

## **FIRST AMENDMENT TO AGREEMENT**

THIS FIRST AMENDMENT TO AGREEMENT (Amendment) is made and effective upon execution by both parties on \_\_\_\_\_ (the Effective Date), by and between the City of Fresno, a municipal corporation (City), and Poverello House, a California non-profit Corporation (Service Provider).

### **RECITALS**

WHEREAS, City and Service Provider entered into an Agreement, dated April 1, 2022 (Agreement), for professional **TRIAGE CENTER SERVICES FOR PROJECT DOWNTOWN HOPE** (Project) funded through the **ENCAMPMENT RESOLUTION FUND PROGRAM (ERF-1)** for a total fee of \$4,662,554.80; and

WHEREAS, City and Service Provider desire to enter into a First Amendment to the Agreement to provide pre-development services for 26 permanent housing units associated with Project Downtown Hope. The Service Provider's compensation for services will be increased by \$75,578.60 using Encampment Resolution Fund (ERF-1) program funds for a total fee of \$4,738,133.39.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the above recitals, which recitals are contractual in nature, the mutual premises herein contained, and for other good and valuable consideration hereby acknowledged, the parties agree that the Agreement shall be amended as follows:

1. The Service Provider's sole compensation for satisfactory performance of all services required or rendered pursuant to the Agreement shall be increased by \$75,578.60 and shall be paid using ERF-1 funds for a total fee of \$4,738,133.39.
2. Services provided through this Amendment shall include pre-development services for 26 permanent housing units.
3. Exhibit A is deleted in its entirety and shall be replaced with the "Revised Exhibit A" attached hereto to reflect the changes in Scope of Work and Budget.
4. In the event of any conflict between the body of this Amendment and the Agreement, the terms, and conditions of the body of this Amendment shall control and take precedence over the terms and conditions expressed within the Agreement. Furthermore, any terms or conditions contained within the Agreement which purport to modify the allocation of risk between the parties, provided for within the body of this Amendment, shall be null and void.

[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


Poverello House,  
a California non-profit corporation

By: \_\_\_\_\_  
Georgeanne A. White      Date  
City Manager

By:   
500500FE9AC040B...  
Name: Zachary Darrah

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

APPROVED AS TO FORM:  
ANDREW JANZ  
City Attorney

By:       9/22/2023  
C20B3D38490F4C1...      Date  
Tracy N. Parvanian  
Supervising Deputy City Attorney

By: \_\_\_\_\_

Name: \_\_\_\_\_

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

ATTEST:  
TODD STERMER, CMC  
City Clerk

By: \_\_\_\_\_  
Deputy      Date

Attachments:

1. Revised Exhibit A – Scope of Services and Budget

## **REVISED EXHIBIT A**

### **SCOPE OF SERVICES & BUDGET** **Service Agreement between City of Fresno** **and Poverello House** Project Downtown Hope

#### Project Description

Project Downtown Hope will see 100 individuals transition off the streets, into 30 air conditioned and heated sleeping cabins making up a “Village of Hope” community. The Village of Hope will include navigation, case management services, meals, and supportive services. These services will ultimately provide a pathway to viable housing options such as shared housing, rapid rehousing, and permanent supportive housing.

#### Target Populations

Chronically homeless and unsheltered individuals, families and veterans located in the ERF identified encampment area.

#### Services to be Provided

Poverello House is Project Downtown Hope's primary CBO partner, providing the outreach component of the HART as well as operating the Village of Hope community.

Poverello House's Village of Hope community will provide 24-hour staff, security, and navigation services to those with a bed in a Pallet Shelter, also referred to as sleeping cabins. Sleeping Cabins are prefabricated structures used throughout California and the United States as a quick, cost-effective way to provide safe, humane emergency shelter for people experiencing homelessness.

#### Number of Participants to be Served

Provide at least one linkage or service to 100% of the homeless individuals engaged with on the street.

Project Downtown Hope will see 100 individuals transition off the streets, into 30 air conditioned and heated sleeping cabins making up a “Village of Hope” community.

Poverello House will also provide shared (permanent) housing for up to 26 individuals from the encampment.

#### Project Schedule

The project timeline is from April 1, 2022, to June 30, 2024.

#### **Project Budget**

### Administrative – City of Fresno

The City of Fresno will be responsible for administrative services throughout the duration of the program to include, monitoring service providers, reporting all metrics and data as required by the program and will oversee all functions of the program. In addition, the City's grant administrator has lived experience at an emergency shelter previously providing an invaluable perspective.

### Restoration of Site – City of Fresno

The City of Fresno is committed to fully restoring the areas impacted by the Downtown Fresno Encampment. Grant funding will be used to replace 28 streetlights in the project area. Complete replacement is required due to breakage of the original light fixtures and dismantling of the internal components. Other local funding available to the City of Fresno will provide the restoration of sidewalks, curb and gutter and street repair as well as the removal of long-standing debris and trash.

### Personnel – Poverello House

Chief Programs Officer (.10 FTE @ \$85,000 annual salary) Year 1 (14 months) \$9,917; Year 2 (12 months) \$8,500

Chief Programs Officer will provide oversight to the entire program to ensure that outcomes are being met and that the program design is being implemented.

Director of Facilities (.10 FTE @ \$50,000 annual salary) Year 1 (14 months) \$6,200; Year 2 (12 months) \$5,000

Facilities Manager will oversee all facilities functions to ensure that electrical, plumbing, and other maintenance issues are resolved as needed.

Director of Mental Health Services (.10 FTE @ \$85,000 annual salary) Year 1 (14 months) \$9,917; Year 2 (12 months) \$8,500

Director of Mental Health Services will provide direct services and oversight for clinical mental health supports for those served at the Village of Hope.

Information/Technology (IT) Coordinator (.10 FTE @ \$24.00/hour) Year 1 (14 months) \$8,737.20; Year 2 (12 months) \$7,488

IT Coordinator will be directly responsible for the effective use and repair of technology equipment (computers/internet/copier/etc.), phones, the security camera system, and anything related to IT.

Director of Client Services (.30 FTE @ \$25.00/hour) Year 1 (14 months) \$18,202.50; Year 2 (12 months) \$15,600

Client Services Manager will serve as the day-to-day supervisor of the overall project.

They will be directly responsible for reporting, managing the budget, supervising staff, and resolving any issues related to the overall project.

Program Coordinator (1.0 FTE @ \$19.00/hour) Year 1 (14 months) \$46,113; Year 2 (12 months) \$39,520

Program Coordinator will serve as the on-site coordinator of the Village of Hope. They will be directly responsible for coordinating the staff, working with higher-level needs for clients, ensuring that the facility is functioning appropriately, and implementing shelter policies/procedures.

Client Navigator (4.0 FTE @ \$18.00/hour) Year 1 (14 months) \$174,744; Year 2 (12 months) \$149,760

Client Navigators work directly with the clients to navigate them out of the shelter into permanent housing. They will each have a client caseload of 20. Client navigators will continue to provide services to their entire caseload once housed or in the emergency shelter.

Client Services Specialist (9.0 FTE @ \$16.00/hour) Year 1 (14 months) \$349,488; Year 2 (12 months) \$299,520

Monitors provide 24/7 staffing support and are the direct service providers daily for clients served at the Village of Hope. They will coordinate appointments, ensure that shelter rules are followed, maintain a sanitary environment, assist with intake, conduct room checks, resolve client conflicts, coordinate services at the facility (showers/laundry/etc.), serve daily hot meals, and more.

Encampment Outreach Specialist (2.0 FTE @ \$17.50/hour) Year 1 (14 months) \$84,945; Year 2 (12 months) \$72,800

Encampment Outreach Specialists will provide direct street outreach to clients in the encampment area as described in the proposal. Clients who may display transient behaviors will continue to engage clients to help transition them into shelter or back into the shelter during the performance period.

Housing Stability Case Manager (2.0 FTE @ \$18.00/hour) Year 1 (14 months) \$87,372; Year 2 (12 months) \$74,880

Housing Stability Case Managers will work directly with clients that are permanently housed in the shared housing network or otherwise. They will work with clients to assist with any challenges to staying in permanent housing.

Year 1 (14 months) Employee Benefits @ 20% - \$159,127.14

Year 2 (12 months) Employee Benefits @ 20% - \$136,313.60

Benefits cover fringe benefits including health insurance for employees.

Year 1 (14 months) Taxes @ 8.65% - \$82,586.99

Year 2 (12 months) Taxes @ 8.65% - \$70,746.76

Taxes cover employment taxes associated with payroll costs for employees related to the project.

Non-Personnel – Poverello House

Program Supplies - Year 1 (14 months) \$21,700; Year 2 (12 months) \$18,600

Covers costs associated with daily program supplies related to direct service support. Expenses include (but are not limited to) bus tokens, clothing, hygiene items, blankets, enrichment items, and more.

Office Equipment associated with program includes computers, scanners, technology and radios - Year 1 (14 months) \$8,076.92; Year 2 (12 months) \$6,923.08

Communications - Year 1 (14 months) \$20,000; Year 2 (12 months) \$16,000

Covers costs associated with phone lines at the shelter location, cell phones for staff, and internet services for staff.

Office Supplies/Office Furniture - Year 1 (14 months) \$5,384.62; Year 2 (12 months) \$4,615.38

Covers monthly regular office supplies for staff use. This line item will also cover the costs for the furniture for setting up the office. These costs include (but are not limited to) desks, chairs, locking filing cabinets, and other items such as these.

Utilities - Year 1 (14 months) \$14,000; Year 2 (12 months) \$12,000

Anticipated utility costs associated with operating the shelter are \$1,000 monthly. These costs include (but are not limited to) electricity, water/sewage, and trash expenses at the shelter site.

Travel (200 miles monthly @ .56 per mile + Fuel for transport vehicle @ \$500/monthly),

Year 1 (14 months) \$8,568; Year 2 (12 months) \$7,344

Service delivery for clients in the program will require travel for staff to transport clients, search for permanent housing, and assist clients with support services (such as medical appointments). Mileage will be used for the staff using personal vehicles, and fuel expenditures will be used for the transport vehicle.

Copy Machine Lease (\$650/month), Year 1 (14 months) \$6,300; Year 2 (12 months) \$5,400

A copy machine will be leased for the on-site office location at the emergency shelter. The copy machine will be used to copy client documents for case management activities, scan essential files, and generally operate the shelter.

Meal Services (\$4.75 per meal, three hot meals daily, 100 meals per day), Year 1 (14 months) \$421,021.73; Year 2 (12 months) \$360,875.77 - calculated based on a bell curve.

Poverello House will prepare, deliver, and serve three hot meals daily for all clients served at the shelter. The per-meal cost covers all associated expenses related to providing these meals as a support service. The organization provides hot meals in all of its own shelters, other emergency shelters in the City of Fresno, and several other service providers that provide meals for participants.

Laundry Services (\$3.00 per load, 100 loads per week), Year 1 (14 months) \$11,818.15;

Year 2 (12 months) \$10,129.85 - calculations based on a bell curve

Poverello House operates a commercial laundry facility on their main campus. This facility will be utilized to provide laundry services for all who are staying at the Village of Hope. Laundry will be picked up from the shelter, transported to the laundry facility, washed, dried, folded, and returned to clients. Costs in this line item cover all associated costs with this activity.

Indirect Costs @ 5%, Year 1 (14 months) \$77,962.94; Year 2 (12 months) \$66,825.38

Line item will cover indirect costs associated with the program's administration. Expenditures will include (but will not be limited to) financial administration, oversight, and other activities not directly covered through a line item in the budget but necessary for the program's implementation.

#### Other Costs – Poverello House

Transport Vehicle - Year 1 (14 months) \$50,000

Transport vehicle will be used for encampment resolution activities, transportation of client belongings, transportation of clients themselves for navigation activities, transportation of laundry/meals/supplies, and other reasonable activities associated with the Village of Hope shelter.

Vehicle Insurance and Maintenance - Year 1 (14 months) \$5,939.66; Year 2 (12 months) \$5,091.13

Site Lease - Village of Hope site leased for use of fully functional and operational facility (beds/shower/bathrooms/etc.) - Year 1 (14 months) \$168,000; Year 2 (12 months) \$144,000.

Contracted Security Services - Year 1 (14 months) \$140,000; Year 2 (12 months) \$120,000

Poverello House operates a residential drug rehabilitation program for men. Participants in the program provide security to the main campus, two additional emergency shelter programs, and overnight security to the property's perimeter. The organization would provide 24-hour security services as a contracted service for the Village of Hope.

Shared Housing Acquisition - Year 1 (14 months) \$1,000,000

As part of the innovative program design, Poverello House will purchase real estate assets to be utilized as permanent shared housing for those served in the encampment resolution activities. It is anticipated that at least 26 permanent shared housing beds will be made available through these acquisitions. Poverello House will operate these units permanently as shared housing for tenants being provided services through this project.

Shared Housing Pre-Development - Year 1 (14 months) \$75,578.60

Poverello House will provide pre-development services for the shared housing sites, including project management, environmental site assessment, and other related services.

	Year 1	Year 2	Total
<b><i>Personnel</i></b>			
Chief Programs Officer (.10 FTE)	\$ 9,917.00	\$ 8,500.00	\$ 18,417.00
Director of Facilities (.10 FTE)	\$ 6,200.00	\$ 5,000.00	\$ 11,200.00
Director of Mental Health Services (.10 FTE)	\$ 9,917.00	\$ 8,500.00	\$ 18,417.00
IT Coordinator (.15 FTE @ \$24.00/hour)	\$ 8,737.20	\$ 7,488.00	\$ 16,225.20
Client Services Manager (.30 FTE @ \$25.00/hr)	\$ 18,202.50	\$ 15,600.00	\$ 33,802.50
Program Coordinator (1.0 FTE @ \$19.00/hour)	\$ 46,113.00	\$ 39,520.00	\$ 85,633.00
Client Navigator (4.0 FTE @ \$18.00/hour)	\$ 174,744.00	\$ 149,760.00	\$ 324,504.00
Client Services Specialist (9.0 FTE @ \$16.00/hour)	\$ 349,488.00	\$ 299,520.00	\$ 649,008.00
Encampment Outreach Specialist (2.0 FTE @ \$17.50/hr.)	\$ 84,945.00	\$ 72,800.00	\$ 157,745.00
Housing Stability Case Manager (2.0 FTE @ \$18/hr.)	\$ 87,372.00	\$ 74,880.00	\$ 162,252.00
<b><i>Benefits @ 20%</i></b>	\$ 159,127.14	\$ 136,313.60	\$ 295,440.74
<b><i>Taxes @ 8.65%</i></b>	\$ 82,586.99	\$ 70,746.76	\$ 153,333.74
<b><i>Total Personnel</i></b>	<b>\$ 1,037,349.83</b>	<b>\$ 888,628.36</b>	<b>\$ 1,925,978.18</b>
<b><i>Non-Personnel</i></b>			
<b><i>Operating Costs</i></b>			



Program Supplies	\$ 21,700.00	\$ 18,600.00	\$ 40,300.00
Office Equipment	\$ 8,076.92	\$ 6,923.08	\$ 15,000.00
Communications (Phone line/internet/cell phones)	\$ 20,000.00	\$ 16,000.00	\$ 36,000.00
Office Supplies/Furniture	\$ 5,384.62	\$ 4,615.38	\$ 10,000.00
Utilities	\$ 14,000.00	\$ 12,000.00	\$ 26,000.00
Travel (200 miles monthly X .56 per mile X 14 months) + Fuel	\$ 8,568.00	\$ 7,344.00	\$ 15,912.00
Copy Machine Lease (\$650/month)	\$ 6,300.00	\$ 5,400.00	\$ 11,700.00
Meal Services (\$4.50/meal)	\$ 421,021.73	\$ 360,875.77	\$ 781,897.50
Laundry Services (\$3.00/load, dry, fold, deliver)	\$ 11,818.15	\$ 10,129.85	\$ 21,948.00
Vehicle Insurance	\$ 5,939.66	\$ 5,091.13	\$ 11,030.79
Leasing (Village of Hope)	\$ 168,000.00	\$ 144,000.00	\$ 312,000.00
<b>Total Non-Personnel</b>	<b>\$ 690,809.07</b>	<b>\$ 590,979.22</b>	<b>\$ 1,281,788.29</b>
<b>Direct Costs</b>	<b>\$ 1,728,158.90</b>	<b>\$ 1,479,607.57</b>	<b>\$ 3,207,766.47</b>
<b>Indirect Costs @ 5%</b>	<b>\$ 77,962.94</b>	<b>\$ 66,825.38</b>	<b>\$ 144,788.32</b>
<b>Total Direct and Indirect</b>	<b>\$ 1,806,121.84</b>	<b>\$ 1,546,432.95</b>	<b>\$ 3,352,554.79</b>
<u>Other Costs/Ongoing Costs</u>			
Transport Vehicle	\$ 50,000.00		\$ 50,000.00
Contracted Security Services (Poverello House)	\$ 140,000.00	\$ 120,000.00	\$ 260,000.00
Shared Housing Acquisition	\$ 1,000,000.00		\$ 1,000,000.00
Shared Housing Pre-Development	\$ 75,578.60		\$ 75,578.60
<b>Total Other Costs</b>	<b>\$ 1,342,000.00</b>	<b>\$ 120,000.00</b>	<b>\$ 1,462,000.00</b>
<b>Grand Total</b>	<b>\$ 3,071,700.44</b>	<b>\$ 1,666,432.95</b>	<b>\$ 4,738,133.39</b>