

**FIRST AMENDMENT
TO
SUBRECIPIENT AGREEMENT
BETWEEN COUNTY OF SANTA BARBARA as
ADMINISTRATIVE ENTITY FOR THE
SANTA MARIA/SANTA BARBARA COUNTY CONTINUUM OF CARE
AND
GOOD SAMARITAN SHELTER**

**Homeless Housing Navigation Program
State of California Homeless Emergency Aid (HEAP) Program**

THIS FIRST AMENDMENT TO THE SUBRECIPIENT AGREEMENT (“First Amendment”) is made by and between

COUNTY OF SANTA BARBARA,
A political subdivision of the State of California,
hereinafter referred to as “COUNTY”,

And

GOOD SAMARITAN SHELTER
A California nonprofit organization,
hereinafter referred to as “SUBRECIPIENT”;

With reference to the following:

WHEREAS, the Homeless Emergency Aid Program (HEAP) (“Program”) has been established by the State of California pursuant to Chapter 5 (commencing with Section 50210) of Part 1 of Division 31 of the Health and Safety Code, and all other relevant provisions established under SB 850 (Chapter 48, Statutes of 2018); and

WHEREAS, on April 2, 2019, COUNTY and SUBRECIPIENT entered into a Subrecipient Agreement (AGREEMENT) for the Good Samaritan Shelter Homeless Housing Navigation Program funded by the State of California Homeless Emergency Aid (HEAP) Program (hereinafter “Agreement”) in the amount of \$653,852; and

WHEREAS, the Agreement sets forth SUBRECIPIENT’s obligations regarding the provision of services and staffing as delineated in Exhibit A, “Scope of Service” of the AGREEMENT; and

WHEREAS, the Agreement sets forth the budget terms of the AGREEMENT as delineated in Section III. “Budget,” and sets forth the budget for SUBRECIPIENT’s services in Exhibit B, “Budget and Payment Procedures” of the Agreement; and

WHEREAS, on June 16, 2020, COUNTY and SUBRECIPIENT entered into a Subrecipient Agreement for COVID response that included Tenant Based Rental Assistance/Rapid Re-housing (TBRA/RRH

Agreement) and supportive services in response to the COVID-19 pandemic in the amount of \$300,000; and

WHEREAS, the SUBRECIPIENT's TBRA/RRH Agreement has unspent funds as of the State's HEAP Expenditure Deadline of June 30, 2021, in the amount of \$19,000 that are eligible to be reprogrammed per State direction; and

WHEREAS, on May 12, 2021, COUNTY approved the reprogramming of HEAP funds for site preparation, relocation, and installation of twenty (20) pallet units to be used at the County-owned Bridgehouse Shelter Site and a restroom and shower trailer is needed to complete the Pallet Shelter Project. These funds were retained by the County and administered by the County Department of Community Services and Department of General Services; and

WHEREAS, all HEAP funds, excluding interest of held HEAP funds by COUNTY, were required to be expended by June 30, 2021, by the terms of their respective subrecipient agreements and HEAP requirements; and

WHEREAS, the State Department overseeing the HEAP program, Business, Consumer Services, and Housing Agency, has approved the reprogramming, rebudgeting, and amendments to HEAP agreements for close-out through July 31, 2021; and

WHEREAS, \$65,148 of previously obligated HEAP funds (including the unspent \$19,000 from the TBRA/RRH Agreement) have been identified as remaining unspent by the June 30, 2021, deadline and are eligible to be reprogrammed to the AGREEMENT; and

WHEREAS, the purchase of a restroom/shower trailer for the Bridgehouse Pallet Shelter Site on May 13, 2021, by SUBRECIPIENT is an eligible HEAP expense but not covered by the current AGREEMENT scope of services or budget; and

WHEREAS, SUBRECIPIENT desires to be reimbursed the cost of the shower trailer at \$86,950 and currently has a deficit of \$65,148; and

WHEREAS, Section VI.E, "Changes or Amendments," of the AGREEMENT provides that COUNTY and SUBRECIPIENT may amend the Agreement at any time provided that such amendments make specific reference to the Agreement, and are executed in writing, signed by a duly authorized representative of each party; and

WHEREAS, COUNTY and SUBRECIPIENT desire to amend the AGREEMENT to include the restroom/shower trailer in the Scope of Services and increase the Budget by \$65,148; and

NOW, THEREFORE, the parties agree to amend the AGREEMENT, as follows:

1. Section IV. Payment, of the AGREEMENT, the amount of \$653,852 is hereby replaced with the amount of \$719,000.
2. Exhibit A. "Scope of Services", Agreement Amount of \$653,852 located in the second box from the top of the page is replaced with \$719,000.
3. Exhibit A, Scope of Services, Section B.1. Purpose, is amended to include the following:

Pallet Shelter Project

GSS will coordinate moving 20 pallet shelters and purchase an ADA compliant restroom/shower trailer for use at the Pallet Shelter Project located at Bridgehouse Shelter, at 2025 Sweeney Road in unincorporated Lompoc Valley.

4. Exhibit B “Budget and Payment Procedures” is hereby replaced in its entirety as follows:

EXHIBIT B

Budget and Payment Procedures

Project Title:	Good Samaritan Shelter – Homeless Housing Navigation Program
Agreement Amount:	\$719,000
Term:	April 2, 2019 – June 30, 2021

A. INTRODUCTION

This Budget and Payment Procedures is attached to and incorporated into the Subrecipient Agreement between the County of Santa Barbara (“COUNTY”) and Good Samaritan Shelter (GSS) (“SUBRECIPIENT”) as referenced in the Agreement. The purpose of this Budget and Payment Procedures is to further describe the requirements referenced in Sections I.C., II., III., and IV. of the Agreement.

B. BUDGET

Exhibit B – Attachment 1 represents the proposed Project Revenue Budget, detailing sources of match documentation.

Exhibit B – Attachment 2 represents the proposed Project Expenditure Budget, detailing line items to be reimbursed by State HEAP funds.

Changes to Revenue or Expenditure line items to be used for eligible HEAP expenditures in excess of (10%) require an approved Budget Amendment, as does the addition or deletion of Revenue or Expenditure line items to be used for eligible HEAP expenditures. The overall amount of HEAP funds is not to be changed.

C. PAYMENT REQUESTS

Payment request must include the following:

1. Expenditure Summary and Payment Request (ESPR) form, a sample of which is found on Exhibit C, containing an itemized list of expenditures for which reimbursement is requested from State HEAP. Adequate documentation of all eligible expenditures must be included in each reimbursement request.
2. Supporting documentation:
 - Third-party invoices or receipts
 - Copies of cancelled checks
 - Payroll registers and time and activity sheets
 - Copies of leases and rent comparability documentation for financial and rental assistance requests

Exhibit B- Attachment 1



Homeless Emergency Aid Program (HEAP)

Project Budget - Revenues

(30 Month Budget)

Project Title Homeless Housing Navigation ProjectApplicant Name Good Samaritan Shelter**HEAP Award****Budget Term: January 1, 2019 - June 30, 2021**

Component	Requested Amount
Services	\$ 171,595
Rental Assistance or Subsidies	\$ 245,501
Capital Improvements	\$ 301,904
TOTAL	\$ 719,000

Revenue and Expense budgets should reflect the *entire program budget* for the specific project for which HEAP funds were awarded. Total Revenue and Expenses should match.

Please specify the source of "Other Federal Funds".

Revenue

Source	Total Program Budget	HEAP Funds	Other
HEAP Program (This grant)	\$ 719,000	\$ 719,000	
CDBG - Cities	\$ -		\$ -
CDBG - County	\$ 25,000		\$ 25,000
CoC Program	\$ 35,740		\$ 35,740
ESG - County	\$ 75,000		\$ 75,000
HOME - Cities	\$ -		
HOME - County	\$ -		
Other Federal Funds (specify program below)			
VA	\$ -		
FEMA	\$ -		
	\$ -		
	\$ -		
Other State Funds (specify program below)			
County Human Services Funds	\$ 25,000		\$ 25,000
Other Local Funds: County and City of SB general Funds	\$ 10,000		\$ 10,000
Private Trusts and Foundation Funds	\$ -		
Fundraising Events	\$ -		
Donations	\$ -		
Client Fees	\$ -		
Other (specify source below)			
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
Total Revenue	\$ 889,740	\$ 719,000	\$ 170,740

Exhibit B- Attachment 2: Page 2

Expenses

Budget Term: January 1, 2019 - June 30, 20

Expense	Total Program Budget	HEAP Program			
		Services	Rental Assistance or subsidies	Capital Improvements	Other
Salaries, Benefits, and Payroll Taxes - Provide detail for all program staff. Add lines as needed.					
Homeless Diversion Case Manager 2 FTE @ 50% - \$41,600/year	\$ 90,807	\$ 90,807	\$ -		\$ -
Outreach Case Manager 1 FTE @ 50% - \$41,600/year	\$ -	\$ -			\$ -
Quality Assurance Staff 1.0 FTE @ 20% - \$62,400/year	\$ 31,200	\$ 15,600			\$ 15,600
Program Supervisor 1.0 FTE @ 20% - \$68,640/year	\$ 34,320	\$ 17,160			\$ 17,160
Financial Assistance Processor 1 FTE @ 20% - \$62,400/year	\$ 31,200	\$ 15,600			\$ 15,600
					\$ -
					\$ -
Employee Benefits and Payroll Taxes 20% (includes Workers Comp)	\$ 44,759	\$ 27,833	\$ -	\$ -	\$ 16,926
Client Services and Direct Assistance					
Rental Assistance	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Security Deposits	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Utility Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Financial Assistance -Diversion	\$ 218,301	\$ -	\$ 218,301	\$ -	\$ -
Homeless Management Information System (HMIS)	\$ -	\$ -	\$ -	\$ -	\$ -
Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ -
Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Please specify): Furniture Fixtures for Expansion of Beds - 3 sites	\$ -	\$ -	\$ -	\$ -	\$ -
Bridgehouse	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -
Oak House	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -
Tiny Homes	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -
Trailer Portion	\$ 86,950	\$ -		\$ 86,950	\$ -
Moving Pallet Shelters	\$ 4,225	\$ -		\$ 4,225	\$ -
Consultants and Contracts (Includes AmeriCorps)	\$ -	\$ -	\$ -	\$ -	\$ -
Facility, Utilities, and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone, Fax, and Internet	\$ 960	\$ 960	\$ -	\$ -	\$ -
Supplies (includes General, Food, and Office Supplies)	\$ 3,635	\$ 3,635	\$ -	\$ -	\$ -
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -
Travel, Mileage, and Training (Includes Gas and Vehicle Expense)	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Rental and Maintenance - Leased Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Other (specify below)					
	\$ -				
Indirect Costs (Maximum 10% of Grant)	\$ 13,529				\$ 13,529
Total Expenses	\$ 657,386	\$ 171,595	\$ 245,801	\$ 91,175	\$ 148,815
		TOTAL Federal Portion:		\$ 508,571	

Exhibit B- Attachment 2: Page 3



Homeless Emergency Aid Program (HEAP)

Capital Housing Budget - Expenses (30 Month Budget)

Project Title Navigation Center - Lompoc
 Applicant Name Good Samaritan Shelter

Expenses

Budget Term: January 1, 2019 - June 30, 2021

Expense	Total Program Budget	HEAP Program			Other
		Services	Rental Assistance or subsidies	Capital Improvements	
Salaries, Benefits, and Payroll Taxes - Provide detail for all program staff. Add lines as needed.					
Project Manager .1 FTE @100% - \$124000/year	\$ 10,555			\$ 4,315	\$ 6,240
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
Employee Benefits and Payroll Taxes 35% (includes Workers Comp)	\$ 4,011	\$ -	\$ -	\$ 1,510	\$ 2,184
Client Services and Direct Assistance					
Land Acquisition	\$ -				
Holding Costs	\$ -				
Land Closing Costs	\$ -				
Offsite Construction	\$ -				
Site Improvements	\$ 10,700			\$ 10,700	
Structures	\$ 79,654			\$ 79,654	
Builder Overhead, Profit, and General Requirements	\$ -				
Contractor Insurance	\$ -				
PV System	\$ -				
Personal Property in Construction Contract	\$ -				
Contingency	\$ -				
Furnishings	\$ -				
Architecture & Engineering (inc. Printing)	\$ 4,000			\$ 4,000	
Environmental Audit	\$ -				
Municipal Fees	\$ 5,500			\$ 5,500	
Local Impact Fees	\$ -				
Appraisal	\$ -				
Construction Period Interest (14 mos + 4)	\$ -				
Construction Loan Fees & Expenses (incl. Legal)	\$ -				
Construction Period Insurance	\$ -				
Other (specify below)					
	\$ -				
Indirect Costs (Maximum 10% of Grant)	\$ -				
Total Expenses	\$ 114,419	\$ -	\$ -	\$ 105,679	\$ 8,424
		TOTAL Federal Portion:		\$ 105,679	



Homeless Emergency Aid Program (HEAP)

Capital Housing Budget - Expenses (30 Month Budget)

Project Title Navigation Center - Santa Maria
 Applicant Name Good Samaritan Shelter

Expenses

Budget Term: January 1, 2019 - June 30, 2021

Expense	Total Program Budget	HEAP Program			Other
		Services	Rental Assistance or subsidies	Capital Improvements	
Salaries, Benefits, and Payroll Taxes - Provide detail for all program staff. Add lines as needed.					
Project Manager .1 FTE @100% - \$124000/year	\$ 10,555			\$ 4,315	\$ 6,240
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
Employee Benefits and Payroll Taxes 35% (includes Workers Comp)	\$ 4,011	\$ -	\$ -	\$ 1,510	\$ 2,184
Client Services and Direct Assistance					
Land Acquisition	\$ -				
Holding Costs	\$ -				
Land Closing Costs	\$ -				
Offsite Construction	\$ -				
Site Improvements	\$ 14,000			\$ 14,000	
Structures	\$ 84,925			\$ 84,925	
Builder Overhead, Profit, and General Requirements	\$ -				
Contractor Insurance	\$ -				
PV System	\$ -				
Personal Property in Construction Contract	\$ -				
Contingency	\$ -				
Furnishings	\$ -				
Architecture & Engineering (inc. Printing)	\$ -				
Environmental Audit	\$ -				
Municipal Fees	\$ -				
Local Impact Fees	\$ -				
Appraisal	\$ -				
Construction Period Interest (14 mos + 4)	\$ -				
Construction Loan Fees & Expenses (incl. Legal)	\$ -				
Construction Period Insurance	\$ -				
Other (specify below)					
	\$ -				
Indirect Costs (Maximum 10% of Grant)	\$ -				
Total Expenses	\$ 113,491	\$ -	\$ -	\$ 104,750	\$ 8,424
		TOTAL Federal Portion:		\$ 104,750	

5. Except as set forth herein, this First Amendment shall not modify or change any of the provisions of the AGREEMENT, and the parties to the AGREEMENT are bound by its provisions, as amended herein.

6. This First Amendment may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

IN WITNESS WHEREOF, COUNTY and SUBRECIPIENT have executed this First Amendment by the respective authorized officers as set forth below to be effective as of the date executed by all parties.

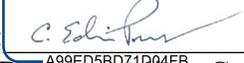
ATTEST:
MONA MIYASATO
CLERK OF THE BOARD

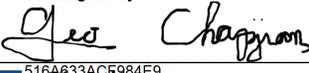
“COUNTY”
COUNTY OF SANTA BARBARA:

By: _____
Deputy Clerk

By: _____
Bob Nelson, Chair
Chair, Board of Supervisors

APPROVED AS TO ACCOUNTING FORM:
BETSY M. SCHAFFER, CPA
AUDITOR-CONTROLLER

DocuSigned by:

By: _____
A99ED5BD71D04FB...
Deputy Auditor-Controller

DocuSigned by:

By: _____
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George Chapjian
Community Services Director

APPROVED AS TO FORM:
RACHEL VAN MULLEM
COUNTY COUNSEL

DocuSigned by:

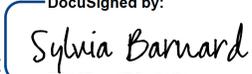
By: _____
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Deputy County Counsel

APPROVED AS TO FORM:
RAY AROMATORIO, ARM, AIC
RISK MANAGEMENT

DocuSigned by:

By: _____
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Risk Manager

“SUBRECIPIENT”
Good Samaritan Shelter

DocuSigned by:
By: 
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Sylvia Barnard, Executive Director

DocuSigned by:
By: 
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Hector Giron, Chief Financial Officer