

**CITY OF SAN JOSE
HOUSING DEPARTMENT
FIRST AMENDMENT TO CALIFORNIA DEPARTMENT OF
HEALTH AND HUMAN SERVICES (“CDHHS”) FUNDS GRANT AGREEMENT
TO INTERNATIONAL CHILDREN ASSISTANCE NETWORK**

SUMMARY PAGE

Grant Type: STATE FUND Contract No.: STA-20-002A
 Original Contract No. STA-20-002

Grantee: INTERNATIONAL CHILDREN ASSISTANCE NETWORK (“ICAN”)

Project: Neighborhood Resilience Building and Recovery Program

Description: First Amendment to Agreement between CITY and GRANTEE to amend the Scope of Services, Performance Measures/ Numeric Goals, and Budget Summary through Fiscal Year 2020-2021.

The primary purpose of the Project is to address the unmet needs of displaced low-income residents of the 2017 Coyote Creek flood in the three impacted areas: Rock Springs, Olinder, and Golden Wheel/South Bay Mobile-home Parks. GRANTEE will lead a consortium comprising four agencies: International Children Assistance Network, Vietnamese Voluntary Foundation, Friends of Hue, and Asian American Center of Santa Clara County. The Consortium shall be referred to as the Consortium of Asian Americans for Recovery and Resiliency (“CARR”).

The project will provide services in two phases.

- Phase I services will involve outreach and engagement to identify unmet needs of current residents related to the flood.
- Phase II services will involve case management, financial assistance, and disaster preparedness training to eligible low-income residents of the impacted areas.

On August 11, 2020, CITY and GRANTEE entered into that certain City of San José Housing Department California Department of Health and Human Services (“CDHHS”) Grant Agreement for the Neighborhood Resilience Building and Recovery Program for a one-year term that will expire on June 30, 2021.

The Parties desire to amend the AGREEMENT to revise the Scope of Services, Performance Measures/Numeric Goals, and Budget Summary.

Funding Source(s): California Department of Health and Human Services. ("CDHHS")

Amended Amount for Fiscal Year 2020-2021: \$0.00 (No increase in funding)

Original Amount for Fiscal Year 2020-2021: \$899,114

Total Grant Award Not to Exceed: \$899,114

Payment Terms: See EXHIBIT D

Resolution/Authority: 79598

Amended Agreement Term: Start Date: 07/01/2020 End Date: 06/30/2021

Original Agreement Term: Start Date: 07/01/2020 End Date: 06/30/2021

PARTIES TO AGREEMENT:

	GRANTEE	CITY OF SAN JOSE
Agency Name:	International Children Assistance Network (ICAN)	Housing Department
Address for Legal Notice:	532 Valley Way	200 E. Santa Clara St., 12 th Floor
City/State/Zip Code:	Milpitas, CA 95035	San Jose, CA 95113-1907
Attention:	Quyen Vuong	Jacky Morales-Ferrand, Director
Email Address:	Quyen.vuong@ican2.org	Jacky.Morales-Ferrand@sanjoseca.gov
Telephone No.:	(408) 935-9657	408-535-3855
Taxpayer ID	77-0541211	
DUNS No.:	N/A	
Type of Entity:	501 (c) 3 – public benefit corporation	
State of Incorporation or Residency:	California	

CONTACT INFORMATION

GRANTEE Contract Manager:	Quyen Vuong
Title:	Executive Director
Telephone No:	(408) 509-8788
Email:	quyen.vuong@ican2.org

CITY Contact Person:	April Ensign
Title:	Development Officer
Telephone No:	(408) 975-4420
Email:	april.ensign@sanjoseca.gov

REVISED EXHIBIT LIST: include only Exhibits revised by this amendment

YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Revised Exhibit A: Scope of Services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Revised Exhibit B: Performance Measures/Numeric Goals for 2020-2021
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Revised Exhibit C: 2020-21 Budget Summary
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revised Exhibit D: Schedule of Payments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revised Exhibit E: General Grant Conditions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revised Exhibit F: Employee/Volunteer Clearance Verification and Compliance with Child Abuse and Neglect Reporting Act
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revised Exhibit G: Insurance Requirements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revised Exhibit H: Map of Project Areas
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revised Exhibit I: Retroactive Services

To the extent applicable, the following grant provisions are required for this amendment.

(Check all provisions that apply.)

REQUIRED LANGUAGE ATTACHMENT

YES	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	City of San José Funding
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Federal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	State
<input type="checkbox"/>	<input checked="" type="checkbox"/>	County
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Public Agency
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Private Funding Agency


- Revised Exhibit F: Employee/Volunteer Clearance Verification and Compliance with the Child Abuse and Neglect Reporting Act
- Revised Exhibit G: Insurance
- Revised Exhibit H: Federal Guidelines For Minority-Owned and Women-Owned Business Enterprise(MBE/WBE)
- Revised Exhibit I: Retroactive Services

I certify that I have read and hereby consent to all the terms and provisions contained in the attached FIRST AMENDMENT, including without limitation, all exhibits. Said FIRST AMENDMENT is hereby incorporated.

WITNESS THE EXECUTION HEREOF upon execution by CITY.

INTERNATIONAL CHILDREN ASSISTANCE NETWORK,
a California nonprofit public benefit corporation

GRANTEE Signature:



Date:

6/8/2021

Print Name:

QUYEN VUONG

Title:

Executive Director

[Signatures Continue on Following Page.]

CITY OF SAN JOSE, a California municipal corporation

Jacky Morales-Ferrand

JACKY MORALES-FERRAND
Director of Housing Department

Date: 7/20/2021

Approved as to form:
RENÉ ALEJANDRO
ORTEGA,
Senior Deputy City
Attorney

[Signature]

Date: 06/24/2021



**FIRST AMENDMENT TO CITY OF SAN JOSE
HOUSING DEPARTMENT CALIFORNIA DEPARTMENT OF HEALTH AND
HUMAN SERVICES (“CDHHS”) GRANT AGREEMENT**

(Neighborhood Resilience Building and Recovery Program)

This FIRST AMENDMENT TO CITY CDHHS FUNDS GRANT AGREEMENT FOR NEIGHBORHOOD RESILIENCE BUILDING AND RECOVERY PROGRAM (“FIRST AMENDMENT”), is made and entered into upon the date of execution by CITY, by and between the **CITY OF SAN JOSE**, a California municipal corporation (“CITY”), and INTERNATIONAL CHILDREN ASSISTANCE NETWORK, a California nonprofit public benefit corporation (“GRANTEE”). All capitalized terms used but not defined herein shall have the meaning provided in the AGREEMENT (as hereinafter defined). For the purposes of this FIRST AMENDMENT, CITY and GRANTEE are sometimes collectively referred to as “Parties.”

RECITALS

WHEREAS, on August 11, 2021, CITY and GRANTEE entered into that certain agreement titled California Department of Health and Human Services (CDHHS) Funds Grant Agreement to International Children Assistance Network for a grant of \$899,114 in California Department of Health and Human Services funds to support GRANTEE’s Neighborhood Resilience Building and Recovery Program from July 1, 2020 through June 30, 2021 (“AGREEMENT”); and

WHEREAS, the AGREEMENT, as amended by the FIRST AMENDMENT, shall be referred to as the “AMENDED AGREEMENT”; and

WHEREAS, pursuant to Section 14] of the AGREEMENT, CITY and GRANTEE desire to amend the ORIGINAL AGREEMENT to revise the Scope of Services, Performance Measures/Numeric Goals, and Budget Summary for Fiscal Year 2020-21; and

NOW, THEREFORE, the Parties agree to amend the AGREEMENT as follows:

1. Scope of Services. EXHIBIT A is hereby replaced in its entirety with FIRST REVISED EXHIBIT A attached hereto.
2. Performance Measures. EXHIBIT B is hereby replaced in its entirety with FIRST REVISED EXHIBIT B attached hereto.

3. Budget Summary. EXHIBIT C is hereby replaced in its entirety with FIRST REVISED EXHIBIT C attached hereto.
4. No Other Amendments. CITY and GRANTEE acknowledge and agree that the AGREEMENT, as amended by this FIRST AMENDMENT, constitutes the entire agreement by and between CITY and GRANTEE relating to the grant of CITY CDHHS funds, and supersedes any and all other agreements written or oral between the Parties.
5. Exhibits. All exhibits attached hereto are incorporated herein by reference.
6. Reaffirmation. In the event of an inconsistency between this FIRST AMENDMENT and the AGREEMENT, the terms, and conditions of this FIRST AMENDMENT shall govern and control the rights and obligations of the Parties. All other terms and conditions of the AGREEMENT not changed, amended, or modified by this FIRST AMENDMENT shall remain in full force and effect.
7. Counterparts. This FIRST AMENDMENT may be executed in counterparts, each of which shall be deemed to be an original and all of which together shall be deemed one and the same instrument.
8. Governing Law. This FIRST AMENDMENT shall be governed by and construed in accordance with the laws of the State of California.
9. Title. The title of the AGREEMENT is hereby amended to read “City of San José Housing Department CDHHS Grant Agreement for Neighborhood Resilience Building and Recovery Program.

FIRST REVISED EXHIBIT A
SCOPE OF SERVICES
FY 2020-21

1.01 Project.

GRANTEE shall implement the **Neighborhood Resilience Building and Recovery Program** (hereinafter called “Project”) authorized by California, Assembly Bill No. 130, Chapter 251, approved by the Governor on September 16, 2017 in accordance with the provisions of the grant agreement by and between the CITY and the California Department of Health and Human Services.

The primary purpose of the Project is to address the unmet needs of displaced low-income residents of the 2017 Coyote Creek flood in the three impacted areas: Rock Springs, Olinder, and Golden Wheel, and South Bay Mobile-home Parks. GRANTEE will lead a consortium comprising four agencies: International Children Assistance Network, Vietnamese Voluntary Foundation, Friends of Hue, and Asian American Center of Santa Clara County. The Consortium shall be referred to as the Consortium of Asian Americans for Recovery and Resiliency (CARR).

In Phase 1 of the project, the consortium will partner with Catholic Charities of Santa Clara County to complete outreach and engagement activities with the affected neighborhoods and identify the unmet needs of current residents related to the flood. The agencies shall create a comprehensive community plan that includes coordination and assistance in rebuilding community and family networks. CARR and Catholic Charities of Santa Clara County shall attempt contact with all units highlighted in yellow as “Restricted Re-Entry” in the maps below. The CITY estimates the total number of units to be 3,982 (559 units in Golden Wheel & South Bay Mobile-home Parks., 266 units in Rock Springs, and 3,157 units in Olinder).

In Phase 2 of the project, the consortium will partner with Catholic Charities of Santa Clara County to provide case management, financial assistance, and disaster preparedness plans and training to low-income residents of the three impacted areas. The goal of the project is to increase program participant’s self-sufficiency, resiliency, and well-being. Client progress will be monitored monthly and reported to the City of San José’s Housing Department quarterly.

International Children Assistance Network, the lead consortium agency, will provide administrative oversight for the consortium agencies (Vietnamese Voluntary Foundation, Friends of Hue Foundation, and Asian American Center of Santa Clara County). ICAN will facilitate consortium meetings at least monthly. At least one representative from each consortium agency will attend monthly consortium meetings to share information, plans, successes, challenges, and solutions with consortium partners. In addition, at least one representative from International Children Assistance Network will attend monthly meetings hosted by the City of San Jose to share information, plans, successes, challenges, and solutions with the CITY and Catholic Charities of Santa Clara County.

A-1

1.02 Project Area.

The Project Area shall be two impacted neighborhood areas and two mobile home parks of the 2017 Coyote Creek flood. GRANTEE shall provide services to two neighborhood areas located at Rock Springs, and Olinder, and also two Mobile Home Parks located at South Bay and Golden Wheel in Oakland Rd. neighborhoods located in the City of San José, as identified in the map of flood impacted neighborhoods.

(Please See the project maps located in the Exhibit H-Project Map Areas)

1.03 Location of Project.

Unless otherwise indicated, activities for the Project will occur at the following locations:

Site Name	Site Address
Golden Wheel Mobile Home Park	900 Golden Wheel Park Dr. San Jose, CA 95122
South Bay Mobile Home Park	1350 Oakland Rd. San Jose, CA 95122
Rock Springs Neighborhood	
Olinder Neighborhood Area	
Vietnamese American Cultural Center	2072 Lucretia Ave, San Jose, CA 95122

1.03 Eligibility.

Eligible HOUSEHOLDS under this Agreement are low-income individuals living within the three impacted areas of the 2017 Coyote Creek flood: Rock Springs, Olinder, and Golden Wheel/Oakland Rd. For the purpose of this Project, the term “low-income individual” refers to any individual or family whose incomes do not exceed 80 percent of the median income for the area (AMI), as defined by HUD.

GRANTEE shall document each UNDUPLICATED HOUSEHOLD (as defined in section 1.01 of **EXHIBIT B** to the AGREEMENT) eligibility on intake sheets, which shall include information about residency, participant’s family size, total household income, gender of head of household, race and ethnic data and participant’s signature and certification that the intake information is accurate. Participants' signatures will be waived while the stay-at-home order in Santa Clara County is in place so long as GRANTEE confirms that information provided by participant is accurate. These cases are allowed to be counted in Quarterly Reports.

1.05 Description of Services.

PHASE I

Activity #1

Preparation for Phase I

GRANTEE shall partner with other selected agency to prepare for Phase I activities which shall include but not be limited to:

- a. Setting up common database – Visionlink
- b. Executing sharing agreement for Visionlink
- c. Developing data collection specifications
- d. Finalizing program contact information such as phone number and email address
- e. *Creating an outreach flyer in three (3) languages: English, Spanish, and Vietnamese
- f. Distributing or mailing the flyers to the residents in the flood areas.
- g. Creating a project plan
- h. Developing and finalizing implementation and monitoring schedule
- i. **Developing and finalizing needs assessment
- j. Developing all other program materials such as intake forms, all case management forms/templates, workshop materials, sign-in sheets,

* The flyers should include information about the program, contact information for GRANTEE and Catholic Charities, a website address to complete the needs assessment online, and workshop information.

** The needs assessment shall be culturally sensitive and include information about property damages sustained during the flood, effects of the flood on employment and school, effects of flood on housing situation, family issues, health/medical issues, and emotional/psychological issues. It shall also include one question that measures each participant's satisfaction.

GRANTEES shall work together to continue to build relationships with property managers of units located in the flood impacted areas. Strong collaborative relationships with property managers will help to build trust and inform the neighborhood residents about outreach efforts.

Activity #2

Program Outreach and Outreach Survey

GRANTEE shall partner with the other selected agency to support the CITY in the distribution of the outreach flyer in various languages to all households located in the flood impacted areas. GRANTEE shall attempt contact to all households in the units identified in the maps referenced in 1.02 Project Area by phone, canvassing the neighborhoods, door-to-door visits, or any other methods following Center for Disease and Control (CDC) and County of Santa Clara guidelines due to COVID-19 to collect household data. GRANTEE shall educate households about the needs

assessment, request each household complete the needs assessment, and provide information to households about all services available through the program.

For each outreach call, GRANTEE shall complete an Initial Survey capturing the basic information about the clients (contact information, household size, income level, race/ethnicity etc.) as well as their eligibility to receive services funded by this grant (being original 2017 flood victims, low income below 80% of AMI, and still living in the designated flooded zones).

Activity #3

Needs Assessment and Eligibility

GRANTEE shall conduct needs assessment to at least 100 unduplicated households that meet eligibility requirements of this grant. GRANTEE shall conduct the needs assessment via phone calls, online forums, meetings following all CDC and County guidelines due to COVID-19. Eligible participants for all phases and activities of the program include the following:

1. Original 2017 Coyote Creek Flood victim
2. Still living within the three (3) impacted areas of the 2017 Coyote Creek Flood: Rock Springs, Olinder, and Golden Wheel, and SouthBay Mobile Home Park
3. Low-income individual (does not exceed 80% AMI)

GRANTEE shall partner with the other selected agency to make the needs assessment available to current residents online. Data shall be entered within 48-hours to ensure the agencies remain on track with deliverables.

GRANTEE shall partner with the other selected agencies to operate a hotline for eligible participants to call and complete the needs assessment. The hotline shall operate during normal business hours, five (5) days a week, eight (8) hours a day. GRANTEE shall screen calls from individuals to ensure assessments are completed by current residents of any of the impacted neighborhoods.

Activity #4

Produce and submit a Phase I Report to the CITY

GRANTEE shall partner with the other selected agency to produce and submit a report that summarizes data collected from the Needs Assessment conducted by both agencies. Findings from this report will be used to inform the Program Design, Activities, and Evaluations of Phase II. One final report will be shared with the CITY for approval before commencement of Phase II.

PHASE II

Activity #5

Preparation for Phase II: Intake and Eligibility

GRANTEE shall complete an intake for each participant and ensure program eligibility. Eligible participants for all phases and activities of the program include the following:

1. Original 2017 Coyote Creek Flood victims
2. Still living within the three (3) impacted areas of the 2017 Coyote Creek Flood: Rock Springs, Olinder, and Oakland Road/Golden Wheel
3. Low-income individuals (does not exceed 80% AMI)

Activity #6

Case Management

GRANTEE shall provide monthly light touch case management services to qualified participants to identify unmet needs. GRANTEE shall first identify unmet needs following assisting the participant to develop SMART goals, connect participants to appropriate resources and/or services including participation of disaster preparedness workshops and workbooks, and assess the need for financial assistance. Households receiving light touch case management services may be eligible for emergency financial assistance intended to provide relief to households who are unable to meet their basic needs, care for themselves, or make necessary repairs as a result of the 2017 Coyote Creek Flood. GRANTEE shall assess each household's financial needs and may provide financial assistance (max \$400 per household. In addition, GRANTEE shall provide workshop incentives (max \$200 per household), and be provided after participants complete at least 2 disaster preparedness workshops.

Case management tasks shall include but not be limited to:

1. Performing on a 1:1 basis, support group, or workshop
2. Developing a case plan which identifies SMART goals and objectives
3. Monitoring participants on a monthly basis ensuring progress
4. Connecting participants to appropriate community resources including program services from the county, government, or other non-profits
5. Conducting an exit interview for each participant that are completed all the requirement workshop

At the Exit Interview session, GRANTEE shall capture their progress, their SMART GOALS, and their level of disaster preparedness, resilience, and insights for future policies. The exit interviews will also capture the ongoing unmet needs that are not related to disaster preparedness (such as financial losses due to the flood, long term physical and mental health, lack of affordable housing etc).

Activity #7

Disaster Preparedness Workshops

GRANTEE shall partner with other selected agency to provide disaster preparedness workshops to eligible participants following all CDC and County guidelines related to COVID-19. GRANTEE shall utilize sign in sheets to maintain records of attendance. At least 24 workshop sessions will be provided within the grant year while adhering to county's COVID-19 related health guidelines. Workshop sessions could be group sessions delivered in the safest manners for clients and staff: in-person, remote, recorded, online or over the phone. GRANTEE shall provide four (4) different types of workshop series as follows:

1. Disaster Preparedness I.
2. Disaster Preparedness II.
3. Disaster Preparedness III.
4. Disaster Preparedness IV.

The following topics will be covered in the four (4) types of workshop series identified by the participants' needs:

- a) How to Prepare for Disaster / Disaster Preparedness
- b) Fire Safety
- c) Earthquake Preparedness
- d) Creating an Emergency Preparedness Kit
- e) Creating a Family Emergency Plan
- f) Medical Emergency Preparedness
- g) How to be Informed
- h) Home Safety
- i) Building a Toolkit
- j) Alert SCC
- k) Flood preparedness

GRANTEE shall work with other selected agency to design appropriate curriculum for disaster preparedness workshops to include the 12 topics listed above. Each workshop can combine multiple topics. Workshops shall be attended by at least 100 unduplicated households. Individuals who complete one workshop shall receive one emergency toolkit and one reference sheet per household listing important phone numbers to call in case of disasters. Individuals who complete at least 50% of all workshops shall receive the \$200 and receive one emergency toolkit per household. All participating household will receive one reference sheet listing important phone numbers in the case of a disaster

GRANTEE shall administer and collect surveys to measure participants' satisfaction and change in knowledge or behavior

Activity #8

Produce and submit a Phase II Report to the CITY

GRANTEE shall partner with the other selected agency to collect, synthesize, and analyze the data from all activities to produce and submit a final report to the CITY. This report will inform the CITY of the well-being of flood victims served, how the disaster preparedness, recovery and resilience needs are met through the program, and what other needs (beyond disaster preparedness) remain unmet. The Final Report shall include but not be limited to the following:

1. Project Description
2. Summary of the Phase 1 Evaluation and Findings
3. Summary of the Services Provided in Phase 2
4. Summary of the Data Analysis for Phase 2
5. Discussion of the Data/Findings for Phase 2
6. Information about Lessons Learned
7. Conclusion
8. Possible Further Recommendations

GRANTEE and other selected agencies will be required to complete a Consolidated Final Performance Report to submit to the CITY, no later than (10) calendar days after the end of the contract period. The Final payment will not be released until the CITY has received and approved their Consolidated Final Performance Report.

1.06 Reporting Requirements.

Quarterly Reports. At the end of each quarter, GRANTEE shall report to CITY the number of UNDUPLICATED PARTICIPANTS as defined in Section 1.01 of Exhibit B to the Agreement and results of productivity measures.

Outcome Measure Reports. At the end of the second and fourth quarters, GRANTEE shall submit a narrative report detailing results of the outcome measures. The report at a minimum shall include:

- (a) a description of how the activities being provided under this grant contribute to meeting performance measures stated in the contract,
- (b) a detailed description of how the measurement methodology was implemented and how information was collected,
- (c) a detailed description of the methodology for selecting the sample size and the population to measure including the size of the sample.

Methodology shall include a description of when and how information was collected, and the total population being studied.

1.07 Reporting Schedule.

All required reports shall be submitted to the Housing Department, via the CITY's WebGrants system, no later than ten (10) calendar days after the end of the fourth quarter, as defined in Section 3.02 of Exhibit E to this AGREEMENT titled "General Grant Conditions".

1.08 Cost Reimbursement.

Project will be reimbursed on a monthly basis, for approved invoices submitted pursuant to this Agreement. Requests for reimbursement will be made on a form and in manner prescribed by the CITY under provisions as set forth in **EXHIBIT D**, titled "SCHEDULE OF PAYMENTS".

1.09 Additional Provisions.

Funding Culturally Responsive Services. GRANTEE shall support inclusive engagement that embrace cultural competency, cultural responsiveness, cultural relevancy and cultural accessibility, as defined in Section 2.11 of Exhibit E to this AGREEMENT titled "General Grant Conditions".

FIRST REVISED EXHIBIT B
PERFORMANCE MEASURES/NUMERIC GOALS
FY 2020-2021

1.01 Unduplicated Participants.

Proposed total number of Unduplicated Participants to be served by this Project only. For purposes of this Agreement, “UNDUPLICATED PARTICIPANTS” shall be defined as participants who receive services at least once a year but who may not be counted more than once in that year. GRANTEE shall retain records documenting eligibility and demographic data when available. Such records shall include family size, total household income, gender head of household, race, ethnic and disability data.

CDHHS GRANT	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
PARTICIPANTS	TBD	TBD	TBD	TBD	TBD
HOUSEHOLDS	25	25	25	25	100

1.02 Services.

Throughout the term of this Agreement, GRANTEE shall provide the following services to participants during the regular office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, as well as on some Saturdays between 8:00 a.m. and 5:00 p.m.

Activity 1: Number of Preparation for Phase 1. GRANTEE shall partner with other selected agency to complete the preparation work and materials to implement Phase 1 and 2. (Below is the list of documents)

	Quarter1	Quarter2	Quarter3	Quarter4	Total
Needs Assessment	1				1
Outreach Flyer	1				1
Workshops Materials	1				1
Reference Sheet	1				1
Pre-Post Questionnaires	1				1
Set up database	1				1
Sign Data Sharing Agreement	1				1

Activity 2: Phase 1- Number of Outreach and Prelim Survey: *GRANTEE shall partner with other selected agency to attempt contact with unduplicated households who are living in the impacted areas.*

*Unit of Service = 1 Outreach and,
Unit of Service = 1 Prelim Survey*

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Outreach	250	50	-	-	300
Initial-Survey	75	25			100

Activity 3: Phase 1- Number of Needs Assessments. *GRANTEE member agencies will conduct needs assessments. One unit of service as defined is a complete Need Assessment for one unduplicated household.*

Unit of Service = 1 Unduplicated Household.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Needs Assessment	75	25	0	0	100

Activity 4: Number of Phase I Report (Produce and Submit). *GRANTEE will partner with Catholic Charities to produce 1 report summarizing the data collected in Phase 1. One unit of service as defined is a complete Phase I report that is approved by the CITY.*

Unit of Service = 1 Report Approved by the City of San José.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Report Goal	0	1	0	0	1

Activity 5: Number Intake and Eligibility. *GRANTEE shall assist individual households to complete the intake form and case management services. One unit of service as defined is an average of one hour to complete intake sheet and another hour to develop a case for household need assessment.*

Unit of Service = 1 complete Intake Form

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Intake Form	0	40	40	20	100

Activity 6: Number of Case Management. *GRANTEE shall provide monthly case management services to qualified participants to support participants in working towards their SMART Goals, which includes referring them to appropriate training and resources, provide them with emotional support and help them identify needs as*

they arise in order to seek help promptly, and also provide preparedness workshops. More case management sessions can be provided as needed by clients. One unit of service as defined is a one case management session with duplicated clients (via phone, in-person or other appropriate venues/format following CDC and county guidelines related to COVID-19) ranging from 15 minutes to an hour.

Unit of Service = 1 Case management session (CMS)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
CMS #		200	300	300	800

Activity 7: Disaster Preparedness Workshops. GRANTEE will partner with other selected agency in setting-up, publicizing, and providing the Disaster Preparedness training workshops.

Unit of Service = 1 attendant

Unit of service = 1 training workshop

	Quarter1	Quarter2	Quarter3	Quarter4	Total
UP Households	0	36	40	24	100
Attendants	Sign-in Sheet	Sign-in Sheet	Sign-in Sheet	Sign-in Sheet	
Workshops	0	8	10	6	24

Activity 8: Number of Phase II Final Report (Produce and submit). GRANTEE will partner with the other selected agency to collect, synthesize, analyze the data from all activities to produce and submit 1 final report to the CITY. One unit of service as defined is a complete report approved by the CITY.

Unit of Serve = 1 Final Report approved by the CITY

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Phase II Final Rpt.	0	0	0	1	1

1.03 Outcome Measure Statement and Measurement Methodology.

Measurement Methodology. See methodologies described in each outcome below.

Outcome Measure #1	90% of flood victims served will report satisfactory customer service rating (score of 3 or above on the 1-5 Likert scale)
Measurement Methodology	Post survey: A written self-report questionnaire will be administered to program participants at end of needs assessment (Phase 1) and program exit (end of Phase 2). The number of positive responses (score of 3 or higher) will be tallied.

	% = total number of positive responses divided by the total number of responses received.			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Outcome Goal	N/A	90%	90%	90%

Outcome Measure #2	90% of clients with a language barrier were able to communicate with a culturally and linguistically competent staff			
Measurement Methodology	Post survey: written self-report questionnaire will be administered to program participants at end of the needs assessments and upon program exit. The number of positive responses will be tallied. The total of positive responses will be divided by the total number of responses received.			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Outcome Goal	N/A	90%	N/A	90%

Outcome Measure #3	90% of affected flood victims will report having been trained in disaster preparedness, and, as a result, have more knowledge and are more prepared in the event of a future disaster.			
Measurement Methodology	Pre/Post surveys: A written self-report questionnaire will be administered to program participants during program intake (Pre-) and at program exit (Post-) using a 1-5 Likert Scale. The Pre- and Post- score will be compared. An increase (ie a positive response) will be recorded if the post score is higher than the pre-score. % = total number of positive responses divided by the total number of responses received.			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Outcome Goal	N/A	N/A	N/A	90%

Outcome Measure #4	90% of flood victims served will report that their unmet needs identified in Phase 1 (excluding financial losses due to the 2017 flood) were addressed in Phase 2 (score of 3 or above on the 1-5 Likert scale)			
---------------------------	--	--	--	--

Measurement Methodology	Post survey: A written self-report questionnaire will be administered to program participants at program exit. The number of positive responses (score of 3 or higher) will be tallied. % = total number of positive responses divided by the total number of responses received.			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Outcome Goal	N/A	90%	90%	90%

Outcome Measure #5	70% of Clients will sign up for AlertSCC notifications			
Measurement Methodology	Confirmation from clients and/or staff who assisted clients to sign up for AlertSCC. % = number of clients who signed up divided by total number of clients served.			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Outcome Goal	N/A	N/A	70%	70%

Outcome Measure #6	65% of Clients will report an increased sense of connection with the community			
Measurement Methodology	A written self-report questionnaire will be administered to program participants during program intake (Pre-) and at program exit (Post-) using a 1-5 Likert Scale. the Pre- and Post-score will be compared. An increase (ie a positive response) will be recorded if the post score is higher than the pre- score. % = total number of positive responses divided by the total number of responses received.			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Outcome Goal	N/A	N/A	N/A	65 %

Outcome Measure #7	80% of flood victims served have been connected to resources that will help them build resiliency to survive and recover from future disasters.			
Measurement Methodology	Case management records showing referrals to various resources needed by flood victims, and a written self-report questionnaire will be administered to program participants at			

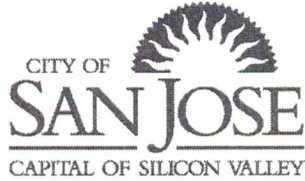
	program exit. The number of positive responses will be tallied. The total number of positive responses will be divided by the total number of responses received.			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Outcome Goal	N/A	N/A	N/A	80%

Outcome Measure #8	80% of Phase 2 program participants will report an increased understanding of CITY and/or other government sponsored programs by program exit			
Measurement Methodology	A written self-report questionnaire will be administered to program participants during program intake (Pre-) and at program exit (Post-) using a 1-5 Likert Scale. the Pre- and Post-score will be compared. An increase (i.e. a positive response) will be recorded if the post score is higher than the pre- score. % = total number of positive responses divided by the total number of responses received.			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Outcome Goal	N/A	N/A	N/A	80%

1.04 GRANTEE must describe outreach efforts employed, and to be employed, to reach out to all persons including persons of the following protected categories: race, sex, color, age, religion, actual or perceived gender identity, sexual orientation, disability, ethnic or national origin, or familial status. Documentation of these efforts must be submitted along with the second and fourth quarterly performance reports.

FIRST REVISED EXHIBIT C
FY 2020-2021 BUDGET SUMMARY

COST CATEGORY	CONTRACT BUDGET	OTHER FUND	TOTAL PROJECT BUDGET
PERSONNEL COSTS			
Salaries	\$606,710		\$606,710
Fringe/Benefits	\$90,270		\$90,270
<i>Subtotal Personnel</i>	\$696,980	\$0	\$696,980
DIRECT COSTS FOR NON-PERSONNEL:			
Program supplies & materials	\$2,689		\$2,689
ER kits (qty 141)	\$13,580		\$13,580
Postage	\$1,266		\$1,266
Printing & advertising	\$2,200		\$2,200
Communication	\$2,631		\$2,631
Software Licenses fees (database)	\$5,395		\$5,395
Travel-local	\$0		\$0
Mileage	\$2,773		\$2,773
Training	\$0		\$0
Insurance	\$820		\$820
Financial Assistance related costs	\$93,920		\$93,920
<i>Subtotal Direct costs</i>	\$125,274	\$0	\$125,274
INDIRECT COSTS FOR NONPERSONNEL			
<i>Management and Overhead Costs (10%)</i>	\$76,860		\$76,860
TOTAL PROJECT COSTS	\$899,114	\$0	\$899,114



- FOR YOUR ELECTRONIC SIGNATURE
- FULLY EXECUTED COPY TO FOLLOW

CITY
 STAFF: April Ensign
 EMAIL: April.Ensign@sanjoseca.gov

SCANNED SIGNATURE AUTHORIZATION

DATE: <u>June 8, 2021</u>	TOTAL PAGES: (INCLUDING THIS PAGE) <u>23</u>
TO: <u>Quyen Vuong</u>	TO: _____
EMAIL: <u>Quyen.vuong@ican2.org</u>	EMAIL: _____
PHONE: <u>Work (408_509-8788, cell 408_708-8099)</u>	PHONE: _____

- I agree to use electronic signatures
- I agree to use electronic signatures

BY:  BY: _____

DIRECTIONS:

REVIEW THE ENCLOSED DOCUMENT, IF IT IS ACCEPTABLE:

1. SIGN THE DOCUMENT
2. CHECK THE BOX BELOW YOUR NAME AND SIGN AGREEING TO THE USE OF ELECTRONIC SIGNATURES
3. SCAN YOUR EXECUTED DOCUMENT TOGETHER WITH THIS COVER PAGE IN COLOR
4. EMAIL THE ENTIRE DOCUMENT TO

To BE COMPLETED BY CITY STAFF:

ALTERNATIVE METHODS OF VERIFICATION:

- USE OF A PASSWORD PROTECTED WEBSITE
- CONFIRMED BY A KNOWN TELEPHONE NUMBER
- PERSONALLY KNOWN TO CITY STAFF

City of San José Contract/Agreement Transmittal Form

Route Order

Attached / Completed

Electronically Signed

TO: City Attorney
 City Manager
 City Clerk **OR** Return to
 Dept. (circle one)

Insurance Certificates / Waivers Business Tax Certificate
 Contacted Clerk re: Form 700
 Supplemental Memorandums (if applicable): Select One

Electronically Signed: Select one
 Audit Trail Attached (if applicable)
 Scanned Signature Authorization

Type of Document: Amendment

Type of Contract: Grant Applications/Agreements

REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing GILESE # 666083-001

Contractor: INTERNATIONAL CHILDREN ASSISTANCE NETWORK ("ICAN")

Address: 532 Valley Way, Milpitas, Ca 95035

Phone: (408) 935-9657

Email: Quyen.vuong@ican2.org

Contract Description: The primary purpose of the Project is to address the unmet needs of displaced low-income residents of the 2017 Coyote Creek flood in the three impacted areas: Rock Springs, Olinder, and Golden Wheel/South Bay Mobile-home Parks.

Term Start Date: 07/01/2020

Term End Date: 06/30/2021

Extension: Yes

Method of Procurement: Select one

RFB, RFP or RFQ No.: _____

Date Conducted: _____

Agenda Date (if applicable): 6/23/2020

Agenda Item No.: 2.24

Resolution No.: 79598

Ordinance No.: _____

Original Contract Amount: \$899,114.00

Amount of Increase/Decrease: 0

Option #: _____ of _____

Option Amount: _____

Updated Contract Amount: _____

Fund/Appropriation: n/a

Form 700 Required: Select one

Revenue Agreement: Select one

Business Tax Certificate No.: _____

Expiration Date: _____

Department: Housing (56)

Department Contact Name/Phone: April Ensign 408 975-4420

Notes:

Department Director Signature: _____

Date

Office of the City Manager Signature: _____

Date