

**FIRST AMENDMENT TO AGREEMENT BETWEEN
THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION
AND INTERFAITH SHELTER NETWORK
SONOMA VALLEY COORDINATED ENTRY ACCESS POINTS**

WHEREAS, the Sonoma County Community Development Commission, hereinafter referred to as "COMMISSION," and **Interfaith Shelter Network**, hereinafter referred to as "SUBRECIPIENT," have previously entered into that certain Agreement for **\$70,000** for the **Sonoma Valley Coordinated Entry Access Points** project, dated July 1, 2019 for a period beginning July 1, 2019 and continuing until June 30, 2020; and

WHEREAS, the parties mutually desire to amend said Agreement to make the following changes:

- Revise the Scope of Work, Exhibit A-1 to delete references to the purchase and operation of a van as a component of the project, and to delete Outcome Number 4 Capital Equipment to purchase and utilize a van as a Mobile Coordinated Entry site.
- Revise the Budget, Exhibit B-1 by a reduction of \$40,000, eliminating the Van Purchase, for a revised total budget of **\$30,000**.

NOW, THEREFORE, BE IT RESOLVED that COMMISSION and SUBRECIPIENT, in consideration of their mutual promises herein contained, do agree and covenant to amend that certain Agreement by and between them as follows:

ATTACHMENTS

Exhibit A-1 - Scope of Work: Delete the existing Exhibit A-1 - Scope of Work and insert therefore the new Attachment A-1 - Scope of Work, attached hereto and incorporated herein by reference.

Exhibit B-1 - Budget: Delete the existing Exhibit B-1- Budget and insert therefore the new Attachment B-1- Budget, attached hereto and incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have executed this instrument or caused this Amendment to be executed by their duly authorized agents this 20 day of February, 2020.

SONOMA COUNTY COMMUNITY
DEVELOPMENT COMMISSION

By: 

Barbie Robinson, Interim Executive Director

INTERFAITH SHELTER NETWORK

By: 

Pam Wallace, Executive Director

EXHIBIT A-1 SCOPE OF WORK

Organizational Name: Interfaith Shelter Network
Project Name: Sonoma Valley Coordinated Entry Access Point

The Sonoma County Community Development Commission (COMMISSION) has awarded **Interfaith Shelter Network \$30,000** to operate a **Sonoma Valley Coordinated Entry Access Point**, a Comprehensive Coordinated Entry Access project serving the Sonoma Valley, based at The Haven, at 151 West 1st Street, Sonoma, California. The **Sonoma Valley Coordinated Entry Access Point** will serve homeless families and children and will serve all homeless populations identified in the Sonoma Valley. The project will measure three outcomes as project deliverables: 1) the number and percent of all participants entering either temporary or permanent housing, 2) the number of days in the program before entering permanent housing, and 3) HMIS data quality as defined by the prevailing HMIS Data Standards as stated in Exhibit D of this agreement.

Coordinated Entry is a streamlined system for accessing housing, shelter, and services to end homelessness and is required by the U.S. Department of Housing and Urban Development (HUD) for all Continuums of Care (CoC) as stated in 24 CFR 578.7 (a) (8) of the Continuum of Care Program Interim Rule. Coordinated Entry in Sonoma County follows a Housing First approach for all participating projects and prioritizes individuals and families for permanent supportive housing for those with the highest vulnerability and needs. Coordinated Entry is the primary process for assessing the severity of needs and ensuring that people can receive assistance in a timely fashion. Utilization of the VI-SPDAT as the standardized assessment tool enables providers to ensure those experiencing homelessness have equal access to housing and resources.

Interfaith Shelter Network staff will input client data into the Homeless Management Information System (HMIS), following all relevant data quality standards, and will refer all participants to appropriate City, County, State, and other local services. **Interfaith Shelter Network** will participate in technical assistance to develop and increase their capacity to deliver services using “Housing First” principles adopted by the Homeless Coordinating and Financing Council, found here: https://www.bcsb.ca.gov/hcfc/documents/hcfc_heap_powerpoint.pptx. **Interfaith Shelter Network** will use the Sonoma County Coordinated Entry Policies and Procedures as the minimum operating standard for programming at **Sonoma Valley Coordinated Entry Access Point**.

Quarterly Reports must be submitted in a timely and accurate manner by the 10th of the month following each quarter using the prescribed reporting format. **Interfaith Shelter Network** will report on the number of individuals and households, income, demographics, ethnicity, outcome performance, changes in staffing. A narrative description will describe changes or adjustments to services offered, challenges experienced achieving project goals, or managing the contract. As described in Exhibit B, reimbursement requests must be submitted at least quarterly and must include a copy of a General Ledger for the period covered and a Year to Date General Ledger.

Per Exhibit H of this Funding Agreement, **Interfaith Shelter Network** is expected to comply with Title III of the Americans with Disabilities Act of 1990, (28, CFR 36, Subpart B), as amended by the ADA Amendments Act of 2008, and required to submit a Reasonable Accommodation policy approved by the organization's Board of Directors. The final Board approved policies must be submitted to COMMISSION by October 31, 2019. **Interfaith Shelter Network** agrees to

document and report on the number of reasonable accommodation requests and any instances of denial of these in each Quarterly Reporting.

This agreement will begin on July 1, 2019, and will expire on June 30, 2020.

Estimated Unduplicated Numbers served by the project:

Households

Adults

Children

HMIS Participation

☒ Required ☐ Project will be HMIS Service Only setup ☐ Not Applicable

- Participant Demographics, Program Entry/Exit, Housing Entry, Services Entry & Referrals, Sonoma Periodic Income TouchPoint

Project Title in HMIS: Coordinated Entry for Sonoma Valley

Verification of Homeless and Documentation Requirements per HUD Homeless Status Definition Final Rule, December 5, 2011, CFR Parts 91, 582 and 583:

☒ Required ☐ Not Applicable

Verification of Chronic Homelessness Status per HUD Chronically Homeless Definition Final Rule, December 4, 2016, 24 CFR Parts 91 and 578:

☒ Required ☐ Not Applicable

Verification of At-Risk of Homelessness and Documentation Requirements per ESG Interim Rule, December 5, 2012, CFR Parts 91, 582 and 583:

☐ Required ☒ Not Applicable

Coordinated Intake Participation

☒ Required ☐ Not Applicable (Participants will not meet Homelessness definitions #1 or #2)

☐ *This project is required to accept referrals only from Coordinated Entry System.*

Participation in Continuum of Care Program Standards Development and Review

☒ Required ☐ Not Applicable **Coordinated Entry Policies and Procedures**
See Exhibit G, Program Standards for Homeless Services Programs.

Reporting Requirements:

SUBRECIPIENT shall report quarterly on approved COMMISSION formatted template the following data:

1. Unduplicated Individuals and or Households served during the reporting period
2. Race, Ethnicity and Income levels
3. ESG CAPER data entered and meeting data standards
4. Status on the following CDC approved Outcomes

Outcome Number	Outcome Indicator Select an Outcome Indicator that you will measure your success against.	Project Goal Briefly describe how your project will work towards achievement the specified Outcome Indicator	Quantitative Measure Identify a numerical increase or decrease for the specified Outcome Indicator
1	Ending Homelessness Housing Indicators Shelter or Transitional Housing: Exits to Permanent Housing	Assist homeless families to quickly resolve housing crises <ul style="list-style-type: none">• 40% of households with children placed in safe housing• 21% of households with children exited to permanent housing	40% or 14 of 30
2	Other Ending Homelessness Indicators Days to permanent housing placement	Assist homeless individuals to quickly resolve housing crises <ul style="list-style-type: none">• 78% of households without children placed in safe housing• 21% of households without children exited to permanent housing	78% or 74 of 95
3	HMIS Data Quality Expectation	HUD Data Quality Report: fewer than 5% errors on questions 2, 3 and 4; on question 6, fewer than 5% of project entry or project exit records in more than 6 days.	Question 2: <5% Question 3: <5% Question 4: <5% Question 6: <5% in more than 6 days

EXHIBIT B-1
Budget

Interfaith Shelter Network
Sonoma Valley Coordinated Entry Access Points

IFSN - Sonoma Valley Coordinated Entry Access Points	Sonoma Valley Award (R&R)	Homeless Emergency Aid Program (HEAP)	Change HEAP Funding (Amended 2/5/2020)	REVISED TOTAL
Personnel	\$ 6,000	\$12,000	\$0	\$18,000
Operating Expense	\$12,000	\$0	\$0	\$12,000
Van Purchase	\$0	\$40,000	(\$40,000)	\$0
TOTAL	\$18,000	\$52,000	(\$40,000)	\$30,000

Notes:

1. Final reimbursement request is due by July 10, 2020.