

**Interfaith Shelter Network, Inc.**  
**Amendment Number 1**  
to the Agreement to Provide  
**HOUSING ASSISTANCE AND PLACEMENT PROGRAM**

Funding Amount: **\$590,000**  
Term: 7/1/2019 to 6/30/2020  
Agreement Number: FYC-IFSN-HAPP-1920

This Amendment Number 1 ("Amendment") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Interfaith Shelter Network, Inc., a California non-profit Corporation, (hereinafter "Contractor").

As provided by Article 13.7, Merger, the parties hereby evidence their intent and desire to amend the Agreement. The parties mutually desire to amend said Agreement to make the following changes:

1. Replace Article 2, Payment, to increase the Agreement amount by Two Hundred Thousand Dollars (\$200,000) of Bringing Families Home (BFH) funding, for a new total of Five Hundred Ninety Thousand Dollars (\$590,000);
2. Replace Exhibit A, Scope of Work, to include information and number of parents/families to be served by the BFH program; and
3. Replace Section 7, Budget, in Exhibit B, Fiscal Provisions/Budget to add the BFH budget and Contractor's in-kind match requirements.

RECITALS

WHEREAS, County and Contractor entered into that certain Agreement, dated July 1, 2019, for Housing Assistance and Placement Program services; and

WHEREAS, County and Contractor desire to amend the Agreement to include Bringing Families Home program services with funding from California Assembly Bill 1603 (Chapter 25, Statutes of 2016); and

NOW, THEREFORE, the parties hereto are desirous of modifying the Agreement in accordance with the terms and conditions set forth herein and hereto agree as follows:

SPECIFIC PROVISIONS

2. Payment.

For all services and incidental costs required hereunder, Contractor shall be paid on a cost reimbursement basis in accordance with the budget set forth in "Exhibit B: Fiscal Provisions/Budget" (hereinafter "Exhibit B"), attached hereto and incorporated herein by this reference. Contractor shall be paid an amount not to exceed Five Hundred Ninety Thousand Dollars (\$590,000.00), without the prior written approval of County. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

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### **Exhibit A: Scope of Work**

#### **1. Contract Specific Provisions**

Contractor may not deviate from the program as described herein without prior written authorization from County. Contractor will fully comply with the policies and procedures issued by the Human Services Department.

- A. Contractor warrants that all of the Contractor's facilities: (a) will be adequately supervised; (b) will be maintained in a safe and sanitary condition; (c) will be available for monitoring by County and/or state and federal monitors; (d) are accessible to handicapped individuals if appropriate; (e) are nonsectarian and (f) will be within reasonable walking distance of public transit.
- B. Contractor will retain overall management responsibility for the services and funds under this Agreement.
  - 1) Contractor will not use any federal funds that are part of this Agreement to match any other federal funds.
  - 2) Contractor will not designate any funding derived from this Agreement as a match for any other grants, awards or funds without the knowledge and approval of County.

#### **2. Purpose of Housing Assistance and Placement Program (HAPP)**

The purpose of the Housing Assistance and Placement Program (HAPP) is to provide a program that is consistent with the Housing First core components as specified in the Welfare and Institutions Code Section 8255. This includes providing supports necessary to assist families with active Family Maintenance and Family Reunification child welfare cases to secure permanent housing and remaining stably-housed even after the child welfare case is closed.

The HAPP program will meet all requirements of the Bringing Families Home (BFH) program, which is a statewide initiative that provides funding for counties to provide housing support to families with active child welfare cases using a Housing First model. Only families with Family Reunification cases will be served through the Bringing Families Home grant-funded program.

#### **3. Program Description**

The HAPP will employ strategies to help homeless families with active Child Welfare case plans develop independent living skills, obtain interim housing, and move into permanent housing as identified in the Housing First model. Adjunctive supportive services provided include case management, housing locator services,

financial literacy education, assessment, counseling, and any other services needed to assist families in obtaining and retaining housing.

4. Contractor Services

A. Services

- 1) Contractor will develop and provide services for children and families that are culturally sensitive, provided in the family's community to the extent possible, and coordinated so that there are no gaps or duplication in services. Contractor is responsible for maintaining statistics regarding services, which will be provided quarterly in a mutually agreed upon format.
- 2) Contractor will only accept referrals to the program from Family, Youth and Children's Services Division, unless Contractor has alternative funds to support outside referrals. Contractor will use modified VI-SPDAT to assess families vulnerability related to housing, and prioritize referrals accordingly.
- 3) Contractor will provide interim housing and supportive services to referred families. Supportive services include case management, housing locator services, financial literacy training, assessment, counseling, and any other services needed to assist families in obtaining and retaining housing.
- 4) Contractor will base level and types of services on families' assessed needs.
- 5) Contractor will participate in quarterly technical assistance/coordination meetings convened by County.
- 6) Contractor will collect data on families and provide written progress reports on each family at intervals and in a format agreed upon with County staff.
- 7) Contractor will do outreach to County workers on program services including presentations at staff meetings, sharing program updates via email and developing written materials that County workers may share with clients.
- 8) Contractor will work with County to make program revisions deemed necessary based on program evaluation.
- 9) Contractor will serve at least sixty-two (62) unduplicated parents and families (parents and children) per contract year. Thirty-two of the sixty-two families per contract year will be served through the Bringing Families Home grant-funded program.
- 10) Contractor will provide transportation to clients as needed for housing related appointments or to access nearby community services.
- 11) Whenever possible, Contractor will participate in Child Abuse Prevention Council quarterly meetings as an active member of the child abuse prevention community.

B. Temporary and Interim Housing

- 1) Contractor will place families for up to six (6) months in an appropriate interim housing environment. Interim housing environments may include shelters, transitional housing and hotels.
  - i. Contractor may determine if families qualify for an extension of up to an additional three (3) months based upon established criteria for need and progress achieving case management goals. Contractor will notify County of all extensions.
- 2) Up to sixteen (16) families will be provided interim housing at any time.
- 3) Shelter locations will adhere to all applicable housing standards.
- 4) Clients will be made aware of all rules and requirements specific to each interim housing environment.

C. Housing Locator Services

- 1) Housing location services will begin immediately upon enrollment in the HAPP. For participants in interim housing, housing will be located prior to the period of interim housing ending. For families not participating in interim housing, housing will be located as quickly as possible and within six (6) months of the start of program services.
- 2) Housing location services will focus on identifying and securing housing eligible for the Family Unification Program (FUP) voucher.
- 3) Contractor will work with the Housing Authority Family Unification Program (FUP) staff to coordinate supportive services for enrolled families that also may be eligible for a FUP voucher.
- 4) Contractor will recruit, engage and maintain relationships with landlords countywide in order to support families' placements in their housing units.
- 5) Contractor will address barriers to landlord participation and negotiate incentives, deposits and rental subsidies as appropriate.
- 6) Contractor will conduct initial inspections of rental units for habitability standards and appropriate rent.
- 7) Contractor will facilitate landlord-tenant negotiations to calculate appropriate rents and subsidies and support the tenant to enter into a lease agreement or rental contract.
- 8) Contractor will assist participants in obtaining utilities and making moving arrangements, including providing financial assistance for moving costs and basic furnishings if needed.
- 9) Contractor will assign a staff contact who will offer support to troubled tenancy, respond to landlord issues, and support troubled tenants to transition to other housing, if necessary for up to six (6) months after the client is placed in permanent housing.

- 10) Contractor will identify housing occupancy standards for the program.
- 11) Contractor will collaborate with other community providers to locate existing resources to meet families' needs.

**D. Financial Assistance Services**

Contractor will provide financial assistance services and instruction to participants.

- 1) Contractor will be responsible for determination and payment of all costs related to this program, including all financial incentives and subsidies.
- 2) Contractor will develop a plan, priorities, procedures and appropriate internal controls to approve and monitor all financial assistance payments, including incentives made on behalf of the participant, rental payments, landlord incentives payments, move expenses and deposit payments. Monthly rental payments will be based on a Progressive Engagement model and limited to an appropriate rent specific to the family.
- 3) Contractor will identify participant financial needs to cover deposits, monthly rent, utility assistance, rental application fees, payments in arrears and credit check fees for clients related to their move into permanent housing.
- 4) As part of a placement, Contractor will complete an individualized housing plan, which will include incentives and the schedule for housing financial assistance negotiated with landlord when necessary.
- 5) Contractor will negotiate incentives and other financial arrangements to encourage landlords to rent to HAPP participants.
- 6) Contractor will develop Payment Contracts with the landlord when short term subsidies are provided.
- 7) Contractor will leverage and/or coordinate other community resources for permanent housing that the family is eligible for to access financial support as part of their permanent housing plan.

**E. Housing-Related Case Management Services**

Contractor will provide housing-related case management services to participants using system-wide standards and forms endorsed by the Sonoma County Continuum of Care.

- 1) Contractor will develop an individualized case management/housing location plan and client contract for each participant that will incorporate participants' expectations, short- and long-term housing goals, financial housing support, and a schedule for obtaining outcomes.
- 2) Contractor will assist families in addressing issues that may impede access to housing.

- 3) Contractor will provide support through in person visits at least two (2) times per month, either in the home or in the community to assist participants to retain or secure housing. Contacts may be done by phone after client has moved into permanent housing.
  - 4) Contractor will work with the client to market themselves to prospective landlords to support their attainment of permanent housing. Examples may include, working with the client to get letters of support, presenting a renter's portfolio and attending prospective tenant/landlord meetings.
  - 5) Once housing is secured, Contractor will continue case management services to ensure housing retention. This follow up support will focus on ensuring client has long term supportive services available, either through personal networks or other community-based services.
- F. Supportive Services including Budgeting, Credit Repair, Personal Financial Management Training and Mental Health Support
- 1) Contractor will provide a structured training on budgeting, credit repair and personal financial management through a sub-contractor relationship.
  - 2) Contractor will assist participants in developing a "Renter's Portfolio" to present to local landlords. The "Renter's Portfolio" will include, at a minimum, a family budget, annotated credit report, and letters of recommendation.
  - 3) Contractor will offer families "Coach to Career" curriculum when identified as part of their Housing case management plan.
  - 4) Contractor will offer process group support to identify and resolve issues related to communal living environment.
  - 5) Contractor will provide crisis counseling when needed and collaborate/communicate any crisis to County social worker.
- G. Additional Responsibilities
- 1) Contractor will work in partnership with HSD social workers to assist participants in identifying any additional needs and communicate progress related to housing goals.
  - 2) Contractor will employ a sufficient level of culturally competent, trained, and qualified paid staff to effectively carry out program activities. Bilingual staff will be available for participants whose primary language is Spanish and a plan will be in place to assist monolingual participants regardless of language or origin.
  - 3) Contractor will be prepared to work effectively with participants who have been identified as learning disabled.
  - 4) Contractor will enter client data into the Sonoma County Homeless Management Information System (HMIS), following the established Rapid

Re-Housing data entry work flow, with full program entries, program exits, and all services recorded in the HMIS.

- 5) Contractor will accept referrals and provide written feedback through the County issued, web-based database system as required.
- 6) Contractor will adhere to the Continuum of Care Rapid Re-Housing Program Standards, and will participate in the Continuum of Care's Rapid Re-Housing Program Standards Group, attending regularly scheduled meetings.
- 7) Contractor will notify County social work staff of potential termination from interim and/or permanent housing services for noncompliance prior to executing termination.
- 8) Contractor shall attend state level meetings provided by the California Department of Social Services at least annually.

5. Reporting

- A. All reporting data will be entered into the County web-based data system (called "Apricot") per the specifications mutually agreed upon during the database development process.
- B. Reporting data will be entered regularly by the contractor and reviewed regularly by FY&C Social Work and administrative staff.
- C. Quarterly reports will be run by FY&C staff on the 20th of the month following the last month of the quarter. If the 20th falls on a weekend or a holiday, the report will be run the following workday.

July through September	run October 20
October through December	run January 20
January through March	run April 20
April through June	run July 20

- D. Monthly reports as well as other data reports not accessible through the existing web-based data system will be provided by the contractor as requested by the California Department of Social Services.
- E. Contractor shall provide fiscal reports separately for services provided to families funded through the grant-funded Bringing Families Home program and other families participating in the HAPP program.

6. Program Evaluation

Contractor will work with County to implement an evaluation plan that complies with Bringing Families Home program requirements with each referred client that participates in services at the beginning and end of their services. Contractor will track and report the data through the County administered Apricot data management system.

7. Participant Records

Contractor will maintain files on each participant documenting all relevant participant contacts and activities.

8. County Responsibilities

- A. County will assess families' need for HAPP services and assist in the development of priority criteria for the program if necessary.
- B. County will refer families to Contractor via mutually agreed upon referral form and include all appropriate releases.
- C. County will work with Contractor to develop agreed upon eligibility criteria to enter the program, qualifying factors to extend interim housing services and criteria for disqualification from program services as appropriate.
- D. County will communicate and/or collaborate with Contractor regarding referred families as appropriate.
- E. County will convene and participate in the routine technical assistance/coordination meetings with the Contractor and other collaborative services.
- F. County will provide any technical assistance necessary to complete the evaluation.
- G. County will provide all software licenses, technical support and ongoing assistance for the implementation of the Apricot web-based database system.
- H. County will coordinate with Contractor and Continuum of Care staff in order to facilitate single data entry that would meet the requirements of both HMIS and the Apricot system when possible.
- I. County will coordinate with the Contractor and California Department of Social Services staff in order to fulfill requirements as part of the Bringing Families Home program.

9. Service Area

The service area for this Agreement will be Sonoma County.

10. Contract Outcomes

- A. One hundred percent (100%) of enrolled families will complete a Renter's Portfolio.
- B. Seventy-five percent (75%) of enrolled participants will obtain permanent housing.
- C. Of the families that successfully obtained permanent housing, seventy-five (75%) of families will retain housing six months after graduation from the program.



**Exhibit B: Fiscal Provisions/Budget**

7. Budget.

<b>Line Item Description</b>	<b>Amount</b>
<b>Staff Cost HAPP</b>	
Director – Salary & Benefits	11,377
Housing Director – Salary & Benefits	12,738
Program Manager - Salary & Benefits	27,923
Case Mangers - Salary & Benefits	80,207
HMIS/APRICOT - Salary & Benefits	9,049
Accounting Services	8,000
<b>Subtotal Personnel HAPP</b>	<b>\$149,294</b>
<b>Operating Cost HAPP</b>	
Rental / Lease of Facility	54,000
Utilities/Maintenance	30,000
Telephone / Communications	2,463
Insurance Expense	3,000
Office Supplies / Expenses	12,500
Staff Mileage / Travel	4,120
Subcontractors and Services*	6,000
Other: Direct Financial Asst	115,000
Other:Food/Suppl/Furnishings	13,623
<b>Subtotal Operating Cost HAPP</b>	<b>\$240,706</b>
<b>Total HAPP</b>	<b>\$390,000</b>

Line Item Description	Amount
<b>Staff Cost BFH Program</b>	
Program Director – Salary & Benefits	15,235
Program Manager - Salary & Benefits	16,903
Case Mangers - Salary & Benefits	55,872
Admin (Data Entry/Accounting)	10,281
<b>Subtotal Personnel BFH</b>	<b>\$98,291</b>
<b>Operating Cost BFH</b>	
Direct Financial Assistance Only	101,709
<b>Subtotal DFA Operating</b>	<b>\$101,709</b>
<b>Total BFH</b>	<b>\$200,000</b>
<b>NOT-TO-EXCEED AGREEMENT TOTAL (HAPP &amp; BFH)</b>	<b>\$590,000</b>

<b>Match In-Kind</b>	
Rent Equivalent	60,000
Furniture, Appliances, Household	23,000
House Monitor Staff	52,000
Intern (MFT and/or LCSW)	40,000
Cash	25,000
<b>Total Match</b>	<b>\$ 200,000</b>

Except as expressly modified in this Amendment, the terms and conditions of Agreement Number FYC-IFSN-HAPP-1920 shall remain in full force.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be fully executed by their authorized representatives.

This Amendment shall be effective on and as of the date of the last signature.

CONTRACTOR

Interfaith Shelter Network, Inc.

By: 

Name: Pamela Wallace  
Title: Executive Director

Date: 9/24/19

COUNTY OF SONOMA

By: \_\_\_\_\_

Name: Karen Fies  
Title: Director, Human Services  
Department

Date: \_\_\_\_\_

APPROVED AS TO SUBSTANCE FOR  
COUNTY

By: 

Name: Nick Honey  
Title: Director, Family, Youth &  
Children's Services Division

☐ EXEMPT FROM COUNTY COUNSEL  
REVIEW

☐ APPROVED AS TO FORM FOR COUNTY

By: 

County Counsel

☐ CERTIFICATES OF INSURANCE ON FILE  
WITH COUNTY

☐ INSURANCE REQUIREMENT CHANGES  
APPROVED OR WAIVED BY RISK  
MANAGEMENT

By: \_\_\_\_\_