



**SECOND AMENDMENT
TO CONTRACT # 18-23-0024-HCD
BETWEEN THE
COUNTY OF ORANGE
AND
CITY OF YORBA LINDA
FOR**

**THE PROVISION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CFDA# 14.218)
ACTIVITIES: ADMINISTRATION, PUBLIC FACILITIES & IMPROVEMENTS,
HOUSING REHABILITATION AND PUBLIC SERVICES**

This Amendment to Contract # 18-23-0024-HCD, hereinafter referred to as "Second Amendment," is made and entered into or upon execution of all necessary signatures between the County of Orange, a political subdivision of the State of California, hereinafter referred to as "County" and City of Yorba Linda, DUNS # 004949111, a Municipal Corporation in the State of California, with a place of business at 4845 Casa Loma Avenue, Yorba Linda, CA 92886-3364 hereinafter referred to as "Subrecipient," which are sometimes individually referred to as "Party," or collectively referred to as "Parties."

This Second Amendment is comprised of this document and following Attachments, which are attached hereto and incorporated by reference herein:

Attachment A-2 (Scope of Services)
Attachment B-2 (Payment/Compensation)
Attachment C-2 (Budget Schedule)
Attachment D-2 (Staffing Plan)
Attachment E-2 (Project Schedule)

RECITALS:

WHEREAS, County and Subrecipient entered into Contract Number 18-23-00024-HCD (hereinafter referred to as "Contract"), for Administration, Public Facilities & Improvements, Housing Rehabilitation and Public Services activities, commencing July 1, 2018 and terminating on June 30, 2019 in the amount of \$180,702; and

WHEREAS, on June 29, 2018, the Parties authorized the execution of the First Amendment to the original Contract and increased the Contract by the monetary amount

of \$19,322 for a new maximum obligation of \$200,024 and replaced Attachment A "Scope of Services" with Attachment A-1, Attachment B "Compensation/Payment" with Attachment B-1, Attachment C "Budget Schedule" with Attachment C-1, Attachment D "Staffing Plan" with Attachment D-1, and Attachment E "Project Schedule" with Attachment E-1; and

WHEREAS, Parties desire to revise Attachment A-1, Scope of Services with Attachment A-2 attached hereto and incorporated herein by this reference; and

WHEREAS, Parties desire to revise Attachment B-1, Compensation/Payment with Attachment B-2 attached hereto and incorporated herein by this reference; and

WHEREAS, Parties desire to revise Attachment C-1, Budget Schedule with Attachment C-2 attached hereto and incorporated herein by this reference; and

WHEREAS, Parties desire to revise Attachment D-1, Staffing Plan with Attachment D-2 attached hereto and incorporated herein by this reference; and

WHEREAS, Parties desire to revise Attachment E-1, Project Schedule with Attachment E-2 attached hereto and incorporated herein by this reference;

NOW, THEREFORE, in consideration of the mutual obligations set forth herein, both Parties mutually agree to amend as follows:

ARTICLES:

I. Changes to the Contract:

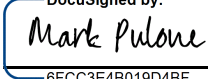
1. Attachment A-1 Scope of Services shall be replaced in its entirety with Attachment A-2, below.
2. Attachment B-1 Payment/Compensation shall be replaced in its entirety with Attachment B-2, below.
3. Attachment C-1 Budget Schedule shall be replaced in its entirety with Attachment C-2, below.
4. Attachment D-1 Staffing Plan shall be replaced in its entirety with Attachment D-2, below.
5. Attachment E-1 Project Schedule shall be replaced in its entirety with Attachment E-2, below.

Except as otherwise expressly set forth herein, all terms and conditions contained in the Original Contract, including any amendments/modifications, are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

THE REMAINDER OF THE PAGE WAS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment on the dates with their respective signatures:

*** City of Yorba Linda**

By:	<small>DocuSigned by:</small>  <small>6FCC3E4B019D4BF...</small>	By:	_____
Name:	Mark Pulone	Name:	_____
Title:	City Manager	Title:	_____
Dated:	4/3/2019	Dated:	_____

*For Contractors that are corporations, signature requirements are as follows: 1) One signature by the Chairman of the Board, the President or any Vice President; and 2) One signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or an Assistant Treasurer.

For Contractors that are not corporations, the person who has authority to bind the contractor to a contract, must sign on one of the lines above.

COUNTY OF ORANGE

A Political Subdivision of the State of California

By:	_____	Dated:	_____
	Dylan Wright, Director OC Community Resources		

**APPROVED AS TO FORM
COUNTY COUNSEL**

By:	<small>DocuSigned by:</small>  <small>F71B5EC0ED12405...</small>	Date:	4/4/2019
	Deputy County Counsel		



SCOPE OF SERVICES

METRO

1. City of Yorba Linda Administration

A. HUD Matrix Code / Activity

21A General Program Administration / 570.206 (a)(1)

B. Project Title:

Administration of the FY2018-19 City of Yorba Linda CDBG Program.

C. Program Description:

The (METRO) City of Yorba Linda will use CDBG funds to administer the City's CDBG projects using the funds for staff salaries and staff benefits.

D. Project Need:

The City of Yorba Linda as a Metro city has four activities it will be administering. The approved activities they have chosen to provide are: Historic Preservation Project, Senior Nutrition Program and their Neighborhood Improvement Program and the added as a substantial amendment Capital Improvements to Homeless Shelter(s).

E. Low/Mod Neighborhood Preservation/Community Benefit: All Projects.

F. Program Objectives and Outcomes Chart:

Activity

1. Administration

Performance Objectives

2. Administration of 4 Activities

Outputs

4 Projects

Performance Outcomes

Complete 4 Activities

2. Neighborhood Improvement SFR**A. HUD Matrix Code / Activity**

14A Housing Rehabilitation / 570.202 (3)

B. Project Title:

Neighborhood Improvements SFR Rehabilitation

C. Program Description:

The Neighborhood Improvement Program is designed for Improvements, rehabilitation, correction of code violations and neighborhood clean-up projects throughout the city.

D. Project Need:

The program will assist a minimum of 10 low- and moderate-income qualified home owners with grants for interior and exterior projects.

E. Program Objectives and Outcomes Chart:

<u>Activity</u>	<u>Outputs</u>
1. Rehabilitation of Owner-Occupied	Housing Rehab
<u>Performance Objectives</u>	<u>Performance Outcomes</u>
2. Decent Housing	Affordability
<u>Outcomes</u>	
5 Units	

3. ADA Public Improvements

A. HUD Matrix Code / Activity

03 Public Facilities / 570.201 (c)

B. Project Title: ADA Improvements Public Facilities

ADA Improvements – Ramp replacements associated with the City's ADA Transition Plan.

C. Program Description:

The City will use CDBG funds for ADA Improvements to various Public Buildings, Parks and Parking lots throughout the city. Locations include approximately, nine (9) public parking lots as listed: Arroyo Park located off of Dominguez Ranch Road, Brush Canyon Park located at 28282 Brush Canyon Dr., City Hall located at 4845 Casa Loma Avenue, Eastside Community Park located at 5400 Eastside Cr., Jessamyn West Park located at 19115 Yorba Linda Blvd., Shapell Park located off of Vista Del Mar, Travis Ranch Youth Park located at 21305 Via Del Parque, Veterans Park located at 4756 Valley View, and Fairmont Knolls Park located off of Fairmont Blvd.

D. Project Need:

To provide ADA compliant availability/accessibility to Public Facilities and Parks.

E. Low/Mod Neighborhood Preservation/Community Benefit.

F. Program Objectives and Outcomes Chart:

Activity

Outputs

3. Public Facilities – ADA Improvements Facility

Performance Objectives

Performance Outcomes

1. Suitable Living Environment

Availability/Accessibility

CDBG National Objective: LMC 570.208 (a)(1)

Outcomes

10,000 people

4. Senior Nutrition Program - PS

A. HUD Matrix Code / Activity
05a Public Service / 570.201 (e)

B. Project Title:
Senior Nutrition Program

C. Program Description:

The City will use CDBG funds to run the Senior Meals Program that provides the senior and disabled population in the community with nutritional meals and social interaction 5 days a week at the Yorba Linda Community Center (Community Center). The program provides a daily hot, nutritional meal to senior citizens in the community. The program contracts with Senior Services, a non-profit organization, to prepare and deliver hot meals to the Community Center and attendees are asked to donate what they can towards the meal on the days in which they attend. The program provides not only a nutritional meal, but also much needed social interaction with other seniors in the community.

D. Project Need:

Beneficiaries of this program receive hot, nutritional meals at the Community Center during the week. Participants are seniors that live alone and often do not prepare nutritional meals for themselves. This program addresses the need for seniors to come together for a nutritional meal and at the same time receive much needed social interaction.

E. Low/Mod Neighborhood Preservation/Community Benefit:

The project serves participants who will provide documentation of their family size, income and ethnicity in order to qualify for the program. The City targets 100% allocation of funds under the program to serve low-and moderate-income households.

F. Program Objectives and Outcomes Chart:

ActivityOutputs

1. Public Service – Limited Clientele

Availability/Accessibility

Performance ObjectivesPerformance Outcomes

2. People

Availability/Accessibility

CDBG National Objective: LMC 570.208 (a)(2)

Outcomes

300 People

5. **Capital Improvements to Homeless Shelter(s)**

G. HUD Matrix Code / Activity

03C Homeless Facilities (Not operating costs) Public Facilities / 570.201 (c)

H. Project Title: Capital Improvements to Homeless Shelter

I. Program Description:

The City will use CDBG funds for Capital improvements to homeless shelter(s) in Orange County.

J. Project Need:

To provide unsheltered homeless individuals in Orange County with safe shelter.

K. Low/Mod Neighborhood Preservation/Community Benefit.

L. Program Objectives and Outcomes Chart:

ActivityOutputs

1. Public Facilities – Homeless Shelter

Facility

Performance ObjectivesPerformance Outcomes

2. Suitable Living Environment

Availability/Accessibility

CDBG National Objective: LMC 570.208 (a)(1)

Outcomes

1 Facility



PAYMENT/COMPENSATION
METRO

1. **COMPENSATION:**

This is a Contract between the County and the Subrecipient City of Yorba Linda: \$200,024.

\$ 22,225 – CITY OF YORBA LINDA ADMINISTRATION

\$ 55,778.89 - NEIGHBORHOOD IMPROVEMENT SFR - HR

\$ 28,683.11 - ADA RAMPS PUBLIC FACILITIES – PF&I

\$ 33,337 – SENIOR NUTRITION PROGRAM – PS

\$ 60,000 – CAPITAL IMPROVEMENTS TO HOMELESS SHELTER(S) – PF&I

The Subrecipient agrees to provide services identified and set forth in Attachment A. Scope of Services attached hereto and incorporated herein by reference. The Subrecipient agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Subrecipient of all its duties and obligations hereunder. The County shall have no obligation to pay any sum in excess of the total Contract amount specified unless authorized by an amendment in accordance with paragraphs C and R of the County's General Terms and Conditions.

2. **FIRM DISCOUNT AND PRICING STRUCTURE:**

Subrecipient guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Subrecipient agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.

3. **PAYMENT TERMS:**

An invoice for activities/services shall be submitted to the address specified below upon the completion of the activities/services and approval of the County Project Manager. Subrecipient shall reference Contract number on invoice. Payment will be net 30 days after receipt of an invoice, contingent upon availability of funds, in a format acceptable to the County of Orange and verified and approved by OC Community Resources and subject to routine processing requirements of the County. The responsibility for providing an acceptable invoice rests with the Subrecipient.

Billing shall cover services not previously invoiced. The Subrecipient shall reimburse the County of Orange for any monies paid to the Subrecipient for services not provided or when services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the services.

Invoice(s) are to be sent to:

OC Community Resources Accounting
1770 North Broadway, 4th Floor
Santa Ana, CA 92706

4. **INVOICING INSTRUCTIONS:**

Further instructions regarding invoicing/reimbursement as set forth in Exhibit 1 - OC Community Resources Contract Reimbursement Policy, are attached hereto and incorporated herein by reference.

The Subrecipient will provide an invoice on Subrecipient's letterhead for services rendered. Each invoice will have a number and will include the following information:

The Demand Letter/Invoice must include Delivery Order (DO) Number, Contract Number, Service date(s) – Month of Service along with other required documentation (See Exhibit 1).

5. **OC COMMUNITY RESOURCES CONTRACT REIMBURSEMENT POLICY:**

Further instructions regarding invoicing/reimbursements as set forth in Exhibit 1 – OC Community Resources Contract Reimbursement Policy, are attached hereto and incorporated herein by reference.



BUDGET SCHEDULE **METRO**

Subrecipient – City of Yorba Linda

1. Administration and Project Budget Schedule – Four Projects - FY 2018-19 \$200,024

Administration Budget Chart City of Yorba Linda – Administration			
Project Costs/Activity	Urban County Funds	Leveraged Resources	Total
Design/Project Development	N/A	N/A	N/A
Acquisition	N/A	N/A	N/A
Construction	N/A	N/A	N/A
Administration	\$22,225	\$	\$22,225
Total Project Cost	\$22,225	\$	\$22,225

A. Detailed Project Budget Description

The Funds will be used to help cover salaries and benefits of staff to administer the four (4) activities the City has chosen.

2. Neighborhood Improvement SFR - HR – FY 2018-19

Project Budget Chart City of Yorba Linda – Neighborhood Improvement SFR Project – HR			
Project/Activity	Urban County Funds	Leveraged Resources	Total
Design/Project Development	N/A	N/A	N/A
Construction	N/A	N/A	N/A
Administration	\$0	\$	0
Rehabilitation	\$55,778.89	\$0	\$55,778.89
Total Project Cost	\$55,778.89	\$0	\$55,778.89

A. Detailed Project Budget Description

Rehabilitation: Construction costs for completing the Housing Rehabilitation Grant Program work at each income/program eligible property which includes interior and exterior improvements

3. ADA Public Improvements – Public Facilities - PF&I – FY 2018-19

Project Budget Chart City of Yorba Linda – ADA Public Facilities Improvements PF&I			
Project/Activity	Urban County Funds	Leveraged Resources	Total
Design/Project Development	N/A	N/A	N/A
Construction	\$28,683.11	\$	\$28,683.11
Administration	N/A	N/A	N/A
Total Project Cost	\$28,683.11	\$	\$28,683.11

A. Detailed Project Budget Description

The City will use CDBG funds for American with Disabilities Act Improvements to various Public Buildings, Parks and Parking lots throughout the city. Locations include some of the 9 Public Parking lots as listed: Arroyo Park located off of Dominguez Ranch Road, Brush Canyon Park located at 28282 Brush Canyon Dr., City Hall located at 4845 Casa Loma Avenue, Eastside Community Park located at 5400 Eastside Cr., Jessamyn West Park located at 19115 Yorba Linda Blvd., Shapell Park located off of Vista Del Mar, Travis Ranch Youth Park located at 21305 Via Del Parque, Veterans Memorial Park located at 4756 Valley View Avenue, and Fairmont Knolls Park located off of Fairmont Blvd.

4. Senior Nutrition Program -PS – FY 2018-19

Project Budget Chart City of Yorba Linda – Senior Nutrition Program			
Project/Activity	Urban County Funds	Leveraged Resources	Total
Design/Project Development	N/A	N/A	N/A
Acquisition	N/A	N/A	N/A
Construction	N/A	N/A	N/A
Administration	\$33,337	N/A	\$33,337
Total Project Cost	\$33,337	\$	\$33,337

A. Detailed Project Budget Description

The funds will be used to cover staffing costs associated with the program. Staff members are responsible for set-up, clean-up, checking in attendees, scheduling guest speakers and/or arranging activities.

5. Capital Improvements to Homeless Shelter(s) - PF&I – FY 2018-19

Project Budget Chart City of Yorba Linda – Capital Improvements to Homeless Shelter(s) PF&I			
Project/Activity	Urban County Funds	Leveraged Resources	Total
Design/Project Development	N/A	N/A	N/A
Construction	\$60,000	\$	\$60,000
Administration	N/A	N/A	N/A
Total Project Cost	\$60,000	\$	\$60,000

B. Detailed Project Budget Description

The City will use CDBG funds for capital improvements to homeless shelter(s) in Orange County.

**STAFFING PLAN**
METRO**1. Staffing Plan****Project Title: Administration FY 2018-19 – Four Projects**

Complete and Submit –

(Include name and classification).

	Name/Staff	Classification/Title
1	Pamela Stoker	Economic Development Manager
2	Mary Lewis	Community Preservation Officer

The substitution or addition of other key individuals in any given category or classification shall be allowed only with prior written approval of the County Project Manager.

The Subrecipient may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and time of the service/class required. Assignment of additional key personnel shall be subject to County approval.

2. Project Administration

Pamela Stoker, Economic Development Manager has over 20 years of CDBG experience.

Mary Lewis, Community Preservation Officer has over 15 years of experience in the Neighborhood Preservation Program under CDBG guidelines.

3. Project Experience

The City staff have experience with CDBG projects and programs as well as federal funding, regulations and guidelines.



PROJECT SCHEDULE
METRO

July 1, 2018 – Contract Start Date (Metro City)

1. Tools to Measure Project's Effect – Neighborhood Improvement Project - SFR

Milestone Date	Minimum Required Expenditure/ Accomplishment Threshold	Activity Results Achieved
January 15th	50% of Contracted Amount Expended	\$27,889.45
	50% of Proposed Accomplishments Achieved	3 Housing Units
March 15th	70% of Contracted Amount Expended	\$39,045.22
	70% of Proposed Accomplishments Achieved	4 Housing Units
April 15th	80% of Contracted Amount Expended	\$44,623.11
	71% of Proposed Accomplishments Achieved	5 Housing Units

2. Tools to Measure Project's Effect – PF&I ADA Improvements

Milestone Date	Minimum Required Expenditure/ Accomplishment Threshold	Activity Results Achieved
January 15th	50% of Contracted Amount Expended	\$14,341.56
	50% of Proposed Accomplishments Achieved	
March 15th	70% of Contracted Amount Expended	\$20,078.18
	70% of Proposed Accomplishments Achieved	
April 15th	80% of Contracted Amount Expended	\$22,946.49

3. Tools to Measure Project's Effect – Senior Nutrition Program

Milestone Date	Minimum Required Expenditure/ Accomplishment Threshold	Activity Results Achieved
January 15th	50% of Contracted Amount Expended	\$16,668.50
	50% of Proposed Accomplishments Achieved	150 people
March 15th	70% of Contracted Amount Expended	\$23,335.90
	70% of Proposed Accomplishments Achieved	210 People
April 15th	80% of Contracted Amount Expended	\$26,669.60
	80% of Proposed Accomplishments Achieved	240 People

4. Tools to Measure Project's Effect – PF&I Capital Improvements to Homeless Shelter(s)

Milestone Date	Minimum Required Expenditure/ Accomplishment Threshold	Activity Results Achieved
January 15th	50% of Contracted Amount Expended	\$30,000.00
	50% of Proposed Accomplishments Achieved	
March 15th	70% of Contracted Amount Expended	\$42,000.00
	70% of Proposed Accomplishments Achieved	
April 15th	80% of Contracted Amount Expended	\$48,000.00