

**MODIFICATION #1
TO AGREEMENT NO. 002-1122-18**

PURPOSE:

The purpose of this modification is incorporate additional Regional Plan Implementation (RPI) Grant funding and to incorporate Prison to Employment (P2E) Initiative Planning Grant funding.

CHANGES:

1. The funding limit for the term of the agreement is \$123,725. The limit for RPI funding is \$107,100, and the limit for P2E funding is \$16,625. P2E funding is available effective October 1, 2018 or when the P2E agreement with the State has been fully executed.
2. Exhibit A, I.B. Scope of Services, is modified to add the following:

Under the direction of City, Contractor is responsible for participating in work towards the goals of the Prison to Employment Initiative Grant, in accordance with the following deliverables and timeline:

Objectives/Activities	Estimated Dates
Quarter 1 (Oct - Dec 2018)	
Stakeholder input process, outreach to stakeholders, convening of stakeholders; synthesis of input across entire region	ongoing
Comprehensive regional plan which describes the system and strategies for serving justice-involved individuals; collect and analyze data on justice-involved population in the region; analyze input from stakeholder sessions; map existing resources in the region; develop draft versions of regional plan	ongoing
Quarter 2 (Jan - Mar 2019)	
Stakeholder input process, outreach to stakeholders, convening of stakeholders; synthesis of input across entire region	Complete 2/28/19
Comprehensive regional plan which describes the system and strategies for serving justice-involved individuals; collect and analyze data on justice-involved population in the region; analyze input from stakeholder sessions; map existing resources in the region; develop draft and final versions of regional plan	Complete 3/15/19

3. Replace Exhibit D, Budget, with the attached Exhibit D.
4. Replace Exhibit E, Request for Payment, with the attached Exhibit E.

All other terms and conditions of this Agreement remain in effect.

APPROVED AS TO LEGAL FORM
SAN BENITO COUNTY COUNSEL

EFFECTIVE DATE OF THE MODIFICATION:

October 1, 2018


1-2-2019
DEPUTY COUNTY COUNSEL DATE

CITY OF SUNNYVALE

COUNTY OF SAN BENITO

BY: _____

BY:  _____

NAME: Kris Stadelman

NAME: Mark Medina

TITLE: Director, NOVA

TITLE: Chair of the Board of Supervisor

BUDGET

The Contractor will be reimbursed for program costs and activities conducted within the scope of this Agreement. The budget under this Agreement shall not exceed a total of \$123,725 as detailed below for Regional Plan Implementation (RPI) and Prison to Employment (P2E):

Line Item	Expense Item	RPI Amount	P2E Amount
A.	Staff Salaries	\$60,798	\$6,462
B.	Staff Benefit Cost (60.23%)	\$36,619	\$3,892
C.	Staff Travel	\$1,500	\$676
D.	Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$8,183	\$595
E.	Other (describe): Consultant	\$0	\$5,000
F.	TOTAL FUNDING	\$107,100	\$16,625

Any changes requested for the budget shall be submitted by written request to the City and are subject to City's written approval.

Accrued expenditures (not yet paid) must be reported monthly on the Request for Payment.

Matching funds¹ of \$5,000 are required for the Regional Plan Implementation portion of this Agreement. They must be reported on the Request for Payment. Documentation must be submitted and maintained for matching fund expenditures reported.

METHOD OF PAYMENT

This Agreement is a cost reimbursement Agreement. Reimbursement for 100% of program costs and activities can be invoiced as completed on a monthly basis using the Request for Payment form enclosed with this Agreement. Requests shall be submitted by the 20th of the month following the month for which reimbursement is being requested.

Documentation of all expenditures consisting of general ledger printouts and supporting documentation of cost allocation must be submitted with each payment request. Failure to submit required documentation and forms may cause a delay in payment.

¹ The definition of cash match is a contribution of funds made available to the contractor, to be used specifically for these project activities and consistent with the allowable activities of the fund source. The contractor has control over and disburses these funds. Examples include: money received from employers, foundation, private entities, or local governments. The definition of in-kind match is a contribution of non-cash resources used specifically for project activities. Examples include donated personnel, services, or use of equipment or space.

CITY OF SUNNYVALE – NOVA WORKFORCE SERVICES DEPARTMENT
REQUEST FOR PAYMENT

1. Subcontractor Name: San Benito County Invoice # _____
2. Mailing Address: 481 Fourth Street, 2nd Floor
Hollister, CA 95023
3. Request Period: From _____ to _____
4. Payment is requested for the following budget items (attach backup documentation):

Description	RPI Amount	P2E Amount
a. Staff Salaries		
b. Staff Benefits		
c. Travel		
d. Operating Expenses		
e. Other - Consultant		
f. Total		

5. **Current Request** \$ _____
6. Cumulative Requests \$ _____ (NOVA to calculate)
7. Matching Expenditures \$ _____ (attach documentation)
8. Accrued Expenditures (not yet paid): \$ _____

CERTIFICATION:

I CERTIFY that to the best of my knowledge and belief this report is true in all aspects and that all disbursements have been made for the purpose and conditions of this grant.

 Authorized Signature Title Date

SEND TO:
 NOVA Workforce Board, Attn: Fiscal, 505 W. Olive Ave., Suite 550, Sunnyvale, CA 94086
 Or email pdf to: kstadelman@novaworks.org

NOVA WORKFORCE SERVICES USE ONLY

Cash reimbursement for the period _____ is recommended in the amount of \$ _____.

By: _____ Date: _____

Approved By: _____ Date: _____

Budget Reference No.: 515610-5242 \$ _____

515613-5242 \$ _____