

SECOND AMENDMENT TO AGREEMENT  
BETWEEN  
COUNTY OF ORANGE  
AND  
1736 FAMILY CRISIS CENTER  
FOR THE PROVISION OF  
CalWORKs HOUSING SUPPORT PROGRAM SERVICES

THIS SECOND AMENDMENT, made and entered into upon execution of all necessary signatures, is to that certain AGREEMENT Number WMR0919 between the parties hereto, hereinafter referred to as the "Agreement" and is by and between the COUNTY OF ORANGE, hereinafter referred to as "COUNTY," and 1736 Family Crisis Center, a California non-profit corporation, hereinafter referred to as "CONTRACTOR." This Amendment shall be administered by the County of Orange Social Services Agency, hereinafter referred to as "ADMINISTRATOR."

W I T N E S S E T H

WHEREAS, on July 1, 2020, COUNTY and CONTRACTOR entered into an Agreement for the provision of California Work Opportunity and Responsibility to Kids Housing Support Program (HSP) Services, for the term of July 1, 2020, through June 30, 2023;

WHEREAS, FIRST AMENDMENT was issued to increase funding for the provision of additional HSP Services to clients referred to CONTRACTOR by COUNTY, amend Subparagraph 20.1 of the Agreement and Subparagraphs 5.4 and 16.1 of Exhibit A of the Agreement;

WHEREAS, COUNTY desires to increase funding for the provision of HSP Services to clients referred to CONTRACTOR by COUNTY;

WHEREAS, COUNTY desires to amend Subparagraph 20.1 of the Agreement and Subparagraph 16.1 of Exhibit A of the Agreement;

WHEREAS, CONTRACTOR agrees to such funding increase and to continue to provide such services under the terms and conditions set forth in this Agreement; and

## ACCORDINGLY, THE PARTIES AGREED AS FOLLOWS:

1. Subparagraph 20.1 of the Agreement is hereby amended to read as follows:

" 20.1 Maximum Contractual Funding Obligation

The maximum obligation of COUNTY under this Agreement shall not exceed the amount of \$9,500,000, or actual allowable costs, whichever is less. The estimated annual amount for each twelve (12) month period is as follows:

20.1.1 \$3,000,000 for July 1, 2020, through June 30, 2021;

20.1.2 \$4,500,000 for July 1, 2021, through June 30, 2022; and

20.1.3 \$2,000,000 for July 1, 2022, through June 30, 2023."

2. Subparagraph 16.1 of Exhibit A of the Agreement is hereby amended to read as follows:

"16.1 The budget for services provided pursuant to Exhibit A of this Agreement is set forth as follows:

Annual Budget Period for July 1, 2020 – June 30, 2021

STAFFING AND BENEFITS:

<u>STAFFING</u>	<u>Position Type</u> <sup>(1)</sup>	<u>Maximum Hourly Rate</u> <sup>(2)</sup>	<u>FTEs</u> <sup>(3)</sup>	<u>Amount</u>
Director of Domestic Violence Housing and Rapid Rehousing Services	D	\$52.88	0.40	\$38,833
Case Manager/RRH/DV Housing Supervisor	D	36.06	1.50	52,917
Lead Case Manager	D	28.85	1.00	17,333
Case Manager/Housing Navigator	D	27.04	7.20	195,750
Case Manager/Employment Specialist	D	27.04	2.00	40,000
Hotline Worker	D	20.63	1.00	17,160
Director of Clinical Services	D	60.10	0.10	5,000
Director of Residential Housing Services	D	60.10	0.15	7,500
Residential Services & Housing Supervisor	D	48.08	0.15	6,000
Director of Operations	D	120.19	0.25	12,500
Director of Resource Development	D	64.30	0.15	8,025
Volunteer and Outreach Worker	D	28.12	0.25	2,812
Employment Services Coordinator	D	39.06	1.00	27,083

Assistant Employment Services Coordinator	D	33.05	1.00	22,917
Employment Services Coordinator Support / CalWORKs Specialist	D	48.08	0.25	10,000
Accounts Payable office assistance Data Analyst and Reports Coordinator	A	30.00	0.40	11,648
Program Records Assistant	A	33.05	0.10	3,208
Senior Director of Community Response and Relations	A	51.08	0.10	4,958
Staffing Subtotal		100.96	0.05	<u>4,130</u>
EMPLOYEE BENEFITS (40%) <sup>(4)</sup>				<u>\$487,774</u>
TOTAL SALARIES AND BENEFITS				<u>\$195,110</u>
				<u>\$682,884</u>
<u>SERVICES AND SUPPLIES</u>				
Office Expense <sup>(7)</sup>				\$19,640
Telephone				13,500
Mileage <sup>(5)</sup>				<u>17,500</u>
TOTAL SERVICES AND SUPPLIES				\$50,640
<u>OPERATING EXPENSES</u>				
Facility Lease/Rental				\$30,000
Equipment Lease/Rental				4,000
Maintenance <sup>(8)</sup>				6,500
IT Support				10,000
Insurance				6,500
Other - Furniture and Equipment				<u>20,000</u>
TOTAL OPERATING EXPENSES				\$77,000
<u>DIRECT FINANCIAL ASSISTANCE</u>				
Move-In Assistance				\$314,301
Rent Subsidies				<u>1,493,524</u>
TOTAL DIRECT FINANCIAL ASSISTANCE				\$1,807,825
<u>INDIRECT COSTS (15%)</u> <sup>(6)</sup>				\$381,651
<b>MAXIMUM OBLIGATION JULY 1, 2020 - JUNE 30, 2021</b>				<b>\$3,000,000</b>

## Annual Budget Period for July 1, 2021 – June 30, 2022

STAFFING AND BENEFITS:

<u>STAFFING</u>	<u>Position Type</u> <sup>(1)</sup>	<u>Maximum Hourly Rate</u> <sup>(2)</sup>	<u>FTEs</u> <sup>(3)</sup>	<u>Amount</u>
Director of Domestic Violence Housing and Rapid Rehousing Services	A	\$68.15	0.50	\$17,928
Case Managers	D	39.06	12.00	410,235
Managing Director of Programs, Planning and Communications	A	90.87	0.25	8,077
Residential Services & Housing Supervisor	D	51.92	0.50	9,231
Community Education Specialist and Projects Manager	A	64.90	0.20	4,616
Director of Finance, Controller and Contracts Associate	A	120.07	0.10	4,269
Staff Accountant	A	45.43	0.75	12,114
Accounts Payable, Office Assistant	A	35.69	0.80	10,152
Data, Reports, and Systems Manager	A	57.27	0.25	5,090
Training, Recruitment, and Support Specialist	A	51.92	0.40	<u>7,384</u>
Staffing Subtotal				\$489,096
EMPLOYEE BENEFITS (36.7%) <sup>(4)</sup>				<u>\$179,586</u>
TOTAL SALARIES AND BENEFITS				<u>\$668,682</u>

SERVICES AND SUPPLIES

Office Expense <sup>(7)</sup>				\$55,000
Telephone				15,000
Mileage <sup>(5)</sup>				<u>10,000</u>
TOTAL SERVICES AND SUPPLIES				\$80,000

OPERATING EXPENSES

Facility Lease/Rental				\$45,900
Equipment Lease/Rental				4,400
Furniture and Equipment				25,000

Maintenance <sup>(8)</sup>	6,500
Insurance	<u>10,833</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$92,633</b>

**DIRECT FINANCIAL ASSISTANCE**

Move-In Assistance	\$225,000
Rent Subsidies	<u>2,808,797</u>
<b>TOTAL DIRECT FINANCIAL ASSISTANCE</b>	<b>\$3,033,797</b>

<b><u>INDIRECT COSTS (15%)</u></b> <sup>(6)</sup>	<b>\$624,888</b>
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**MAXIMUM OBLIGATION  
JULY 1, 2021 - JUNE 30, 2022** **\$4,500,000**

Annual Budget Period for July 1, 2022 – June 30, 2023

**STAFFING AND BENEFITS:**

<b><u>STAFFING</u></b>	<b><u>Position Type</u></b> <sup>(1)</sup>	<b><u>Maximum Hourly Rate</u></b> <sup>(2)</sup>	<b><u>FTEs</u></b> <sup>(3)</sup>	<b><u>Amount</u></b>
Director of Domestic Violence Housing and Rapid Rehousing Services	D	46.15	0.20	\$19,200
Housing Navigator (bi-lingual)	D	19.85	2.00	82,580
Case Managers	D	22.33	4.00	185,806
Director of Veteran and Housing Program	D	52.11	0.03	3,252
Senior Director of Clinical Services and Programs	A	98.37	0.05	10,231
Senior Director of Community Response and Relations	A	98.37	0.05	<u>10,231</u>
Staffing Subtotal				\$311,300
<b>EMPLOYEE BENEFITS (40%)</b> <sup>(4)</sup>				<b><u>\$124,520</u></b>
<b>TOTAL SALARIES AND BENEFITS</b>				<b>\$435,820</b>

**SERVICES AND SUPPLIES**

Office Expense <sup>(7)</sup>	\$10,000
Telephone	3,500
Mileage <sup>(5)</sup>	<u>7,500</u>
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$21,000</b>

OPERATING EXPENSES

Facility Lease/Rental	\$31,212
Equipment Lease/Rental	4,000
Maintenance	1,500
Insurance	<u>6,500</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$43,212</b>

DIRECT FINANCIAL ASSISTANCE

Move-In Assistance	\$250,000
Rent Subsidies	<u>\$989,968</u>
<b>TOTAL DIRECT FINANCIAL ASSISTANCE</b>	<b>\$1,239,968</b>

INDIRECT COSTS (15%) <sup>(6)</sup> \$260,000

**MAXIMUM OBLIGATION  
JULY 1, 2022 - JUNE 30, 2023****\$2,000,000"**

<sup>(1)</sup> Position Types are classified as "D" for Direct or "A" for Administrative. Direct services positions include staff who are integral to service delivery and may include staff who provide direct face to-face service to CLIENTS and/or staff who supervise/manage direct service personnel. Administrative positions include staff that support service delivery and whose activities and functions can be directly allocated to the program. Proposed administrative and direct service related costs should be held to no more than forty percent (40%) of the proposed budget year. CONTRACTOR shall budget a minimum of sixty percent (60%) of total costs for direct financial assistance, including rental subsidies, rental application fees, security deposits, utility deposits, utility payments, moving costs, rental arrears, temporary housing, and making the home habitable.

<sup>(2)</sup> Maximum hourly rate which will be permitted during the term of this Agreement; employees may be paid at less than maximum hourly rate.

<sup>(3)</sup> For hourly employees, Full-Time Equivalent (FTE) is defined as the amount of time (stated as a percentage) the position will be providing services under the terms of this Agreement. This percentage is based upon a 40-hour work week. For salaried employees, FTE is defined as the amount of time (stated as a percentage) the position will be paid for under the terms of this

Agreement, regardless of the number of hours actually worked.

(4) Employee Benefits include contributions to 401k or retirement plans; health insurance; dental insurance; life insurance; long-term disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Workers' Compensation Tax, based on the currently prevailing rates; and expense for accrued vacation time payout, for a separated employee, limited to the actual vacation time accrued during the fiscal year in which the expense is claimed, minus the actual vacation time used by the employee during said fiscal year. The overall benefit rate shall not exceed 40% of the actual salary expense claimed.

(5) Mileage is limited to the amount allowed by IRS.

(6) Indirect costs include administrative costs not directly charged to the program, including annual single audit cost, fringe benefits, operating expenses associated with administration, rent, parking, occupancy cost, office expenses, telephone, insurance cost, fiscal department, human resources department, etc. Per the federally negotiated rate agreement, indirect costs reflect 15% of staff salaries (not including benefits). In the event the rate is reduced, the reduction shall be afforded to ADMINISTRATOR and the budget amended accordingly. CONTRACTOR shall provide notification to ADMINISTRATOR of any changes in the rate.

(7) Office expenses include Personal Protective Equipment.

(8) Maintenance includes janitorial deep cleaning services.

3. The parties agree that separate copies of this Amendment may be signed by each of the parties, and this Amendment will have the same force and effect as if the original had been signed by all parties.
4. All others terms and conditions of the Agreement shall remain the same and in full force and in effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment Two to Agreement dated July 1, 2020, in the County of Orange, California. If Contractor is a corporation, Contractor shall provide two signatures as follows: 1) the first signature must be either the Chairman of the Board, the President, or any Vice President; 2) the second signature must be that of the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution or by-laws demonstrating the legal authority of the signature to bind the company.

**Contractor:** 1736 FAMILY CRISIS CENTER

Carol Adolkoff

Print Name

Chief Executive Officer and Executive Director

Title

DocuSigned by:  
*Carol Adolkoff*  
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4/16/2022 | 2:00:30 PM PDT

Signature

Date

Print Name

Title

Signature

Date

**County of Orange**, a political subdivision of the State of California

Purchasing Agent/Designee Authorized Signature:

Kathy Wong

Print Name

Deputy Purchasing Agent

Title

Signature

Date

**APPROVED AS TO FORM**  
COUNTY COUNSEL  
COUNTY OF ORANGE, CALIFORNIA

Carolyn Frost

Print Name

Deputy County Counsel

Title

DocuSigned by:  
*Carolyn Frost*  
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4/25/2022 | 6:09:07 PM PDT

Signature

Date