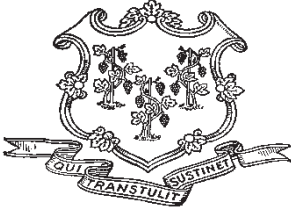


STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



CONTRACT AMENDMENT

Contractor: St. Vincent DePaul Mission of Bristol, Inc.
Contractor Address: 19 Jacobs Street, PO Box 1922, Bristol, CT 06011-1922
Contract Number: 15DOH0401CQ
Amendment Number: 2
Amount as Amended: \$952,867.00
Contract Term as Amended: 7/1/2015 - 6/30/2018

The contract between **St. Vincent DePaul Mission of Bristol, Inc.** (*the "Contractor"*) and the **Department Of Housing** (*the "Agency"*), which was last executed by the parties on effective date: 06-26-15, and previously amended on 02-17-16, is hereby further amended as follows:

1. The contract is amended because the total maximum amount payable under this contract has increased by **\$12,301.00 from \$940,566.00 to \$952,867.00.**
2. Part I, Section A. 1. of this contract shall be deleted and the following is substituted in lieu thereof:

PART I. SCOPE OF SERVICES, CONTRACT PERFORMANCE, BUDGET, REPORTS, PROGRAM-SPECIFIC AND AGENCY-SPECIFIC SECTIONS

The Contractor shall provide the following specific services for the **Department of Housing's Individual and Family Support** program(s) and shall comply with the terms and conditions set forth in this Contract as required by the Department, including but not limited to the requirements and measurements for scope of services, Contract performance, quality assurance, reports, terms of payment and budget. No sections contained in this Part I shall be interpreted to negate, supersede or contradict any section of Part II. In the event of any such inconsistency between Part I and Part II, the sections of Part II shall control.

A. DESCRIPTION OF SERVICES: The Contractor shall provide services for the EMERGENCY SHELTERS (ESS), PROGRAMS as detailed herein.

1. **EMERGENCY SHELTERS - DESCRIPTION OF SERVICES:** Throughout the Contract term, the Contractor shall provide at least one of the following components of services to persons that are literally homeless:
 - a. **Component 1: Emergency Shelters** - The Contractor shall provide decent, safe and sanitary temporary emergency shelter (Emergency Shelter) and case management services to homeless individuals, at least 18 years old or emancipated minors, and families ("Clients"). The Emergency Shelter is a facility that meets the basic needs for food and shelter on an emergency and short-term basis. Services provided by the shelters are designed to increase Clients' stability, skill levels and self-determination with an ultimate goal of helping people with long-term appropriate housing. All services provided through the Emergency Shelter shall be in accordance with C.G.S. § [17b-800](#), and also shall comply with the provisions set forth herein. Clients are not denied services due to inability to pay a fee, nor may they be denied access to shelter for anything unless they pose a safety threat to themselves, other residents or staff. In addition, the Contractor shall adopt and implement a grievance system by which residents can obtain a review of grievances, including grievances

concerning suspension or expulsion from the shelter, and shall post the shelter's grievance procedure in a location accessible to all residents. The Contractor shall provide the following shelter options (complete those that apply):

- i 18 (#) beds for individuals per night
- ii 7 (#) beds for families per night
- iii 0 (#) units for individuals per night
- iv 0 (#) units for families per night

The Contractor shall provide the following services to meet the needs of Clients, based on a needs assessment conducted by, and in accordance with, the housing plan developed by the Case Manager:

- i. **Case management:** The Contractor shall provide case management services to all Clients of the shelter. The case management services shall include, as necessary, but not be limited to: counseling, crisis intervention, assessment, goal planning, monitoring and encouraging Client progress, assistance with obtaining housing, referrals to additional community support services including treatment or other services. Also, the Contractor may provide use of guest telephones, job readiness training, education/employment assistance, income management, and daily living skills training. Frequency of case management will be dependent on the needs assessment and housing plan developed for each client.
- ii. **Length of Stay:** Shelters must work with clients to obtain positive discharge outcomes. Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) ACT states contractors work towards a goal of 30 days or less for length of stay. This will be reviewed during annual monitoring visits.
- iii. **Provision of basic toiletries:** The Contractor shall provide clients with clothing, shower, laundry facilities and basic toiletries including but not limited to shampoo, soap, deodorant, toothbrush and toothpaste.
- iv. **Transportation assistance:** The Contractor shall provide clients with transportation to appointments, if available, by using the shelter van, staff's personal car (mileage to be reimbursed) and/or bus tokens.
- v. **House meetings:** The Contractor shall conduct house meetings on an "as needed" basis, determined by Contractor's staff and/or clients in cooperation with staff, for the dissemination of information about services offered by the shelter, discussion of shelter house rules, and/or other issues affecting the operation of the shelter. The Contractor must document these house meetings and summarize any follow up needed.
- vi. Annual Goals to shelter and give case management: 150 (#) of individuals and/or 20 (#) of families to be served annually.

3. Part I, Section G. 1. and 2. shall be deleted and the following is substituted in lieu thereof:

- 1. The Contractor's administrative office is located at 19 Jacobs St. Bristol, CT 06010.
- 2. The Contractor's Program Services location is located at 19 Jacobs St. Bristol, CT 06010.

4. Item #6 in Amendment A1 shall be deleted and the following is substituted in lieu thereof:

1. Payment Provisions. The Department agrees to pay for the services provided and as described under this Contract up to a maximum amount not to exceed **\$952,867.00** for the entire Contract period.

5. Item #9 in Amendment 1 shall be deleted and the following is substituted in lieu thereof:

Effective Date: 9/13/2016
 CONTRACT NUMBER: 15DOH0401CQ A1 -\$952,867.00
 CONTRACT PERIOD: 07/01/2015 through 06/30/2018
 ST FISCAL YR (SFY): 2017
 PROVIDER: ST. Vincent DePaul Mission of Bristol Inc
 Approved by: BerryJa

4000 INCOME		ESS-STATE	ESS SSBG- FEDERAL	
Program Funding Period:		<u>07/01/2016</u> through <u>06/30/2017</u>	<u>07/01/2016</u> through <u>06/30/2017</u>	Total Income
		SFY16- \$330,283+SFY17- \$311,292+SFY18- \$311,292=TOTAL CONTRACT \$952,867		
<u>4100</u>	<u>CONTRACT FUNDING</u>	\$ 220,896	\$ 90,396	\$ 311,292
	4101 State Funds	\$ 220,896		\$ 220,896
	4102 Federal/Other Funds		\$ 90,396	\$ 90,396
	<u>TOTAL INCOME</u>	<u>\$ 220,896</u>	<u>\$ 90,396</u>	<u>\$ 311,292</u>
5000 DIRECT EXPENSES		ESS-STATE	ESS SSBG- FEDERAL	Total Expenses
<u>5100</u>	<u>SALARIES</u>	\$ 176,066	\$ 48,430	\$ 224,496
	5101 Staff Salaries & Wages	\$ 176,066	\$ 48,430	\$ 224,496
<u>5200</u>	<u>FRINGE BENEFITS</u>	\$ 44,830	\$ 11,172	\$ 56,002
<u>5600</u>	<u>FACILITIES</u>	\$ -	\$ 16,557	\$ 16,557
	5604 Utilities		\$ 16,557	\$ 16,557
<u>5800</u>	<u>OTHER EXPENSES</u>	\$ -	\$ 5,201	\$ 5,201
	5802 Insurance		\$ 5,201	\$ 5,201
	<u>TOTAL DIRECT EXPENSES</u>	<u>\$ 220,896</u>	<u>\$ 81,360</u>	<u>\$ 302,256</u>
7000 INDIRECT EXPENSES		ESS-STATE	ESS SSBG- FEDERAL	Total Expenses
<u>7100</u>	<u>ADMINISTRATIVE & GENERAL</u>	\$ -	\$ 9,036	\$ 9,036
	7111 Staff Salaries & Wages		\$ 8,215	\$ 8,215
	7120 Fringe Benefits		\$ 821	\$ 821
	<u>TOTAL INDIRECT EXPENSES</u>	<u>\$ -</u>	<u>\$ 9,036</u>	<u>\$ 9,036</u>
	<u>TOTAL EXPENSES</u>	<u>\$ 220,896</u>	<u>\$ 90,396</u>	<u>\$ 311,292</u>
INCOME/EXPENSE SUMMARY		ESS-STATE	ESS SSBG- FEDERAL	Total
	TOTAL INCOME	\$ 220,896	\$ 90,396	\$ 311,292
	TOTAL EXPENSES	\$ 220,896	\$ 90,396	\$ 311,292
	<u>EXCESS/(SHORTAGE)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

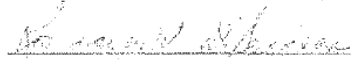
6. All terms and conditions of the original Contract, and any subsequent amendments thereto, which were not modified by this Amendment remain in full force and effect.

SIGNATURES AND APPROVALS

ISDC010001CQ AZ

IN WITNESS WHEREOF, the parties have executed this Contract amendment by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

CONTRACTOR - ST. VINCENT DEPAUL MISSION OF BRISTOL, INC.



JOSEPH V. DISTASIO, Chairman

11, 22, 16

Date

DEPARTMENT OF HOUSING



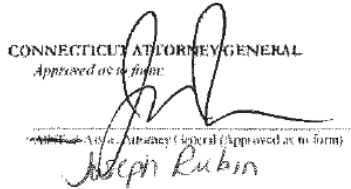
EMMANUEL ELFIN, Commissioner

11, 22, 16

Date

CONNECTICUT ATTORNEY GENERAL

Approved as to form:


Joseph Rubin

12, 2, 16

Date