\_\_\_\_  
(Print Name & Title)  
11/24/2020 | 11:12 AM PST

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

By: \_\_\_\_\_  
DocuSigned by:  
Lori Gerlach, Treasurer  
3B8A8ECC4D6D44E  
(Secretary, CFO, Treasurer)

**Approved as to Form:**

\_\_\_\_\_  
DocuSigned by:  
[Signature]  
07025F3AA38B4A4...  
Deputy County Counsel  
11/24/2020 | 4:15 PM PST

\_\_\_\_\_  
(Print Name and Title)  
11/24/2020 | 11:17 AM PST

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

**Approved as to Fiscal Provisions:**

Partnership for Children  
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DocuSigned by:

  
Auditor-Controller's Office

11/24/2020 | 4:23 PM PST

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

SCOPE OF SERVICES/PAYMENT PROVISIONS

PARTNERSHIP FOR CHILDREN

A. **TOTAL FUNDING:** \$40,000.00 CSBG 2020  
**\$40,000.00 CSBG 2021**  
**\$40,000.00 CSBG CARES**  
**\$120,000.00 Total Funding**

Federal Funds – Federal Catalog # 93.569

B. **CONTRACT TERM:** January 1, 2020 to **December 31, 2021**

C. **CONTACT INFORMATION:**

County Contract Monitor: Monterey County Community Action Partnership (MCCAP)  
 Glorietta Rowland, Management Analyst II  
 1000 S. Main Street, Suite 301 Salinas, CA 93901  
 Phone: (831) 796-3584 Fax: (831) 755-8477  
 rowlandg@co.monterey.ca.us

Contractor Information:

Partnership for Children  
 Jennifer Ramirez, Executive Director  
 342 Pajaro St. Salinas, CA 93901  
 Phone: (831) 422-3002 Fax: (844) 272-0247  
[jennifer@partnerforkids.org](mailto:jennifer@partnerforkids.org)

Location of Services:

Partnership for Children  
 342 Pajaro St. Salinas, CA 93901

D. **SUBAWARD INFORMATION**

CONTRACTOR DUNS Number: 005432918  
 Date County Awarded Funding: January 1, 2020, **July 1, 2020, and January 1, 2021.**  
 CFDA PASSTHROUGH INFORMATION AND DOLLAR AMOUNT: State of California  
 Department of Community Services and Development CFDA #93.569 \$40,000, **\$40,000, and \$40,000.00.**

Federal Award Description: Community Services Block Grant and Community Services Block Grant, Coronavirus Aid, Relief, and Economic Security (CARES) Act: Administration for Children and Families, Department of Health and Human Services

Research and Development: No

Maximum Allowable Indirect Cost Rate: 10%

E. **BACKGROUND**

Partnership for Children has been providing transportation and family support services for children with life-threatening conditions living in Monterey, Santa Cruz, and San Benito counties since 2007. Partnership for Children’s transportation and financial assistance programs increase access to compassionate care for children on the Central Coast.

## SCOPE OF SERVICES/PAYMENT PROVISIONS

### F. 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:

#### F.1 HOUSING AND SHELTER SERVICES –

F.1.1 CONTRACTOR shall provide “Housing and Shelter Services” to low-income individuals and families living in Monterey County who are facing housing instability or facing eviction due to financial stressors accompanying a life-threatening illness of a child.

F.1.2 Adequate performance for this service shall be based on outcomes achieved towards the goals set forth on the CAP Service Report (**Exhibits A-1, AA-1**).

F.1.2.a FNPI 4c: The number of households who maintained safe and affordable housing for 90 days.

F.1.2.b FNPI 4d: The number of households who maintained safe and affordable housing for 180 days.

F.1.2.c FNPI 4e: The number of households who avoided eviction.

F.1.3 Adequate delivery for this service shall be based on service counts delivered towards the goal set forth on the CAP Service Report (**Exhibit A-1, AA-1**).

F.1.3.a SRV 4c: Rent Payments (includes Emergency Rent Payments)

F.1.3.b SRV 7a: Case Management

F.1.3.c SRV 7c: Referrals

F.1.3.d SRV 7d: Transportation Services

#### F.2 CSBG CARES COVID-19 Response

F.2.1 **CONTRACTOR shall adapt service provision and services to address the emergent needs of low-income individuals and families impacted by COVID-19.**

F.2.2 **Adequate performance for this service shall be based on outcomes achieved towards the goals set forth on the CAP Service Report (Exhibit AA-1b)**

F.2.2.a **FNPI 4c: The number of households who maintained safe and affordable housing for 90 days.**

F.2.2.b **FNPI 4d: The number of households who obtained safe and affordable housing for 180 days.**

F.2.2.c **FNPI 4e: The number of households that avoided eviction.**

F.2.3 **Adequate delivery for this service shall be based on service counts delivered towards the goal set forth on the CAP Service Report (Exhibit AA-1b).**

F.2.3.a **SRV 4c: Rent Payments (Includes emergency rent payments)**

### G. CONTRACTOR RESPONSIBILITIES

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to:

G.1 **FEDERAL POVERTY GUIDELINE REQUIREMENTS:** Target and document services for individuals and families living at or below 100% of the most current Federal Poverty Guidelines issued through the Federal Register by the Department of Health and Human Services (HHS).

G.1.1 **CONTRACTOR is responsible for updating and using the most up to date federal poverty guidelines.**

## SCOPE OF SERVICES/PAYMENT PROVISIONS

- G.1.2 CONTRACTOR must request and record client income documents and securely store and maintain client information.
- G.2 EITC & VITA REQUIREMENTS: Inform clients of CSBG-funded programs, activities, or services about state and federal Earned Income Tax Credits (EITC). Refer eligible individuals and families to local Volunteer Income Tax Assistance (VITA) program providers for information and tax assistance.
- G.3 CHILD SUPPORT REFERRAL REQUIREMENTS: Comply with CSBG statute regarding child support referral procedures. In accordance with CAP Child Support Referral Policy (Exhibit A-2) (CSBG Act, 42 U.S.C. § 9919(b)), CONTRACTOR will refer all custodial single-parent families who are clients of CSBG-funded programs to the Monterey County Department of Child Support Services in addition to providing custodial parents with the Child Support Referral Notice and Child Support Services forms.
- G.4 COMMUNITY BENEFITS REFERRALS: As appropriate, provide information, referrals, application forms, and/or application assistance for mainstream benefits.
- G.5 BILINGUAL REQUIREMENTS: Ensure service provision, and information about services, is provided in Spanish and English.
- G.6 CLIENT EVALUATION REQUIREMENTS: Provide service recipients with customer evaluation forms (Exhibit A-3) that can be sent directly, and confidentially, to MCCAP. MCCAP must receive no fewer than ten (10) customer evaluation forms.
- G.7 NETWORK PARTICIPATION REQUIREMENTS: CONTRACTOR is member of the CSBG-funded MCCAP network. Members are expected to actively participate in network activities and mutually support client access, including client referrals, to network service providers. MCCAP Network Participation is defined as:
- G.7.1 Mandatory attendance at all bi-monthly MCCAP community circle meetings  
CCC meetings
  - G.7.2 Mandatory attendance at MCCAP special events and MCCAP's biennial community needs assessment (CNA) public hearing. Support CNA survey and research.
  - G.7.3 Promotion of the Monterey County CAP partnership by adding MCCAP logo to agency marketing materials
  - G.7.4 Cooperative collaboration with the agencies within the MCCAP network
  - G.7.5 VOLUNTARY participation in the Active Referral Network and Smart Referral Software for client access to services and resources.
- G.8 MONITORING REQUIREMENTS: Participate in annual monitoring activities conducted by MCCAP staff, MCCAP Commissioners, and California State CSBG program representatives. Monitoring may be conducted as a site-visit or desk review. Monitoring activities will review fiscal integrity, customer service, program management, and data collection & reporting. In accordance with this contract's signed Health Insurance Portability & Accountability Act (HIPPA) agreement (Exhibit F), CONTRACTOR will make client files available to authorized MCCAP staff and State of California CSBG program representatives as sample data to verify agency compliance with contract requirements and reported outcome data.
- G.9 WIOA REQUIREMENTS: CONTRACTORS part of the Community Action Partnership (CAP) network and/or who provide "employment and training activities carried out under the Community Services Block Grant Act" are required to participate in the local Workforce Innovation and Opportunity Act (WIOA) workforce system, or the One-Stop referral system, in accordance to the terms of the local memorandum of understanding

## SCOPE OF SERVICES/PAYMENT PROVISIONS

(MOU) with the local workforce board. See Exhibit A-4 CAPLAW FAQ WIOA. (WIOA, 29 U.S. Code §3151).

### H. REPORTING INSTRUCTIONS & SUBMISSION

- H.1 CAP SERVICE REPORT: CONTRACTOR will report demographic, service and outcome data throughout the contract period using the Monterey County CAP Service Report (**Exhibits AA-1, and AA-1b**). Reporting may be required electronically and via software made available by MCCAP.
- H.1.1 Required CAP Service Reporting and Report deadlines:
- H.1.1.a **TARGET GOALS:** Upon contract initiation and prior to execution, set target goals for contracted services.
- H.1.1.b **CAP CSBG MID-YEAR REPORT:** Due July 10, 2020 and covers January 1, 2020 through June 30, 2020 and due July 10, 2021 and covers January 1, 2021 through June 30, 2021. Mid-year reports provide actual data on goals established at the start of the contract period and are used as a benchmark in contract monitoring.
- H.1.1.c **CARES CSBG MID-YEAR REPORT:** Due July 10, 2021 and covers the period beginning with the first month CONTRACTOR expends CARES funding through June 30, 2021.
- H.1.1.d **CAP CSBG YEAR-END CLOSURE REPORT:** Due January 10, 2021 and covers the entire January 1, 2020 through December 31, 2020 and due January 10, 2022 and covers January 1, 2021 through December 31, 2021 contract period. The closure report reports actual services and outcomes. Results are used to evaluate agency service provision and performance.
- H.1.1.e **CARES Act CSBG YEAR-END CLOSURE REPORT:** Due January 10, 2022 and covers the period beginning with the first month CONTRACTOR expends CARES funding through December 31, 2021.
- H.1.2 Reported data must be supported by verifiable data collection and measurement methods, as well as backup documentation, that can be produced upon request.
- H.2 CUSTOMER EVALUATIONS: CONTRACTOR will ensure that no fewer than ten (10) customer evaluations per year are submitted directly to MCCAP by clients using the MCCAP Partner Agency Evaluation Form (Exhibit A-3). Agency may customize the evaluation form and method of collection with prior approval from MCCAP.
- H.2.1 Evaluation requirements:
- H.2.1.a A minimum of five (5) evaluations due before July 10, 2020.
- H.2.1.b A minimum of five (5) additional evaluations due before January 10, 2021.
- H.2.1.c **Ten (10) additional evaluations due before January 10, 2022.**
- H.2.2 CONTRACTOR will ensure completed evaluations are submitted directly to MCCAP by mutually agreed upon means at: Monterey County Community Action Partnership 1000 S. Main Street, Ste. 301 Salinas, CA 93901



## SCOPE OF SERVICES/PAYMENT PROVISIONS

**I. PAYMENT PROVISIONS**

I.1 COUNTY shall pay CONTRACTOR per the terms set forth in Exhibit B, DSS Additional Provisions, Section 1, PAYMENT BY COUNTY.

**I.2 2020 CAP CSBG PAYMENT SUMMARY**

Service	1/1/20 – 6/30/20	7/1/20 – 12/31/20	Total
Housing and Shelter Services	\$21,818	\$18,182	\$40,000
Total	\$21,818	\$18,182	\$40,000

I.2.1 The estimated payable by County to CONTRACTOR for the period January 1, 2020 through June 30, 2020 shall approximate twenty-one thousand and eight hundred eighteen dollars and zero cents (\$21,818.00). Unused funds will roll-over to the remaining contract period beginning July 1, 2020.

I.2.2 The total amount payable by County to CONTRACTOR for the period January 1, 2020 through December 31, 2020 shall not exceed forty thousand dollars and zero cents (\$40,000.00) per Exhibit C. CONTRACTOR will provide services throughout the contract term ending on December 31, 2020. CONTRACTOR will completely expend the balance of funding by November 30, 2020 unless expressly authorized by the County.

**I.3 2021 CAP CSBG PAYMENT SUMMARY**

Service	1/1/21 – 6/30/21	7/1/20 – 12/31/21	Total
Housing & Shelter Services	\$21,818	\$18,182	\$40,000
Total	\$21,818	\$18,182	\$40,000

I.3.1 The estimated payable by County to CONTRACTOR for the period January 1, 2021 through June 30, 2021 shall be twenty-one thousand eight-hundred and eighteen dollars and zero cents (\$21,818.00). Unused funds will roll-over to the remaining contract period beginning July 1, 2021.

I.3.2 The total amount payable by County to CONTRACTOR for the period January 1, 2021 through December 31, 2021 shall not exceed forty thousand dollars and zero cents (\$40,000.00) per Exhibit CC. CONTRACTOR will provide services throughout the contract term ending on December 31, 2021. CONTRACTOR will provide services throughout the contract term ending on December 31, 2021. CONTRACTOR will completely expend the balance of funding by November 30, 2021 unless expressly authorized by the County.

**I.4 CARES Act CSBG PAYMENT SUMMARY**

Service	7/1/20 – 12/31/21	Total
CSBG CARES COVID-19	\$40,000	\$40,000
Total	\$40,000	\$40,000

I.4.1 The total amount payable by County to CONTRACTOR for the period July 1, 2020 through December 31, 2021 shall not exceed forty thousand dollars and zero cents (\$40,000.00) per Exhibit CC-1. CONTRACTOR will provide services throughout the contract term ending on December 31, 2021. CONTRACTOR will provide services throughout the contract term ending on December 31, 2021.

## SCOPE OF SERVICES/PAYMENT PROVISIONS

### J. INVOICING INSTRUCTIONS & SUBMISSION

- J.1 CONTRACTOR shall submit original signed monthly invoices and support documentation to the COUNTY no later than the 10<sup>th</sup> day of the month following the last day of the invoice month. The final November invoice is due no later than December 10, 2020. **The final 2021 November invoice is due no later than December 10, 2021 and the final CSBG CARES invoice is due no later than January 10, 2022.**
- J.2 CONTRACTOR will provide services throughout the contract term ending on December 31, **2021**. Funding under this Agreement, however, must be fully expended by November 30, **2021** unless special circumstances are expressly authorized by the County.
- J.3 Invoices will be submitted on the invoice template provided in Exhibit D, **Exhibit DD, and Exhibit DD-1.**
- J.4 All original invoices will be mailed to the County Contract Monitor.

*End of Exhibit AA*

# CAP Service Report

Name of Agency Reporting:

Partnership for Children

## CONTRACT INITIATION SECTION

Prior to the start of the contract period; proposed target goals for the contracted services must be completed in the following report. The following sections must be completed to initiate the contract.

A. COVER PAGE: Click the box of the service domain being addressed through this agreement.

Service Domain(s) to be addressed:

- Employment
- Education & Cognitive Development
- Income & Asset Building
- Health & Social/Behavioral Development
- Civic Engagement & Community Involvement
- Housing
- Cross Domain Coordination

B. GOALS: Review the National Performance Outcomes listed in this form and identify those that best fit the services and outcomes related to your agency and work performed under this contract. If no indicator appropriately matches your services, customized indicators can be written in under the "other" sections of the appropriate service domain. In the first column, insert the number of participants or units proposed to be served by the relevant program. In the second column, insert the number of participants or units proposed to achieve the indicator goal. In the third column, agencies must indicate a method of documentation that sets the metric to be used to determine the goal was met (i.e. pre- and post-tests, paystubs, case notes indicating marked improvement in the area indicated, bank statements, behavior matrix, etc.). Documentation methods may vary, but must be briefly described here.

D. SERVICE COUNTS: Review the Individual and Family Services listed in this form and identify those that best fit the services related to your agency and work performed under this contract. In the first column, insert the number of unduplicated participants proposed to be served by your program. Documentation methods may vary, but must be provided upon request.

## CONTRACT REPORTING INSTRUCTIONS

### MID YEAR REPORT SECTION - DUE 10th of Month (of mid-contract year)

A mid-year progress report is due on the 10th of the month following the first half of the contract year. This report will provide an update assessing the agency's current progress on the goals established at the start of the contract period and may be used in conjunction with the agency monitoring process. The report shall be completed online using the CSG software program of which your agency will be given up to 2 free licenses to access.

### END OF YEAR REPORT SECTION - DUE 10th of Month (after contract term)

An end of year closure report is due on the 10th of the month following the end of the contract term. This report will provide a final outcomes report of the agency's performance to meet the goals established at the start of the contract period. Results may be used to evaluate agency and contractual service performance. The following sections must be completed in order to fully meet the requirements of the end of year report. The report shall be completed online using the CSG software program.

## CAP Service Report

Name of Agency Reporting:

Partnership for Children

### CONTRACT INITIATION SECTION

Prior to the start of the contract period; proposed target goals for the contracted services must be completed in the following report. The following sections must be completed to initiate the contract.

A. COVER PAGE: Click the box of the service domain being addressed through this agreement.

**Service Domain(s) to be addressed:**

- |   |   |
|---|---|
| <input type="checkbox"/> Employment<br><input type="checkbox"/> Education & Cognitive Development<br><input type="checkbox"/> Income & Asset Building | <input type="checkbox"/> Health & Social/Behavioral Development<br><input type="checkbox"/> Civic Engagement & Community Involvement<br><input checked="" type="checkbox"/> Housing<br><input type="checkbox"/> Cross Domain Coordination |
|---|---|

B. GOALS: Review the National Performance Outcomes listed in this form and identify those that best fit the services and outcomes related to your agency and work performed under this contract. If no indicator appropriately matches your services, customized indicators can be written in under the "other" sections of the appropriate service domain. In the first column, insert the number of participants or units proposed to be served by the relevant program. In the second column, insert the number of participants or units proposed to achieve the indicator goal. In the third column, agencies must indicate a method of documentation that sets the metric to be used to determine the goal was met (i.e. pre- and post-tests, paystubs, case notes indicating marked improvement in the area indicated, bank statements, behavior matrix, etc.). Documentation methods may vary, but must be briefly described here.

D. SERVICE COUNTS: Review the Individual and Family Services listed in this form and identify those that best fit the services related to your agency and work performed under this contract. In the first column, insert the number of unduplicated participants proposed to be served by your program. Documentation methods may vary, but must be provided upon request.

### CONTRACT REPORTING INSTRUCTIONS

#### MID YEAR REPORT SECTION - DUE 10th of Month (of mid-contract year)

A mid-year progress report is due on the 10th of the month following the first half of the contract year. This report will provide an update assessing the agency's current progress on the goals established at the start of the contract period and may be used in conjunction with the agency monitoring process. The report shall be completed online using the CSG software program of which your agency will be given up to 2 free licenses to access.

#### END OF YEAR REPORT SECTION - DUE 10th of Month (after contract term)

An end of year closure report is due on the 10th of the month following the end of the contract term. This report will provide a final outcomes report of the agency's performance to meet the goals established at the start of the contract period. Results may be used to evaluate agency and contractual service performance. The following sections must be completed in order to fully meet the requirements of the end of year report. The report shall be completed online using the CSG software program.

January 1, 2021- December 31, 2021

Agency Name Partnership for Children

Expense Categories	Housing and Shelter Services	Total Budget
	\$40,000.00	\$40,000.00
Program Services Coordinator	\$ 10,610.00	\$ 10,610.00
Employee Benefits & Taxes	\$ 3,185.00	\$ 3,185.00
Rent Assistance	\$ 20,000.00	\$ 20,000.00
Mileage	\$ 2,205.00	\$ 2,205.00
Indirect Expense (max 10%)	\$ 4,000.00	\$ 4,000.00
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Program Total</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>

**Budget Narrative**

Expense Category	Line Item narrative
Program Services Coordinator	The Program Services Coordinator will provide all services under the contract, including intake and eligibility assessment, as well as coordination of payment of rent assistance. The position will be at .5 FTE at an hourly rate of \$17, with benefits per agency policy. This contract will pay .3 FTE of this position, with the other .2 FTE funded through other agency funding.
Employee Benefits & Taxes	Benefits & taxes cost for the Program Services Coordinator position, per agency policy that all employees working .5 FTE or more will receive benefits. Benefits include but are not limited to, medical, dental, and vision insurance. Taxes are those required.
Rent Assistance	Each client, defined as a child or youth age birth through 21 years of age living with a serious life-threatening illness, will be eligible to receive \$500 per calendar year in rental assistance paid directly to the landlord. 40 clients are projected to be served.
Mileage	Mileage expenses for the Program Services Coordinator for home visits per the Mobile Service Plan. The Coordinator will travel throughout Monterey County to conduct intakes and eligibility assessments and provide services. Mileage reimbursement at .58 per mile. * Complies with Monterey County travel policy and IRS mileage rate allowance; <a href="http://www.co.monterey.ca.us/auditor/mileage.htm">http://www.co.monterey.ca.us/auditor/mileage.htm</a>
Indirect Expense (max 10%)	Approximately 10% of the overall budget for payment of indirect operating expenses such as office rent, utilities, phone service, office supplies, printing, and postage.

Funding Source: CSBG Federal Catalog 93.569

July 1, 2020- December 31, 2021

Agency Name Partnership for Children

Expense Categories	COVID-19 Response	Total Budget
	\$40,000.00	\$40,000.00
Services Coordinators	\$ 10,400.00	\$ 10,400.00
Employee Benefits & Taxes	\$ 3,120.00	\$ 3,120.00
COVID-19 Rent Assistance	\$ 20,000.00	\$ 20,000.00
Technology	\$ 2,480.00	\$ 2,480.00
Indirect Expense (max 10%)	\$ 4,000.00	\$ 4,000.00
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Program Total	\$ 40,000.00	\$ 40,000.00

**Budget Narrative**

Expense Category	Line Item narrative
Services Coordinators	The Services Coordinators will provide all services under the contract, including intake and eligibility assessment, determination of COVID-19 impact on family income and ability to pay rent, as well as coordination of payment of rent assistance.
Employee Benefits & Taxes	Benefits & taxes cost for the Services Coordinator positions, per agency policy that all employees working .5 FTE or more will receive benefits. Benefits include but are not limited to, medical, dental, and vision insurance. Taxes are those required.
COVID-19 Rent Assistance	Each client, defined as a child or youth age birth through 21 years of age living with a serious life-threatening illness, will be eligible to receive \$500 per calendar year in rental assistance paid directly to the landlord. 40 clients are projected to be served. This rent assistance will be provided to families who have lost employment and income due to COVID-19.
Technology	Purchase of two laptops, including necessary software and accessories, to allow for Services Coordinator positions to work remotely due to COVID-19 and social distancing protocols. Cell phone service for working remotely and providing services to families via phone.
Indirect Expense (max 10%)	Approximately 10% of the overall budget for payment of indirect operating expenses such as office rent, utilities, phone service, office supplies, printing, and postage.

Funding Source: CSBG CARES Funding

**Partnership for Children  
 Monterey County Department of Social Services  
 January 1, 2021 - December 31, 2021**

Invoice Period:

Expense Categories	Total Budget	Housing Services	Total Monthly Expenses	To Date Expenses	Balance Remaining
Program Services Coordinator	\$ 10,610.00	\$ -	\$ -	\$ -	\$ 10,610.00
Employee Taxes and Benefits	\$ 3,185.00	\$ -	\$ -	\$ -	\$ 3,185.00
Rent Assistance	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
Mileage	\$ 2,205.00	\$ -	\$ -	\$ -	\$ 2,205.00
Indirect Expenses (10% max)	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
Total Budget	\$ 40,000.00	\$ 40,000.00			
Year to Date	\$ -	\$ -			
Balance Remaining	\$ 40,000.00	\$ 40,000.00			

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:  
 Partnership for Children  
 342 Pajaro St. Salinas, CA 93901

Exhibit DD-1

**Partnership for Children  
Monterey County Department of Social Services  
July 1, 2020 - December 31, 2021**

Invoice Period:

Expense Categories	Total Budget	COVID Response	Total Monthly Expenses	To Date Expenses	Balance Remaining
Program Services Coordinators	\$ 10,400.00	\$ -	\$ -	\$ -	\$ 10,400.00
Employee Taxes & Benefits	\$ 3,120.00	\$ -	\$ -	\$ -	\$ 3,120.00
COVID-19 Rent Assistance	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
Technology	\$ 2,480.00	\$ -	\$ -	\$ -	\$ 2,480.00
Indirect Expenses (10% max)	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
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	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
<b>Total Budget Year to Date</b>	\$ 40,000.00	\$ 40,000.00			
<b>Balance Remaining</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:  
Partnership for Children  
342 Pajaro St, Salinas, CA 93901