

**FIRST AMENDMENT TO
TULARE COUNTY AGREEMENT NO. 29688**

THIS FIRST AMENDMENT (“Amendment”) to Tulare County Agreement Number 29688 (the “Agreement”) is entered into by and between the **COUNTY OF TULARE** (“COUNTY”) and **COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.** (“CONTRACTOR”) as of September 1, 2020, with reference to the following:

- A. The COUNTY and CONTRACTOR entered into the Agreement on June 23, 2020 , for the purpose of providing families housing assistance through the Housing Support Program;
- B. COUNTY and CONTRACTOR now wish to amend the Agreement in order to include Exhibit A-2 and Exhibit B-1.

ACCORDINGLY, COUNTY and CONTRACTOR agree as follows:

- 1. Section II- Services: Additional Exhibits of the Agreement is hereby revised to include Exhibit A-2
- 2. Section III-Additional Exhibits of the Agreement is hereby revised to include Exhibit B-1
- 3. This First Amendment becomes effective as of September 1, 2020.
- 4. Except as provided above, all other terms and conditions of the Agreement shall remain in full force and effect.

///

///

///

///

///

///

///

///

**FIRST AMENDMENT TO
TULARE COUNTY AGREEMENT NO. 29688**

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.

Date August 16, 2020

E-SIGNED by Mary Alice Escarsega-Fechner
on 2020-08-16 21:56:18 GMT

By _____

Print Name Mary Alice Escarsega-Fechner

Title Executive Director

Date _____

By _____

Print Name _____

Title _____

[Pursuant to Corporations Code section 313, County policy requires that contracts with a Corporation be signed by both (1) the chairman of the Board of Directors, the president or any vice-president (or another officer having general, operational responsibilities), and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer (or another officer having recordkeeping or financial responsibilities), unless the contract is accompanied by a certified copy of a resolution of the corporation's Board of Directors authorizing the execution of the contract. Similarly, pursuant to California Corporations Code section 17703.01, County policy requires that contracts with a Limited Liability Company be signed by at least two managers, unless the contract is accompanied by a certified copy of the articles of organization stating that the LLC is managed by only one manager.]

COUNTY OF TULARE

Date _____

By _____

Chairman, Board of Supervisors

ATTEST: JASON T. BRITT
County Administrative Officer/Clerk of the Board
of Supervisors of the County of Tulare

By _____
Deputy Clerk

Approved as to Form:
County Counsel

By Eric M. Scott
Deputy

Matter # 2020902
Date 08/17/2020

**STATEMENT OF WORK
ADDENDUM**

THIS STATEMENT OF WORK IS BETWEEN TULARE COUNTY HEALTH AND HUMAN SERVICES AGENCY and COMMUNITY SERVICES & EMPLOYMENT TRAINING INC., HERE-IN-AFTER REFERRED TO AS CONTRACTOR.

CONTRACTOR will provide the following services for Tulare County HHSA as part of **COVID-19 Relief**. The operating period for the HHSA CARES ACT funding is 07/01/20-12/31/20.

Eligibility: To be eligible for Rental and Utility Assistance under the HHSA CARES ACT:

- a. Applicants will demonstrate a financial hardship due to the pandemic.
 - 1. Loss of a job or inability to work due to child care issues; or
 - 2. Vulnerability as listed in the Center for Disease Control's definition; and
 - 3. Inability to pay rent, behind in rent; or
- b. In receipt of a judgment for eviction, as ordered by a court.
- c. Ability to provide support documentation that proves the continued need for assistance.

Intake: Upon receipt of the online application, CONTRACTOR staff will contact applicant within 24 hours to verify information to ensure all areas of the application are completed. Once individuals are identified for potential eligibility for other programs, CONTRACTOR will link applicant to additional supportive services.

Outreach and Recruitment: CONTRACTOR will include new program in our online application process and will market the program through United Way's 211 call center hotline. In addition, CONTRACTOR will expand mobile teams to conduct outreach in rural communities. CONTRACTOR will coordinate outreach and recruitment through partner agencies within each community. CONTRACTOR shall conduct outreach throughout Tulare County.

Orientation: CONTRACTOR will communicate with program applicants and discuss services available through rental assistance and any other programs administered by CONTRACTOR, including those provided by other agencies and organizations.

Assessment: An assessment will be conducted by CONTRACTOR directly following the completion of the application for service to identify other support service needs.

Assistance to be provided: When it has been determined that an applicant meets the required criteria (COVID-19 related hardship) and would benefit from rental assistance services, the applicant will be notified for an appointment to review next steps. Eligible applicants will be provided with initial payment (up to \$3,000). CONTRACTOR will review application to determine duration of assistance that may require up to 3 months for applicants who continue to have the need for assistance. Verification that hardship persists will be documented.

CONTRACTOR will provide culturally competent services to applicants when determining the

appropriate services needed which includes linkage to other support services.

If immediate housing is needed, CONTRACTOR will connect with other housing support programs and entities to identify other temporary housing resources.

Performing Services: CONTRACTOR will have autonomy in budgeting, performance, and staffing to ensure optimal outcomes.

Participant Served: An individual becomes a "participant served" at the point he/she is provided with program services.

Expectations/Outcomes:

CONTRACTOR shall strive to serve **vulnerable applicants including seniors, and families at risk** of homelessness needing housing assistance. The average base assistance per family shall be **\$3,000**.

Applicants with extenuating circumstances may receive additional assistance as approved by HHSA's program lead. The following are services eligible in the COVID-19 Emergency Rental Assistance:

- Housing assistance to stabilize and prevent homelessness;
- Security Deposits, Past Due Rent, Current Rent, Late Fees;
- Utility Deposits/Arrears.

Program Reporting:

The CONTRACTOR will submit monthly progress reports by the 10th of each month for all participants served during the report month. The report will include participant demographic information including but not limited to; DOB, age of all family members, types and amounts of financial assistance provided.

Invoicing:

The CONTRACTOR will submit an invoice/payment request in a format approved by the Health and Human Services Agency (HHSA) that will include an itemized listing of all reimbursable expenses. In addition to the invoice, CONTRACTOR will provide in a format approved by HHSA, a listing of all the program participants served during the month.

The tracking and Invoicing for HHSA-CARES Rental Assistance Program will be maintained on a separate log from the current HSP Program.

CONTRACTOR shall submit "HHSA CARES" report with each monthly invoice that will be separate from HSP Invoicing and Report.

The Tulare County Health and Human Services Agency (HHSA) will reimburse the CONTRACTOR within 30 days of receiving an invoice/payment request.

A final invoice for HHSA CARES ACT expenditures must be submitted no later than 02/10/2021.

HHSA CARES Records:

CONTRACTOR records are maintained specifying when each applicant, for whom services were reported, was assisted and when (if) his or her participation ended (due to activity ending, no longer requesting assistance, etc.).

CONTRACTOR shall provide application and backup documentation records for applicants as necessary for the program.

Follow-Up Services:

Participants will be evaluated monthly to determine whether further assistance is needed. Additional financial assistance may be provided if the applicant has extenuating circumstances and with approval from HHSA Program Lead. Applicants will be assessed for other programs in order to leverage all financial assistance and services offered by CSET and other agencies/organizations. Follow up with the applicant will be conducted based on determination for ongoing rental assistance and based on vulnerability every thirty (30) days for 3 months.

HHSA WILL ASSIST WITH THE FOLLOWING SERVICES:

- **Outreach**

Meetings: Will be held with HHSA to discuss policy, procedures, and issues prior to the launch of the program. Both parties agree to meet on an as needed basis to resolve critical program issues if necessary.

CSET HHSA CARES ACT BUDGET

EXHIBIT B-1

Salaries	\$	115,166	
Benefits	\$	37,491	
Payroll Processing Fees	\$	1,612	
Office Supplies / PPE	\$	20,163	
Communications	\$	2,113	
Building Costs	\$	5,484	
Outreach / Advertising	\$	10,000	
Printing Costs	\$	1,993	
Mileage	\$	4,025	
Staff Training	\$	-	
General Liability	\$	4,400	
Operating SUBTOTAL	\$	202,447	20%
ICR of 16.08%	\$	32,553	3%
Housing Assistance	\$	750,000	
Utility Assistance	\$	15,000	
Participant SUBTOTAL	\$	765,000	77%
GRAND TOTAL	\$	1,000,000	