

**FIRST AMENDMENT TO AGREEMENT BETWEEN
THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION AND
CITY OF SANTA ROSA SAM JONES HALL AND SAM JONES HALL ANNEX**

WHEREAS, the Sonoma County Community Development Commission, hereinafter referred to as "COMMISSION," and **City of Santa Rosa**, hereinafter referred to as "SUBRECIPIENT," have previously entered into that certain Agreement for \$390,533 for the **Sam Jones Hall and Sam Jones Hall Annex** project, dated July 21, 2021, for a period beginning July 21, 2021, and continuing until September 30, 2021; and

WHEREAS, the parties mutually desire to amend said Agreement to make the following changes:

- Revise the Budget, Exhibit B-1 to add **\$521,881.00** in State Emergency Solutions Grant - Coronavirus (State ESG-CV) funds to the budget for Operating, consistent with eligible use of State ESG-CV funds, effective September 1, 2021 and continuing until March 31, 2022. These added State ESG-CV funds must be spent by March 31, 2022.
- Revise the Environmental Review, Exhibit C, to include additional State Emergency Solutions Grant – Coronavirus (ESG-CV) funds to the Funding Information.

NOW, THEREFORE, BE IT RESOLVED that COMMISSION and SUBRECIPIENT, in consideration of their mutual promises herein contained, do agree and covenant to amend that certain Agreement by and between them as follows:

ATTACHMENTS

Exhibit B-1 - Budget: Delete the existing Exhibit B-1- Budget and insert therefore the new Exhibit B-1- Budget, attached hereto and incorporated herein by reference.

Exhibit C – Environmental Review: Delete the existing Exhibit C- Environmental Review and insert therefore the new Exhibit C – Environmental Review, attached hereto and incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have executed this instrument or caused this Amendment to be executed by their duly authorized agents this _____ day of _____, 2021.

SONOMA COUNTY COMMUNITY
DEVELOPMENT COMMISSION

By: _____
Dave Kiff, Interim Executive Director

CITY OF SANTA ROSA
Sam Jones Hall and Sam Jones Annex

By: _____
Jeff Kolin, Interim City Manager

**EXHIBIT B-1
Budget**

**City of Santa Rosa
Sam Jones Hall and Sam Jones Hall Annex**

City of Santa Rosa – Sam Jones Hall & Annex	State ESG-CV (Initial Allocation 7/21/21, Spend by 9/30/21)	State ESG-CV (Amended 9/22/21, Spend by 3/31/22)	REVISED TOTAL
Operating	\$390,533.00	\$521,881.00	\$912,414.00
Total	\$390,533.00	\$521,881.00	\$912,414.00

Notes:

1. ***State ESG-CV funds allocated on July 21, 2021 must be spent before September 30, 2021, for expenses due to COVID-19 and not covered by other sources. Reimbursement request is due by October 10, 2021.***

2. ***State ESG-CV funds added on September 22, 2021 must be spent before March 31, 2022, for expenses due to COVID-19 and not covered by other sources. Reimbursement request is due by April 10, 2022.***

3. **Eligible Costs allowable under this Funding Agreement**
 Emergency Shelter funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:
 - a. **Case management**
 - i. The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:
 1. Using the centralized or coordinated assessment system as required under 24 CFR 576.400(d);
 2. Conducting the initial evaluation, including verifying and documenting eligibility;
 3. Counseling;
 - a. Developing, securing, and coordinating services;
 - b. Obtaining Federal, State, and local benefits;
 - c. Monitoring and evaluating program participant progress;
 - d. Providing information and referrals to other providers;
 - e. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and

- f. Developing an individualized housing and service plan, including planning a path to permanent housing stability.

4. Child care

- a. The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible.
 - i. The children must be under the age of 13, unless they are disabled.
 - ii. Disabled children must be under the age of 18.
 - iii. **The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.**

5. Education services

- a. When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible, including:
 - i. Instruction or training in consumer education,
 - ii. Health education,
 - iii. Substance abuse prevention,
 - iv. Literacy, English as a Second Language, and General Educational Development (GED).
 - v. Screening, assessment and testing;
 - vi. Individual or group instruction;
 - vii. Tutoring;
 - viii. Provision of books, supplies and instructional material;
 - ix. Counseling; and
 - x. Referral to community resources.

6. Employment assistance and job training

- a. The costs of employment assistance and job training programs including
 - i. classroom, online, and/or computer instruction;
 - ii. on-the-job instruction; and
 - iii. services that assist individuals in securing employment,
 - 1. acquiring learning skills and/or increasing earning potential.
 - 2. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost.
 - 3. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
 - 4. Services that assist individuals in securing employment consist of;
 - a. employment screening, assessment, or testing;

- b. structured job skills and job-seeking skills;
- c. special training and tutoring, including literacy training and prevocational training;
- d. books and instructional material; counseling or job coaching; and
- e. referral to community resources.

7. Outpatient health services

- a. Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals.
- b. **Funds may be used only for these services to the extent that other appropriate health services are unavailable within the community.**
- c. Eligible treatment consists of:
 - i. assessing a program participant's health problems and developing a treatment plan;
 - ii. assisting program participants to understand their health needs;
 - iii. providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services;
 - iv. providing medication and follow-up services;
 - v. providing preventive and non-cosmetic dental care.

8. Legal services

- a. Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the state in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing.
- b. **Funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.**
- c. Eligible subject matters are:
 - i. Child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.
 - ii. Component services or activities may include: client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
- d. **Eligible Costs include:**

- i. Fees based on the actual service performed (*i.e.*, fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees.
 - ii. Filing fees and other necessary court costs are also eligible.
- e. **Ineligible Costs include:**
 - i. Legal services for immigration and citizenship matters, issues relating to mortgages, and retainer fee arrangements and contingency fee arrangements.
 - ii. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

9. Life skills training

- a. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs.
 - i. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are:
 1. Budgeting resources,
 2. Managing money,
 3. Managing a household,
 4. Resolving conflict,
 5. Shopping for food and needed items,
 6. Improving nutrition,
 7. Using public transportation,
 8. Parenting.

10. Mental health services;

- a. Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.
- b. **Funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.**
- c. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances.
- d. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
- e. Eligible treatment consists of;
 - i. Crisis interventions;
 - ii. Individual, family, or group therapy sessions;
 - iii. The prescription of psychotropic medications or explanations about the use and management of medications;

- iv. Combinations of therapeutic approaches to address multiple problems.

11. Substance abuse treatment services;

- a. Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
- b. **Funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.**
- c. Eligible treatment consists of:
 - i. Client intake and assessment,
 - ii. Outpatient treatment for up to 30 days
 - iii. Group and individual counseling and drug testing are eligible costs
- d. **Ineligible costs include:**
 - i. Inpatient detoxification and other inpatient drug or alcohol treatment

12. Transportation

- a. Eligible costs consist of;
 - i. transportation costs of a program participant's travel to and from;
 - 1. medical care,
 - 2. employment,
 - 3. child care,
 - 4. or other eligible essential services facilities.
 - ii. These costs include the following:
 - 1. The cost of a program participant's travel on public transportation;
 - 2. If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - 3. The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle;
 - 4. The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

13. Services for special populations

- a. Funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible.
 - i. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking,

including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

14. Shelter operations

a. Eligible costs are:

- i. the costs of maintenance (including minor or routine repairs),
- ii. rent,
- iii. security,
- iv. fuel,
- v. equipment,
- vi. insurance,
- vii. utilities,
- viii. food,
- ix. furnishings,
- x. supplies necessary for the operation of the emergency shelter.
- xi. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

b. Ineligible operating or maintenance costs include:

- i. Staff salaries (including fringe benefits) paid under the operating costs category are limited to 10 percent of the grant.
 1. Maintenance and security salary costs are not subject to the 10 percent standard.
- ii. Recruitment or on-going training of staff
- iii. Depreciation
- iv. Costs associated with the organization rather than the supportive housing project advertisements, pamphlets about organization, surveys, etc
- v. Staff training, entertainment, conferences, or retreats
- vi. Public relations or fund raising
- vii. Bad debts/late fees
- viii. Mortgage payments

EXHIBIT C
Environmental Review



**U.S. Department of Housing and Urban
Development**

451 Seventh Street, SW
Washington, DC 20410
www.hud.gov

espanol.hud.gov

**Environmental Review
for Activity/Project that is Exempt or
Categorically Excluded Not Subject to Section 58.5
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

Project Information

Project Name: Sam Jones Hall and Annex

Responsible Entity: Sonoma County Community Development Commission

Grant Recipient: Catholic Charities of the Diocese of Santa Rosa (CCDSR)

State/Local Identifier: California/County of Sonoma

Preparer: Chuck Mottern, Homeless Services Funding Coordinator

Certifying Officer Name and Title: Dave Kiff, Interim Executive Director

Consultant NA

Project Location: 4020 Finley Ave, Santa Rosa, California

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:

The Sam Jones Hall Annex is an expansion of Sam Jones Hall Emergency Shelter. Sam Jones Hall services support homeless individuals by providing emergency shelter services and case management. Emergency shelter is any facility that has as its primary purpose to provide temporary shelter for the homeless in general or specific populations of the homeless, and which does not require occupants to sign leases or occupancy agreements. Emergency shelters provide a safe, secure and clean place to stay for those who cannot be diverted from the homeless system of care. Emergency shelters provide a short-term placement while permanent or more long-term housing options are obtained and shelters provide support with accessing housing resources in the community.

Level of Environmental Review Determination:

Activity/Project is Exempt per 24 CFR 58.34(a):

Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):
(2) Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility

costs, and assistance in gaining access to local, State, and Federal government benefits and services

Funding Information

Grant Number	HUD Program	Funding Amount
20-ESGCV1-00033	State Emergency Solutions Grant – Coronavirus	\$390,533
20-ESGCV1-00033	State Emergency Solutions Grant – Coronavirus	\$521,881

Estimated Total HUD Funded Amount: \$912,434

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable): *Other Federal grants not from CDC*

Estimated Total Project Cost \$1,186,000

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	Project does not involve the sale or acquisition of property. The subject property is not located in any airport clear zones or accident potential zones.
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	The project is located in HUD Region IX. There are no designated coastal barrier resources in HUD Region IX.
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	The subject property is within an area of minimal flood hazard (Zone X), according to

