

1 **AMENDMENT NO. 1 TO SERVICE AGREEMENT**

2 This Amendment No. 1 to Service Agreement No. A-24-498 is dated _____
3 and is between Central California Legal Services, Inc. ("Contractor"), a private, not-for-profit,
4 public interest law firm whose address is 2115 Kern Street Suite 200, Fresno, CA 93721 and the
5 County of Fresno, a political subdivision of the State of California ("County").

6 **Recitals**

7 A. On September 10, 2024, the County and the Contractor entered into Agreement A-24-
8 498 to provide legal services to the Housing and Disability Advocacy Program (HDAP)
9 participants. The purpose of the HDAP program is to assist participants in securing disability
10 benefits and stabilizing permanent housing. The Contractor's goal is to provide expert legal
11 guidance in creating strong disability benefit applications for HDAP clients who are experiencing
12 homelessness and are likely eligible for disability benefits, as well as representing clients
13 through the appeal process.

14 B. County has identified a need to increase the maximum compensation and the term
15 length under the Agreement to continue providing expert legal guidance in creating strong
16 disability benefit applications for HDAP clients and representing clients through the appeal
17 process in the event of an application denial; and

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

20 The parties therefore agree as follows:

21 1. All references to "Exhibit A" shall be deemed references to "Revised Exhibit A", which is
22 attached and incorporated by this reference.

23 2. All references to "Exhibit B" shall be deemed references to "Revised Exhibit B", which is
24 attached and incorporated by this reference.

25 3. Article 3, Section 3.3 "Maximum Compensation" of the Agreement located at Page Two
26 (2), beginning with Line Twenty-Eight (28) with the number "3.3" and ending on Page Three (3),
27 Line Eight (8) with the amount of "\$461,231," is deleted in its entirety and replaced with the
28 following:

1 **"3. COMPENSATION**

2 In no event shall compensation paid for services performed under this Agreement be in
3 excess of One Million, Two Hundred Ninety-Five Thousand, Five Hundred Ninety-One
4 and No/100 dollars (\$1,295,591) during the term of this Agreement. For the period of
5 September 10, 2024, through June 30, 2025, in no event shall compensation paid for
6 services performed under this Agreement be in excess of Three Hundred Eighty-Four
7 Thousand, Three Hundred Sixty and No/100 dollars (\$384,360). For the period of July 1,
8 2025, through June 30, 2026, in no event shall compensation paid for services
9 performed under this Agreement be in excess of Four Hundred Sixty-One Thousand,
10 Two Hundred Thirty-One and No/100 dollars (\$461,231). For each subsequent 12-month
11 period, in no event shall compensation paid for services performed under this
12 Agreement be in excess of One Hundred Fifty Thousand and No/100 (\$150,000)."

13 4. Article 4, Section 4.1 "Term" of the Agreement located at Page Four (4), beginning with
14 Line Eleven (11) with the number "4.1" and ending on Page Four (4), Line Twenty (20) with the
15 word "County," is deleted in its entirety and replaced with the following:

16 **"4. TERM**

17 This Agreement is effective on September 10, 2024, and terminates on June 30,
18 2028, except as provided in Section 4.2, "Extension," or Article 6, "Termination and
19 Suspension," below. The term of this Agreement may be extended for one additional
20 one-year period only upon written approval of both parties at least 30 days before the
21 first day of the next one-year extension period. The County's DSS Director or his or her
22 designee is authorized to sign the written approval on behalf of the County based on the
23 Contractor's satisfactory performance. The extension of this Agreement by the County is
24 not a waiver or compromise of any default or breach of this Agreement by the Contractor
25 existing at the time of the extension whether or not known to the County."

26 5. When both parties have signed this Amendment No. 1, the Agreement, and this
27 Amendment No. 1 together constitute the Agreement.

28 6. The Contractor represents and warrants to the County that:

1 a. The Contractor is duly authorized and empowered to sign and perform its obligations
2 under this Amendment.

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

6 7. This Amendment may be signed in counterparts, each of which is an original, and all of
7 which together constitute this Amendment.

8 8. The Agreement as amended by this Amendment No. 1 is ratified and continued. All
9 provisions of the Agreement and not amended by this Amendment No. 1 remain in full force and
10 effect.

11 [SIGNATURE PAGE FOLLOWS]

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1 The parties are signing this Amendment No. 1 on the date stated in the introductory
2 clause.

3 CONTRACTOR:

COUNTY OF FRESNO

4
5 Central California Legal Services, Inc.

6 

7 Print Name: Michelle Kezirian

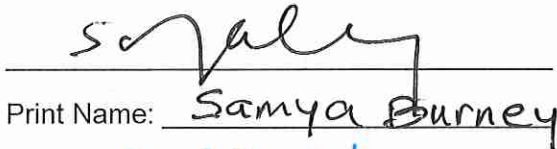
Garry Bredefeld, Chairman of the Board
of Supervisors of the County of Fresno

8 Title: Executive Director

9 Executive Director

Attest:

Bernice E. Seidel
Clerk of the Board of Supervisors
County of Fresno, State of California

10 

11 Print Name: Samya Burney

By: _____
Deputy

12 Title: Board President

13 Secretary (of Corporation), or
14 any Assistant Secretary, or
15 Chief Financial Officer, or
any Assistant Treasurer

16
17 Mailing Address:
18 2115 Kern Street, Suite 200
19 Fresno, CA 93721
20 Contact: Michelle Kezirian
21 Phone No: (559)-570-1224

22 For accounting use only:

23 Org No.: 56107001
24 Account No.: 7870
25 Fund No.: 0001
26 Subclass No.: 10000
27
28

SCOPE OF SERVICES

ORGANIZATION: Central California Legal Services, Inc.
ADDRESS: 2115 Kern Street, Suite 200 Fresno CA 93721
TELEPHONE: (559) 570-1224
CONTACT: Paul Carter Mullen, Chief Program Officer
EMAIL: pmullen@centralcallegal.org
CONTRACT: Housing and Disability Advocacy Program

1. OVERVIEW OF SERVICES

The Housing and Disability Advocacy Program (HDAP) assists disabled individuals who are experiencing homelessness, or those at risk for homelessness, with applying for disability benefit programs. Central California Legal Services, Inc. (CCLS) will support participants enrolled in the HDAP program through Fresno County Department of Social Services (DSS) and DSS' designated housing provider. CCLS' scope of supportive services for HDAP eligible participants will include legal consultation, education, outreach, disability income benefits advocacy, and training.

CCLS will provide expert legal guidance to create strong disability benefit applications. CCLS will review medical evidence and other supporting records to aid DSS's Supplemental Security Income (SSI) Advocates to determine whether to proceed with an application for disability benefits and/or identify what additional documentation may be needed to create a stronger application prior to filing.

CCLS will also guide DSS SSI Advocates through the application process and advise the application on the step-by-step process to obtain disability benefits. If the application is denied, CCLS will take over the claim and advocate through the appeal process.

The services provided shall adhere to relevant requirements associated with the program's funding sources including:

- Adhering to Housing First principles as described in the California Welfare & Institutions Code (W&IC) section 8255.
- Following the requirements within the Housing and Disability Advocacy Program legislation (W&IC sections 18999 *et seq.*) and guidance provided via California Department of Social Services (CDSS) ACL.
- Ensuring that services and expenses reimbursed by the United States Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) are provided in accordance with 24 CFR 576.
- Ensuring that services and expenses reimbursed by HUD Tenant Based Rental Assistance (TBRA) are provided in accordance with 24 CFR 92.

CCLS shall ensure its staff is: informed of all relevant program requirements; maintain documentation of meeting regulatory requirements; and request reimbursement only for eligible expenses and services.

Changes to the State HDAP regulations that do not have impact staffing expenses or require an increase in maximum compensation shall be incorporated into CCLS HDAP service delivery practices within a timeframe mutually acceptable to both CCLS and DSS.

2. STAFFING

CCLS shall assign enough staff to achieve the program outcomes and resolve staffing vacancies promptly. Staff shall be trained in program requirements and how to employ evidence-based practices for client engagement including: motivational interviewing, trauma-informed care, and client-centered case planning.

The current staffing pattern is: Directing Attorney (.05 Full Time Equivalent (FTE)), Staff Attorney (0.4 FTE), and Paralegal/ Disability Advocate (1.2 FTE). These FTE may be adjusted by mutual agreement, with prior DSS approval, based on the program's needs.

3. CORE HDAP SERVICES

A. Alterations to Business Practices Described in This Section

By mutual agreement and with prior approval of the DSS, CCLS may adjust any business practice described in this Core HDAP Services section based on program need, so long as the revised policies do not conflict with State requirements or obligations to Federal funding sources. No change in business practice made in accordance with this subsection shall entitle CCLS to additional compensation, unless ratified through an Amendment to this Agreement.

B. Collaborate & Communicate with DSS, Fresno Madera Continuum of Care , & Community Partners

CCLS shall create and/or maintain partnerships with DSS and community partners to ensure HDAP participants receive quality legal services. Communication should be frequent and responsive until each individual matter is resolved.

C. Disability Income Advocacy

CCLS Advocacy Services & Responsibilities

CCLS project staff shall provide the following services:

- Review client medical records and other supporting materials to identify evidence in support of disability claims.
- Develop, complete, and file client disability documents for appeals, reconsiderations, reinstatements, and recertifications.
- Coordinate with Federal, State, and DSS offices regarding pending appeals, reconsiderations, reinstatements, and recertifications.
- Advocate and/or represent the HDAP participants in their disability appeal.

- Continue services until a final decision has been made on a client's disability claim.
- Work closely with DSS SSI Advocates and the housing provider to provide a smooth and consistent experience for the client.

Administrative Law Judge (ALJ) Stage

CCLS will be directly in contact with DSS and housing provider throughout each applicant's HDAP process. It is inevitable that an application for Social Security will be denied. In such an event, CCLS will intake the applicant and begin the appeal process.

CCLS' services will include appealing the denial via Request for Reconsideration, and will represent the client at the hearing where appropriate. CCLS will assist with any sort of denial, whether due to lack of medical evidence, financial eligibility or some other circumstance.

When clients reach the ALJ stage of the disability benefits application, CCLS will provide qualified legal representation to the HDAP applicants (at no cost to the HDAP participant). Use of HDAP funds for a client's disability related legal services is permissible.

4. DATA COLLECTION, SERVICE DOCUMENTATION, & REPORTING

CCLS shall maintain complete and accurate documentation of client data, service dates, services provided, and program expenses. One or more HDAP staff shall be assigned the duty of ensuring compliance with this program requirement. CCLS shall provide complete and accurate monthly activity reports to DSS, in a report format approved by DSS, by the 15th day of the month following the reporting period. CCLS shall provide additional reports, in formats approved by DSS, relating to State reporting requirements and DSS Analyst inquiries on an as-needed basis. All reports and financial reimbursement requests presented to DSS shall be reviewed for accuracy prior to submission.

The housing provider shall be responsible for all HDAP project Homeless Management Information System (HMIS) data reporting requirements, using the housing provider's existing Personally Identifiable Information (PII) template, because (Housing Vendor) is required to submit the PII report with the initial disability application, reconsideration, and/or appeal. CCLS is not responsible for project HMIS data reporting. However, CCLS and the housing provider shall communicate and/or meet at least monthly to coordinate service delivery, collect and track all application submissions dates and decisions.

5. EXPECTATIONS & OUTCOMES

CCLS shall meet the outcomes below. These outcomes may be adjusted by DSS.

Expectations:

- CCLS will represent 100% of HDAP participants who require representation.
- CCLS will hold office hours on DSS campus at least twice a week, where current HDAP services are provided to provide additional support to DSS staff for Advocacy; subject to

CCLS and DSS office hours and holiday schedules. Additional support includes reviewing client files, meeting with clients to answer questions and providing legal guidance, etc.

- CCLS will complete 12 training sessions per fiscal year with DSS, at least once per month or however CCLS and DSS sees fit to schedule the sessions.

Outcomes:

- A minimum of 35% of initial applications will be approved for HDAP participants receiving CCLS' project services during the grant period.
- A minimum of 45% of benefit applications will be approved during the appeals process for HDAP participants receiving CCLS' project services during the grant period.

Revised Exhibit B

BUDGET SUMMARY

ORGANIZATION: Central California Legal Services, Inc

SERVICES: Housing and Disability Advocacy Program

COMPLETE TERM: September 10, 2024 to June 30, 2028
July 01, 2028 to June 30, 2029 (Optional)

CONTRACT TOTAL: \$1,295,591 Maximum Compensation
 \$384,360 September 10, 2024 - June 30, 2025
 \$461,231 July 01, 2025 - June 30, 2026
 \$150,000 July 01, 2026 – June 30, 2027
 \$150,000 July 1, 2027 – June 30, 2028
 \$150,000 July 1, 2028 – June 30, 2029 (Optional)

Eligible Expenses for September 10, 2024 - June 30, 2025

Case Management Services

Salaries

0.05 FTE Directing Attorney	\$	4,676
1.00 FTE Staff Attorney	\$	92,126
2.00 FTE Paralegal / Disability Advocate	\$	89,840
1.00 FTE Legal Secretary	\$	37,737

Benefits	33.28%	\$	74,673.00
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\$ 299,052

Office Expenses

Rent and Utilities	\$	17,343
Equipment	\$	1,427
Office Supplies	\$	5,225
Telephone	\$	4,414
Program Travel	\$	1,906
Training	\$	3,197
Legal Subscriptions	\$	2,100
Insurance	\$	1,712
Court Fees	\$	1,208
Audit	\$	1,712
Program Services	\$	1,433
Support Staff	\$	5,661
Dues and Fees	\$	1,353
Professional Services (Shredding, Janitorial, etc.)	\$	1,675

\$ 50,366

Indirect Costs

Indirect Costs	10%	\$	34,942.00
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\$ 34,942.00

Total Maximum Compensation

\$ 384,360

*No more than 10% of the invoiced expenses can be claimed as Indirect.

Revised Exhibit B

Eligible Expenses for July 01, 2025 - June 30, 2026

Case Management Services

Salaries			
0.05 FTE Directing Attorney	\$	5,611	
1.00 FTE Staff Attorney	\$	110,552	
2.00 FTE Paralegal / Disability Advocate	\$	107,808	
1.00 FTE Legal Secretary	\$	45,284	
Benefits	33.28%	\$	89,608
			\$ 358,863

Office Expenses

Rent and Utilities	\$	20,812	
Equipment	\$	1,712	
Office Supplies	\$	6,270	
Telephone	\$	5,297	
Program Travel	\$	2,287	
Training	\$	3,836	
Legal Subscriptions	\$	2,520	
Insurance	\$	2,054	
Court Fees	\$	1,449	
Audit	\$	2,054	
Program Services	\$	1,720	
Support Staff	\$	6,793	
Dues and Fees	\$	1,624	
Professional Services (Shredding, Janitorial, etc.)	\$	2,010	
			\$ 60,438

Indirect Costs

Indirect Costs	10%	\$	41,930
			\$ 41,930

Total Maximum Compensation	\$ 461,231
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*No more than 10% of the invoiced expenses can be claimed as Indirect.

Revised Exhibit B

Eligible Expenses for July 01, 2026 - June 30, 2027

July 01, 2027 – June 30, 2028

July 01, 2028 – June 30, 2029 (optional)

Case Management Services

Salaries

0.05 FTE Directing Attorney	\$	5,982
0.4 FTE Staff Attorney	\$	34,642
1.2 FTE Paralegal / Disability Advocate	\$	68,343

Benefits	25%	\$	26,152
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\$ 135,119

Travel

Program Travel	\$	1,245
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\$ 1,245

Indirect Costs

Indirect Costs	10%	\$	13,636
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\$ 13,636

Total Maximum Compensation		\$	150,000
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On file with Clerk - Amendment I to CCLS Agreement (003)

Final Audit Report

2026-05-06

Created:	2026-05-06
By:	Daniel Loughrey (dloughrey@centralcallegal.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAlewLp9clPicCKgOZO5iMD34wXRt2l20P

"On file with Clerk - Amendment I to CCLS Agreement (003)" History

-  Document created by Daniel Loughrey (dloughrey@centralcallegal.org)
2026-05-06 - 6:11:50 PM GMT
-  Document emailed to Michelle Kezirian (mkezirian@centralcallegal.org) for signature
2026-05-06 - 6:11:56 PM GMT
-  Email viewed by Michelle Kezirian (mkezirian@centralcallegal.org)
2026-05-06 - 6:30:14 PM GMT
-  Document e-signed by Michelle Kezirian (mkezirian@centralcallegal.org)
Signature Date: 2026-05-06 - 6:31:39 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.
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