

FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO AGREEMENT (Amendment) is made and entered into effective upon execution by both parties on _____ (the Effective Date), by and between the City of Fresno, a California municipal corporation (City), and Community Health Improvement Partners (CHIP), a California non-profit Corporation (Consultant).

RECITALS

WHEREAS, the City and the Consultant entered into an Agreement effective November 1, 2024, (Agreement), for professional rapid rehousing and case management services for an Independent Living Association – Rapid Rehousing program (ILA-RR) for persons experiencing homelessness, funded through Encampment Resolution Funding – Round 3 (ERF-3), for a total fee not to exceed \$2,882,282.63; and

WHEREAS, the City and the Consultant desire to enter into a First Amendment to extend the services of the Agreement through June 30, 2027, with no additional funds for the extended term ending August 31, 2027.

AMENDMENT

NOW, THEREFORE, in consideration of the above recitals, which are contractual in nature, the mutual promises contained herein, and for other good and valuable consideration hereby acknowledged, the Parties agree to amend the Agreement as follows:

1. Scope of Services. Exhibit A of the Agreement is deleted in its entirety and shall be replaced with the "**Revised Exhibit A**" attached hereto and incorporated herein, which shall govern the operation of rapid rehousing beds from November 1, 2026 through June 30, 2027. The Revised Exhibit A shall incorporate the ramp down schedule, HMIS data collection requirements, mental health linkage, and housing navigation services consistent with the Agreement and applicable ERF-3 program requirements.
2. Term of Agreement and Time for Performance.
 - (a) This Amendment shall be effective from the date first set forth above (Effective Date) and shall continue in full force and effect through August 31, 2027, subject to any earlier termination in accordance with this Amendment. The services of Consultant as described in the **Revised Exhibit A** of the Agreement are to commence upon the Effective Date and shall be completed in a sequence assuring expeditious completion, but in any event, all such services shall be completed prior to expiration of this Amendment and in accordance with any performance schedule set forth in the **Revised Exhibit B**, incorporated herein.
 - (b) Consultant's operations shall be from November 1, 2026, through June 30, 2027; as described in the amended **Exhibit B**.
3. Compensation. The Consultant's sole compensation for satisfactory performance of all services required or rendered pursuant to the Agreement

shall remain unchanged and shall not exceed \$2,882,282.63. No additional funds are authorized by this Amendment.

4. Exhibit B has been fully replaced, and the revised version is attached to this amendment.
5. Exhibit A has been fully replaced, and the revised version is attached to this amendment.
6. The Consultant shall comply with the Uniform Administrative Requirements and shall maintain financial management policies and procedures that ensure costs are determined allowable in accordance with the terms and conditions of this Agreement and the applicable federal cost principles set forth in 2 CFR Part 200.
7. The Consultant shall submit actual monthly income and expense reports related to the management and operation of services, using the Consultant's standard format as approved by the City. These reports shall be submitted no later than the thirtieth (30th) calendar day following the end of each calendar month. Additionally, an annual income and expense report shall be submitted in the same approved format in accordance with the reporting schedule set forth in **Revised Exhibit B**. Each monthly report must be accompanied by supporting documentation, including but not limited to copies of checks evidencing payment and collections, supporting invoices, internal cost allocations, and any other backup materials reasonably requested by the City to substantiate the reported expenses and disbursements.
8. A detailed monthly statement for services rendered in the preceding month shall be submitted and will be payable in the normal course of City business, generally within forty-five (45) days of the City's receipt of a properly completed and adequately supported invoice. The Consultant shall submit the final request for reimbursement no later than August 15, 2027 as set forth in **Revised Exhibit B**. The City shall have no obligation to reimburse any expense that is not supported by a detailed invoice and the corresponding documentation.
9. This Amendment shall be incorporated into and governed by the terms and conditions of the Agreement. Except as expressly modified herein, all other provisions of the Agreement shall remain in full force and effect. In the event any conflict between the terms of this Amendment and the Agreement, the terms in this Amendment shall prevail. Unless otherwise defined herein, all capitalized terms shall have the meanings ascribed to them in the Agreement.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the Parties have executed this Amendment at Fresno, California, the day, and year first above written.

CITY OF FRESNO,
a California municipal corporation

By: _____
Georgeanne A. White Date
City Manager

APPROVED AS TO FORM:
ANDREW JANZ
City Attorney

By: _____
Signed by: Brent Richardson 6/24/2026
538D38920F114F5... Date
Brent Richardson
Deputy City Attorney

ATTEST:
AMY K. ALLER
City Clerk

By: _____
Deputy Date

Addresses:
CITY
City of Fresno
Attention: Joe Pasillas
Housing and Neighborhood Revitalization
Manager
2600 Fresno Street, CH3N
Fresno, CA 93721
Phone: (559) 621-8053
E-mail: Joe.Pasillas@fresno.gov

Attachments:

1. Revised Exhibit A
2. Revised Exhibit B

Community Health Improvement
Partners,
a California non-profit corporation

By: _____
DocuSigned by:
Dana Richardson
8973376D3DD4B5...
Name: Dana Richardson

Title: _____
President and CEO
(If corporation or LLC., Board Chair,
Pres. or Vice Pres.)

By: _____
Name: _____

Title: _____
(If corporation or LLC., CFO., Treasurer,
Secretary or Assistant Secretary)

CONSULTANT:
Community Health Improvement
Partners
Attention: Dana Richardson, President
5095 Murphy Canyon Road, Ste. 105
San Diego, CA 92123
Phone: (858) 609-7968
E-mail: drichardson@sdchip.org

REVISED EXHIBIT A
SCOPE OF SERVICES
Consultant Service Agreement between City of Fresno (City)
and Community Health Improvement Partners (Consultant)
ILA-Rapid Rehousing Administration

Project Overview

The Consultant will administer a rapid rehousing (RRH) and case management program serving up to 100 individuals experiencing homelessness for up to 12 months of rental subsidies in certified Independent Living Association Homes (ILAH) across Fresno County, the City of Fresno, and Madera County. Clients will contribute a share of rent and utilities based on income, with calculations determined by the RRH administrator and incorporated into each Household Lease Agreement. Lease Agreements will be updated quarterly. Program funds will cover remaining rent and utilities, including uncollected amounts, up to \$850 per bed per month.

Eligible clients will be referred through ERF-1, ERF-2, and ERF-3 encampment resolution initiatives and prioritized through the Fresno Madera Continuum of Care Coordinated Entry System (CES). All program funds must be expended by June 30, 2027.

Project Approach

The Consultant will accept CES housing matches through May 31, 2026, ensuring all enrolled clients are eligible to receive the full 12 months of rental subsidies. Throughout each participant's 12-month enrollment, Housing Navigators will provide individualized case management focused on identifying needs, setting goals, and securing permanent housing placements or other safe exits by the end of the participation period.

Key components include:

- Housing Navigation services delivered by 4.0 FTE Housing Navigators, each supporting a caseload of up to 25 participants and providing housing stability services using a Housing First approach.
- A subcontracted partner responsible for managing Household Agreements and distributing share-of-cost payments to Independent Living Association (ILA) operators.

All Housing Navigator positions are currently filled, and the Consultant will maintain the full 4.0 FTE staffing level for the duration of the agreement to ensure continuity of services and successful client transitions during the project's ramp-down and closure.

Ramp-Down Schedule

To ensure orderly project closure, permanent housing placements, and safe exits for all participants:

- The Consultant will maintain full staffing levels through the service period to

- ensure uninterrupted support.
- Beginning six months prior to program end, the Consultant will implement a structured ramp-down plan that includes:
 - prioritizing permanent housing placements and documented safe exits,
 - gradually reducing caseloads while maintaining sufficient staff coverage, and
 - retaining core staff through the final month to complete transitions, exit documentation, and all HMIS data requirements.
- No client will be exited solely due to the ramp-down schedule; all exits must be safe, supported, and aligned with CES and program standards.

Independent Living Home Standards

The Consultant will continue applying existing ILA quality criteria, ensuring that ILA-RR beds meet requirements for safety, habitability, and essential amenities (e.g., single beds, adequate storage, functional kitchen, appropriate bathroom ratio, heating/cooling, 24/7 phone access). Many homes may also voluntarily offer food, linens, toiletries, internet, and cable.

Equity & Inclusion

The program will maintain CHIP's organizational commitments to health equity, cultural competence, lived-experience leadership, accessibility accommodations, and radical inclusivity in program design and client engagement.

Leveraged Resources

The Consultant will leverage its statewide ILA program infrastructure, staff expertise, and regional relationships to support ILA-RR implementation and ensure continuity during the project's sunset phase.

Target Population

Clients will be drawn from ERF encampment resolution projects and prioritized via CES in collaboration with partner agencies.

Data Collection

The Consultant will enter all required participant data into HMIS, maintain accurate records, track outcomes, and provide timely reporting to the City.

REVISED EXHIBIT B
SCHEDULE OF FEES AND EXPENSES
Service Agreement between City of Fresno (City)
and Community Health Improvement Partnership (Consultant)

COMPENSATION

All funds have been disbursed to the Consultant as part of an advance issued under the previous agreement. This amendment does not authorize additional funds. In no event shall total compensation for services provided under this amendment exceed Two Million Eight Hundred Eighty-Two Thousand Two Hundred Eighty-Two Dollars and Sixty-Three Cents 63/100 (\$2,882,282.63).

Any portion of the initial \$2,882,282.63 advance, including any accrued interest, for which a reimbursement request has not been submitted by August 15, 2027 must be returned to the City of Fresno.

REQUESTS FOR REIMBURSEMENT

Although the Consultant has been paid in advance, the Consultant is required to submit monthly reimbursement packets to document actual expenses incurred and paid. All reimbursement packets must include clear, legible supporting documentation. Packets must be complete, organized, and limited to costs allowable under 2 CFR 200 and all other applicable federal regulations. Any unallowable expenses, or any expenses lacking adequate supporting documentation, will be deducted from the reimbursable amount.

The Consultant shall submit monthly reimbursement packets no later than the 30th calendar day following the end of each month.

If a reimbursement packet is found to be incomplete, the City will notify the Consultant and request the missing documentation. The Consultant will have 10 business days to provide the required materials. If the documentation is not provided within this timeframe, the City will process the reimbursement packet based on the information received as of the 10-day deadline. The Consultant may submit the missing documentation later, provided it is received no later than 45 days prior to the end of the Agreement Term, or within 30 days prior to any earlier termination date.

Monthly Report – The Consultant shall also submit monthly income and expense reports related to the management and operation of the Project. Reports shall be provided in the Consultant's standard format, as approved by the City, no later than the 30th calendar day following the end of each month.

Performance Period	Monthly Report Due
November 1, 2026 – November 30, 2026	December 30, 2026
December 1, 2026 – December 31, 2026	January 30, 2027

January 1, 2027 – January 31, 2027	February 28, 2027
February 1, 2027 – February 28, 2027	March 30, 2027
March 1, 2027 – March 31, 2027	April 30, 2027
April 1, 2027 – April 30, 2027	May 30, 2027
May 1, 2027 – May 31, 2027	June 30, 2027
June 1, 2027 – June 30, 2027	July 30, 2027

Annual Report – An annual report is required if the Project was operational any time during the performance period, regardless of the Project's start date. The annual report shall be submitted in accordance with the following schedule:

Performance Period	Annual Report Due
November 1, 2026 – June 30, 2027	August 15, 2027

Final Report upon Early Termination – In the event of early termination, the Consultant shall submit a final income and expense report to the City no later than 30 days prior to the effective date of termination.

Final Report (End of Term) – The Consultant's operational year is defined as January 1st through June 30th. Following the end of the operational year, a final reconciled income and expense report must be submitted by August 15, 2027.

Final Request for Reimbursement – The Consultant shall submit the final request for reimbursement no later than August 15, 2027. Expenses not included in the final reconciled income and expense report submitted August 15 will not be eligible for reimbursement.

Budget

Fresno ILA Rapid Rehousing Administration Project												
Personnel		November-26	December-26	January-27	February-27	March-27	April-27	May-27	June-27	Total	In Kind	
	Director - Housing	\$ 6,188.00	\$ 6,188.00	\$ 6,436.00	\$ 6,436.00	\$ 6,436.00	\$ 6,436.00	\$ 6,436.00	\$ 6,436.00	\$ 50,992.00		
	Housing Navigator	\$ 4,080.00	\$ 4,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,160.00		
	Housing Navigator	\$ 4,001.00	\$ 4,001.00	\$ 3,328.00	\$ 3,328.00	\$ 3,328.00	\$ 3,328.00	\$ 3,328.00	\$ 3,328.00	\$ 27,970.00		
	Housing Navigator	\$ 4,001.00	\$ 4,001.00	\$ 3,328.00	\$ 3,328.00	\$ 3,328.00	\$ 3,328.00	\$ 3,328.00	\$ 3,328.00	\$ 27,970.00		
	Housing Navigator	\$ 4,080.00	\$ 4,080.00	\$ 4,243.00	\$ 4,243.00	\$ 4,243.00	\$ 4,243.00	\$ 4,243.00	\$ 4,243.00	\$ 33,618.00		
	VP of Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,158.66	
	Fringe 29%	\$ 6,481.50	\$ 6,481.50	\$ 5,027.15	\$ 5,027.15	\$ 5,027.15	\$ 5,027.15	\$ 5,027.15	\$ 5,027.15	\$ 43,125.90	\$ 3,047.60	
	Total Personnel	\$ 28,831.50	\$ 28,831.50	\$ 22,362.15	\$ 22,362.15	\$ 22,362.15	\$ 22,362.15	\$ 22,362.15	\$ 22,362.15	\$ 191,835.90	\$ 13,206.26	
Shared												
	Accounting	\$ 2,250.00	\$ 2,250.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 14,220.00		
	Audit	\$ 589.00	\$ 589.00	\$ 424.00	\$ 424.00	\$ 424.00	\$ 424.00	\$ 424.00	\$ 424.00	\$ 3,722.00		
	Insurance	\$ 373.00	\$ 373.00	\$ 269.00	\$ 269.00	\$ 269.00	\$ 269.00	\$ 269.00	\$ 269.00	\$ 2,360.00		
	SD Rent	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 264.00		
	Fresno Storage	\$ 123.00	\$ 123.00	\$ 123.00	\$ 123.00	\$ 123.00	\$ 123.00	\$ 123.00	\$ 123.00	\$ 984.00		
	Phones	\$ 200.00	\$ 200.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 1,264.00		
	Payroll Fees	\$ 200.00	\$ 200.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 1,264.00		
	HR	\$ 350.00	\$ 350.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 2,212.00		
	Fresno Printer Lease	\$ 470.00	\$ 470.00	\$ 470.00	\$ 470.00	\$ 470.00	\$ 470.00	\$ 470.00	\$ 470.00	\$ 3,760.00		
Total Shared	\$ 4,588.00	\$ 4,588.00	\$ 3,479.00	\$ 3,479.00	\$ 3,479.00	\$ 3,479.00	\$ 3,479.00	\$ 3,479.00	\$ 30,050.00	\$ -		
Consultants												
	Rental Payment Subcontractor	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 833.34	\$ 833.34	\$ 833.34	\$ 833.34	\$ -	\$ 7,083.35		
	Payment Allocation for 100 Clients	\$ 63,750.00	\$ 62,900.00	\$ 56,100.00	\$ 50,150.00	\$ 37,400.00	\$ 26,350.00	\$ 5,950.00	\$ -	\$ 302,600.00		
Total Consultants	\$ 65,000.00	\$ 64,150.00	\$ 57,350.00	\$ 50,983.34	\$ 38,233.34	\$ 27,183.34	\$ 6,783.34	\$ -	\$ 309,683.35	\$ -		
Operations												
	Supplies & Fixtures	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 1,600.00		
	Website Development & Maintenance	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 800.00		
	Fresno Rent	\$ 1,500.00	\$ 1,500.00	\$ 1,227.27	\$ 1,227.27	\$ 1,227.27	\$ 1,227.27	\$ 1,227.27	\$ 1,227.27	\$ 10,363.64		
	Equipment - Computers + Laptops	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Equipment - Phones, hotspots, plans	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 2,560.00		
	Printing (Outside)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00		
	Postage	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00		
	Travel (Local Mileage)	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 6,400.00		
	Software	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 2,600.00		
	Staff Conferences and Trainings (Registration, lodging, transit)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00		
	Outreach and Meetings	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 1,120.00		
	Information Technology	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 3,200.00		
	HMIS License Fees	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 3,000.00		
	Total Operations	\$ 4,310.00	\$ 4,310.00	\$ 4,037.27	\$ 4,037.27	\$ 4,037.27	\$ 4,037.27	\$ 4,037.27	\$ 4,037.27	\$ 32,843.64	\$ -	
	Subtotal	\$ 102,729.50	\$ 101,879.50	\$ 87,228.43	\$ 80,861.76	\$ 68,111.76	\$ 57,061.76	\$ 36,661.76	\$ 29,878.42	\$ 564,412.88	\$ 13,206.26	
	Indirect (5%)	\$ 5,136.48	\$ 5,093.98	\$ 4,361.42	\$ 4,043.09	\$ 3,405.59	\$ 2,853.09	\$ 1,833.09	\$ 1,493.92	\$ 28,220.64		
TOTAL	\$ 107,865.98	\$ 106,973.48	\$ 91,589.85	\$ 84,904.85	\$ 71,517.35	\$ 59,914.85	\$ 38,494.85	\$ 31,372.34	\$ 592,633.53	\$ 13,206.26		