

**SECOND AMENDMENT TO AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR FOR
CALWORKS HOUSING SUPPORT PROGRAM**

Santa Barbara County
Department of Social Services

Second Amendment

This is a Second Amendment (Second Amendment to the Agreement) to the Agreement for Services of Independent Contractor, number *BC#17-216* (Agreement), by and between the **County of Santa Barbara** (COUNTY) and **Transition House** (CONTRACTOR), for the provision of Housing Support Program services for families in the California Work Opportunity and Responsibility to Kids program.

WHEREAS, COUNTY and CONTRACTOR entered into the Agreement on December 6, 2016 ;

WHEREAS, on June 13, 2017, COUNTY approved the First Amendment with CONTRACTOR to extend the term of the existing Agreement for one additional year commencing on July 1, 2017 through June 30, 2018 (Extension Period);

WHEREAS, COUNTY and CONTRACTOR agree to amend certain sections of the Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows.

The Agreement is amended as follows:

1. Section II.B. of Exhibit A, DUTIES AND RESPONSIBILITIES, *is amended to state in its entirety:*

B. The CONTRACTOR shall:

1. Assign staff to be a liaison between CONTRACTOR and DSS.
2. Provide Intensive Case Management which includes:
 - Identify eligible CalWORKs families' housing barriers.
 - Assist with rental search and with housing applications and supportive and subsidized housing paperwork;
 - Survey rental markets for affordable options and advocating for families with prospective landlords.
 - Work with DSS in arranging housing support payment for rental amounts, deposit amounts, and any basic needs (ex. furnishings) prior to the family entering into any agreements.
 - Meet with or contact client regularly to;
 - Support family in maintaining housing post-lease;
 - Review how to be a good tenant;
 - Discuss any issues or concerns; and
 - Work on determining any housing needs.

3. Maintain client files and accurate documents of housing services provided.
4. Maintain client related data tracking systems which includes data required to be input in the Homeless Management Information System (HMIS). Share and provide necessary data with DSS to comply with state reporting and local contract monitoring requirements.
5. Outreach to property management companies, realtors, landlords, housing developers and other housing service providers to identify new and existing opportunities for CalWORKs families in accessing housing and housing related supportive services.
6. Attend coordination meetings related to the CalWORKs Housing Support Program as needed.
7. Prepare tenant paperwork for payment and security deposits and on-going rental subsidies (Direct Services), and when completed send to COUNTY for review and issuance of HSP subsidies. To expedite the process of securing housing, CONTRACTOR may issue these Direct Services payments to the landlords directly and seek reimbursement from DSS provided CONTRACTOR has obtained prior written consent from DSS in each instance.

2. Section A of Exhibit B, of the Agreement, is amended in its entirety:

For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$253,708.07, as listed below.

<i>Program Year:</i>	<i>Staff Budget:</i>	<i>Direct Services Budget:</i>	<i>Total Budget</i>
<i>December 6, 2016 - June 30, 2017</i>	<i>\$79,476.52</i>	<i>\$54,231.55</i>	<i>\$133,708.07</i>
<i>July 1, 2017 – June 30, 2018</i>	<i>\$95,000</i>	<i>\$25,000</i>	<i>\$120,000</i>

For the period of July 1, 2017 through June 30, 2018, with DSS approval, CONTRACTOR may transfer funds from the Staff Budget to the Direct Services Budget, but in no instance shall the Staff Budget exceed \$95,000.00 or the total annual contract amount exceed \$120,000 for Staff Budget and Direct Services combined.

In all other respects, the Agreement remains unchanged and in full effect.

//
//

Second Amendment to the Agreement between the **County of Santa Barbara** and **Transition House**.

IN WITNESS WHEREOF, the parties have executed this Second Amendment to the Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: _____
Deputy Clerk

COUNTY OF SANTA BARBARA:

By: _____
Chair, Board of Supervisors

Date: _____

RECOMMENDED FOR APPROVAL:

Social Services

By: _____
Department Head

CONTRACTOR:

Transition House

By: _____
Authorized Representative

Name: Kathleen Baushke

Title: Executive Officer

APPROVED AS TO FORM:

Michael C. Ghizzoni
County Counsel

By: _____
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

Theodore A. Fallati, CPA
Auditor-Controller

By: _____
Deputy

APPROVED AS TO FORM:

Risk Management

By: _____
Risk Management