## FIRST AMENDMENT PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN COUNTY OF HUMBOLDT AND REDWOOD COMMUNITY ACTION AGENCY

This First Amendment to the Professional Services Agreement dated October 6, 2015, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Redwood Community Action Agency, a California non-profit entity, hereinafter referred to as "CONTRACTOR," is entered into this 25 day of <u>September</u>, 2018.

WHEREAS, COUNTY, by and through its Department of Health and Human Services ("DHHS"), desired to retain a qualified organization to provide security and secure transportation services within Humboldt County; and

WHEREAS, on October 6, 2015 COUNTY and CONTRACTOR entered into a Professional Services Agreement for provision of the following services:

Administration of AmeriCorps grant and to provide the following services:

- 1. Adhere to the Policy and Procedures of Prevent Child Abuse California and the COUNTY;
- 2. Work collaboratively with the COUNTY in implementing the AFACTR (Assisting Families to Access Change through Resources) AmeriCorps program; and
- 3. Recruit, enroll, training, and supervise AmeriCorps members.

WHEREAS, the parties now desire to amend certain provisions of the Professional Services Agreement to provide the abovementioned services within Humboldt County;

NOW THEREFORE, the parties mutually agree as follows:

- Section 5 COMPENSATION of the Professional Services Agreement is hereby amended to read as follows:
  - 4. COMPENSATION:
    - Maximum Amount Payable. The maximum amount payable by COUNTY for A. services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is Eight Hundred Fifty-One Thousand Six Hundred Twenty-Nine Dollars (\$851,629.00). In no event shall the maximum amount paid under this Agreement exceed Two Hundred Seventy-Two Thousand Five Hundred Eighty-Three Dollars (\$272,583.00) for fiscal year 2015-2016, Two Hundred Eighty-Seven Thousand One Hundred Thirty-Three Dollars (\$287,133.00) for fiscal year 2016-2017 or Two Hundred Ninety-One Thousand Nine Hundred Thirteen Dollars (\$291,913.00) for fiscal year 2017-2018 as set forth in the Schedule of Rates attached hereto as Exhibit B and incorporated herein by reference. CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable for services provided hereunder, or terminate this Agreement as provided herein.

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- 2. The Professional Services Agreement is hereby amended to delete Exhibit B – Budget and replace it in its entirety with the modified Schedule of Rates that is attached hereto and incorporated stopping. herein by reference. The modified Schedule of Rates attached hereto shall supersede any and all prior versions thereof, as of the effective date of this First Amendment.
- 3. The Professional Services Agreement is hereby amended to add Section 38 – Counterparts.

## 38. COUNTERPARTS:

This Agreement and any amendments hereto may be executed in one or more counterparts, each which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one and the same agreement. A signed copy of this Agreement and any amendments hereto transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this in -Agreement and any amendments hereto for all purposes.

- 4. This amendment is intended to have retroactive effect.
- 5. Except as modified herein, the Professional Services Agreement executed on October 6, 2015 shall remain in full force and effect. In the event of a conflict between the provisions of this First Amendment and the original Professional Services Agreement, the provisions of this First Amendment shall govern.

[Signatures on Following Page]

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IN WITNESS WHEREOF, the parties have entered into this First Amendment as of the first date written above.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

(1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND

(2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

**REDWOOD COMMUNITY ACTION AGENCY:** By: Name: Artinoz we Direct Title: OIN Bv:

Date: 9/13/18

Date: 9/15/18

**COUNTY OF HUMBOLDT:** 

Title: FISCAL MIPE

Name: DONALD

By: Rex Bohn

Date: 9/25/18

Date: 9/14/18

Vice Chair, Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:** 

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By: Risk Management

LIST OF EXHIBITS:

Exhibit B - Schedule of Rates

## EXHIBIT B SCHEDULE OF RATES REDWOOD COMMUNITY ACTION AGENCY

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	'S Redesign		AFACTR			ogram Year:
	v: Redwood Communit	y Action A	Agency			2015-2016
FT Members:	10					
Budget Start Date:	10/01/2015			Budget End	Date: (	9/30/2016
· ·	· · · -	A. ]	Personnel Expenses			
TYP	F	QTY		EAR SALARY	% TIME (FTE)	Calculation
Program D		1	\$63,190.00 \$37,808.00		33.00% 80.00%	\$20,853.00 \$30,247.00
Program M	Tanager	I	φ37,0	00.00	Subtotal	\$51,100.00
· · · · · · · ·					Subtotal	351,100.00
••••••••••••••••••••••••••••••••••••••		B. Per	sonnel Fringe Benefi	ts		
	Ţ	YPE			%	Calculation
FICA/Medicare					7.65%	\$3,909.00
Unemployment Insurance Workers Compensation					4.00%	\$2,044.00
		1.20%	\$613.00			
	Health Insurance (me		n and dental)			\$16,860.00
Retirement					3.00%	\$1,533.00
	Vacatio	on accrual			6.00%	\$3,066.00
	·			<u></u>	Subtotal	\$28,025.00
		1 Stoff T-	avel to PCA CA Con	faranco	_	
	С. Туре	1. Stall 11	aver to FCA CA COR	Air Fare	Rate	Calculation
	Public Transportatio			375	- Itale	\$375.00
		-11	<u> </u>	Miles		3575.00
	Mileage			60	\$0.500	\$30.00
	Mileage			Days	40.500	\$50.00
	Per Diem			3	\$40.00	\$120.00
	1 1 2 1 1 1		Nights	Rooms		0120100
·	Lodging		3	1	\$84.00	\$252.00
			_		Subtotal	\$777.00
W1 W W W W	11. II. 10. X. 11. X. X.					
	Tumo	C.2.	Other Staff Travel	Miles	Rate	Calculation
Mileage - Staff travel for	Type		inings and mostings	1200	\$0.50	\$600.00
Milleage - Stall Uaver Io	throughout the region		inings and meetings	1200	\$0.50	\$000.00
				-	Subtotal	\$600.00
			2 Manulau Turial			
	Туре	Ú.,	3. Member Travel	Miles	Rate	Calculation
Aileage - Member travel		e transnorf	ing clients, attending	20,000	\$0.50	\$10,000.00
AFACTR meetings/ train						
	meetings, etc.					
			· · •·		Subtotal	\$10,000.00
		. 1. 50				
		ember Tra	lining (Excluding Tra		# Montho	Colouistic
	Training		Quantity	Amount	# Months	Calculation
Protession	al development trainings		4	\$75.00	Entratal	\$300.00
	· _			-	Subtotal	\$300.00
•	E. M	ember Tra	uning (Excluding Tr	avel Costs)		
	Training		Quantity	Amount	# Months	Calculation
Member	Orientation and retreat		2	\$250.00		\$500.00
	ainings, meetings and pr	ocess grou		\$60.00		\$1,320.00
					Subtotal	\$1,820.00
•		F. Other l	Program Operating			
	Туре		Quantity	Amount	# Months	Calculation

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Fingerprinting/DMV	10	\$35.00	1	\$350.00	
Member recruitment advertising	2	\$60.00	4	\$480.00	
Member recognition event	29	\$17.00	1	\$493.00	
Telephone/Internet/Communications	1	\$50.00	12	\$600.00	
Postage/Shipping	1	\$19.16	12	\$230.00	
Printing/Duplication	1	\$20.00	10	\$200.00	
General Program/Agency Insurance	1	\$75.00	12	\$900.00	
Office Supplies	1	\$15.00	12	\$180.00	
Space	1	\$260.00	12	\$3,120.00	
Utilities	1	\$75.00	12	\$900.00	
Copier rental and maintenance	1	\$36.00	12	\$432.00	
			Subtotal	\$7,885.00	
				-	
G, C	ash Match Contributi	on	<u>.</u>	· · · · · · · · · · · · · · · · · · ·	
Туре	Quantity	Amount	# Months	Calculation	
Cash Match Contribution	10	\$15,700.00	1	\$157,000.00	
			Subtotal	\$157,000.00	
Direct Program Operatio				\$100,507.00	
RCAA Program Admin	nistrative Costs at 15%	ó:		\$15,076.00	
Case Match Co	Case Match Contribution (G):				
	\$272,583.00				

Grant: CW	S Redesign	AF	ACTR		Pr	ogram Year:
	y: Redwood Community Action	n Agency	y			2016-2017
FT Members:	10	_				
Budget Start Date:	10/01/2016			Budget End	Date:	09/30/2017
	Ā	. Person	nel Expenses			
TYP			CONTRACT Y	EAR SALARY	% TIME	Calculation
					(FTE)	
Program D Program M			\$63,1		<u>33.00%</u> 80.00%	\$20,853.00 \$30,247.00
Program IV	lanager 1		\$37,8	08.00	Subtotal	\$51,100.00
	· · · ·					
	B. P TYPE	ersonne	l Fringe Benefi	is ·	%	Calculation
	FICA/Medicare	e			7.65%	\$3,909.00
	Unemployment Insu				4.00%	\$2,044.00
Workers Compensation						\$613.00
	Health Insurance (medical, vis		dental)		1.20%	\$16,860.00
	Retirement				3.00%	\$1,533.00
	Vacation accrua	al		<u>.</u>	6.00%	\$3,066.00
				-	Subtotal	\$28,025.00
	C.1. Staff	Travel to	o PCA CA Con	ference		
·	Туре			Air Fare	Rate	Calculation
	Public Transportation	•		375		\$375.00
	<b>k</b> <u>-</u>			Miles		Î
	Mileage			60	\$0.500	\$30.00
				Days		
	Per Diem			3	\$40.00	\$120.00
			Nights	Rooms		
	Lodging		3	1	\$84.00	\$252.00
	<b>_ _ _ _ _ _</b>				Subtotal	\$777.00
	С	.2. Other	r Staff Travel		<u> </u>	-
	Туре			Miles	Rate	Calculation
Mileage - Staff travel for	r mileage to and from site visits, t throughout the region.	trainings	and meetings	1200	\$0.50	\$600.00
	unougnout me region.			<u> </u>	Subtotal	\$600.00
						<b>.</b>
	Туре	C.3. Mei	mber Travel	Miles	Rate	Calculation
lileage - Member travel	for service related mileage transp	orting cli	ients, attending	20,000	\$0.50	\$10,000.00
	ings/process groups, attending co			,		
	meetings, etc.			<u> </u>	Subtotal	\$10,000.00
		·	•		Subtotal	\$10,000.00
		fraining	(Excluding Tra		436-4	C-1 1
<u> </u>	Training		Quantity	Amount	# Months	Calculation
Protession	al development trainings		4	\$75.00	0-14-4-1	\$300.00
					Subtotal	\$300.00
		Fraining	(Excluding Tra	vel Costs)		<u> </u>
	Training	-	Quantity	Amount	# Months	Calculation
	Orientation and retreat		2	\$250.00		\$500.00
Member development tr	ainings, meetings and process gro	oups	22	\$60.00		\$1,320.00
					Subtotal	\$1,820.00
	F. Othe	er Progra	am Operating (	Costs		
	Туре		Quantity	Amount	# Months	Calculation
	gerprinting/DMV		· 10	\$35.00	1	\$350.00
			2	\$60.00	4	\$480.00
	recruitment advertising					
Memb	er recognition event		29 1	\$17.00 \$50.00	1 12	\$493.00 \$600.00

Dente /OLive in a	1 1 1	\$19.16	12	\$230.00
Postage/Shipping				
Printing/Duplication	1	\$20.00	10	\$200.00
General Program/Agency Insurance	1	\$75.00	-12	\$900.00
Office Supplies	1	\$15.00	- 12	\$180.00
Space	1	\$260.00	- 12	\$3,120.00
Utilities	1	\$75.00	. 12	\$900.00
Copier rental and maintenance	1	\$36.00	12	\$432.00
			Subtotal	\$7,885.00
G. Cash M	atch Contributi	on	· · ·	
Туре	Quantity	Amount	# Months	Calculation
Cash Match Contribution	10	\$17,155.00	1	\$171,550.00
			Subtotal	\$171,550.00
Direct Program Operations Cos	t (A, B, C, D, E,	, F):		\$100,507.00
RCAA Program Administrati	ve Costs at 15%	ó:		\$15,076.00
Case Match Contribu	tion (G):			\$171,550.00
		Total	Program Costs:	\$287,133.00

Grant: CWS	S Redesign		AFACTR			ogram Year:
	: Redwood Communit	y Action A	gency			2017-2018
FT Members:	10					
Budget Start Date:	10/01/2017			Budget End B	Date:	09/30/2018
		A. P	ersonnel Expenses			<u> </u>
ТҮРЕ	;	QTY	CONTRACT Y	EAR SALARY	% TIME (FTE)	Calculation
Program Di	rector	1	\$63.1	\$63,190.00		\$20,853.00
Program Ma		1		08.00	33.00%	\$30,247.00
			-		Subtotal	\$51,100.00
·		B Dore	onnel Fringe Benefi		· · · ·	
·· · ·		PE	ouner Finge Denen	13	%	Calculation
		Aedicare			7.65%	\$3,909.00
	Unemploym	ent Insurance	ce		4.00%	\$2,044.00
	Workers Co				1.20%	\$613.00
	Health Insurance (med	lical, vision	and dental)			\$16,860.00
		3.00%	\$1,533.00			
	Vacatio	n accrual			6.00%	\$3,066.00
	· · · · · · · · · · · · · · · · · · ·	-	· · · ·		Subtotal	\$28,025.00
- <u></u> :	C.1	. Staff Tra	vel to PCA CA Con	ference	10 Te	
	Туре			Air Fare	Rate	Calculation
	Public Transportation	n		375		\$375.00
				Miles		
	Mileage			60	\$0.500	\$30.00
			•	Days		
	Per Diem			3	\$40.00	\$120.00
	- · · ·		Nights	Rooms		
	Lodging	-	3	1	\$84.00	\$252.00
				·	Subtotal	\$777.00
-		C.2. (	Other Staff Travel			
	Туре			Miles	Rate	Calculation
Mileage - Staff travel for			ings and meetings	1200	\$0.50	\$600.00
	throughout the region	l				ecoo oo <sup>-</sup>
				·	Subtotal	\$600.00
	· · · · ·	C.3.	Member Travel			
	Туре			Miles	Rate	Calculation
Mileage - Member travel for				20,000	\$0.50	\$10,000.00
AFACTR meetings/ training		iding comm	unity trainings and			
	meetings, etc.			<u> </u>		C10.000.00
					Subtotal	\$10,000.00
	D. Me	mber Traiı	ning (Excluding Tra	avel Costs)		. *
	Training		Quantity	Amount	# Months	Calculation
Professiona	l development trainings		4	\$75.00		\$300.00
					Subtotal	\$300.00
		mber Trai	ning (Excluding Tr		<u><u> </u></u>	0.1.1.
Member O	Training Drientation and retreat		Quantity	Amount \$250.00	# Months	Calculation
Member O Member development tra				\$250.00 \$60.00		\$500.00 \$1,320.00
memoer development na	anings, meetings and pro	was groups		900 <b>.</b> 00	Subtotal	\$1,320.00 \$1,820.00
		<u> </u>			Subtotal	
		F. Other P	rogram Operating	Costs		
	Туре		Quantity	Amount	# Months	Calculation
	erprinting/DMV		10	\$35.00	1	\$350.00
	cruitment advertising		2	\$60.00	4	\$480.00
Member	r recognition event		29	\$17.00	1	\$493.00

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Telephone/Internet/Communications	1	\$50.00	12	\$600.00
Postage/Shipping		\$19.16	12	\$230.00
Printing/Duplication		\$20.00	10	\$200.00
General Program/Agency Insurance		\$75.00	12	\$900.00
Office Supplies	1	\$15.00	12	\$180.00
Space		\$260.00	12	\$3,120.00
Utilities	1	\$75.00	12	\$900.00
Copier rental and maintenance	1	\$36.00	12	\$432.00
· · · · · · · · · · · · · · · · · · ·			Subtotal	\$7,885.00
G. Ci	ash Match Contributi	0 <b>n</b>		
Туре	Quantity	Amount	# Months	Calculation
Cash Match Contribution	10	\$17,633.00	1	\$176,330.00
Cash Match Contribution	10	\$17,633.00	1 Subtotal	
	· · · ·		1 Subtotal	\$176,330.00
Cash Match Contribution Direct Program Operation RCAA Program Admini	15 Cost (A, B, C, D, E,	F):	1 Subtotal	\$176,330.00 \$176,330.00
Direct Program Operation	ns Cost (A, B, C, D, E, istrative Costs at 15%	F):	1 Subtotal	\$176,330.00 \$176,330.00 \$100,507.00

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