

**MODIFICATION #2  
TO AGREEMENT NO. 002-1122-18**

**PURPOSE:**

The purpose of this modification is increase the funding limit of the agreement to incorporate additional Prison to Employment (P2E) Initiative Planning Grant funding and to extend the term of the agreement to December 31, 2019.

**CHANGES:**

1. The funding limit for the term of the agreement is \$131,663. The limit for RPI funding is \$107,100, and the limit for P2E funding is \$24,563.
2. The term of the agreement is extended to December 31, 2019. This extension applies to P2E funds only; RPI funds must be expended by June 30, 2019.
3. Replace Exhibit D, Budget, with the attached Exhibit D.

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

**EFFECTIVE DATE OF THE MODIFICATION:**

October 1, 2018

**CITY OF SUNNYVALE**

**COUNTY OF SAN BENITO**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: **Kris Stadelman**

NAME: \_\_\_\_\_

TITLE: **Director, NOVA**

TITLE: \_\_\_\_\_

APPROVED AS TO LEGAL FORM  
SAN BENITO COUNTY COUNSEL



4-19-2019

DEPUTY COUNTY COUNSEL

DATE

**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 \$131,663 as detailed below for Regional Plan Implementation (RPI) and Prison to Employment (P2E):

Line Item	Expense Item	RPI Amount	New P2E Amount
A.	Staff Salaries	\$60,798	\$15,009
B.	Staff Benefit Cost (60.23%)	\$36,619	\$6,004
C.	Staff Travel	\$1,500	\$850
D.	Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$8,183	\$1,200
E.	Other (describe): P2E Employer Engagement Event	\$0	\$1,500
F.	<b>TOTAL FUNDING</b>	<b>\$107,100</b>	<b>\$24,563</b>

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 funds<sup>1</sup> 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 20<sup>th</sup> 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.

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<sup>1</sup> 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.