

COUNTY OF MONTEREY

AMENDMENT # 1 to Agreement #A-13047

COALITION OF HOMELESS SERVICES PROVIDERS

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 Coalition of Homeless Services Providers (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for development and implementation of the Coordinated Assessment and Referral System (CARS) to promote inter-agency coordination and planning to assist homeless individuals/families throughout Monterey County, between the parties executed on February 16, 2016 (hereinafter, "Original Agreement ") by **adding \$72,000, effective July 1, 2016, to include Continuum of Care Coordination, inclement weather planning, and Lead Me Home 10-year Plan activities throughout Monterey County, increasing the total contract amount to \$487,500.** 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: development and implementation of the Coordinated Assessment and Referral System (CARS) to promote inter-agency coordination and planning, **Continuum of Care Coordination, inclement weather planning, and Lead Me Home 10-year Plan activities** to assist homeless individuals/families throughout Monterey County.

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 **\$487,500.**

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:

Exhibit AA	Scope of Services/Payment Provisions
Exhibit B	DSS Additional Provisions
Exhibit CC	Program Budget
Exhibit DD	Invoice
Exhibit E	Child Abuse Reporting Certification
Exhibit F	Elder Abuse Reporting Certification
Exhibit G	HIPAA Certification
Exhibit H	Lobbying Certification
Exhibit I	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 (10th) 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, C, and D of the Original Agreement are rescinded, and replaced by **Exhibits AA, CC and DD**, attached.

If there is any conflict or inconsistency between the provisions of the AGREEMENT or this AMENDMENT, the provisions of this AMENDMENT shall govern. A copy of this AMENDMENT shall be attached to the original AGREEMENT, as it may have been previously amended.

Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the original AGREEMENT shall remain unchanged and unaffected by this AMENDMENT and shall continue in full force and effect.

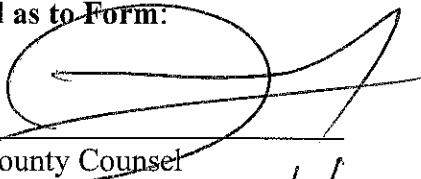
IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

COUNTY OF MONTEREY:

By: _____
Elliott Robinson, Director
Dept. of Social Services

Date: _____

Approved as to Form:



Deputy County Counsel

Date: 6/21/16

Approved as to Fiscal Provisions:



Auditor-Controller's Office

Date: 6-21-16

CONTRACTOR:

COALITION OF HOMELESS SERVICES PROVIDERS

By: 

(Chair, President, Vice-President)

Jean L Goebel, President

(Print Name & Title)

Date: 06/14/2016

By: 

(Secretary, CFO, Treasurer)

WILLIAM T. BADIE, Treasurer

(Print Name and Title)

Date: 14 JUN 16

SCOPE OF SERVICES/PAYMENT PROVISIONS

COALITION OF HOMELESS SERVICES PROVIDERS

A. TOTAL FUNDING:

January 1, 2016 - June 30, 2016	\$198,500
<u>July 1, 2016 - June 30, 2017</u>	<u>\$217,000</u>
Total	\$415,500
+Continuum of Care Activities/Inclement Weather	\$ 47,000
<u>+10 Year Plan Activities</u>	<u>\$ 25,000</u>
Amended Total	\$487,500

B. CONTRACT TERM: January 1, 2016 to June 30, 2017

C. CONTACT INFORMATION:

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

Contractor Information: Coalition of Homeless Services Providers
 Katherine Thoeni, Executive Officer
 Martinez Hall, 220 12th Street Marina, CA 93933
 Phone: (831) 883-3080 Fax: (831) 883-3085
chspmontrotry@aol.com

Location of Services: Martinez Hall
 220 12th Street Marina, CA 93933
 Phone: (831) 883-3080 Fax: (831) 883-3085

D. BACKGROUND

The Coalition of Homeless Services Providers (CHSP) is a private, non-profit agency comprised of eleven voting member-agencies, as well as three non-voting Associate members and seven non-voting Community Advisors. The agency's mission is to promote interagency coordination and stimulate community-wide planning and coordination of programs for individuals and families who are homeless. As the designated Continuum of Care Coordinator, CHSP has been developing and working to implement a Coordinated Assessment and Referral System (CARS) which is integral to the coordination of services across providers.

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 develop and implement the Coordinated Assessment and Referral System (CARS) which will consist of the following activities:

SCOPE OF SERVICES/PAYMENT PROVISIONS

- Hire and train two (2) staff positions to maintain and support the CARS data system ensuring resource availability and shelter capacity information is kept up to date.
 - Expand the Homeless Management Information System (HMIS) capacity to fully incorporate all components of CARS to allow homeless services providers not currently in HMIS to utilize the system and conduct individual assessments of need.
 - Implement and administer the CARS Master List.
 - Provide training across the homeless service provider network to enact systems change to incorporate CARS.
- E.2 CONTRACTOR shall serve as the primary contact for calls from elected county officials and local jurisdictions within the county regarding homeless encampment issues or complaints. The Contractor shall respond to these calls immediately and shall coordinate a 72 business-hour response to the encampment situation. Adequate performance for this service shall be based on number of coordinated responses compared to the number of requests received within the six month period. Responses shall demonstrate an increased percentage for each reporting period.
- E.3 CONTRACTOR shall establish a network of agencies which work with property owners. This network shall include nonprofits, private organizations, and the community at-large. The goal shall be to increase availability of housing units for individuals and families experiencing homelessness and who are at very-low income levels. Adequate performance of this measure shall be based on the number of agencies in the network, completed outreach and education events, and number of initiatives leading to the goal. CONTRACTOR shall conduct at a minimum one outreach and education event per month in addition to working within the housing network.
- E.4 CONTRACTOR shall provide support and advocacy for development of affordable housing policies and options in Monterey County as outlined in the *Lead Me Home*, 10-Yr Plan to End Homelessness. Adequate performance of this measure shall be based on the number of housing policies and options developed. A report shall be submitted to the County Contract Monitor every six months and be included in the Board of Supervisors update.
- E.5 CONTRACTOR shall ensure committees defined within the *Lead Me Home*, 10-Yr Plan to End Homelessness are active and engaged to include the Housing Policy and Fund Development Committees. Adequate performance of this measure shall be based on attendance logs of committee meetings and activities.
- E.6 CONTRACTOR shall participate in an annual site visit conducted by CAP staff and DSS Finance staff to review fiscal integrity, customer service, business management, and service delivery. Completion of this measure shall be documented through issuance of the annual CAP site visit report.
- E.7 CONTRACTOR shall prepare bi-annual reports of progress on status of CARS implementation activities and on meeting goals and objectives of the *Lead Me Home*,

SCOPE OF SERVICES/PAYMENT PROVISIONS

10-Yr Plan to End Homelessness. Completion of the measure shall be documented through timely receipt of the bi-annual report to the County Contract Monitor.

E.8 CONTRACTOR shall provide Continuum of Care Coordinator Activities:

- Coordinate and provide all needed technical assistance to the interested Continuum of Care (CoC) Consolidated Application applicants.
- Convene CoC meetings, send meeting notices, develop agendas, record and distribute minutes.
- Act as point-of-contact in the development and implementation of the CoC CA-506 Salinas/Monterey, San Benito Counties' 10-Year Plan. Lead the CoC in seeking other resources to ensure that adequate housing and supportive services can be provided at every stage in the homeless service system and beyond, as relevant to HEARTH Act regulations.
- Notify service providers and the public of the release of the FY 2016 CoC Consolidated Application. Prepare and submit a public notice to local newspapers notifying the public of the process.
- Convene meetings with eligible agencies to discuss application strategies and timelines for submittal.
- Develop and submit the CoC Consolidated Application and applicant agency project applications to the Department of Housing and Urban Development (HUD) as the CoC designated Collaborative Applicant by the established deadline.
- Utilize point-in-time Housing Inventory Chart data to develop County-wide unmet bed needs and gaps analysis as required by HUD.
- Provide staff support to the annual CoC Application to HUD under the direction of the CoC Leadership Council. Prepare Review & Ranking Panel funding priority recommendations for presentation to the CoC Leadership Council for approval.
- Lead Monterey County Homeless Management Information System (HMIS) activities, coordinate with the HMIS consultant, and provide technical assistance to CHSP member-agencies and other Contributory HMIS Organizations to ensure necessary training, accurate data entry and homeless reports.
- Lead CoC efforts in developing an ongoing, vibrant HMIS Quality Assurance Plan toward becoming a US Dept. of HUD "High Performing CoC."

E.9 CONTRACTOR shall perform tasks to support the Inclement Weather Plan:

- During the winter months, generally from November 1 to March 31, CONTRACTOR shall develop and update as required the "Inclement Weather Chart: Shelter Facilities/Food/Vouchers Capacity and Potential Expansion" (included in the Inclement Weather Plan) identifying current emergency shelter capacities.
- CONTRACTOR shall contact providers on the chart to determine if the information is still current, or if capacity noted has expanded or contracted.

SCOPE OF SERVICES/PAYMENT PROVISIONS

- **CONTRACTOR shall e-mail the chart to the CONTRACTOR'S member-agencies, the 2-1-1 Program Manager (United Way Monterey County) and to Community Action Partnership (CAP) staff.**
- **CONTRACTOR shall actively research and contact potential facilities throughout the county which can be opened as temporary emergency shelters during inclement weather.**

E.10 CONTRACTOR shall participate in a lead role on the following activities related to Lead Me Home 10-Year Plan:

- **Support Leadership Council meetings in collaboration with the Department of Social Services (DSS). Send meeting notices and convene meetings, develop agendas, record and distribute minutes.**
- **Coordinate with consulting partners as needed to continue the implementation of the 10-Year Plan.**
- **Participate in the Administration and Implementation Committee and encourage the participation of all other subcommittees as outlined in the 10-Year Plan.**
- **Provide staff support as needed to other 10-Year Plan standing committees in conjunction with DSS/CAP and other identified support partners within the CoC.**
- **Seek other resources to ensure the adopted 10-Year Plan is implemented and revised as homeless conditions and population needs change.**
- **Work closely with San Benito County in the implementation of the 10-Year Plan strategies.**
- **Facilitate full implementation of a Coordinated Assessment & Referral System (CARS) within the CoC. This contract deliverable shall be completed by June 30, 2016.**
- **Coordinate formal inclusion of additional community stakeholders in the Lead Me Home 10-Year Plan implementation committees, work groups, action teams, etc.**
- **Develop a comprehensive Lead Me Home Continuum of Care web-portal within the existing HMIS, to include Coordinated Assessment and Referral tools, while continuing to expand towards providing access to the public, professional service providers, and local government entities. This deliverable shall be completed by June 30, 2016.**

F. REPORTING INSTRUCTIONS & SUBMISSION

F.1 CONTRACTOR shall submit semiannual reports of activities addressing deliverables outlined in this Scope of Services to the County Contract Monitor. These reports are due:

- **July 10, 2016, for the period covering January 1 to June 30, 2016**
- **January 10, 2017 for the period covering July 1 to December 31, 2016**
- **July 10, 2017 for the period covering January 1 to June 30, 2017**

SCOPE OF SERVICES/PAYMENT PROVISIONS

F.2 **CONTRACTOR shall submit all reports via email to the County Contract Monitor: Glorietta Rowland at rowlandg@co.monterey.ca.us**

G. PAYMENT PROVISIONS

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

The maximum amount payable by County to CONTRACTOR under this agreement shall not exceed **four hundred eighty-seven thousand five hundred dollars (\$487,500)**.

G.1 INVOICING INSTRUCTIONS & SUBMISSION

CONTRACTOR shall submit original 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 1, 2016, with the final invoice due no later than June 30, 2017. CONTRACTOR acknowledges that all funding under this contract will be exhausted by June 30, 2017.

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

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

MONTEREY COUNTY DEPT OF SOCIAL SERVICES

Coalition of Homeless Services Providers

CATEGORY	1/1/2016 - 6/30/2016	AMENDED BUDGET	AMENDED CONTRACT BUDGET
	\$198,500.00	\$0.00	\$198,500.00
Program Personnel	\$ 66,000.00	\$ -	\$ 66,000.00
Operational Expenses	\$ 25,000.00	\$ -	\$ 25,000.00
Expanded HMIS Costs	\$ 74,500.00	\$ -	\$ 74,500.00
Development & Training	\$ 33,000.00	\$ -	\$ 33,000.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL	\$ 198,500.00	\$ -	\$ 198,500.00

CATEGORY	7/1/2016 - 6/30/2017	AMENDED BUDGET	AMENDED CONTRACT BUDGET
	\$217,000.00	\$72,000.00	\$289,000.00
Program Personnel	\$ 132,000.00	\$ 102,000.00	\$ 234,000.00
Operational Expenses	\$ 50,000.00	\$ (30,000.00)	\$ 20,000.00
Expanded HMIS Costs	\$ 35,000.00	\$ -	\$ 35,000.00
Development & Training	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL	\$ 217,000.00	\$ 72,000.00	\$ 289,000.00

Total Contract	\$ 487,500.00
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I hereby certify that this budget is correct and complete to the best of my knowledge.

Person Completing Form: Katherine Thoeni

Phone: (831) 883-3080

Date: 5/6/2016

COALITION OF HOMELESS SERVICES PROVIDERS
Community Action Partnership Invoice
January 1, 2016 - June 30, 2017

Exhibit DD

Invoice Month:

Expense Categories	Total Budget	Homeless Services	Total Monthly Expenses	FY to Date Expenses	Balance Remaining
Program Personnel	\$ 300,000.00	-	\$ -	\$ -	\$ 300,000.00
Operational Expenses	\$ 45,000.00	-	\$ -	\$ -	\$ 45,000.00
Expanded HMIS Costs	\$ 109,500.00	-	\$ -	\$ -	\$ 109,500.00
Development & Training	\$ 33,000.00	-	\$ -	\$ -	\$ 33,000.00
	\$ -	-	\$ -	\$ -	\$ -
	\$ -	-	\$ -	\$ -	\$ -
Total	\$ 487,500.00	-	\$ -	\$ -	\$ 487,500.00
Total Budget	\$ 487,500.00	487,500.00			
Year to Date		-			
Balance Remaining		487,500.00			

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:
 Coalition of Homeless Services Providers
 220 12th Street Marina, CA 93933