

COUNTY OF MONTEREY

ORIGINAL

AMENDMENT # 1 to PSA #879

Shelter Outreach Plus

This Amendment is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and Shelter Outreach Plus (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for homeless prevention services between the parties executed on February 4, 2013, (hereinafter, "Original Agreement ") by adding **\$32,591.77 for re-design of the Salinas I-HELP program, and to provide on-going housing support services to the Castroville fire victims**, increasing the total contract amount to **\$128,472.77**. Therefore, the parties agree:

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

1. SERVICES TO BE PROVIDED: The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AA**, in conformity with the terms of this Agreement. The goods and/or services are generally described as follows: housing/homeless services, domestic violence counseling and information and referral to low-income residents of Monterey County; **re-design of the Salinas I-HELP Program, and support for Castroville fire victims.**

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

2. PAYMENTS BY COUNTY: 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 **\$128,472.77**.

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

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

| | |
|-------------------|---|
| Exhibit AA | Scope of Services/Payment Provisions |
| Exhibit A-1 | CSBG Reporting Form |
| Exhibit A-2 | CSBG Data-Client Report |
| Exhibit B | DSES Additional Provisions |
| Exhibit CC | Program Budget |
| Exhibit DD | Invoice |
| Exhibit E | Child Abuse Reporting Certification |
| Exhibit F | Elder Abuse Reporting Certification |
| Exhibit G | Lobbying Certification |
| Exhibit H | HIPAA Agreement |
| Exhibit I | Audit Requirements |

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

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

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

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

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


Subject to the foregoing amendment, all other terms and conditions of the Original Agreement shall remain in full force and effect.

(this space left blank intentionally)

If there is any conflict or inconsistency between provisions of this amendment and the Original Agreement, the provisions of this amendment shall control in all respects.

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

COUNTY OF MONTEREY:

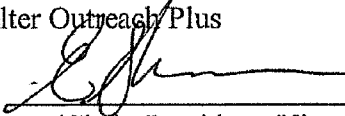
By: 

Elliott Robinson
Director, DSS

Date: 9/3/13

CONTRACTOR:

Shelter Outreach Plus


By: 

(Chair, President, Vice-President)

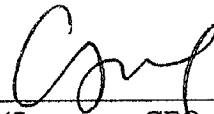
Eric Johnsen, President
(Print Name & Title)

Date: 8/3/13

Approved as to Form:


Senior Deputy County Counsel

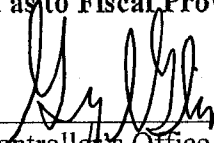
Date: 8/7/13

By: 
(Secretary, CFO, Treasurer)

Christopher Cobarrillas, Treasurer
(Print Name and Title)

Date: 8/6/13

Approved as to Fiscal Provisions:



Auditor-Controller's Office

Date: 8/3/13

If there is any conflict or inconsistency between provisions of this amendment and the Original Agreement, the provisions of this amendment shall control in all respects.

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


COUNTY OF MONTEREY:

By: 
Elliott Robinson
Director, DSS

Date: 9/3/13

CONTRACTOR:

Shelter Outreach Plus

By: 
(Chair, President, Vice-President)

Eric Johnson, President
(Print Name & Title)

Date: 8/3/13

Approved as to Form:

Senior Deputy County Counsel

Date: _____

By: 
(Secretary, CFO, Treasurer)

Cristofa Cobarrillas, Treasurer
(Print Name and Title)

Date: 8/6/13

Approved as to Fiscal Provisions:

Auditor-Controller's Office

Date: _____

SCOPE OF SERVICES

SHELTER OUTREACH PLUS

A. Total Funding \$128,472.77

| | |
|---------------------------------------|-------------|
| Community Services Block Grant (CSBG) | \$60,908 |
| Homeless Funds (HF) | \$12,939.77 |
| Domestic Violence Trust Funds (DVTF) | \$54,625 |

CSBG Funds are Federal Funds, Federal Catalog #93.569

B. Contract Term: January 1, 2013 to December 31, 2013

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

D. Agency Information

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

2. Location of Services

Salinas

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

Monterey Peninsula

- Monterey Interfaith Homeless Emergency Lodging Program (I-HELP)
Rotating Shelter
831.384.3362 Fax 831.384.3362
Hours of Operation: Seven days a week; 6pm to 6am (overnight lodging)

SCOPE OF SERVICES

- Seaside Shelter (confidential location)
831.394.8372 Fax 831.394.8372 (same as phone)
Hours of Operation: Seven days a week; 24 hours a day

North County

- Mobile Outreach Services Team (MOST) Van, Pajaro River
831.384.3362 Fax 831.384.3382
Hours of Operation: Wednesday; 12pm to 2pm
- Salinas Shelter (confidential location)
831.422.2201 Fax 831.753.6306
Hours of Operation: Seven days a week; 24 hours a day

3. Contact Persons

Contractual and Program Matters

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

Program Matters – I-HELP and MOST Van

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

Program Matters – Salinas Shelter & Seaside Shelter

Dolores Steel
831.422.2201 Fax 831.753.6306
dsteel@sopinc.org

E. Description of Services

1. Salinas Collaborative

Shelter Outreach Plus funding for Services in the Salinas Region:

Federal Catalog #93.569

| | |
|-------|----------|
| CSBG | \$10,938 |
| DVTF | \$25,875 |
| HF | \$750 |
| Total | \$37,563 |

SCOPE OF SERVICES

As a member of the Salinas Collaborative, Contractor will collaborate with Alisal Community Healthy Start, Community Human Services, Housing Resource Center, Central Coast HIV/AIDS Services, YWCA Monterey County, Sun Street Centers, Franciscan Workers, Second Chance, and Conflict Resolution and Mediation Center. The Food Bank for Monterey County will participate in this collaborative as an unfunded partner. Agencies in the Salinas Collaborative will work together to refer families and individuals to the services appropriate to meet their needs.

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

Contractor will provide housing/homeless services, domestic violence counseling services, information and referral, and completion of forms through the Salinas I-HELP Program. The I-HELP Salinas Program offers year-around nightly shelter, food, and support to single homeless men in conjunction with congregations in the Salinas area.

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

All families/individuals receiving case management/counseling services with CSBG funding will have income at or below the Federal Poverty Guidelines. Family income will be documented in the case file. Services will be provided in English/Spanish.

2. Monterey Peninsula Collaborative

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

Federal Catalog #93.569

| | |
|-------|----------------|
| CSBG | \$6,806 |
| DVTF | \$11,500 |
| HF | <u>\$3,000</u> |
| Total | \$21,306 |

As a member of the Monterey Peninsula Collaborative, Contractor will collaborate with Central Coast HIV/AIDS Services, Community Human Services, Conflict Resolution and Mediation Center, Salvation Army Monterey Peninsula, Sun Street Centers, and YWCA of Monterey County to address the needs of low-income people in this region. Contractor will participate in routinely scheduled Monterey

SCOPE OF SERVICES

Peninsula Collaborative meetings. Agencies in the Monterey Peninsula Collaborative will work together to refer families and individuals to the appropriate services to meet their needs.

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

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

All families/individuals receiving case management/counseling services with CSBG funding will have income at or below the Federal Poverty Guidelines. Family income will be documented in the case file. Services will be provided in English/Spanish.

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

Federal Catalog #93.569

| | |
|-------|-----------------|
| CSBG | \$14,512 |
| HF | \$5,250 |
| DVTF | <u>\$17,250</u> |
| Total | \$37,012 |

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

Contractor is encouraged to invite other agencies who provide services to the North County Region low income population, but who are not funded through the CAP

SCOPE OF SERVICES

collaborative, to the collaborative meetings. This activity will increase the collaborative's membership and networking capabilities, and provide for better wrap-around services to the area's low income population.

Contractor will provide housing/homeless services, domestic violence counseling services and information and referral and completion of application forms through the Mobile Outreach Services Team van (MOST) and the Salinas Domestic Violence Shelter programs. The MOST van will offer once-a-week assistance to distribute clothing, food and toiletries, and outreach services to homeless individuals and families at the Pajaro River area during the winter months. The Salinas Shelter will offer counseling, emergency shelter and support to domestic violence victims and homeless individuals and families. Contractor will assist individuals and families with information and referral as well as completion of application forms as required. Services will be provided at the North County locations shown in paragraph D.2.

All families/individuals receiving case management/counseling services with CSBG funding will have income at or below the Federal Poverty Guidelines. Family income will be documented in the case file. Services will be provided in English/Spanish.

4. Additional Services

Federal Catalog #93.569

| | |
|--------------|--------------------|
| CSBG | \$28,652 |
| HF | \$ 3,939.77 |
| Total | \$32,591.77 |

Description of Program Services to be provided with the additional One-Time-Only Funding: Contractor will use this funding to revamp the Salinas I-HELP program. These funds will support the initial stages of the restructuring process of I-HELP program in Salinas and the on-going housing services to the Castroville fire victims. Case management services will include; individual and group counseling, medical services at the new 12th Street Monterey County Public Health Department, and job and housing placements.

F. Reporting and Invoicing

1. Reporting Instructions and Submission

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

SCOPE OF SERVICES

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

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

- July 10, 2013 (for the period January 1 to June 30, 2013)
- January 10, 2014 (for the cumulative period January 1 to December 31, 2013)

Submit all reports to Margarita Zarraga via e-mail at: zarragam@co.monterey.ca.us

2. Invoicing Instructions and Submission

Invoicing shall be submitted against the total contract dollar amount and be tracked separately by funding source (i.e., CSBG, HF, etc.).

Contractor shall submit signed invoices with supportive documentation to the County setting forth the amount claimed by the 10th day of the month following the month in which services were performed commencing January 2013 with the final invoice due no later than December 10, 2013. Contractor acknowledges that all funding under this contract will be exhausted by November 30, 2013; however, services will continue through December 31, 2013 with other program funding.

The Invoice shall be submitted on the form set forth in **Exhibit DD**.

All Invoices shall be mailed to:

Margarita Zarraga, Community Action Partnership
1000 South Main Street, Suite 301
Salinas, CA 93901

The maximum amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed **one hundred twenty-eight thousand, four hundred and seventy-two dollars and seventy-seven cents (\$128,472.77)**.

Per Exhibit B, Section VI. of this Agreement, (attached), continued funding under this Agreement is contingent on State and Federal Funding.

COMMUNITY ACTION PARTNERSHIP

SHELTER OUTREACH PLUS

2013 BUDGET

| CATEGORY | HOUSING SERVICES CSBG | HOUSING SERVICES HF | COUNSELING SERVICES DVTF | CONTRACT BUDGET |
|-----------------------------|-----------------------------|---------------------------|--------------------------------|--------------------|
| | \$ 60,908.00 | \$ 12,939.77 | \$ 54,625.00 | \$ 128,472.77 |
| SALARIES | \$ 31,331.00 | \$ 7,000.00 | \$ 28,425.00 | \$ 66,756.00 |
| EMPLOYEE BENEFITS | \$ 4,635.00 | | \$ 19,000.00 | \$ 23,635.00 |
| PAYROLL TAXES | \$ 3,200.00 | \$ - | \$ - | \$ 3,200.00 |
| OCCUPANCY | \$ - | \$ - | \$ 4,900.00 | \$ 4,900.00 |
| VEHICLE OPER. COSTS | \$ 17,440.00 | \$ - | \$ - | \$ 17,440.00 |
| INDIRECT COSTS (Maximum 8%) | \$ 4,302.00 | \$ - | \$ 2,300.00 | \$ 6,602.00 |
| CASTROVILLE FIRE AID | \$ - | \$ 5,939.77 | \$ - | \$ 5,939.77 |
| TOTAL | \$ 60,908.00 | \$ 12,939.77 | \$ 54,625.00 | \$ 128,472.77 |

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

Person Completing form: Reyes Bonilla

Date: 7/26/2013

MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES

2013 REPORT OF EXPENDITURES/INVOICE

Name of Agency: Shelter Outreach Plus

Invoice Period: _____

| CATEGORY | A | | | | B | | | C | | D | | E=(B+C+D) | | F | | G=(E+F) | | H=(A - G) |
|-----------------------------|-----------------|--------------|--------------|--------------|------------------------|-------------------|------------------|---------------|--|---|--|-----------|--|---|--|---------|--|-----------|
| | CONTRACT BUDGET | CSBG | HF | DVTF | INVOICE PERIOD EXPENSE | PRIOR YTD EXPENSE | CURR YTD EXPENSE | BALANCE | | | | | | | | | | |
| SALARIES | \$ 66,756.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 66,756.00 | | | | | | | | | | |
| EMPLOYEE BENEFITS | \$ 23,635.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 23,635.00 | | | | | | | | | | |
| PAYROLL TAXES | \$ 3,200.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,200.00 | | | | | | | | | | |
| OCCUPANCY | \$ 4,900.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,900.00 | | | | | | | | | | |
| VEHICLE OPER. COSTS | \$ 17,440.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,440.00 | | | | | | | | | | |
| INDIRECT COSTS (Maximum 8%) | \$ 6,602.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,602.00 | | | | | | | | | | |
| CASTROVILLE FIRE AID | \$ 5,939.77 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,939.77 | | | | | | | | | | |
| TOTAL | \$ 128,472.77 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 128,472.77 | | | | | | | | | | |
| BUDGETS BY FUNDING | | | | | | | | | | | | | | | | | | |
| TOTAL PRIOR YTD EXPENSE | | \$ 60,908.00 | \$ 12,939.77 | \$ 54,625.00 | | | | | | | | | | | | | | |
| TOTAL CURR YTD EXPENSE | | \$ - | \$ - | \$ - | | | | | | | | | | | | | | |
| REMAINING BALANCE | | \$ 60,908.00 | \$ 12,939.77 | \$ 54,625.00 | | | | \$ 128,472.77 | | | | | | | | | | |

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 _____

DSES Analyst _____ Date: _____

Date _____

NOTES:

1. This is the contract expenditure report template. Always use this clear template to enter expenditures for each invoice period. The protected columns will automatically calculate the Year to Date (YTD) balance.
2. The amount entered in Column F, "PRIOR YTD EXPENSE", must be equal to/same as the prior invoice period's report Column G, "CURR YTD EXPENSE".

Remit To:
 Shelter Outreach Plus
 P.O. Box 1340, Marina, CA. 93933