

COUNTY OF MONTEREY

AMENDMENT #2 to PSA #882

Housing Resource Center

ORIGINAL

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 Housing Resource Center (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for homeless prevention services, executed on February 13, 2013, and amended on May 6, 2013 (hereinafter, "Original Agreement ") by adding \$23,447 to expand the provision of homeless prevention (rental) assistance to eligible individuals or families, increasing the total contract amount to \$101,074. 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 AAA, in conformity with the terms of this Agreement. The services are generally described as follows: rental assistance, tenant education, financial literacy and Information & Referral/completion of forms for low-income residents of Monterey County.

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 AAA, 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 \$101,074.

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 AAA	Scope of Services/Payment Provisions
Exhibit A-1	Reporting Requirements
Exhibit A-2	Data/Client Report
Exhibit B	DSS Additional Provisions
Exhibit CCC	Budget
Exhibit DDD	Invoice
Exhibit E	Elder Abuse and Neglect Reporting
Exhibit F	Child Abuse and Neglect Reporting
Exhibit G	Lobbying Certification
Exhibit H	HIPAA Agreement
Exhibit I	Audit Provisions

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 each month, 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 DDD**.

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 CCC**. Only the costs listed in **Exhibit CCC** 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 **Exhibits AAA and A-1**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibits AAA and A-1** 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 AA, CC, and DD of the Original Agreement are rescinded, and replaced by Exhibits **AAA, CCC and DDD**, 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: [Signature]
DSS Director

Date: 9/3/13

Approved as to Form:

[Signature]
~~Senior~~ Deputy County Counsel

Date: 8/7/13

Approved as to Fiscal Provisions:

[Signature]
Auditor-Controller's Office

Date: 8/13/13

CONTRACTOR:

Housing Resource Center

By: [Signature]
(Chair, President, Vice-President)

Leila Emadin Executive
(Print Name & Title) Director

Date: Aug. 1, 2013

By: [Signature]
(Secretary, CFO, Treasurer)

Nancy DeSerpa Secretary
(Print Name and Title)

Date: Aug. 2, 2013

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 WHEREOF, the parties hereby execute this amendment as follows:

COUNTY OF MONTEREY:

CONTRACTOR:

By: [Signature]
DSS Director

Housing Resource Center
By: [Signature]
(Chair, President, Vice-President)

Date: 9/3/13

Leila Enadin Executive Director
(Print Name & Title)

Date: Aug. 1. 2013

Approved as to Form:

By: [Signature]
(Secretary, CFO, Treasurer)

Senior Deputy County Counsel

Nancy DeSizem Secretary
(Print Name and Title)

Date: _____

Date: Aug. 2, 2013

Approved as to Fiscal Provisions:

Auditor-Controller's Office

Date: _____

SCOPE OF SERVICES

HOUSING RESOURCE CENTER

A. Total Funding

Homeless Funds	\$54,822
CSBG	\$46,252
Total	\$101,074

Homeless Funds are issued by County on a July-June Fiscal Year. Contractor shall expend **\$27,942** by June 30, 2013, and **\$26,880** by November 30, 2013.

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	Glorietta Rowland, CAP Management Analyst
	1000 S. Main St., Suite 301, Salinas CA 93901
	Phone: (831) 755-4484 Fax: (831) 755-8477
	rowlandg@co.monterey.ca.us

D. Agency Information

1. Administrative Office:

Housing Resource Center
Leila Emadin, Executive Director
P.O. Box 1307
Salinas, CA 93902
Phone: 831-424-9186 Fax: 831-757-1349
ed@hrcmc.org

2. Location of Services:

• North County

Pajaro Mansion
29 Bishop St
Pajaro, CA 95076
Phone: 831-424-9186 Fax: 831-757-1349

• South County

One-Stop Career Center
200 Broadway, Suite 62
King City, CA 93930
Phone: 831-424-9186 Fax: 831-757-1349

CET

930 Los Coches Drive
Soledad, CA 93960
Phone: 831-424-9186 Fax: 831-757-1349
Hours of Operation: Mondays 9 a.m. – 4 p.m.

SCOPE OF SERVICES

- Salinas
 - 134 E. Rossi Street
 - Salinas, CA 93901
 - Phone: 831-424-9186 Fax: 831-757-1349
 - Hours of Operation: Monday through Friday
 - 8 a.m. – 5 p.m.

3. Contact Person: Contractual and Program Matters
 Leila Emadin, Executive Director
 P.O. Box 1307
 Salinas CA, 93902
 Phone: 831-424-9186 Fax: 831-757-1349
ed@hrcmc.org

E. Description of Services

1. Convening Agency Responsibilities

Contractor has been selected by partner-agencies to be the Convening Agency for the North County Collaborative. As the Convening Agency, the Contractor shall be responsible for the following:

- Schedule and lead meetings;
- Notify partner agencies and Community Action Partnership (CAP) staff of upcoming meetings (including reminder emails);
- Develop and provide written agendas; and
- Prepare and submit meeting minutes in a timely fashion to partner agencies and the CAP.

Contractor is encouraged to invite other agencies who provide services to the North County, South County, and Salinas regions low income population, but who are not funded through the CAP collaborative, to the collaborative meetings. This activity will increase the collaboratives' membership and networking capabilities, and provide for better wrap-around services to the three areas' low income population.

2. North County Collaborative

HRC funding for services in North County:

CSBG	\$7,365	Federal Catalog #93.569
HF	<u>\$19,095</u>	
Total	\$26,460	

SCOPE OF SERVICES

Contractor shall be Convening Agency for the North County Collaborative and conduct the duties as described in paragraph E. 1. As Convening Agency, Contractor shall work closely with Central Coast HIV/AIDS Services, and Shelter Outreach Plus to meet the needs of the low-income people in North County. Agencies in the North County Collaborative shall work together to refer families and individuals to the appropriate services to meet their needs.

Contractor will provide rental assistance, tenant education, financial literacy and information and referral/completion of forms.

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

3. South County Collaborative

HRC funding for services in South County:

CSBG	\$11,960	Federal Catalog #93.569
HF	<u>\$3,637</u>	
Total	\$15,597	

As a member of the South County Collaborative, Contractor shall work closely with Central Coast HIV/AIDS Services, Soledad Unified School District/Soledad Adult School, and the YWCA. Contractor will participate in routinely scheduled South County Collaborative meetings. Agencies in the South County Collaborative shall work together to refer families and individuals to the appropriate services to meet their needs.

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

Contractor will provide rental assistance, tenant education, financial literacy and information and referral/completion of forms.

4. Salinas Collaborative

HRC funding for services in Salinas:

CSBG	\$6,927	Federal Catalog #93.569
HF	<u>\$28,643</u>	
Total	\$35,570	

SCOPE OF SERVICES

As a member of the Salinas Collaborative, Contractor shall work closely with Central Coast HIV/AIDS Services, Franciscan Workers, Second Chance Youth Services, Shelter Outreach Plus, Sun Street Centers, and the YWCA. Agencies in the Salinas Collaborative shall work together to refer families and individuals to the appropriate services to meet their needs. The Food Bank for Monterey County will participate in this collaborative as an unfunded partner.

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

Contractor will provide rental assistance, tenant education, financial literacy and information and referral/completion of forms.

5. Contractor will provide up to \$27,000 of additional homeless funds for direct homeless prevention (rental) assistance utilizing established agency eligibility criteria.

6. **Additional Services Supported by One-Time-Only Funding**

CSBG	\$ 20,000	Federal Catalog #93.569
HF	\$ 3,447	
Total	\$ 23,447	

Contractor will utilize \$20,000 of additional CSBG funds for direct homeless prevention (rental) assistance to families/individuals meeting established agency eligibility criteria. Homeless Funds (\$3,447) shall be applied to program administration. This is one-time-only funding. Outcomes related to this funding must be incorporated into the required NPI and demographics reports as indicated under section F.

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 DDD**.

All Invoices shall be mailed to:

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

The total amount payable by County to Contractor under this agreement shall not exceed **one hundred and one thousand, seventy-four dollars (\$101,074)**.

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

**COMMUNITY ACTION PARTNERSHIP
HOUSING RESOURCE CENTER OF MONTEREY COUNTY
Revised 2013 BUDGET**

CATEGORY	SALINAS, SOUTH & NORTH COUNTY		TOTAL CONTRACT BUDGET \$101,074
	Rental Assistance CSBG	Rental Assistance HF	
	\$46,252	\$54,822	
SALARIES	\$15,959	\$18,639	\$34,598
EMPLOYEE BENEFITS	\$1,117	\$2,050	\$3,167
PAYROLL TAXES	\$1,755	\$1,305	\$3,060
SUPPLIES & POSTAGE	\$608	\$453	\$1,061
TELEPHONE	\$1,547	\$1,153	\$2,700
OCCUPANCY	\$1,444	\$1,075	\$2,519
PRINTING/PUBLIC	\$344	\$256	\$600
CONF/CONV/MTGS/TRNG/TRAVEL	\$316	\$534	\$850
INSURANCE	\$877	\$654	\$1,531
INDIRECT COSTS (Maximum 8%)	\$2,285	\$1,703	\$3,988
Homeless Prevention Assistance	\$20,000	\$27,000	\$47,000
TOTAL	\$46,252	\$54,822	\$101,074

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

Person completing form:

Date:

MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES
 2013 REPORT OF EXPENDITURES/INVOICE
 JANUARY 1 to DECEMBER 31, 2013 REVISED

Name of Agency: Housing Resource Center

Invoice Period _____

CATEGORY	A			B		C		D=(B+C)		E		F=(D+E)		G=(A-F)
	CONTRACT BUDGET	CSBG	HF	INVOICE PERIOD EXPENSE	Prior YTD EXPENSE	Curr YTD EXPENSE	BALANCE							
SALARIES	\$34,598	-	-	-	-	-	\$ 34,598.00							
EMPLOYEE BENEFITS	\$3,167	-	-	-	-	-	\$ 3,167.00							
PAYROLL TAXES	\$3,060.00	-	-	-	-	-	\$ 3,060.00							
SUPPLIES& POSTAGE	\$1,061.00	-	-	-	-	-	\$ 1,061.00							
TELEPHONE	\$2,700.00	-	-	-	-	-	\$ 2,700.00							
OCCUPANCY	\$2,519.00	-	-	-	-	-	\$ 2,519.00							
PRINTING/PUBLIC	\$600.00	-	-	-	-	-	\$ 600.00							
CONF/CONV/MTGS/TRNG/TRAVEL	\$850.00	-	-	-	-	-	\$ 850.00							
INSURANCE	\$1,531.00	-	-	-	-	-	\$ 1,531.00							
INDIRECT COSTS (MAXIMUM 8%)	\$3,988.00	-	-	-	-	-	\$ 3,988.00							
Homeless Prevention Assistance	\$47,000	-	-	-	-	-	\$ 47,000.00							
TOTAL	\$101,074.00	-	-	-	-	-	\$ 101,074.00							
	BUDGET	\$46,252.00	\$54,822	\$101,074.00										
	TOTAL PRIOR YTD EXPENSE													
	TOTAL CURR YTD EXPENSE													
	REMAINING BALANCE	\$46,252.00	\$54,822.00	\$101,074.00										

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:

- 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.
- The amount entered in Column E, "PRIOR YTD EXPENSE", must be equal to/same as the prior invoice period's report Column G, "CURR YTD EXPENSE".

Remit To:
 Housing Resource Center
 P.O. Box 1307, Salinas, CA 93902