

COUNTY OF MONTEREY
Amendment No. 2 to Agreement No. 5010-452
Access Support Network

THIS AMENDMENT No. 2 is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and Access Support Network (hereinafter, "CONTRACTOR").

WHEREAS, the COUNTY and CONTRACTOR entered into an agreement for the operation of a Homeless Outreach and Engagement Services System, providing urgent response to engage and support individuals experiencing homelessness 7 days a week, from 9 am to 5 pm throughout the County of Monterey for a term of July 1, 2024 through June 30, 2025 with a total contract amount of \$200,000 (hereinafter, "Original Agreement").

WHEREAS, the parties amended the agreement via Amendment No. 1 by adding Permanent Local Housing Allocation (PLHA) funding in the amount of \$200,000, reduced the Homeless Housing, Assistance and Prevention Round Four (HHAP-4) Grant to \$100,000, and added \$35,000 in County General Funds (GF) for a revised contract total of \$335,000.

WHEREAS, the parties wish to amend the agreement via Amendment No. 2 by **extending** the term through **June 30, 2026**, **adding \$363,312** from PLHA, and **adding \$35,000** from GF, for a revised contract total of **\$733,312**.

AGREEMENT

NOW THEREFORE, the parties agree to amend the Agreement as follows:

This Agreement is hereby amended on the terms and conditions as set forth in the Original Agreement and Amendment No. 1 incorporated herein by this reference, except as specifically set forth below.

1. **Section 1.0, Paragraph titled "GENERAL DESCRIPTION"** is hereby amended as follows:
"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."
2. **Section 2.0, Paragraph titled "PAYMENT PROVISIONS"** is hereby amended as follows:
"County shall pay 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 **\$733,312.00**."
3. **Section 3.0, Paragraph titled "TERM OF AGREEMENT"** is hereby amended as follows:
"The term of this Agreement is from July 1, 2024 to **June 30, 2026**, unless sooner terminated pursuant to the terms of this Agreement."
4. **Exhibit AAA** replaces Exhibit AA and reflects the extended through **June 30, 2026**, the **addition of \$363,312 in PLHA**, the **addition of \$35,000 in GF**, and the **new** contract total of **\$733,312**.

5. **Exhibit A-1** and **Exhibit A-2** are new exhibits and establish requirements for utilizing the Homeless Management Information System (HMIS) and implementing Housing First principles to the CONTRACTOR's service delivery model.
6. **Exhibit BBB** replaces Exhibit BB and references the new **Exhibit AAA**, **Exhibit C-1**, and **Exhibit D-1**.
7. **Exhibit C-1** reflects the new FY 2025-26 budget total of **\$398,312**.
8. **Exhibit D-1** is the new invoice for FY 2025-26.
9. Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the Original Agreement are unchanged and unaffected by this Amendment No. 2 and shall continue in full force and effect as set forth in the Original Agreement and Amendment No. 1.
10. A copy of this Amendment No. 2 shall be attached to the Original Agreement.

[signature page follows]

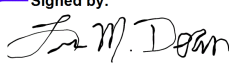
IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

COUNTY OF MONTEREY:

By: _____
DSS Director or Designee

Date: _____

CONTRACTOR:

Signed by:
By: 
F2010A66A72C4C4...
(Chair, President, Vice-President)

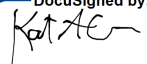
Lisa M Dean
(Print Name & Title)

Approved as to Form

Date: 5/17/2025 | 10:27 AM PDT

DocuSigned by:
By: 
A4609TE5DE63489...
Deputy County Counsel

Date: 5/19/2025 | 4:38 PM PDT

DocuSigned by:
By: 
42E0BF3C2644419...
(Secretary, CFO, Treasurer)

kathleen Guerrero, Secretary
(Print Name and Title)

Approved as to Fiscal Provisions

Date: 5/18/2025 | 5:28 AM PDT

DocuSigned by:
By: 
E79EF64E57454F6...
Auditor Controller's Office

Date: 5/20/2025 | 8:23 AM PDT

SCOPE OF SERVICES/PAYMENT PROVISIONS

ACCESS SUPPORT NETWORK

A. TOTAL FUNDING:	\$100,000.00	HHAP-4
	\$563,312.00	PLHA
	<u>\$ 70,000.00</u>	County Funds
	\$733,312.00	TOTAL

B. CONTRACT TERM: July 1, 2024 to **June 30, 2026**

C. CONTACT INFORMATION:

County Contract Monitor:

Monterey County Department of Social Services
 Alex Soltero, Management Analyst II
 1000 S. Main Street, Suite 301 Salinas, CA 93901
 Phone: (831) 796-3584 Fax: (831) 755-8477
solteroar@countyofmonterey.gov

Contractor Information:

Access Support Network
 David Kilburn, Executive Director
 1320 Nipomo St., San Luis Obispo, CA 93401
 Phone: (805) 242-3345 Fax: (805) 781-3664
dkilburn@asn.org

Location of Services:

Monterey County

D. SUBAWARD INFORMATION

SUBAWARD: HHAP-4, PLHA, County General Funds

CONTRACTOR UEI Number: TKGWRKNCNKP1

Date County Awarded Funding: July 1, 2023 (HHAP-4)

CFDA PASSTHROUGH INFORMATION AND DOLLAR AMOUNT: N/A

Federal Award Description: N/A

Research and Development: No

Maximum Allowable Indirect Cost Rate: **15%****E. PURPOSE**

The purpose of this agreement is to operate a Homeless Outreach and Engagement Services System, providing urgent response to engage and support individuals experiencing homelessness 7 days a week, from 9 am to 5 pm throughout the County of Monterey. Access Support Network will meet these unmet needs by providing the homeless residents in the County of Monterey with an outreach team to work diligently to facilitate the coordination of services that are based on the person's needs and help them steer a course through the systematic barriers to stable housing.

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 CONTRACTOR shall develop and operate a system to provide urgent response through an outreach team to engage homeless individuals throughout the County of Monterey and connect them to needed resources such as: social services; mental health and/or substance

SCOPE OF SERVICES/PAYMENT PROVISIONS

- abuse treatment; physical health services; financial benefits; transportation; meals; emergency shelter; bridge housing; and long-term housing.
- F.2 CONTRACTOR shall respond to County referrals for outreach and engagement within 24 hours of referral and provide regular updates to county staff on the status of referrals.
- F.3 CONTRACTOR shall refer individuals to rapid-rehousing programs and other relevant service providers to address needs including, but not limited to, financial assistance with rapid-rehousing.
- F.4 CONTRACTOR shall provide field-based case management and wrap-around services, and make referrals for services that may include any combination of the following:
- F.4.1 Assessing client needs to inform linkages to behavioral health services; housing programs; substance use disorder treatment; physical health care services; legal services; educational programs; public benefits; and socialization activities.
 - F.4.2 Connecting clients to income sources based on their eligibility to improve their financial situation such as Social Security, disability benefits, child support, and other sources as available.
 - F.4.3 Developing financial plans that include a realistic monthly budget and money management techniques.
 - F.4.4 Developing attainable housing plans.
 - F.4.5 Searching and applying for housing options within the client's budget.
 - F.4.6 Applying for long-term housing subsidy programs, including, but not limited to: Housing Choice, Homeless Set-Aside, and Emergency Housing Vouchers.
- F.5 CONTRACTOR shall educate clients and reinforce the importance of frequent hand washing, and other steps to minimize the spread of infectious diseases in accordance with CDC guidelines.
- F.6 CONTRACTOR shall assess clients' financial resources and eligibility for programs.
- F.7 CONTRACTOR shall coordinate closely with the Monterey County Continuum of Care and other service providers.
- F.8 CONTRACTOR shall participate in outreach coordination with regional outreach teams and the local Continuum of Care's (CoC) ongoing coordination meetings as outlined in the Coalition Homeless Service Provider (CHSP) parallel agreement.
- F.9 CONTRACTOR shall provide these services, or outreach to the community to promote these services, in Monterey County Free Library facilities and locations, as is warranted by the Social Services Department and suitable to the facility and community needs. All such arrangements will be made with the Monterey County Free Libraries staff, and all outreach and services at libraries will be free and open to the public.

G. CONTRACTOR RESPONSIBILITIES

- G.1 CONTRACTOR shall utilize its local Homeless Management Information System (HMIS) to track Homeless Housing, Assistance and Prevention (HHAP) funded projects, services, and clients served. Grantee will ensure that HMIS data are collected in accordance with applicable laws and in such a way as to identify individual projects, services, and clients that are supported by HHAP funding (e.g., by creating appropriate HHAP-specific funding sources and project codes in HMIS) **as outlined in Exhibit A-1**.
- G.2 CONTRACTOR shall participate in and provide data elements, including, but not limited to, health information, in a manner consistent with federal law, to the statewide Homeless Management Information System (known as the Homeless Data Integration System or

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- “HDIS”), in accordance with their existing Data Use Agreement entered into with the Council, if any, and as required by Health and Safety Code section 50220.6. Any health information provided to, or maintained within, the statewide Homeless Management Information System shall not be subject to public inspection or disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).
- G.3 CONTRACTOR shall ensure that services are provided in compliance with the core components of Housing First, as described in Welfare and Institutions Code Section 8255, subdivision (b) **and as outlined in Exhibit A-2**. Individuals and families assisted with HHAP funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used.
 - G.4 CONTRACTOR shall provide incontinence and feminine hygiene products, including, but not limited to, sanitary napkins, tampons, and panty liners, to guests as needed, free of charge. Obligation to satisfy this requirement is subject to the availability of funds however CONTRACTOR shall make attempts to coordinate or request donations when funds are not available and collect data on the cost, demand, and utilization to help inform future resources to support this service.
 - G.5 CONTRACTOR shall coordinate the provision of behavioral health assessments and substance use disorder counseling for program participants as determined appropriate.
 - G.6 CONTRACTOR shall ensure that CDC guidelines regarding mitigating the spread of infectious diseases are adhered for all recipients and service providers.
 - G.7 CONTRACTOR shall conduct encampment needs assessments, using a survey provided by the Coalition, at every encampment to which the team is deployed.
 - G.8 CONTRACTOR shall identify leaders to be the point of contact at each of the encampments they encounter during outreach activities.
 - G.9 CONTRACTOR shall use the ESRI map of encampments when there are no active referrals for deployment.
 - G.10 CONTRACTOR shall maintain records and management of distributable resources such as, but not limited to, motel vouchers, bus passes, and gas vouchers.
 - G.10.1 CONTRACTOR shall seek additional resources and cultivate relationships with additional resources or providers to address health and stability needs such as access to showers, laundry, and restroom facilities.

H. TRAVEL/TRAINING REIMBURSEMENT

- H.1 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 [Microsoft Word - County Travel Bus Expense Policy 12 5 12.doc \(monterey.ca.us\)](#). 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.

I. SERVICE GOALS

- I.1 CONTRACTOR shall connect with at least 200 homeless individuals each month and complete at least 100 VI-SPDAT entries into CARS (Coordinated Assessment and Referral System) and HMIS (Homeless Management Information System).

SCOPE OF SERVICES/PAYMENT PROVISIONS

- I.2 CONTRACTOR shall attempt to provide field-based case management to at least 75 individuals each month and make at least 50 referrals for services that may include the following:
- I.2.1 Assist in the assessment of and referral process for mental health assistance; housing; recovery from substance use and abuse; physical health care; educational programs; financial assistance; employment; advocacy; and socialization activities to verify and document eligibility of individuals for the services received.
 - I.2.2 Assess individuals' medical, psychological, social, financial, and legal needs as related to their housing search and provide linkages to resources.
 - I.2.3 Assess an individual's financial resources and apply for social programs and/or help the individual search for and obtain employment.
 - I.2.4 Develop a financial plan that includes a realistic monthly budget and money management.
 - I.2.5 Develop attainable housing plans with measurable goals and objectives to assist individuals in achieving their desired outcomes.
 - I.2.6 Search and apply for market-rate apartments within the individual's price range.
 - I.2.7 Search and apply for low-income housing units.
 - I.2.8 Apply for the Homeless Set Aside Vouchers through the Housing Authority of the County of Monterey.
 - I.2.9 Refer individuals to rapid rehousing programs and other services providers for other resources and/or assistance such as benefits programs, health services and other applicable services.
 - I.2.10 Assess needs and administer supportive resources such as motel vouchers, bus passes, gas cards, hygiene products, and other tools to support health and stability.

J. REPORTING INSTRUCTIONS & SUBMISSION

- J.1 QUARTERLY SERVICE AND OUTCOMES REPORT: CONTRACTOR shall report quarterly on the following program metrics:
- J.1.1 Number of active program participants, including: Cumulative number of program participants that participated in the program.
 - J.1.1.a Number of individuals assessed with CARS
 - J.1.1.b Number of individuals entered into HMIS
 - J.1.1.c Number of individuals enrolled in case management
 - J.1.2 Number of referrals made to services.
 - J.1.2.a Number of referrals to mental health assistance
 - J.1.2.b Number of referrals to housing providers
 - J.1.2.c Number of individuals enrolled in new public benefits
 - J.1.2.d Number of referrals to medical health services
 - J.1.3 These reports are due:
 - J.1.3.a October 15, 2024, for the period of July 1, 2024 to September 30, 2024.
 - J.1.3.b January 15, 2025, for the period of October 1, 2024 to December 31, 2025.

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- J.1.3.c April 15, 2025, for the period of January 1, 2025 to March 31, 2025.
- J.1.3.d July 15, 2025, for the period of April 1, 2025 to June 30, 2025.
- J.1.3.e October 15, 2025, for the period of July 1, 2025 to September 30, 2025.
- J.1.3.f January 15, 2026, for the period of October 1, 2025 to December 31, 2025.
- J.1.3.g April 15, 2026, for the period of January 1, 2026 to March 31, 2026.**
- J.1.3.h July 15, 2026, for the period of April 1, 2026 to June 30, 2026.**
- J.1.4 Quarterly reports shall be submitted to the County Contract Monitor as listed in Section C.

- J.2 ANNUAL HHAP COMPLIANT REPORTING: CONTRACTOR shall report on the following per HHAP program requirements
 - J.2.1 Summary description of the project (2-3 sentences)
 - J.2.2 Summary of project impact over the calendar year
 - J.2.2.a A project's impact is an opportunity to describe how and/or why the project was important in your community. Impact could include, but is not limited to, closing a service gap (geographically or otherwise), related to equity, related to partnerships, related to capacity building, reaching hard-to reach or underserved populations, strategic planning, and/or leveraging funding.

K. PAYMENT PROVISIONS

- K.1 COUNTY shall pay CONTRACTOR per the terms set forth in **Exhibit BBB**, DSS Additional Provisions, Section 1, PAYMENT BY COUNTY.
- K.2 2024-25 PAYMENT SUMMARY

Service	HHAP-4	PLHA	County GF	Total
Outreach	\$100,000	\$200,000	\$35,000	\$335,000

The total amount payable by COUNTY to CONTRACTOR for the period of July 1, 2024 through June 30, 2025 shall not exceed three hundred thirty-five thousand dollars and zero cents (\$335,000.00).

- K.3 2025-26 PAYMENT SUMMARY

Service	HHAP-4	PLHA	County GF	Total
Outreach	\$0	\$363,312	\$35,000	\$398,312

The total amount payable by COUNTY to CONTRACTOR for the period of July 1, 2025 through June 30, 2026 shall not exceed three hundred ninety-eight thousand three hundred twelve dollars and zero cents (\$398,312.00), per Exhibit C-1, Budget.

SCOPE OF SERVICES/PAYMENT PROVISIONS

L. INVOICING INSTRUCTIONS & SUBMISSION

- L.1 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.
- L.2 The invoice shall be submitted on the invoice form set forth in **Exhibit DD and D-1** as appropriate and be submitted to the County Contract Monitor as listed in Section C.
 - L.2.1 **The final invoice for close out is due no later than the 10th of July 2026.**

(End of Exhibit AAA)

Homeless Management Information System (HMIS) Requirements

This Exhibit A-1 ("Exhibit") is hereby incorporated into and made part of the Agreement dated July 1, 2024 to June 30, 2026 ("Agreement") by and between the County of Monterey and Access Support Network ("CONTRACTOR"). The purpose of this Exhibit is to establish mandatory requirements for the use of the Homeless Management Information System ("HMIS") in accordance with 24 CFR 578, AB 977, and local regulations.

1. Purpose and Compliance

- 1.1. CONTRACTOR shall utilize HMIS to collect, manage, and report client-level data and program performance for all homeless services funded under this Agreement.
- 1.2. CONTRACTOR shall comply with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, the U.S. Department of Housing and Urban Development (HUD) HMIS Data Standards, California State Assembly Bill 977, and all applicable federal, state, and local requirements.
- 1.3. CONTRACTOR shall adhere to the HMIS Policies and Procedures established by the Coalition of Homeless Services Providers, Monterey/San Benito Counties' local Continuum of Care ("CoC") lead agency to ensure consistency, privacy, and security of client data.
- 1.4. CONTRACTOR shall dedicate at least one decision-making level staff person to participate in the CoC's HMIS Oversight Committee to represent the agency.

2. Data Entry and Reporting Requirements

- 2.1. CONTRACTOR shall enter accurate, complete, and timely data into HMIS within 3 business days of client interactions or service provision.
- 2.2. CONTRACTOR shall ensure all program participants complete the required HMIS Release of Information prior to data entry in accordance with the CoC's privacy policies.
- 2.3. CONTRACTOR shall participate in the annual sheltered point-in-time count and housing inventory count in accordance with the CoC's policies and procedures.
- 2.4. CONTRACTOR shall maintain a minimum of a 99% data completeness record for transitional housing, permanent supportive housing, rapid re-housing and other permanent housing projects. Outreach projects are expected to collect at least 85% of the data elements required in HMIS.
- 2.5. CONTRACTOR shall partner with the CoC to resolve data collection errors identified in the annual Longitudinal Systems Analysis (LSA) in a timely fashion.

3. Privacy and Security Compliance

- 3.1. CONTRACTOR shall comply with all applicable privacy and confidentiality regulations, including but not limited to the HMIS Privacy and Security Standards, HUD Confidentiality Standards, and the Health Insurance Portability and Accountability Act (HIPAA) if applicable.
- 3.2. CONTRACTOR shall ensure all HMIS users complete annual security and privacy training as required by the CoC.
- 3.3. CONTRACTOR shall implement appropriate security measures, including password protections, data encryption, and access controls, to prevent unauthorized access or data breaches.

4. HMIS User Access and Training

- 4.1. CONTRACTOR shall designate an HMIS Lead User responsible for managing user accounts, ensuring compliance, and serving as the primary contact for HMIS-related matters.
- 4.2. All HMIS users must complete initial and ongoing training as required by the CoC to maintain system access.

Homeless Management Information System (HMIS) Requirements

4.3. The Agency shall immediately notify the HMIS Administrator of any staff changes that affect system access and shall deactivate access for former employees within 3 business days.

5. Non-Compliance and Remedies

5.1. Failure to comply with HMIS requirements may result in corrective actions, including but not limited to:

5.1.1. Required remedial training;

5.1.2. Temporary suspension of HMIS access;

5.1.3. Withholding of funding until compliance is achieved;

5.1.4. Termination of this Agreement for repeated non-compliance.

5.2. The Agency shall work in good faith to resolve any HMIS-related deficiencies identified during audits or compliance reviews.

(End of Exhibit A-1)

Housing First Mandate

This Exhibit A-2 ("Exhibit") is hereby incorporated into and made part of the Agreement dated July 1, 2024 to June 30, 2026 ("Agreement") by and between the County of Monterey and Access Support Network ("CONTRACTOR"). The purpose of this Exhibit is to establish requirements under Senate Bill (SB) 1380, which mandates all state-funded housing programs to utilize Housing First principles (WIC § 8255). Housing First is an evidence-based, client-centered approach that recognizes housing as necessary to make other voluntary life changes, such as seeking treatment or medical care. This approach is in contrast with the traditional model of rewarding "housing readiness." The goal of Housing First is to provide housing to individuals and families quickly with as few obstacles as possible, along with voluntary support services according to their needs.

According to Housing First law, the "Core components of Housing First" means all of the following:

- a. Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- b. Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."
- c. Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- d. Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- e. Participation in services or program compliance is not a condition of permanent housing tenancy. Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California's Civil, Health and Safety, and Government codes.
- f. The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- g. In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents.
- h. Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- i. Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- j. The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

Housing First Mandate

These components are the minimum efforts required by California State law, however, it is encouraged that all contracted agencies seek trainings to discover other ways you can embed a true Housing First philosophy into your program.

Non-Compliance and Remedies

Failure to comply with Housing First requirements may result in corrective actions, including but not limited to:

- Required remedial training;
- Withholding of funding until compliance is achieved;
- Termination of this Agreement for repeated non-compliance.

(End of Exhibit A-2)

July 1, 2025 - June 30, 2026

Agency Name Access Support Network

Expense Categories	PLHA \$363,312.00	County GF \$35,000.00	Total Budget \$398,312.00
Salaries	\$ 212,096.89	\$ -	\$ 212,096.89
Benefits	\$ 66,630.81	\$ -	\$ 66,630.81
*Travel / Mileage / Van Insurance & Main	\$ 8,000.00	\$ -	\$ 8,000.00
Program Supplies	\$ 6,000.00	\$ -	\$ 6,000.00
Software / IT	\$ 2,500.00	\$ -	\$ 2,500.00
Rent	\$ 9,000.00	\$ -	\$ 9,000.00
Janitorial	\$ 1,100.00	\$ -	\$ 1,100.00
Utilities	\$ 1,500.00	\$ -	\$ 1,500.00
Telephone	\$ 1,987.50	\$ -	\$ 1,987.50
Emergency Shelter	\$ -	\$ 26,750.00	\$ 26,750.00
Fuel Cards	\$ -	\$ 2,000.00	\$ 2,000.00
Bus Passes	\$ -	\$ 1,000.00	\$ 1,000.00
Indirect Costs (not to exceed 15%)	\$ 54,496.80	\$ 5,250.00	\$ 59,746.80
Program Total	\$ 363,312.00	\$ 35,000.00	\$ 398,312.00

*Eligible expenses shall be reimbursed per the County's Travel and Business Expense Reimbursement Policy available at <https://www.countyofmonterey.gov/government/departments-a-h/auditor-controller/policies-and-procedures> CONTRACTOR must provide a detailed breakdown of authorized expenses.

Budget Narrative

Expense Category	Line Item narrative
Salaries	Budget includes salaries for a Program Manager based at 0.5 FTE (\$74,000 annual salary), 3.7 FTE Outreach Workers (\$47840 annual wage per worker)
Benefits	Based on 30% on payroll expenses and includes Worker's Comp, Medical Insurance, Unemployment, Dental, Vision, Life Insurance, FICA, and 401K Match.
*Travel / Mileage / Van Insurance & Main	Mileage reimbursements for staff using their personal vehicles and costs associated to outreach van including, but not limited to: insurance, registration, maintenance, and fuel.
Program Supplies	Operating supplies budgeted at \$6000.
Software / IT	\$1,500 for HMIS licenses and \$1,000 for NEO360 for outreach data collection. Budgeted at \$2,500.
Rent	Rent expenses are prorated from ASN office space allocated to the Outreach Team needs. Allocated \$9,000.
Janitorial	Janitorial and cleaning services and supplies. Allocated \$ 840 towards the program.
Utilities	Annual cost for alarm and utility expenses is \$22,000. 7% of the costs are allocated to CHE.
Telephone	Phone stipend of \$20 per month x 4 CHE specific phone numbers for staff's use of personal cell phone for outreach business \$960. Staff will be assigned a Verizon OneTalk phone number linked to their personal cell phone. CHE administrative account to "hunt" for specific staff @\$83 / month = \$1000
Emergency Shelter	Hotel stipend based on approximately \$125 per client, per night.
Fuel Cards	Gas card budget based on \$25 per card.
Bus Passes	The Bus Pass budget is based on a \$6 per-day pass, a \$20 weekly pass, or a \$70 monthly pass.
Indirect Costs (not to exceed 15%)	Calculated according to the current negotiated rate agreement of 15% of de Minimis rate of Modified Total Direct Costs (MTDC). Indirect expenses are costs that are not directly associated to program. For example, Admin Salaries, Telephone, Accounting, Facilities/Rent, etc.

Funding Source: PLHA and County General Funds

Access Support Network
Monterey County Department of Social Services
July 1, 2024 - June 30, 2026

Remit To:
Access Support Network
P.O. Box 12158 San Luis Obispo, CA 93406

Invoice Month:		Invoice Name:			
Expense Categories	Total Budget	Outreach FY 25-26 PLHA	Total Monthly Expenses	Year to Date Expenses	Balance Remaining
Salaries	\$ 212,096.89	\$ -	\$ -	\$ -	\$ 212,096.89
Benefits	\$ 66,630.81	\$ -	\$ -	\$ -	\$ 66,630.81
*Travel / Mileage	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00
Program Supplies	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
Software / IT	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00
Rent	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 9,000.00
Janitorial	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 1,100.00
Utilities	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Telephone	\$ 1,987.50	\$ -	\$ -	\$ -	\$ 1,987.50
Indirect Costs (not to exceed 15%)	\$ 54,496.80	\$ -	\$ -	\$ -	\$ 54,496.80
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Service Total	\$ 363,312.00	\$ -	\$ -	\$ -	\$ 363,312.00
Total Service Budget		\$ 363,312.00			
Year to Date		\$ -			
Balance Remaining		\$ 363,312.00			

Expense Categories	Total Budget	Outreach FY 25-26 County GF	Total Monthly Expenses	Year to Date Expenses	Balance Remaining
Emergency Shelter	\$ 26,750.00	\$ -	\$ -	\$ -	\$ 26,750.00
Fuel Cards	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
Bud Passes	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
Indirect Costs (not to exceed 15%)	\$ 5,250.00	\$ -	\$ -	\$ -	\$ 5,250.00
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Service Total	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00
Total Service Budget		\$ 35,000.00			
Year to Date		\$ -			
Balance Remaining		\$ 35,000.00			

Complete Total	\$ 398,312.00	\$ -	\$ -	\$ -	\$ 398,312.00
Total Budget	\$ -	\$ 398,312.00			
Year to Date		\$ -			
Balance Remaining		\$ 398,312.00			

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