



STATE OF CONNECTICUT  
DEPARTMENT OF SOCIAL SERVICES

CONTRACT AMENDMENT

**Contractor:** EPISCOPAL SOCIAL SERVICE, INC. OF THE DIOCESE OF CONNECTICUT  
**Contractor Address:** 235 NICOLL STREET, NEW HAVEN, CT 06511  
**Contract Number:** 093ESS-RAP-16 / 10DSS4801JI  
**Amendment Number:** A5  
**Amount as Amended:** \$882,640  
**Contract Term as Amended:** 10/01/10 - 09/30/16

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The contract between **Episcopal Social Service, Inc. of the Diocese of Connecticut** (the Contractor) and the Department of Social Services (the Department), which was last executed by the parties and approved the office of the Commissioner on 11/01/2013 is hereby further amended as follows:

1. The total maximum amount payable under this contract is increased by \$238,140.00 from \$644,500.00 to \$882,640.00. This increase is due to additional federal funding for FFY 2015. Funding for FFY 2016 will be added in a future amendment.
2. The budget on page 2 of amendment A4 shall be deleted and replaced in its entirety by the budget on page 2 of this amendment.
3. During the contract period ending 9/30/2016, Part I. A., 1. Description of Services in the original contract will include at least an additional 175 clients annually receiving social services and 100 clients receiving employability services described in Part I., Section A.2. of the original contract.
4. Part I., Section B.1. Program Administration in the original contract shall be revised to reflect staffing and percent of salary funded under this amendment, to include the following: one Executive Director (10.083%), one Deputy Director (10.05%), one Operations Manager (12.14%), one Bookkeeper (12.14%), one Manager of Case Management (25.083%), one Senior Case Manager (45%), one Director of Education and Employment Services (20.167%), one Volunteer Coordinator (10%), one Employer Outreach Specialist (30%), one Case Manager (25%), one Early Learning Program Teacher (20%), one Immigration Legal Services Director (20%) and one Employment Services Assistant (20%).
5. The Agency address on Page 1 of the original contract shall be changed from 25 Sigourney Street, Hartford, CT 06106 to 55 Farmington Avenue, Hartford, CT 06105.

**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.**

| Program Name: RAP                       |                            | Contractor: Episcopal Social Services of the Diocese of CT, Inc. (dba IRIS)<br>10DSS4801JI / 093-ESS-RAP-16 A5 |             |               |
|---|----------------------------|--|-------------|---------------|
|   |                            | REQUESTED  | ADJUSTED    | APPROVED      |
| Total State Grant                       |                            |  |             |               |
| For Amendment Only Grant                | Previously approved State  | 644,500  | 238,140     | 882,640       |
| Item/Line #                             | Subcategory                | Line Item Total  | Adjustments | Revised Total |
| <b>1. UNIT RATE</b>                     |                            |  |             |               |
| 1a.                                     | Bed Days                   |  |             |               |
| 1b.                                     | Client Advocate            |  |             |               |
| 1c.                                     | Security Deposit           |  |             |               |
| 1d.                                     | Other Unit Rate Cost       |  |             |               |
| <b>TOTAL UNIT RATE</b>                  |                            |  |             |               |
| <b>2. CONTRACTUAL SERVICES</b>          |                            |  |             |               |
| 2a.                                     | Accounting                 | 5,293.01   | 727         | 6,020.01      |
| 2b.                                     | Legal                      | 0  | 0           | 0             |
| 2c.                                     | Independent Audit          | 11,386.47  | 4,423       | 15,809.47     |
| 2d.                                     | Other Contractual Services | 11,312.11  | 4,114       | 15,426.11     |
| <b>TOTAL CONTRACTUAL SERVICES</b>       |                            | 27,991.59  | 9,264       | 37,255.59     |
| <b>3. ADMINISTRATION</b>                |                            |  |             |               |
| 3a.                                     | Admin. Salaries            | 103,533.79   | 36,061.22   | 139,595.01    |
| 3b.                                     | Admin. Fringe Benefits     | 23,167.39  | 8,104.03    | 31,271.42     |
| 3.                                      | Admin. Overhead            | 0  | 0           | 0             |
| <b>TOTAL ADMINISTRATION</b>             |                            | 126,701.18   | 44,165.25   | 170,866.43    |
| <b>4. DIRECT PROGRAM STAFF</b>          |                            |  |             |               |
| 4a.                                     | Program Salaries           | 326,589.90   | 118,130.83  | 444,720.73    |
| 4b.                                     | Program Fringe Benefits    | 76,471.57  | 31,610.40   | 108,081.97    |
| <b>TOTAL DIRECT PROGRAM</b>             |                            | 403,061.47   | 149,741.23  | 552,802.70    |
| <b>5. OTHER COSTS</b>                   |                            |  |             |               |
| 5a.                                     | Program Rent               | 34,186.02  | 13,888      | 48,074.02     |
| 5b.                                     | Consumable Supplies        | 10,099.71  | 3,763       | 13,862.71     |
| 5c.                                     | Travel & Transportation    | 11,998.06  | 4,620.80    | 16,618.86     |
| 5d.                                     | Utilities                  | 12,490.03  | 4,444       | 16,934.03     |
| 5e.                                     | Repairs & Maintenance      | 3,414.99   | 1,216       | 4,630.99      |
| 5f.                                     | Insurance                  | 3,022.22   | 854         | 3,876.22      |
| 5g.                                     | Food & Related Costs       | 0  | 0           | 0             |
| 5h.                                     | Other Project Expenses     | 7,088.55   | 3,537.72    | 10,626.27     |
| <b>TOTAL OTHER COSTS</b>                |                            | 82,299.58  | 32,323.52   | 114,623.10    |
| <b>6. EQUIPMENT</b>                     |                            |  |             |               |
|   |                            | 4,446.18   | 2,646       | 7,092.18      |
| <b>7. PROGRAM INCOME</b>                |                            |  |             |               |
| 7a.                                     | Fees                       | 0  | 0           | 0             |
| 7b.                                     | Other Income               | 0  | 0           | 0             |
| <b>TOTAL PROGRAM INCOME</b>             |                            | 0  | 0           | 0             |
| <b>8. TOTAL NET PROGRAM COST</b>        |                            |  |             |               |
| (sum of lines 1 through 6 minus line 7) |                            | 644,500  | 238,140     | 882,640       |

## SIGNATURES AND APPROVALS

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The Contractor IS NOT a Business Associate under the Health Insurance Portability and Accountability Act of 1996 as amended.

Documentation necessary to demonstrate the authorization to sign must be attached.

CONTRACTOR - EPISCOPAL SOCIAL SERVICE, INC. OF THE DIOCESE OF CONNECTICUT

  
\_\_\_\_\_  
Chris George, Executive Director

Jan 9, 2015  
\_\_\_\_\_  
Date

DEPARTMENT OF SOCIAL SERVICES

  
\_\_\_\_\_  
Roderick L. Bremby, Commissioner

1/13/2015  
\_\_\_\_\_  
Date

This Contract Amendment template having been reviewed and approved by the OAG, it is exempt from review pursuant a Memorandum of Agreement between the Agency and the OAG dated March 19, 2009.





**STATE OF CONNECTICUT  
CERTIFICATION OF STATE AGENCY OFFICIAL OR EMPLOYEE  
AUTHORIZED TO EXECUTE CONTRACT**

Certification to accompany a State contract, having a value of more than \$50,000, pursuant to Connecticut General Statutes §§ 4-250 and 4-252(b), and Governor M. Jodi Rell's Executive Order 7C, Paragraph 10

**INSTRUCTIONS:**

Complete all sections of the form. Sign and date in the presence of a Commissioner of the Superior Court or Notary Public. Submit to the awarding State agency at the time of contract execution.

**CERTIFICATION:**

I, the undersigned State agency official or State employee, certify that (1) I am authorized to execute the attached contract on behalf of the State agency named below, and (2) the selection of the contractor named below was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

**Episcopal Social Service, Inc. of the Diocese of Connecticut**

*Department of Social Services*

Awarding State Agency

  
\_\_\_\_\_  
**Roderick L. Bremby, Commissioner**

1/13/2015  
\_\_\_\_\_  
Date

Sworn and subscribed before me on this 13<sup>th</sup> day of January, 2015.

Kathleen M. Brennan  
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Commissioner of the Superior Court, Juris No. 307252

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Contract Number