

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Community Services Agency
Urgent Routine

BOARD AGENDA #: *B-3

AGENDA DATE: May 24, 2016

CEO CONCURRENCE: phk

4/5 Vote Required: Yes No

SUBJECT:

Approval of Agreements for the Community Services Agency for Fiscal Year 2016-2017 for the Provision of CalWORKs, Adult, Child and Family and Ancillary Social Services

STAFF RECOMMENDATIONS:

1. Approve the agreements with service providers for the Community Services Agency effective July 1, 2016 for Fiscal Year 2016-2017 as reflected in this agenda item.
2. Authorize the Community Services Agency Director, or her designee, to sign the agreements for Fiscal Year 2016-2017 as reflected in this agenda item.
3. Authorize the Community Services Agency Director, or her designee, to negotiate and sign amendments to all agreements discussed in this agenda item, as Attachment A, to add services and payment for services up to \$75,000 per agreement, budget permitting, throughout Fiscal Year 2016-2017.
4. Authorize the Community Services Agency Director, or her designee, to negotiate and sign amendments to all agreements discussed in this agenda item, as Attachment B, to add services and payment for services up to \$25,000 per agreement, budget permitting, throughout Fiscal Year 2016-2017.

DISCUSSION:

The Community Services Agency (CSA) relies on many partner agencies for the provision of CalWORKs, Adult, Child and Family and ancillary social services to Stanislaus County residents. These agencies provide services to individuals and families receiving Temporary Aid to Needy Families (TANF)/California Work Opportunities and Responsibility for Kids (CalWORKs), Child Welfare services, Adult services and support for business operations. These individuals and agencies provide a wide range of contracted services: court ordered client evaluations and treatment; Independent Living Skills Program; emergency supportive services for adult clients; and to provide administrative and operating services in support of numerous CSA mandated programs. In most cases, individuals and agencies are selected through a competitive process, which takes into account specific expertise, as well as cost efficiency. Agreements are renewed based on a demonstrated ability to deliver required outcomes effectively, along with the availability of funding. All applicable provider agreements will continue to be reviewed and competitive bids will be sought periodically consistent with Board of Supervisors' and Chapter 23-621 of the Management and Office Procedures of the State of California Health and Human Services Agency Department of Social Services direction.

Approval of Agreements for the Community Services Agency for Fiscal Year 2016-2017 for the Provision of CalWORKs, Adult, Child and Family and Ancillary Social Services

CSA experiences occasional unanticipated funding opportunities and increases in the utilization of services throughout the year. On many occasions, this additional funding is time sensitive. For this reason, the Agency requests authorization for the Community Services Agency Director, or her designee, to negotiate and execute amendments, when necessary, up to \$75,000 to agreements listed in Attachment A of this agenda without further action by the Board of Supervisors, throughout Fiscal Year 2016–2017.

Attachment A includes those agreements that have a cumulative value that exceeds \$100,000 for the period beginning July 1, 2014 through June 30, 2017, as required in Contract Reporting Policy Number One, originally approved by the Board on January 24, 2006 and modified by the Board on March 22, 2011.

Any amendments to these agreements will be identified in the Contracts Summary of subsequent quarterly financial reports to the Board of Supervisors.

In addition, County departments are required to provide a quarterly report to the Board of Supervisors for any agreement entered into, where the compensation exceeds \$50,000 but does not exceed \$100,000, and the contract has not been previously approved by the Board of Supervisors. Attachment B identifies these agreements.

The Agency requests authorization of the Community Services Agency Director, or her designee, to negotiate and execute amendments, when necessary, up to \$25,000 to all agreements listed in Attachment B of this agenda item without further action by the Board of Supervisors, throughout Fiscal Year 2016 – 2017. Any amendments to these agreements will be identified in the Contracts Summary of subsequent quarterly financial reports to the Board of Supervisors.

The total amount of contracts over \$100,000 cumulatively, to be approved by the Board of Supervisors through this agenda item is \$10,207,579 for Fiscal Year 2016-2017. The total amount of contracts over \$50,000 cumulatively but under \$100,000 for Fiscal Year 2016–2017 is \$222,076. The total for all proposed agreements is \$10,429,655. It is essential that the agreements in this agenda item be fully executed before July 1, 2016 to avoid disruption of critical services to the residents of Stanislaus County.

POLICY ISSUE:

The Board of Supervisors' approval on these agreements is being requested because on January 24, 2006, Board Item #2006-58, the Board approved policies regarding the approval and reporting of contracts and agreements. Policy #1 states that Departments are required to obtain approval by the Board of Supervisors for any contract or agreement where the cumulative compensation exceeds \$100,000. Attachment A identifies these agreements. Policy # 2 states that Departments are required to provide a quarterly report to the Board of Supervisors for any new contract or agreement, contract extension, or amendment entered into during the quarter where the compensation exceeds \$50,000 and the contract or agreement has not been previously approved by the Board of Supervisors. Attachment B identifies these agreements.

Approval of Agreements for the Community Services Agency for Fiscal Year 2016-2017 for the Provision of CalWORKs, Adult, Child and Family and Ancillary Social Services

FISCAL IMPACT:

The CSA Proposed Budget for Fiscal Year 2016-2017 includes \$10,429,655 million for the administration of and the contracted services identified in Attachment A and Attachment B of this agenda item. For the two contracts that extend beyond June 30, 2017, appropriations and estimated revenue for the remainder of these contracts will be included in the Agency's subsequent budget submission. There is no additional impact to the County's General Fund.

Cost of recommended action:		\$ 10,429,655
Source(s) of Funding:		
Federal	3,152,484	
State	5,491,831	
Realignment	1,725,004	
Partner Match - Sheriff's Office	31,145	
CSA Existing County Match	29,191	
Funding Total:	\$ 10,429,655	
Net Cost to County General Fund		\$ -

Fiscal Year:	2016/2017
Budget Adjustment/Appropriations needed:	No

BOARD OF SUPERVISORS' PRIORITY:

The recommended actions support the Board of Supervisors' priorities of a Healthy Community, Effective Partnerships and Efficient Delivery of Public Services by meeting the community need for critical social services that improve the well-being, safety, and self-sufficiency of adults and children in our community.

STAFFING IMPACT:

Existing Community Services Agency staff is available to support these agreements at current service levels. In the future, should the service level demand increase, the Agency will analyze available options and return to the Board of Supervisors for consideration of any necessary staffing changes.

CONTACT PERSON:

Kathryn M. Harwell, Director (209) 558-2500

ATTACHMENT(S):

Attachment A

Attachment B

ATTACHMENT A

**2016-2017
Contract Summary Sheet
Community Services Agency
Contracts over \$100,000**

Attachment A
Board Date 5/24/16

Department	Budget Unit	Contractor	Brief Description of Service Provided or Position Held	Previous Contractual Amount(s) for 7/1/14 - 6/30/16	Proposed Contract Amount	Cumulative Contract Total
Community Services Agency	Services & Support	Adolescence's Last Resort dba The Last Resort	Adolescent Residential Substance Abuse Treatment	\$132,736 6/24/14-6/30/16	\$132,736 7/1/16-6/30/18	\$265,472
Community Services Agency	Services & Support	AspiraNet Inc.	Family Resource Center	\$65,541 7/1/14-6/30/15 \$65,541 7/1/15-6/30/16	\$65,541 7/1/16-6/30/17	\$196,623
Community Services Agency	Services & Support	AspiraNet Inc.	Independent Living Skills Program and Youth Center	\$329,711 5/1/15-6/30/16	\$277,462 7/1/16-6/30/17	\$607,173
Community Services Agency	Services & Support	California Department of Education	Stage 3 Child Care	\$1,292,897 7/1/14-6/30/15 \$1,478,746 7/1/15-6/30/16	\$1,626,621 7/1/16-6/30/17	\$4,398,264
Community Services Agency	Services & Support	California Department of Education	Stage 2 Child Care	\$3,928,973 7/1/14-6/30/15 \$4,131,083 7/1/15-6/30/16	\$4,544,191 7/1/16-6/30/17	\$12,604,247
Community Services Agency	Services & Support	California Department of Health Care Services	Medi-Cal Outreach and Enrollment Grant Services	\$344,573 3/12/14-12/31/16	\$350,000 1/1/17-12/31/19	\$694,573
Community Services Agency	Services & Support	Catholic Council for the Spanish Speaking of the Stockton Diocese dba El Concilio	MediCal Outreach and Enrollment Services	\$344,573 2/1/15-6/30/16	\$253,143 7/1/16-6/30/17	\$597,716

**2016-2017
Contract Summary Sheet
Community Services Agency
Contracts over \$100,000**

Attachment A
Board Date 5/24/16

Department	Budget Unit	Contractor	Brief Description of Service Provided or Position Held	Previous Contractual Amount(s) for 7/1/14 - 6/30/16	Proposed Contract Amount	Cumulative Contract Total
Community Services Agency	Services & Support	Center for Human Services	Family Resource Center - Eastside	\$50,496 7/1/14-6/30/15 \$50,496 7/1/15-6/30/16	\$50,496 7/1/16-6/30/17	\$151,488
Community Services Agency	Services & Support	Center for Human Services	Family Resource Center - Ceres	\$59,207 7/1/14-6/30/15 \$59,207 7/1/15-6/30/16	\$59,207 7/1/16-6/30/17	\$177,621
Community Services Agency	Services & Support	Center for Human Services	Family Resource Center - Westside	\$55,644 7/1/14-6/30/15 \$55,644 7/1/15-6/30/16	\$55,644 7/1/16-6/30/17	\$166,932
Community Services Agency	Services & Support	Community Housing and Shelter	Emergency Shelter Administration Fee	\$42,351 7/1/14-6/30/15 \$42,351 7/1/15-6/30/16	\$42,351 7/1/16-6/30/17	\$127,053
Community Services Agency	Services & Support	Community Housing and Shelter	Housing and Shelter Assistance Services	\$44,000 4/1/15-6/30/15 \$44,000 7/1/15-6/30/16	\$44,000 7/1/16-6/30/17	\$132,000
Community Services Agency	Services & Support	Exemplar Human Services, LLC	Automation Support for Outcome Analysis	\$1,143,000 2/1/14-6/30/16	\$610,000 7/1/16-6/30/17	\$1,753,000
Community Services Agency	Services & Support	Nirvana	Substance Abuse Treatment and Counseling Services	\$578,000 7/1/14-6/30/15 \$578,000 7/1/15-6/30/16	\$578,000 7/1/16-6/30/17	\$1,734,000
Community Services Agency	Services & Support	Parent Resource Center	Family Resource Center	\$127,395 7/1/14-6/30/15 \$127,395 7/1/15-6/30/16	\$127,395 7/1/16-6/30/17	\$382,185

**2016-2017
Contract Summary Sheet
Community Services Agency
Contracts over \$100,000**

Attachment A
Board Date 5/24/16

Department	Budget Unit	Contractor	Brief Description of Service Provided or Position Held	Previous Contractual Amount(s) for 7/1/14 - 6/30/16	Proposed Contract Amount	Cumulative Contract Total
Community Services Agency	Services & Support	San Bernardino County - CIV	JPA Administrative Fee	\$30,000 7/1/14-6/30/15 \$42,442 7/1/15-6/30/16	\$42,442 7/1/16-6/30/17	\$114,884
Community Services Agency	Services & Support	Sierra Vista Child and Family Services	Counseling	\$625,000 7/1/14-6/30/15 \$625,000 7/1/15-6/30/16	\$625,000 7/1/16-6/30/17	\$1,875,000
Community Services Agency	Services & Support	Sierra Vista Child and Family Services	Family Resource Center-Hughson	\$37,926 7/1/14-6/30/15 \$37,926 7/1/15-6/30/16	\$37,926 7/1/16-6/30/17	\$113,778
Community Services Agency	Services & Support	Sierra Vista Child and Family Services	Family Resource Center-North	\$103,791 7/1/14-6/30/15 \$103,791 7/1/15-6/30/16	\$103,791 7/1/16-6/30/17	\$311,373
Community Services Agency	Services & Support	Stanislaus Family Justice Center Foundation	Facility Fees	\$201,632 7/1/14-6/30/15 \$207,633 7/1/15-6/30/16	\$207,633 7/1/16-6/30/17	\$616,898
Community Services Agency	Services & Support	University of California Davis	Staff Training - Generic	\$ 79,000 7/1/14-6/30/15 \$ 39,500 7/1/15-6/30/16	\$39,500 7/1/16-6/30/17	\$158,000
Community Services Agency	Services & Support	Without Permission	Human Trafficking Education Services	\$106,322 3/1/15-6/30/16	\$80,000 7/1/16-6/30/17	\$186,322
Community Services Agency	Services & Support	Yosemite Community College District	WtW Technical Training	\$225,369 7/1/14-6/30/15 \$225,369 7/1/15-6/30/16	\$254,500 7/1/16-6/30/17	\$705,238

ATTACHMENT B

**FY 2016-2017
Contract Summary Sheet
Community Services Agency
Contracts Between \$50,000 and \$100,000**

Attachment B
Board Date 5/24/16

Department	Budget Unit	Contractor	Brief Description of Service Provided or Position Held	Previous Contractual Amount(s) 7/1/14-6/30/16	Proposed Contract Amount 7/1/16-6/30/17	Cumulative Contract Total
Community Services Agency	Services & Support	4 U I SIGN, LLC	Sign Language Services	\$26,401 7/1/14-6/30/15 \$25,000 7/1/15-6/30/16	\$20,000 7/1/16-6/30/17	\$71,401
Community Services Agency	Services & Support	Alkhas, Odette	PSC- Translation and Language Interpretation Services	\$27,144 7/1/14-6/30/15 \$27,144 7/1/15-6/30/16	\$27,144 7/1/16-6/30/17	\$81,432
Community Services Agency	Services & Support	Cunningham, Hidemi	PSC- Translation and Language Interpretation Services	\$27,144 9/2/14-6/30/15 \$27,144 7/1/15-6/30/16	\$27,144 7/1/16-6/30/17	\$81,432
Community Services Agency	Services & Support	Eilia, Anoeil	PSC- Translation and Language Interpretation Services	\$27,144 10/15/14-6/30/15 \$27,144 7/1/15-6/30/16	\$27,144 7/1/16-6/30/17	\$81,432
Community Services Agency	Services & Support	Hagopian, Serop	PSC- Translation and Language Interpretation Services	\$27,144 7/1/14-6/30/15 \$27,144 7/1/15-6/30/16	\$27,144 7/1/16-6/30/17	\$81,432
Community Services Agency	Services & Support	Johnson, Debra	Sexual Abuse Treatment Services	N/A	\$64,000 7/1/16-6/30/17	\$64,000
Community Services Agency	Services & Support	Lilliput Children's Services	Specialty Camp for Post Adoption Families	\$27,132 4/1/15-12/31/15 \$29,500 5/1/16-12/31/16	\$29,500 4/1/17-12/31/17	\$86,132

**COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
AGREEMENT TO PROVIDE
PERFORMANCE OUTCOME REPORT SERVICES
JULY 1, 2016 THROUGH JUNE 30, 2017**

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, (hereinafter referred to as "County") and **EXEMPLAR HUMAN SERVICES, LLC** (hereinafter referred to as "Contractor") that the Agreement entered into on July 1 2016, for the provision of performance outcome report services is hereby amended as follows:

WHEREAS additional services are needed; and

WHEREAS the need for additional services requires additional funds and the Agreement maximum is being increased by \$279,996 from \$280,000 to \$559,996; and

WHEREAS Paragraph 18. AMENDMENT provides for the amendment of the Agreement by mutual written consent of the parties.

FIRST: EXHIBIT A., I. SCOPE OF WORK:, G. is hereby deleted and replaced with the following:

G. Deliverables:

1. Contractor will refine the data mining and statistical analysis completed in FY 2015/2016 to specifications given by CSA program staff.
2. Contractor will use the refined data mining and statistical analysis specifications to begin implementation of predictive model to help determine what factors enable and prevent successful employment outcomes in County work participation rates; Contractor will incorporate Online CalWORKs Appraisal Tool (OCAT) and Workforce Innovation and Opportunity Act (WIOA) data in the statistical analysis as they become available to be used.
3. Contractor will assist County Management in developing a business model which incorporates the use of the predictive model and statistical analysis.
4. Contractor shall convert the results of the analytical and statistical models on a bi-weekly basis to customer-specific intelligent alerts for prioritization and action by County staff.
5. Contractor shall continue to track WTW participants to determine if targeted WTW approach produces positive employment outcomes for the participants. Tracked results and outcomes will be shared with County Management.
6. Contractor shall consult monthly in person or by conference call as needed with County Management for the implementation of the analytical tools as they are developed to assist key strategic County initiatives.

7. Contractor shall complete and submit all deliverables to County Management as outlined in the following schedule:

Deliverable	Start Date	Completion Date
G1: Refining of data mining and statistical analysis completed in FY 15/16 to CSA specifications	7/01/16	03/31/17
G2: Begin implementation of predictive model	7/01/16	12/31/16
G3: Develop business model that incorporates the use of the predictive model and statistical analysis.	7/01/16	05/31/17
G4: Conversion of the results of the analytical and statistical models on a bi-weekly to customer-specific intelligent alerts for prioritization and action by County staff.	7/01/16	12/31/16
G5: Implementation of Analytical Tools.	7/01/16	12/31/16
G6: Track WtW participants to determine if targeted WtW approach produces positive employment outcomes for participants. Results and outcomes will be shared with County Management.	7/01/16	On-Going Results & Outcomes Report Due Date 06/30/17

SECOND: EXHIBIT A, III. COMPENSATION: is hereby deleted and replaced with the following:

I. COMPENSATION:

Contractor shall be compensated for the services provided under this Agreement as follows:

A. Costs:

The maximum amount of this Agreement for the period July 1, 2016 through June 30, 2017, shall not exceed \$559,996.

Service Dates	Service Description	Maximum Amount	Frequency
July 1, 2016 to June 30, 2017			
	Operational Alerts & Triggers – up to a maximum of six hundred (600) users per month	\$30,000/ (\$360,000 maximum)	Per month for 12 months
	Increasing WtW Work Participation Rates: (By providing Scope of Work Deliverables F 1-6)	\$16,666 (\$183,326 total)	Per month for 11 months
		\$16,670 (\$199,996 combined maximum)	1 month

B. Contractor shall make no charge to the recipient and shall collect no share of cost.

- C. This Agreement shall be effective July 1, 2016, through June 30, 2017.
- D. Contractor agrees that the costs to be charged to County for contracted services for the term of this Agreement includes all allowable Contractor costs, both indirect and direct, relative to this Agreement.
- E. Costs must comply with Federal grant reform and uniform guidance in Title 2, Code of Federal Regulation (CFR) Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. The changes included in Title 2, CFR 200 supersede and streamline requirements from several Office of Management and Budget (OMB) Circulars. The circulars included are A-21, A-50, A-87, A-102, A-110, A-122 and A-133. All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code 30,0of Federal Regulations, Part 74, Administration of Grants.
- F. County shall not be required to purchase any definite amount of services nor does County guarantee to Contractor any minimum amount of funds or hours.
- G. Invoices:
1. Invoices shall be submitted to:

Stanislaus County Community Services Agency
Attention: Accounts Payable Supervisor, E2A
P.O. Box 42
Modesto, CA 95353-0042
(209) 558-2217
 2. Invoice shall include the following: type and date of service, number of units of service billed, service rate, client name and total due.
 3. To ensure compliance with Federal and State regulations, County may require additional supporting documentation or clarification of claimed expenses as follows:
 - a. County Accounts Payable staff shall notify Contractor to obtain necessary additional documentation or clarification.
 - b. Contractor shall respond within seventy-two (72) hours with required additional documentation or clarification to avoid disallowances/partial payment of invoice.
 - c. All invoices containing expenses that need additional documentation or clarification not provided to County within seventy-two (72) hours of request shall have those expenses disallowed and only the allowed expenses shall be paid.
 - d. Contractor may resubmit disallowed expenses as a supplemental invoice only and must be accompanied by required documentation.

H. Payments:

1. If the conditions set forth in this Agreement are met County shall pay, on or before the thirtieth (30th) day after receipt of the invoice, the sum of money claimed by the approved invoice, (less any credit due County for adjustments of prior invoices). If the conditions are not met, County shall pay when the necessary processing is completed.
2. County shall not pay for unauthorized services rendered by Contractor or for the claimed services which County monitoring shows have not been provided as authorized.
3. County retains the right to withhold payment on disputed claims.
4. Final payment under Agreement may be held until a termination audit is completed or until receipt of Contractor's annual narrative report.

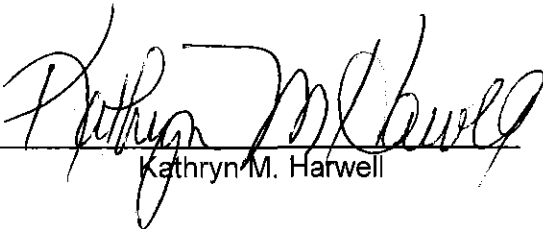
THIRD: All references made to this Agreement terminating on December 31, 2016, are hereby deleted and replaced with June 30, 2017.

All other terms and conditions of the Agreement shall remain in full force and effect.

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This Agreement has been signed by the parties or their duly authorized representatives to be effective as of the date referenced on the first page.

**COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY**

By: 
Kathryn M. Harwell

Title: Director

Dated: 12/21/16

EXEMPLAR HUMAN SERVICES, LLC

By: 
Andrew Bush

Title: Principal

Dated: 16 Dec. 2016

**APPROVED AS TO FORM:
COUNTY COUNSEL
JOHN P. DOERING**

By: 

Title: Deputy County Counsel

Dated: 12/14/16

COUNTY OF STANISLAUS

Approved per BOS Item #: 2016-261

Dated: May 24, 2016

**COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
AGREEMENT TO PROVIDE
HOUSING SUPPORTIVE SERVICES
JULY 1, 2016 THROUGH DECEMBER 31, 2017**

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, (hereinafter referred to as "County") and **COMMUNITY HOUSING AND SHELTER SERVICES OF STANISLAUS COUNTY** (hereinafter referred to as "Contractor") that the Agreement entered into on July 1, 2016, for the provision of housing supportive services for California Work Opportunity and Responsibility to Kids (CalWORKs) is hereby amended as follows:

WHEREAS additional services are needed; and

WHEREAS the need for additional services requires additional funds and the Agreement maximum is being increased by \$22,000 from \$44,000 to \$66,000; and

WHEREAS language clarification is needed; and

WHEREAS Paragraph 18. AMENDMENT provides for the amendment of the Agreement by mutual written consent of the parties.

FIRST: EXHIBIT A. I. SCOPE OF WORK: is hereby deleted and replaced with the following:

I. SCOPE OF WORK:

- A. This Agreement may be funded in whole or in part with Federal funds and potentially subject to the Federal sub-recipient monitoring requirements per 2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Federal Award Identification Number(s) of the Federal funds provided for this Agreement at the time of execution are:

Federal Award Identification Number	Fiscal Year of Award
1701CATANF	2017

For a multi-year Agreement, future Federal Award Identification Numbers will be posted on USA Spending.gov upon the publication of the fiscal year allocation awards.

- B. Contractor shall provide housing supportive services to California Work Opportunity and Responsibility to Kids (CalWORKs) participants in an effort to reduce barriers to self-sufficiency as follows:
- Housing support case management for homeless participants and those in jeopardy of losing stable housing:
 - Case management shall include, but not be limited to: providing participants with rental leads, housing options, and information on the rental market in Stanislaus County,

education on how to create a household budget and repair credit, information on how to work with utility companies to resolve past due or unpaid bills, and information on how to work with landlords and completing a rental application.

- b. Provide resources and referrals for non-housing services.
 - c. Follow-up with participants at regular intervals regarding housing progress or new housing.
- 2. Arrange for emergency housing for up to two (2) business days. Number of nights may be extended up to twelve (12) nights, based on need, by Contractor. Emergency housing beyond fourteen (14) nights must have prior approval by County Program Supervisor or Manager via email.
 - 3. Landlord outreach – develop list of landlords willing to rent to participants
 - 4. Conduct housing workshops for participants no less than bi-weekly at Contractor location.

C. Duties and Responsibilities

Contractor

- 1. Receive referral from County via encrypted email
- 2. Communicate individual participant activities and progress via email to County Family Services Specialist (FSS) case manager and housing Supervisor
- 3. Contact referring FSS within seven (7) days of referral if participant is a no-show.
- 4. Contact FSS if participant is not completing requirements.
- 5. Refer participant to County FSS for needs other than housing, such as bus passes, clothing vouchers, or other supportive services.
- 6. Once housing is located, provide all housing documents necessary (W-9, rental or lease agreement, utility bills, etc.) to County FSS to approve for payment.
- 7. Be available to attend meetings with County as mutually agreed upon.

County

- 1. Refer eligible participant to Contractor.
- 2. Communicate appropriate participant information to Contractor.

3. Receive, review and approve housing payment documents to generate payments directly to vendor.
4. Be available to attend meetings with Contractor as mutually agreed upon.

SECOND: All references made to EXHIBIT B are hereby deleted and replaced with EXHIBIT B1.

THIRD: EXHIBIT A, III. COMPENSATION: is hereby deleted and replaced with the following:

III. COMPENSATION:

A. Costs:

1. The maximum amount of this Agreement for the period July 1, 2016, through December 31, 2017, shall not exceed \$66,000.
 - a. The maximum amount for the period July 1, 2016, through June 30, 2017, shall not exceed \$44,000.
 - b. The maximum amount for the period July 1, 2017, through December 31, 2017, shall not exceed \$22,000.
 2. This is a cost reimbursement Agreement. The costs attendant to the provision of services are described in EXHIBIT B1, which is hereby incorporated by reference and made a part hereof.
 3. Contractor shall not expend any funds provided pursuant to this Agreement except as expressly authorized in EXHIBIT B1, or as the budget is thereafter amended or obligated.
- B. Contractor shall make no charge to the recipient and shall collect no share of cost.
- C. This Agreement shall be effective July 1, 2016, through December 31, 2017.
- D. Contractor agrees that the costs to be charged to County for contracted services for the term of this Agreement includes all allowable Contractor costs, both indirect and direct, relative to this Agreement.
- E. Costs must comply with Federal grant reform and uniform guidance in Title 2, Code of Federal Regulation (CFR) Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. The changes included in Title 2, CFR 200 supersede and streamline requirements from several Office of Management and Budget (OMB) Circulars. The circulars included are A-21, A-50, A-87, A-102, A-110, A-122 and A-133. All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.

F. County shall not be required to purchase any definite amount of services nor does County guarantee to Contractor any minimum amount of funds or hours.

G. Invoices:

1. For services provided in the months of July 2016 through April 2017, Contractor shall submit invoices, in a County specified format, within twenty (20) days following the end of service month. Invoices for services months of **May and June 2017 are as follows:**

May 2017 is due June 2, 2017

June 2017 is due June 9, 2017

2. For services provided in the months of July 2017 through December 2017, Contractor shall submit invoices, in a County specified format, within twenty (20) days following the end of service month.

Invoice requirements are subject to change and the Contractor shall be notified in writing.

3. Invoices shall be submitted to:

Stanislaus County Community Services Agency

Attention: Accounts Payable Supervisor, E2A

P. O. Box 42

Modesto, CA 95353-0042

(209) 558-2217

or

AccountsPayableTeam@stancounty.com

4. Supporting documentation shall accompany each invoice: copies of employee time studies/time cards documenting actual time dedicated to these Agreement services, supporting payroll and fringe benefit journals, copies of paid receipts/invoices of all Contractor operational costs billed to this Agreement. In addition, Contractor shall submit a monthly list of all participants in the contracted activities and include their full name, social security number and case number (if available).
5. To ensure compliance with Federal and State regulations, County may require additional supporting documentation or clarification of claimed expenses as follows:
 - a. County Accounts Payable staff shall notify Contractor to obtain necessary additional documentation or clarification.
 - b. Contractor shall respond within seventy-two (72) hours with required additional documentation or clarification to avoid disallowances/partial payment of invoice.
 - c. All invoices containing expenses that need additional documentation or clarification not provided to County within seventy-two (72) hours of request shall have those expenses disallowed and only the allowed expenses shall be paid.

- d. Contractor may resubmit disallowed expenses as a supplemental invoice only and must be accompanied by required documentation.

H. Payments:

- 1. If the conditions set forth in this Agreement are met County shall pay, on or before the thirtieth (30th) day after receipt of the invoice, the sum of money claimed by the approved invoice, (less any credit due County for adjustments of prior invoices). If the conditions are not met, County shall pay when the necessary processing is completed.
- 2. County shall not pay for unauthorized services rendered by Contractor or for the claimed services which County monitoring shows have not been provided as authorized.
- 3. County retains the right to withhold payment on disputed claims.

FOURTH: All references made to this Agreement ending June 30, 2017, are hereby deleted and replaced with December 31, 2017.

All other terms and conditions of the Agreement shall remain in full force and effect.



This Agreement has been signed by the parties or their duly authorized representatives to be effective as of the date referenced on the first page.

**COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY**

By: 
Kathryn M. Harwell

Title: Director

Dated: 5/8/17

**COMMUNITY HOUSING AND SHELTER
SERVICES OF STANISLAUS COUNTY**

By: 
Esther Rosas

Title: Executive Director

Dated: 4/11/17

**APPROVED AS TO FORM:
COUNTY COUNSEL
JOHN P. DOERING**

By: 

Title: Deputy County Counsel

Dated: 4/4/17

COUNTY OF STANISLAUS

Approved per BOS Item #: 2017-221

Dated: 5/2/2017

**COMMUNITY HOUSING AND SHELTER SERVICES
AGREEMENT TO PROVIDE
HOUSING SUPPORTIVE SERVICES
JULY 1, 2016 THROUGH DECEMBER 31, 2017
AGREEMENT BUDGET**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personnel Services	
Salaries	\$42,016
Fringe Benefits (Invoice actual employer paid only)	6,914
Total Personnel	\$48,930
Operating Expenses	\$13,977
Indirect (10% of Salaries & Benefits)	\$3,093
TOTAL COSTS	<u>\$66,000</u>

**COMMUNITY HOUSING AND SHELTER SERVICES
AGREEMENT TO PROVIDE
HOUSING SUPPORTIVE SERVICES
JULY 1, 2016 THROUGH JUNE 30, 2017
AGREEMENT BUDGET**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personnel Services	
Salaries	\$26,896
Fringe Benefits (Invoice actual employer paid only)	4,034
Total Personnel	\$30,930
Operating Expenses	\$9,977
Indirect (10% of Salaries & Benefits)	\$3,093
TOTAL COSTS	<u>\$44,000</u>

**COMMUNITY HOUSING AND SHELTER SERVICES
AGREEMENT TO PROVIDE
HOUSING SUPPORTIVE SERVICES
JULY 1, 2017 THROUGH DECEMBER 31, 2017
AGREEMENT BUDGET**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personnel Services	
Salaries	\$15,120
Fringe Benefits (Invoice actual employer paid only)	2,880
Total Personnel	\$18,000
Operating Expenses	\$4,000
Indirect (10% of Salaries & Benefits)	\$0
TOTAL COSTS	<u>\$22,000</u>

AMENDMENT 2

**COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
AGREEMENT TO PROVIDE
EMERGENCY SHELTER ADMINISTRATIVE FEE SERVICES
JULY 1, 2016 THROUGH DECEMBER 31, 2017**

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, (hereinafter referred to as "County") and **COMMUNITY HOUSING AND SHELTER SERVICES OF STANISLAUS COUNTY** (hereinafter referred to as "Contractor") that the Agreement entered into on July 1, 2016, for the provision of administration and provision of services involving temporary shelter care, is hereby amended as follows:

WHEREAS additional services are needed; and

WHEREAS the need for additional services requires additional funds and the Agreement maximum is being increased by \$38,675 from \$77,351 to 116,026; and

WHEREAS language clarification is needed; and

WHEREAS Paragraph 18. AMENDMENT provides for the amendment of the Agreement by mutual written consent of the parties.

FIRST: EXHIBIT A, I., SCOPE OF WORK:, C. Duties and Responsibilities is hereby deleted and replaced with the following:

C. Duties and Responsibilities

1. County shall refer eligible homeless families, who have accepted a referral, to Contractor for placement in temporary shelter.
2. Contractor shall assist homeless families referred by County in securing temporary shelter.
3. Contractor office hours, at 708 H Street, Modesto, CA, to provide eligible families services, will be Monday through Friday 9:00 am to 12:30 pm and 1:00 pm to 4:00 pm.
4. Referred eligible homeless families, in Modesto, needing shelter and unable to go to the H Street office by 4:00 pm Monday through Friday will be sent directly to the contracted motels in Modesto, as referred to on their voucher, County will confirm availability with the motel. The families will be directed to subsequently contact the Contractor.
5. In outlying areas of Stanislaus County, such as Oakdale, Patterson and Turlock, the County shall refer the eligible family to a contracted motel and contact the Contractor with the referral information.

6. At the County's request, Contractor shall assist referred eligible homeless families in outlying areas of Stanislaus County at one of the County's outstations in Oakdale, Patterson and Turlock, on an as needed basis.
7. Payments to shelter providers shall be made by Contractor within the cost limits specified in Section II., COMPENSATION listed below.
8. County shall reimburse Contractor for provider payments and administrative services in accordance with Section II., COMPENSATION listed below.
9. Contractor shall assist County in accessing and utilizing funds available through the Temporary Aid to Needy Families (TANF) program related to employment and non-recurring special needs.

SECOND: EXHIBIT A, II. COMPENSATION:, A. Costs: is hereby deleted and replaced with the following:

A. Costs:

1. The maximum amount that may be paid for administrative services to support Temporary Homeless Shelter for the period July 1, 2016, through December 31, 2017, shall not exceed \$116,026. This is a fixed rate of service equal to 10% of the Temporary Homeless Shelter authorized costs. Only costs authorized via County's Solutions Through Action Now Work Opportunity and Responsibility to Kids ((StanWORKs) Homeless Assistance Program Monthly Statistical Report, form CA 237 HA, will be allowable for reimbursement.
 - a. The maximum amount that may be paid for the administrative services to support Temporary Homeless Shelter for the period July 1, 2016, through June 30, 2017, shall not exceed \$77,351.
 - b. The maximum amount that may be paid for the administrative services to support Temporary Homeless Shelter for the period July 1, 2017, through December 31, 2017, shall not exceed \$38,675.
2. This is a fixed rate, per unit of service Agreement. One (1) unit of service equals one (1) day. Amounts billed for the temporary housing costs shall reflect actual amounts paid to shelter providers, but shall not exceed the cost limits as follows: maximum rate that may be paid to Temporary Homeless Shelter is \$65 per day per family of four (4) persons or less, plus \$15 per day for each additional family member; total payment may not exceed \$125 per day. The actual temporary housing costs are not paid through this Agreement, but only the administration portion which is a fixed rate of service equal to 10% of the Temporary Homeless Shelter authorized costs.

Housing Assistance/Temporary Homeless Shelter billings (not the administrative billing), shall be submitted in a County specified format to:

Stanislaus County Community Services Agency
Attention: Assistance Reporting Team, B2A
P O Box 42
Modesto, CA 95353-0042
(209) 558-2093 or (209) 558-2533

or

AssistanceReportingTeam@stancounty.com

THIRD: EXHIBIT A, II. COMPENSATION:, C. is hereby deleted and replaced with the following:

C. This Agreement shall be effective July 1, 2016, through December 31, 2017.

FOURTH: EXHIBIT A, II. COMPENSATION:, G. Invoices: is hereby deleted and replaced with the following:

G. Invoices:

1. For services provided in the months of July 2016 through April 2017, Contractor shall submit invoices, in a County specified format, within twenty (20) days following the end of service month. **Invoices for service months of May and June 2017 are as follows:**

May 2017 is due June 2, 2017

June 2017 is due June 9, 2017

2. For services provided in the months of July 2017 through December 2017, Contractor shall submit invoices, in a County specified format, within twenty (20) days following the end of service month.

Invoice requirements are subject to change and the Contractor shall be notified in writing.

3. Invoices shall be submitted to:

Stanislaus County Community Services Agency
Attention: Accounts Payable Supervisor, E2A
P.O. Box 42
Modesto, CA 95353-0042
(209) 558-2217

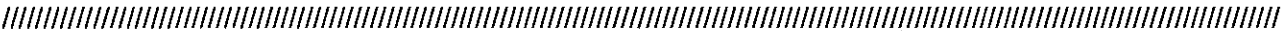
or

AccountsPayableTeam@stancounty.com

- 4. Invoice shall include the following: type and period of service, amount of homeless assistance provided during the billing month and 10% total due. A list of Homeless Shelter provided for the month shall also be included.
- 5. To ensure compliance with Federal and State regulations, County may require additional supporting documentation or clarification of claimed expenses as follows:
 - a. County Accounts Payable staff shall notify Contractor to obtain necessary additional documentation or clarification.
 - b. Contractor shall respond within seventy-two (72) hours with required additional documentation or clarification to avoid disallowances/partial payment of invoice.
 - c. All invoices containing expenses that need additional documentation or clarification not provided to County within seventy-two (72) hours of request shall have those expenses disallowed and only the allowed expenses shall be paid.
 - d. Contractor may resubmit disallowed expenses as a supplemental invoice only and must be accompanied by required documentation.

FIFTH: All references made to this Agreement ending June 30, 2017, is hereby deleted and replaced with December 31, 2017.

All other terms and conditions of the Agreement shall remain in full force and effect.



This Agreement has been signed by the parties or their duly authorized representatives to be effective as of the date referenced on the first page.


COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY

By: 
Kathryn M. Harwell

Title: Director

Dated: 5/8/17

COMMUNITY HOUSING AND SHELTER
SERVICES OF STANISLAUS COUNTY

By: 
Esther Rosas

Title: Executive Director

Dated: 4/11/17

APPROVED AS TO FORM:
COUNTY COUNSEL
JOHN P. DOERING

By: 

Title: Deputy County Counsel

Dated: 4/6/17

COUNTY OF STANISLAUS

Approved per BOS Item #: 2017-221

Dated: 5/2/2017