

**FIRST AMENDMENT TO GRANT AGREEMENT FOR PUBLIC SERVICE PROVIDERS  
PROGRAM FUNDS WITH CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA  
CFDA #14.218**

This First Amendment to Grant Agreement for Public Service Providers Program Funds with Catholic Charities of the Diocese of Santa Rosa CFDA #14.218, dated June 4, 2018 ("Agreement") for Family Support Center, is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Santa Rosa, a municipal corporation ("City"), and Catholic Charities of the Diocese of Santa Rosa, a California non-profit corporation ("Contractor").

**RECITALS**

- A. City and Contractor entered into the Agreement for Contractor to operate the Family Support Center (Program) for the period July 1, 2018 to June 30, 2019 in the amount of \$96,460.00. The Program is a 138-bed emergency shelter which provides focused, comprehensive homeless services that help reduce homelessness amongst families.
- B. City and Contractor now desire to amend the Agreement for the purpose of modifying the total compensation under the Agreement from \$96,460.00 to \$196,460.00 for the purpose of providing additional funding for alignment with Housing First and to revise the reporting requirements from monthly to quarterly.

**AMENDMENT**

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

1. Section 1. SCOPE OF SERVICES

Exhibit A to the Agreement is replaced by Exhibit A-1 to this Amendment.

2. Section 3. GRANT

The first paragraph in Section 3 is amended to increase the Program funding under the Agreement by \$100,000.00 to read as follows:

"Notwithstanding any other provision of this Agreement, Program funding from City to Contractor shall not exceed one hundred ninety-six thousand four hundred sixty dollars (\$196,460.00). The City's Chief Financial Officer is authorized to pay all proper claims from Key 42006/Fund 2282 (\$96,460.00) and Key 340707(\$100,000.00)."

Exhibit B (Budget) to the Agreement is replaced by Exhibit B-1 to this Amendment.

3. Section 17. PROGRAM MONITORING AND EVALUATION

Section 17 (A) is replaced in its entirety to read as follows:

"A. Purpose

Contractor shall be monitored and evaluated in terms of its effectiveness and timely compliance with the provisions of this Agreement and Community Development Block Grant regulations incorporated herein and the effective and efficient achievement of

Program objectives. Contractor shall appoint a representative to be available to City for consultation and assistance during the performance of this Agreement.

Contractor shall undertake continuous quantitative and qualitative evaluation of the Scope of Services and shall make written quarterly reports to City utilizing the Quarterly Status Report form in Exhibit D. The quarterly reports shall be submitted to City by October 10, January 10, April 10, and July 10, as more fully set forth in Exhibit D. The quarterly reports shall be compiled into an annual cumulative report and submitted to City by Contractor at the end of each fiscal year, no later than July 31<sup>st</sup>. The cumulative report shall also include the following information:

- a. The number of clients with new or continuing access to the service or benefit provided;
- b. The number of clients with improved access to the service or benefit provided;
- c. The number of clients that receive the service or benefit that is no longer substandard; and
- d. The number of beds created in overnight shelter or other emergency housing."

Exhibit D (Quarterly Status Report) is added to the Agreement.

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

Executed as of the day and year first above stated.

**CONTRACTOR:**

Catholic Charities of the Diocese of Santa Rosa

**CITY OF SANTA ROSA**

a Municipal Corporation

**TYPE OF BUSINESS**

**ENTITY:**

☐ Individual/Sole Proprietor  
☐ Partnership  
☒ Corporation  
☐ Limited Liability Company  
☐ Other (please specify: \_\_\_\_\_)

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

Print Name: David E. Gouin

Title: Director of Housing and Community Services

*Signatures of Authorized Persons:*

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Office of the City Attorney

Attachment: Exhibit A-1 - Scope of Work  
Exhibit B-1 - Budget  
Exhibit D - Quarterly Status Report

## **EXHIBIT A-1: SCOPE OF SERVICES**

### **Family Support Center**

(Catholic Charities of the Diocese of Santa Rosa)  
Community Development Block Grant (CDBG)  
Public Services Program

Operate the Family Support Center (FSC) to provide focused, comprehensive homeless services that help reduce homelessness amongst families, with the ultimate aim of moving these vulnerable households into housing as rapidly as possible. Provide short-term emergency shelter, food, clothing, and the basic resources, skills and services needed to overcome homelessness and sustain housing and self-sufficiency. Services will include, but not be limited to the following:

Parent-focused services include:

- Housing location assistance, including search, placement, and rental assistance into permanent housing;
- Housing Case Management providing intensive support in addressing barriers to housing;
- Active participation in the design and implementation of a Housing Action Plan to expedite families into permanent housing;
- Help obtaining employment and public benefits;
- Money management and financial literacy counseling;
- Evidence-based parenting education;
- Employment preparation;
- Aid obtaining a GED;
- Access to health services; and
- Support for the active maintenance of their sobriety and mental health.

Child-centered services include:

- Liaison to local schools;
- Coordination of transportation to local schools as needed; and
- Periodic on-site childcare.

In addition to child-centered and parent focused services, Contractor will actively engage clients to:

- Reduce overall program costs and help model behavior and a positive culture that fosters an environment of personal transformation; and
- Provide clients with the opportunity to assist with meal preparation/service and facility/grounds maintenance.

The FSC program will provide approximately 450 adults and children with emergency shelter and the support services to enable them to exit homelessness and reduce the negative impacts of homelessness on the family, public resources, the economy, and the environment.

Quantifiable indicators of success:

- 37% of families will exit to permanent housing (exceeds 36% County-wide average);
- 40% of families will exit to temporary housing; and
- 30% of parents will exit FSC with increased or retained earned and/or other sources of income.

**EXHIBIT B-1: BUDGET**  
**Family Support Center**  
(Catholic Charities of the Diocese of Santa Rosa)

<b>Expenses</b>	<b>Budget Amounts</b>
<b>CDBG Funds</b>	
Salaries	\$55,000
Benefits	\$18,150
Utilities	\$13,710
Indirect Costs	\$9,600
Total CDBG Funds	\$96,460
<b>Local General Funds – Housing First</b>	
Salaries and Benefits - Housing Staff	\$55,924
Operational Expenses – Janitorial	\$44,076
Total Housing First	\$100,000
<b>Total Contract Expenses</b>	<b>\$196,460</b>

**EXHIBIT D: QUARTERLY STATUS REPORT**  
**Family Support Center**  
(Catholic Charities of the Diocese of Santa Rosa)

Reporting is required as a condition of funding. The CITY will receive quarterly updates based on the information provided in this report (and for HMIS participants as it compares to the HMIS reports). Reports may be submitted electronically.

Each quarter should be reported **cumulative** (or for the quarter if requested below) beginning July 1, 2018, and ending through the quarter for which the report is being submitted.

**Agency Name: Catholic Charities of the Diocese of Santa Rosa**  
**Program Title: Family Support Center**  
**Term: July 1, 2018 to June 30, 2019**

**Reporting Due Dates and Period (please check only one):**

<b>Report</b>	<b>Due Date</b>	<b>Report Period Covered</b>
<input type="checkbox"/> 1 <sup>st</sup> Quarter Report:	October 10 <sup>th</sup> , 2018	July 1, 2018 – September 30, 2018
<input type="checkbox"/> 2 <sup>nd</sup> Quarter Report:	January 10 <sup>th</sup> 2019	July 1, 2018 – December 31, 2018
<input type="checkbox"/> 3 <sup>rd</sup> Quarter Report:	April 10 <sup>th</sup> 2019	July 1, 2018 – March 31, 2019
<input type="checkbox"/> 4 <sup>th</sup> Quarter Report:	July 10 <sup>th</sup> 2019	July 1, 2018 – June 30, 2019

**NARRATIVE:**

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Unduplicated clients receiving services – [Quarter] 2018/2019

Individuals	New Enrollees Only	YTD
Men		
Women		
Children		
Total Persons		

**EXHIBIT D: QUARTERLY STATUS REPORT**  
**Family Support Center**  
(Catholic Charities of the Diocese of Santa Rosa)

RACE AND ETHNIC DATA REPORTING FORM

Racial Categories	QUARTERLY TOTALS			YEAR TO DATE TOTALS		
	# Hispanic/ Latino	# Non Hispanic/Latino	Total Number of Race Responses	# Hispanic/ Latino	# Non Hispanic/Latino	Total Number of Race Responses
White						
Black or African American						
Asian						
American Indian or Alaska Native						
Native Hawaiian or Other Pacific Islander						
American Indian or Alaska Native <i>and</i> White						
Asian <i>and</i> White						
Black or African American <i>and</i> White						
American Indian or Alaska Native <i>and</i> Black or African American						
Balance of individuals reporting more than one race						
<b>TOTAL</b>						

	[Quarter] 2018/2019	YTD
Female Head of House		
Income levels:		
Very low (0-30%AMI)		
Low (34-50% AMI)		
Median (51-80% AMI)		
Moderate (Over 80% AMI)		

**EXHIBIT D: QUARTERLY STATUS REPORT**  
**Family Support Center**  
(Catholic Charities of the Diocese of Santa Rosa)

OUTPUTS	[Quarter] 2018/2019	YTD	Goal
1. Bed nights			41,000
2. Free meals			108,000
3. People received shelter (children and adults)			450
4. Life skills workshops (housing search, budgeting, parenting, employment, nutrition, etc.)			170
5. Youth activities to increase social skills and overcome isolation			100

INDICATORS	[Quarter] 2018/2019	YTD	Goal
6. Total Exits			N/A
7. Total number of individuals exited to permanent housing			37%
8. Total number of individuals exited into temporary housing			40%
9. Adults exiting FSC with increased or retained earned income and/or other sources of income			30%