

**AMENDMENT NO. 3 TO AGREEMENT**

THIS AMENDMENT, hereinafter referred to as Amendment No. 3, is made and entered into this 19th day of March, 2024, by and between the **COUNTY OF FRESNO**, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY," and **CENTRO LA FAMILIA ADVOCACY SERVICES, INC.**, a California non-profit corporation, whose address is 302 Fresno Street, Suite 102, Fresno, CA 93706, hereinafter referred to as "SUBRECIPIENT."

**RECITALS:**

A. The parties entered into that certain Agreement, identified as COUNTY Agreement No. A-20-090, effective February 25, 2020; Amendment No. 1, identified as COUNTY Agreement No, A-20-090-1 effective May 11, 2021; and Amendment No. 2, identified as COUNTY Agreement No. A-23-143, effective March 28, 2023, hereinafter referred to collectively as COUNTY's Agreement No. 23-143, whereby SUBRECIPIENT agreed to provide rapid rehousing assistance and related supportive services to CalWORKs homeless families; and

B. The parties desire to amend the Agreement regarding changes as stated below and restate the Agreement in its entirety.

The parties therefore agree as follows:

1. That the existing COUNTY Agreement No. A-20-090 Page Two (2), Section Two (2) beginning with Line One (1), with the number "2" and ending on Page Two (2), Line Seven (7) with the word "performance," as amended by Amendment No. 2, Page Two (2), Line Two (2) with the word "The" and ending on Page Two (2), Line Three (3), with the number "2024" be deleted and the following inserted in its place:

"The term of this Agreement shall commence on March 1, 2020 through and including June 30, 2025."

2. That the existing COUNTY Agreement No. A-20-090 Page Three (3), Section Four (4) beginning with Line Four (4), with the number "4" and ending on Page Three (3), Line Fifteen (15) with the word "COUNTY," as amended by Amendment No. 1, Page One (1), Section One (1), Line Twenty-Three (23) with the number "1" and ending on Page Two (2), Line Nine (9) with the word "COUNTY," as amended by Amendment No. 2, Page Two (2), Line Ten (10) with the word "For" and ending on Page Two

1 (2), Line Twenty-Six (26) with the word "COUNTY" be deleted and the following inserted in its place:

2 "For actual services provided pursuant to the terms of this Agreement, COUNTY agrees to pay  
3 SUBRECIPIENT and SUBRECIPIENT agrees to receive compensation in accordance with the Revised  
4 Exhibit B-2, Budget Summary.

5 In no event shall compensation paid for services performed under this Agreement be in excess  
6 of Three Million, One Hundred Thirty-Five Thousand, Three Hundred and Forty-Five and No/100  
7 Dollars (\$3,135,345). For the period of March 1, 2020 through May 31, 2020, in no event shall services  
8 performed under this Agreement be in excess of One Hundred Thousand and No/100 Dollars  
9 (\$100,000). For the period of June 1, 2020 through May 31, 2021, in no event shall services performed  
10 under this Agreement be in excess of Four Hundred Seventy-One Thousand Two Hundred Twenty and  
11 No/100 Dollars (\$471,220). For the period of June 1, 2021 through May 31, 2022, in no event shall  
12 services performed under this Agreement be in excess of Four Hundred Thousand and No/100 Dollars  
13 (\$400,000). For the period of June 1, 2022 through May 31, 2023, in no event shall services performed  
14 under this Agreement be in excess of Five Hundred Sixty-One Thousand and No/100 Dollars  
15 (\$561,000). For the period of June 1, 2023 through May 31, 2024, in no event shall services performed  
16 under this Agreement be in excess of Seven Hundred Fifty Thousand and No/100 Dollars (\$750,000).  
17 For the period of June 1, 2024 through June 30, 2025, in no event shall services performed under this  
18 Agreement be in excess of Eight Hundred Fifty-Three Thousand, One Hundred and Twenty-Five and  
19 No/100 Dollars (\$853,125). Payments by COUNTY shall be in arrears, for services provided during the  
20 preceding month, within forty-five (45) days after receipt, verification and approval of SUBRECIPIENT's  
21 invoices by COUNTY."  
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23  
24 3. That, effective upon execution, all references in existing COUNTY Agreement No. A-23-143  
25 to "Revised Exhibit B-1" shall be changed to read "Revised Exhibit B-2," which is attached hereto and  
26 incorporated herein by this reference.

27 4. The SUBRECIPIENT represents and warrants to the COUNTY that:

28 a. The SUBRECIPIENT is duly authorized and empowered to sign and perform its

1 obligations under this amendment.

2           b.       The individual signing this Amendment on behalf of the SUBRECIPIENT is duly  
3 authorized to do so and his or her signature on this Amendment legally binds the SUBRECIPIENT to the  
4 terms of this Amendment.

5           5.       COUNTY and SUBRECIPIENT agree that this Amendment No. 3 is sufficient to amend  
6 Agreement No. A-23-143 and, that upon execution of this Amendment No. 3, the original Agreement,  
7 Amendment No. 1, Amendment No. 2, and this Amendment No. 3, shall together be considered the  
8 Agreement.

9           The Agreement, as hereby amended, is ratified and continued. All provisions, terms, covenants,  
10 conditions and promises contained in this Agreement not amended herein shall remain in full force and  
11 effect. This Amendment No. 3 shall become effective upon execution on the day first written  
12 hereinabove.

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1 The parties hereto have executed this Amendment No. 3 to Agreement No. 20-090 as of the day and  
2 year first hereinabove written.

3 **SUBRECIPIENT:**  
4 CENTRO LA FAMILIA ADVOCACY  
5 SERVICES, INC.

6 Robert E. Solis

7 Print Name: Robert Solis

8 Title: CLFA Board Chair  
9 Chairman of the Board, or President,  
10 or any Vice President.

11 Marc Young

12 Print Name: Marc Young

13 Title: Accountant  
14 Secretary (of Corporation), or any  
15 Assistant Secretary, or Chief  
16 Financial Officer, or any Assistant  
17 Treasurer

18 Mailing Address:

19 Centro La Familia Advocacy Services, Inc.  
20 302 Fresno Street, Suite 102  
21 Fresno, CA 93706  
22 Phone No.: (559) 237-2961

23 FOR ACCOUNTING USE ONLY:

24 Fund/Subclass: 0001/10000  
25 Organization: 56107001  
26 Account/Program: 7870/0

27 SB: jrl  
28

**COUNTY OF FRESNO:**

Nathan Magsig

Nathan Magsig, Chairman of the Board of  
Supervisors of the County of Fresno

ATTEST:  
BERNICE E. SEIDEL,  
Clerk of the Board of Supervisors  
County of Fresno, State of California

By: Hanan  
Deputy

## **SUMMARY OF SERVICES**

ORGANIZATION:	Centro La Familia Advocacy Services, Inc.
ADDRESS:	302 Fresno Street, Suite 102, Fresno, CA 90706
TELEPHONE:	(559) 237-2961
CONTACT:	Margarita Rocha
EMAIL:	mrocha@centrolafamilia.org
CONTRACT:	CalWORKs Housing Support Program Services
CONTRACT TERM:	March 1, 2020 through May 31, 2021 June 1, 2021 through May 31, 2022 (optional) June 1, 2022 through May 31, 2023 (optional) June 1, 2023 through May 31, 2024 (optional) June 1, 2024 through June 30, 2025 (optional)

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### **SUMMARY OF SERVICES**

Centro La Familia Advocacy Services, Inc. (CLFA) will provide California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) services designed to quickly house families experiencing homelessness and prevent those families from returning to homelessness. CLFA will provide temporary housing, housing financial assistance, housing navigation services, and case management, to help families obtain permanent housing and achieve long-term housing stability.

### **TARGET POPULATION**

The target populations of CalWORKs HSP services are families that are receiving CalWORKs assistance and are experiencing homelessness, as defined by the California Department of Social Services (CDSS).

CLFA will primarily target clients from rural areas, also serving clients from metro Fresno if needed to sustain a full caseload. As required for services, CLFA may use an approved Department office, as designated by the Department.

### **HOUSING FIRST SERVICES**

In accordance with California state law, programs for housing people experiencing homelessness must follow a Housing First model. For HSP, compliance with Housing First requires the following:

1. Low barriers to entry;
2. Intake process is expedited, client-centered, and flexible;
3. Access to housing is without preconditions;
4. Families are connected to permanent housing as early as possible in case planning;
5. Temporary housing/emergency shelter is offered;
6. Services are client-centered and delivered in accordance with evidence-based practices;
7. Leases or contractual agreements are used and reflect the same rights and responsibilities as other tenants; and
8. Every effort is made to prevent a return to homelessness.

All HSP activities must be carried out in accordance with Housing First.

**PROGRESSIVE ENGAGEMENT**

HSP services will be provided in compliance with the Progressive Engagement approach. Progressive Engagement emphasizes the individual needs of each family, and seeks to provide the most minimal amount of assistance required, focused on the most urgent and immediate needs. The goal of Progressive Engagement is to empower families to resolve their own housing crisis to the greatest extent that they are able, build on each family's strengths, and foster self-sufficiency.

To comply with the Progressive Engagement model, CLFA will provide services to each family based on an individualized assessment of each family's budget, and require that a portion of rental expenses be paid from the program outset, even if that amount is minimal. CLFA will closely monitor the progress and needs of the family to determine those that require additional assistance, and intervene with additional support if a need is identified.

**PROGRAM COMPONENT: TEMPORARY HOUSING (EMERGENCY SHELTER)**

Upon receipt of a referral, CLFA will immediately contact the family to begin program intake and commence services. CLFA must attempt contact with referred families within one business day, and those that do not have a safe place to stay overnight must be immediately placed in temporary housing. Temporary housing may consist of a motel stay or placement in a local emergency shelter that accommodates families. CLFA will begin working with the family on rapid rehousing services while the family is in temporary housing, and work proactively to move the family into permanent housing as soon as possible.

**PROGRAM COMPONENT: RAPID REHOUSING**

Rapid Rehousing services will be provided to HSP families in accordance with rapid rehousing best practices.

Rapid Rehousing services consist of three core components: Housing Search and Placement (Housing Navigation), Direct Financial Assistance, and Case Management. Services required of each component are as follows:

1. Housing Search and Placement (Housing Navigation): Assist HSP families in attaining housing: meet with clients to assess family housing needs and barriers; develop a housing plan that includes a realistic budget, specific goals, and steps required to meet goals; assist participants in locating and securing housing of their choice (including by assisting with finding rental vacancies/listings, completing rental applications, meeting with and speaking to landlords, and providing transportation as needed throughout the process); assist in securing all documents needed to apply for housing; and educating clients about their rental lease and legal rights and responsibilities. Work with clients to identify shared housing solutions, including with other families in the program, as needed. Provide ongoing liaison between families and landlords, if needed, to resolve issues directly related to families' housing and tenancy.
2. Direct Financial Assistance: Pay for housing and related financial assistance on behalf of clients for the following:
  - a. Rental assistance
  - b. Security deposits
  - c. Utility deposits

- d. Utility payments
- e. Moving/storage costs
- f. Motel/hotel costs (for Temporary Housing component)
- g. Paid shelter costs (for Temporary Housing component)
- h. Furniture/making home habitable (on a limited basis, primarily for beds and mattresses only, unless the family has an exceptional need).

All financial assistance will be provided in compliance with the Progressive Engagement model, requiring a client portion of rent from the first month of assistance, even if very minimal, and evaluated at least monthly based on family budget and needs.

3. **Case Management:** Once housing has been attained, meet with each family on a monthly basis with the intent of achieving housing stability; continue working on the housing plan developed during the housing navigation stage, focusing on maintaining housing and increasing income to maintain housing, if necessary; prepare client for exit from the program; perform regular home visits to make sure client is properly maintaining their rental unit; and make connections to community resources such as health care, child care, counseling, etc.; identify solutions and resources for each family to access, should a financial or housing crisis arise in the future; once the family has stabilized, exit them from the program. Continue contact with clients in the program once they have exited from the financial assistance component, and track housing retention for at least 3 and 6 months after program exit.

### **SUBRECIPIENT RESPONSIBILITIES**

- Maintain membership in good standing in the Fresno Madera Continuum of Care (FMCoC) as defined by FMCoC bylaws, and participate in the Coordinated Entry System (CES). Attendance at weekly FMCoC case conferencing meetings is mandatory to fulfill this requirement.
- Accept direct referrals from DSS, schools and school districts, and homeless service providers upon contract execution. Cooperate with DSS on CES referral integration, and once implemented, accept referrals only through CES.
- Contact all clients referred within one business day and place into shelter as soon as possible upon contact.
- Contact each family a minimum of every 3 days during the housing search stage.
- Perform at least one case management home visit with each family per month after the family is housed.
- Perform at least 2 case management home visits with each family after financial exit from the program (for 3 and 6 month housing retention follow-up).
- Maintain caseload of no more than 35 open cases per Housing Navigator, and 30 open cases per Case Manager.
- Enter participant information into the Homeless Management Information System (HMIS) in compliance with HUD data collection, management, and reporting standards. Ensure all HMIS entries are completed within 3 days of program entry.
- Meet with County staff monthly, or as often as needed, for service coordination, problem/issue resolution, information sharing, training, review, and monitoring of services.
- Engage clients in a linguistically and culturally-appropriate manner, including the use of interpreters when needed.

- Provide complete and accurate monthly activity reports to the County of Fresno, in a report format approved by the County by the 10<sup>th</sup> of each month.
- Provide annual Civil Rights training to staff at the beginning of every calendar year, and provide relevant verification to the County of Fresno by April 1.
- Complete an exit plan for all participants which can be executed at a minimum of 30 days prior to contract termination.

### **PERFORMANCE OUTCOMES**

CLFA will meet the following outcomes within each 12-month period (or a prorated portion thereof):

- Serve a minimum of 40 unduplicated families.
- Place at least 80% of participants into permanent housing.
- A minimum of 65% of participants will exit to permanent housing.
- A minimum of 50% of participants will remain in permanent housing three months after exiting the program. Housing status must be confirmed through a home visit.
- A minimum of 48% of participants will remain in permanent housing six months after exiting the program. Housing status must be confirmed through a home visit.

**BUDGET SUMMARY**

ORGANIZATION: Centro La Familia Advocacy Services, Inc.  
SERVICES: CalWORKs Housing Support Program  
CONTRACT TERM: March 1, 2020 through May 31, 2020  
CONTRACT TOTAL: \$100,000

**3 Month Budget**

<b>Budget Categories</b>	<b>Amount</b>
<hr/>	
<b>Direct Financial Assistance</b>	
Rental Assistance	
Security Deposits	
Utility Deposits	
Utility Payments	
Making Home Habitable/Furniture	
Moving Costs/Storage	
Motel/Hotel Voucher	
	<b>Subtotal \$56,000</b>
<b>Housing Navigation Services</b>	
Salaries	
1.0 FTE Housing Navigator	
Taxes	
Benefits	
Operational Costs	
	<b>Subtotal \$ 17,000</b>
<b>Case Management Services</b>	
Salaries	
1.0 FTE Housing Navigator	
Taxes	
Benefits	
Operational Costs	
	<b>Subtotal \$ 17,000</b>
<b>Administration</b>	
Salaries	
.25 FTE Program Manager	
Taxes	
Benefits	
Operational Costs	
	<b>Subtotal \$ 10,000</b>
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	<b>Total \$100,000</b>

**BUDGET SUMMARY**

ORGANIZATION: Centro La Familia Advocacy Services, Inc.  
SERVICES: CalWORKs Housing Support Program  
CONTRACT TERM: June 1, 2020 through May 31, 2021  
CONTRACT TOTAL: \$471,220

**12 Month Budget**

<b>Budget Categories</b>	<b>Amount</b>
<hr/>	
<b>Direct Financial Assistance</b>	
<hr/>	
Rental Assistance	
Security Deposits	
Utility Deposits	
Utility Payments	
Making Home Habitable/Furniture	
Moving Costs/Storage	
Motel/Hotel Voucher	
	<b>Subtotal \$325,220</b>
<b>Housing Navigation Services</b>	
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Salaries	
1.0 FTE Housing Navigator	
Taxes	
Benefits	
Operational Costs	
	<b>Subtotal \$ 58,000</b>
<b>Case Management Services</b>	
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Salaries	
1.0 FTE Case Manager	
Taxes	
Benefits	
Operational Costs	
	<b>Subtotal \$ 58,000</b>
<b>Administration</b>	
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Salaries	
.25 FTE Program Manager	
Taxes	
Benefits	
Operational Costs	
	<b>Subtotal \$ 30,000</b>
	<b>Total \$471,220</b>

**BUDGET SUMMARY**

ORGANIZATION: Centro La Familia Advocacy Services, Inc.  
SERVICES: CalWORKs Housing Support Program  
CONTRACT TERM: June 1, 2021 through May 31, 2022  
CONTRACT TOTAL: \$400,000

**12 Month Budget**

<b>Budget Categories</b>	<b>Amount</b>
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<b>Direct Financial Assistance</b>	
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Rental Assistance	
Security Deposits	
Utility Deposits	
Utility Payments	
Making Home Habitable/Furniture	
Moving Costs/Storage	
Motel/Hotel Voucher	
	<hr/>
	<b>Subtotal \$254,000</b>
<b>Housing Navigation Services</b>	
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Salaries	
1.0 FTE Housing Navigator	
Taxes	
Benefits	
Operational Costs	
	<hr/>
	<b>Subtotal \$ 58,000</b>
<b>Case Management Services</b>	
<hr/>	
Salaries	
1.0 FTE Case Manager	
Taxes	
Benefits	
Operational Costs	
	<hr/>
	<b>Subtotal \$ 58,000</b>
<b>Administration</b>	
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Salaries	
.25 FTE Program Manager	
Taxes	
Benefits	
Operational Costs	
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	<b>Subtotal \$ 30,000</b>
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	<b>Total \$400,000</b>

**BUDGET SUMMARY**

ORGANIZATION: Centro La Familia Advocacy Services, Inc.  
 SERVICES: CalWORKs Housing Support Program  
 CONTRACT TERM: June 1, 2022 through May 31, 2023  
 CONTRACT TOTAL: \$561,000

**12 Month Budget**

<b>Budget Categories</b>	<b>Amount</b>
<b>Direct Financial Assistance</b>	
Rental Assistance	
Security Deposits	
Utility Deposits	
Utility Payments	
Making Home Habitable/Furniture	
Moving Costs/Storage	
Motel/Hotel Voucher	
<b>Subtotal</b>	<b>\$415,000</b>
<b>Housing Navigation Services</b>	
Salaries	
1FTE Housing Navigator	
Taxes	
FICA: 7.65% x Salary	
SUI:(7,000 x 1FTE) x 6.2%	
Benefits	
Retirement: 3% of total salaries	
Health Insurance: \$500 x1 FTE x 12 Months	
Operational Costs = cost for operations to include telecommunications (cell, landline, data) rent, office supplies, travel, postage, printing, equipment, furniture, utilities, etc)	
<b>Subtotal</b>	<b>\$ 58,000</b>
<b>Case Management Services</b>	
Salaries	
1 FTE Case Manager	
Taxes	
FICA: 7.65% x Salary	
SUI:(7,000 x 1FTE) x 6.2%	
Benefits	
Retirement: 3% of total salaries =	
Health Insurance: \$500 x1 FTE x 12 Months=	
Operational Costs = cost for operations to include telecommunications (cell, landline, data) rent, office supplies, travel, postage, printing, equipment, furniture, utilities, etc)	
<b>Subtotal</b>	<b>\$ 58,000</b>

**Administration**

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Salaries

.25 FTE Program Manager

Taxes

FICA: 7.65% x Salary

SUI:(7,000 x 0.5 FTE) x 6.2%

Benefits

Retirement: 3% of total salaries

Health Insurance: \$500 x1 FTE x 12 Months

Operational Costs = cost for operations to include telecommunications  
(cell, landline, data) rent, office supplies, travel, postage, printing,  
equipment, furniture, utilities, etc)

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**Subtotal \$ 30,000**

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**Total \$561,000**

**BUDGET SUMMARY**

ORGANIZATION: Centro La Familia Advocacy Services, Inc.  
 SERVICES: CalWORKs Housing Support Program  
 CONTRACT TERM: June 1, 2023 through May 31, 2024  
 CONTRACT TOTAL: \$750,000

**12 Month Budget**

<b>Budget Categories</b>	<b>Amount</b>
<b>Direct Financial Assistance</b>	
Rental Assistance	
Security Deposits	
Utility Deposits	
Utility Payments	
Making Home Habitable/Furniture	
Moving Costs/Storage	
Motel/Hotel Voucher	
	<b>Subtotal \$555,000</b>
<b>Housing Navigation Services</b>	
Salaries	
1FTE Housing Navigator	
Taxes	
FICA: 7.65% x Salary	
SUI:(7,000 x 1FTE) x 6.2%	
Benefits	
Retirement: 3% of total salaries	
Health Insurance: \$500 x1 FTE x 12 Months	
Operational Costs = cost for operations to include telecommunications (cell, landline, data) rent, office supplies, travel, postage, printing, equipment, furniture, utilities, etc)	
	<b>Subtotal \$ 75,000</b>
<b>Case Management Services</b>	
Salaries	
1 FTE Case Manager	
Taxes	
FICA: 7.65% x Salary	
SUI:(7,000 x 1FTE) x 6.2%	
Benefits	
Retirement: 3% of total salaries =	
Health Insurance: \$500 x1 FTE x 12 Months=	
Operational Costs = cost for operations to include telecommunications (cell, landline, data) rent, office supplies, travel, postage, printing, equipment, furniture, utilities, etc)	
	<b>Subtotal \$ 75,000</b>

**Administration**

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Salaries

.25 FTE Program Manager

Taxes

FICA: 7.65% x Salary

SUI:(7,000 x 0.5 FTE) x 6.2%

Benefits

Retirement: 3% of total salaries

Health Insurance: \$500 x1 FTE x 12 Months

Operational Costs = cost for operations to include telecommunications  
(cell, landline, data) rent, office supplies, travel, postage, printing,  
equipment, furniture, utilities, etc)

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**Subtotal \$ 45,000**

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**Total \$750,000**

**BUDGET SUMMARY**

ORGANIZATION: Centro La Familia Advocacy Services, Inc.  
SERVICES: CalWORKs Housing Support Program  
CONTRACT TERM: June 1, 2024 through June 30, 2025  
CONTRACT TOTAL: \$853,125

**13 Month Budget**

<b>Budget Categories</b>	<b>Amount</b>
<b>Direct Financial Assistance</b>	
Rental Assistance	
Security Deposits	
Utility Deposits	
Utility Payments	
Making Home Habitable/Furniture	
Moving Costs/Storage	
Motel/Hotel Voucher	
	<b>Subtotal \$570,515</b>
<b>Housing Navigation Services</b>	
Salaries	
1FTE Housing Navigator	
Taxes	
FICA: 7.65% x Salary	
SUI:(7,000 x 1FTE) x 6.2%	
Benefits	
Retirement: 3% of total salaries	
Health Insurance: \$500 x1 FTE x 13 Months	
Operational Costs = cost for operations to include telecommunications (cell, landline, data) rent, office supplies, travel, postage, printing, equipment, furniture, utilities, etc)	
	<b>Subtotal \$ 101,305</b>
<b>Case Management Services</b>	
Salaries	
1 FTE Case Managers	
Taxes	
FICA: 7.65% x Salary	
SUI:(7,000 x 1FTE) x 6.2%	
Benefits	
Retirement: 3% of total salaries	
Health Insurance: \$500 x1 FTE x 13 Months	
Operational Costs = cost for operations to include telecommunications (cell, landline, data) rent, office supplies, travel, postage, printing, equipment, furniture, utilities, etc)	
	<b>Subtotal \$ 101,305</b>

**Administration**

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Salaries

.50 FTE Program Manager

.20 Fiscal Clerk

Taxes

FICA: 7.65% x Salary

SUI:(7,000 x 0.7 FTE) x 6.2%

Benefits

Retirement: 3% of total salaries

Health Insurance: \$500 x.70 FTE x 13 Months

Operational Costs = cost for operations to include telecommunications  
(cell, landline, data) rent, office supplies, travel, postage, printing,  
equipment, furniture, utilities, etc)

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**Subtotal \$ 80,000**

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**Total \$853,125**