# COUNTY OF VENTURA HUMAN SERVICES AGENCY 

## AGREEMENT MODIFICATION

| Agreement Term: | Modification Effective Date: <br> July 01, 2012 through June 30, 2013 <br> December 11, 2012 |
| :--- | :--- |
| Agency/Program: PathPoint - Youth <br> Networked Services | Modification Number: 01 |

WHEREAS, as of July 1, 2012, the County of Ventura, a political subdivision of the State of California, hereinafter called "COUNTY", and PathPoint, hereinafter called "CONTRACTOR", executed an Agreement for Youth Networked Services, hereinafter called "Program"; and

WHEREAS, COUNTY and CONTRACTOR now desire to modify said Agreement to increase the contract amount by $\$ 54,353$, for a total not to exceed $\$ 518,243$; and,

WHEREAS, in accordance with the revised budget in Exhibit B-1, which is attached to and incorporated by reference in this modification, CONTRACTOR shall increase the number of youth participating in work experience activity by 20 and increase the number of work experience hours by 3,150 hours for a total of 6,750 for Out-of-School youth within the planned total of 100 new youth enrollments; and

WHEREAS, CONTRACTOR shall provide additional support services, workshops, vocational training opportunities and career planning services for youth in accordance with the revised budget;

NOW THEREFORE, the parties hereto do mutually agree to the following modifications to said Agreement:

1. Exhibit A-V. Compensation Schedule A-is amended to read as follows:

This is a cost reimbursement contract and will comply with all federal, state and local rules and regulations. The total amount of this contract will not exceed $\$ 518,243$. Contractor will be paid in arrears for all costs incurred and paid in support of this contract. Contractor will submit an estimated invoice monthly for all expenses incurred and paid for the previous month no later than the tenth calendar day of the subsequent month with an accurate invoice submitted no later than the fifteenth calendar day to Human Services Agency-Fiscal Division. If Contract invoices or other required documentation are not submitted within ninety (90) days of the activity occurring, the Contractor will pay to County $\$ 50$ per day as liquidated damages beginning on the 91 st day following the original due date.
2. Replace Exhibit B (Budget) with new Exhibit B-1.
3. All other terms and conditions remain unchanged.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR have executed this Agreement Modification on the dates indicated.

| COUNTY OF VENTURA | CONTRACTOR |
| :--- | :--- |
| By: | By: |
| Printed Name: JOHN ZARAGOZA | Printed Name: CYNTHIA S. BURTON |
| Title: CHAIR, BOARD OF SUPERVISORS | Title: PRESIDENT/CEO |
| Date: | Date: |
|  | Tax ID \# On File |



| County of |  | Exhibit B-1 |
| :---: | :---: | :---: |
| 1. PROGRAM YEAR: FROM: July 1, 2012 | TO: June 30, 2013 | 4. BASIC CONTRACT EFFECTIVE DATE:  <br> MOD 001: $\mathbf{1 2 / 1 1 / 1 2}$ MOD 002: <br> MOD 003: MOD 004: |

2. PROGRAM ACTIVITY: Youth Networked Services (YNS) Regions 2, 3 \& 4 provided by PathPoint MASTER CONSOLIDATED 3. SUBGRANTEE:
3. CONTRACT NUMBER:
I. BUDGET

## A. PAYMENT

1. The Contractor and Subcontractors shall be paid on a cost reimbursement basis for the goods and services as stipulated in this Contract.

The total amount of the Contract shall be:
\$518,243
2. There are two Cost Categories:
a. Administration
\$23,194
b. Programs
\$495,049

The Contractor shall be paid by the County in accordance with the Contract, the approved Budget Summary and Budget Detail for Cost Reimbursement Contracts. All contract payments must be for expenditures incurred or earnings achieved between the Contract beginning and ending dates shown on the Contract cover page. All budgets will be reviewed for Reasonableness of Costs by County Staff. All costs associated with the Contract must be properly documented and accounted for regardless of whether any of the costs are charged to the County.

The Contractor shall ensure that all invoiced costs are substantiated by verifiable source documents which shall provide a clear audit trail. The Contractor shall invoice the County for program costs incurred each month using County statement of cost forms. The monthly statement of cost form shall be submitted to the County accounting department by the tenth day of each month following the month expenditures occur.

Payment of accurate and approved invoices will be issued within thirty (30) days after receipt by the County. Inaccurate invoices shall be returned to the Contractor for correction. Consistently inaccurate or late invoices will result in payment delay and request for formal corrective action.

| County of Ventura |  |  | Exhibit B-1 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1. PROGRAM YEAR:FROM: July 1,2012 TO: June 30, $\mathbf{2 0 1 3}$ |  |  | 4. BASIC CONTRACT EFFECTIVE DATE:MOD 001: 12/11/12MOD 003: |  |  |  |
| 2. PROGRAM ACTIVITY: Youth Networked Services (YNS) Regions 2,3 \& 4 provided by PathPoint MASTER CONSOLIDATED |  |  |  |  |  |  |
| 3. SUBGRANTEE: |  |  |  | 5. CONTRACT NUMBER: |  |  |
| CATEGORY I. ADMINISTRATION |  |  |  |  |  |  |
| IA. STAFF SALARIES |  |  |  |  |  |  |
| POSITION/TITLE | TOTAL NO. OF POSITIONS | HOURS PER WEEK | TOTAL NO. OF WEEKS | TOTAL HRS. <br> (ROUNDED) | AVG. HOURLY <br> RATE | TOTAL (ROUNDED) |
| CFO | 1 | 2.50 | 52 | 130 | \$65.49 | \$8,514 |
| HR Director | 1 | 2.00 | 52 | 104 | \$40.91 | \$4,255 |
| Executive Assistant | 1 | 2.00 | 52 | 104 | \$19.25 | \$2,002 |
| Staff Accountant | 1 | 2.00 | 52 | 104 | \$31.25 | \$3,169 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE A) TOTAL |  |  |  |  |  | \$17,940 |
|  |  |  |  |  |  |  |
| IB. STAFF FRINGE BENEFITS |  |  |  |  |  |  |
| FRINGE BENEFITS |  |  | RATE | AMT, RATE APPLIED TO |  | TOTAL (ROUNDED) |
| Payroll Taxes |  |  | 0.0765 | \$17,940 |  | \$1,372 |
| Life/LTD |  |  | 0.006 | \$17,940 |  | \$108 |
| Workers Comp |  |  | 0.013 | \$17,940 |  | \$233 |
| Retirement |  |  | 0.042 | \$17,940 |  | \$739 |
| Health |  |  | 0.068 | \$17,940 |  | \$1,228 |
|  |  |  |  |  |  |  |
| OTHER |  |  | 0 |  |  | \$0 |
| (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE B) TOTAL |  |  |  |  |  | \$3,680 |
|  |  |  |  |  |  |  |
| I C. STAFF TRAVEL |  |  |  |  |  |  |
| TRAVEL EXPENSE |  | MILES PER <br> WEEK | RATE <br> PER MILE | $\begin{aligned} & \text { TIME } \\ & \text { (WEEKS) } \end{aligned}$ |  | TOTAL (ROUNDED) |
| Reimbursement for use of auto (per week) |  | 0 | \$0.00 | 0 |  | \$138 |
| RENTAL/LEASE(Auto/bus/etc.)(per day) |  | RATE(\$/ ): | \$0.00 | 0 |  | \$0 |
| PER DIEM: | NO. DAYS: | 0 | RATE(\$/DAY): | \$0.00 |  | \$0 |
| OTHER: | NO. DAYS: | 0 | RATE(\$/EA: | \$0.00 |  | \$0 |
| OTHER:) | NO. DAYS: | 0 | RATE(\$/EA): | \$0.00 |  | \$0 |
| (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION 1, LINE C) |  |  |  | TOTAL |  | \$138 |






| County of Ventura |  |  | Exhibit B-1 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1. PROGRAM YEAR: FROM: July 1, 2012 | : June 30, |  | BASIC CONT <br> MOD 001: 1 <br> MOD 003: | ACT EFFECTIV <br> 11/12 |  |  |
| 2. PROGRAM ACTIVITY: Youth Networked Services (YNS) Regions 2, 3 \& 4 provided by PathPoint MASTER CONSOLIDATED |  |  |  |  |  |  |
| 3. SUBGRANTEE: |  |  |  | 5. CONTRACT NUMBER: |  |  |
| II E, FACILITIES |  |  |  |  |  |  |
| LEASE | SQUARE <br> FEET | RATE/SQ. FT. PER MONTH | MONTH(S) <br> IN USE | PERCENT USE | TOTAL (ROUNDED) |  |
| Location 1: Ventura | 540 | \$0.95 | 3 | 100\% | \$1,539 |  |
| Location 2: Simi Valley | 5,200 | \$1.90 | 12 | 3.00\% |  | \$3,557 |
| Location 3: Newbury Park | 5,257 | \$1.73 | 12 | 3.00\% |  | \$3,274 |
|  |  |  |  |  |  | \$0 |
| (LEASE) SUB-TOTAL |  |  |  |  | \$8,370 |  |
| FACILITIES - UTILITIES AND CUSTODIAL |  |  |  |  |  |  |
| TYPE |  |  | COST PER MONTH | NUMBER OF MONTH(S) | TOTAL <br> (ROUNDED) |  |
| GAS |  |  | \$0 | 0 |  | $\$ 0$ |
| WATER AND POWER |  |  | \$40 | 12 |  | \$480 |
| CUSTODIAL (SERVICE AND/OR SUPPLIES) |  |  | \$20 | 12 |  | \$240 |
| TELEPHONE (INSTALLATION) - |  |  | \$0 | 0 |  | \$0 |
| (BASE) + Options |  |  | \$70 | 12 |  | \$840 |
| OTHER |  |  | \$22 | 12 |  | \$264 |
| (UTILITIES AND CUSTODIAL) SUB-TOTAL |  |  |  |  |  | \$1,824 |
| (ENTER THE SUMMATION OF SUB TOTAL(S) II E, AND <br> ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE E) TOTAL |  |  |  |  | \$10,194 |  |
| II F. CONSUMABLE SUPPLIES |  |  |  |  |  |  |
| DESCRIPTION |  |  | QUANTITY | UNIT COST PER MONTH |  | TOTAL (ROUNDED) |
| Office Supplies |  |  | 12 | \$110 |  | \$1,320 |
| Postage |  |  | 12 | \$50 |  | \$600 |
| Payroll Processing |  |  | 12 | \$145 |  | \$1,740 |
| Liability Insurance - Staff |  |  | 12 | \$80 |  | \$960 |
| Personnel Recruitment, Licensing Fees |  |  | 12 | \$81 |  | \$975 |
| (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE F) TOTAL |  |  |  |  |  | \$5,595 |
| II G. TUITION AND ENTRANCE FEES |  |  |  |  |  | TOTAL (ROUNDED) |
| DESCRIPTION |  |  |  | SPECIFIC CALCULATIONS |  |  |
| Vocational Training - College \& Training School Fees |  |  |  | 5 | \$1,200 | \$6,000 |
| ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE G) TOTAL |  |  |  |  |  | \$6,000 |






## I. BUDGET

## A. PAYMENT

1. The Contractor and Subcontractors shall be paid on a cost reimbursement basis for the goods and services as stipulated in this Contract.

The total amount of the Contract shall be: $\$ 191,803$
2. There are two Cost Categories:
a. Administration
\$9,277
b. Programs
\$182,526

The Contractor shall be paid by the County in accordance with the Contract, the approved Budget Summary and Budget Detail for Cost Reimbursement Contracts. All contract payments must be for expenditures incurred or earnings achieved between the Contract beginning and ending dates shown on the Contract cover page. All budgets will be reviewed for Reasonableness of Costs by County Staff. All costs associated with the Contract must be properly documented and accounted for regardless of whether any of the costs are charged to the County.

The Contractor shall ensure that all invoiced costs are substantiated by verifiable source documents which shall provide a clear audit trail. The Contractor shall invoice the County for program costs incurred each month using County statement of cost forms. The monthly statement of cost form shall be submitted to the County accounting department by the tenth day of each month following the month expenditures occur.

Payment of accurate and approved invoices will be issued within thirty (30) days after receipt by the County. Inaccurate invoices shall be returned to the Contractor for correction. Consistently inaccurate or late invoices will result in payment delay and request for formal corrective action.










| County of Ventura | Exhibit B-1 |
| :---: | :---: |
| 1. PROGRAM YEAR: | 4. BASIC CONTRACT EFFECTIVE DATE: |
| FROM: July 1, 2012 TO: June 30, 2013 | MOD 001: 12/11/12 MOD 002: |
|  | MOD 003: MOD 004: |
| 2. PROGRAM ACTIVITY: Youth Networked Services (YNS) Regions 2, 3 \& 4 provided by PathPoint OUT OF SCHOOL |  |
| 3. SUBGRANTEE: | 5. CONTRACT NUMBER: |
| I. BUDGET |  |

## A. PAYMENT

1. The Contractor and Subcontractors shall be paid on a cost reimbursement basis for the goods and services as stipulated in this Contract.

The total amount of the Contract shall be:
\$326,440
2. There are two Cost Categories:
a. Administration
\$13,999
b. Programs
\$312,441

The Contractor shall be paid by the County in accordance with the Contract, the approved Budget Summary and Budget Detail for Cost Reimbursement Contracts. All contract payments must be for expenditures incurred or earnings achieved between the Contract beginning and ending dates shown on the Contract cover page. All budgets will be reviewed for Reasonableness of Costs by County Staff. All costs associated with the Contract must be properly documented and accounted for regardless of whether any of the costs are charged to the County.

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| County of Ventura |  |  | Exhibit B-1 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1. PROGRAM YEAR: FROM: July 1, 2012 | TO: June 30, 20 |  | $\text { 4. BASIC CONT } \begin{gathered} \text { MOD 001: } \\ \text { MOD 003: } \end{gathered}$ | ACT EFFECTIVE $/ 11 / 12$ | DATE: <br> MOD 002: <br> MOD 004: |  |
| 2. PROGRAM ACTIVITY: Youth Networked Services (YNS) Regions 2, 3 \& 4 provided by PathPoint OUT OF SCHOOL |  |  |  |  |  |  |
| 3. SUBGRANTEE: |  |  | 5. CONTRACT NUMBER: |  |  |  |
| CATEGORY I. ADMINISTRATION |  |  |  |  |  |  |
| IA. STAFF SALARIES |  |  |  |  |  |  |
| POSITION/TITLE | $\begin{aligned} & \text { TOTAL NO. } \\ & \text { OF POSITIONS } \end{aligned}$ | HOURS PER WEEK | TOTAL NO. OF WEEKS | TOTAL HRS. (ROUNDED) | AVG. HOURLY RATE | TOTAL (ROUNDED) |
| CFO | 1 | 1.50 | 52 | 78 | \$65.49 | \$5,108 |
| HR Director | 1 | 1.20 | 52 | 62 | \$40.91 | \$2,553 |
| Executive Assistant | 1 | 1.20 | 52 | 62 | \$19.25 | \$1,201 |
| Staff Accountant | 1 | 1.20 | 52 | 62 | \$31.25 | \$1,869 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE A) TOTAL |  |  |  |  |  | \$10,731 |
|  |  |  |  |  |  |  |
| IB. STAFF FRINGE BENEFITS |  |  |  |  |  |  |
| FRINGE BENEFITS |  |  | RATE | AMT. RATE <br> APPLIED TO |  | TOTAL (ROUNDED) |
| Payroll Taxes |  |  | 0.0765 | \$10,731 |  | \$821 |
| Life/LTD |  |  | 0.006 | \$10,731 |  | \$64 |
| Workers Comp |  |  | 0.013 | \$10,731 |  | \$140 |
| Retirement |  |  | 0.042 | \$10,731 |  | \$437 |
| Health |  |  | 0.068 | \$10,731 |  | \$738 |
|  |  |  |  |  |  |  |
| OTHER |  |  | 0 |  |  | \$0 |
| (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE B) TOTAL |  |  |  |  |  | \$2,200 |
|  |  |  |  |  |  |  |
| I C. STAFF TRAVEL |  |  |  |  |  |  |
| TRAVEL EXPENSE |  | MILES PER <br> WEEK | RATE <br> PER MILE | $\begin{aligned} & \text { TIME } \\ & \text { (WEEKS) } \end{aligned}$ |  | TOTAL (ROUNDED) |
| Reimbursement for use of auto (per week) |  | 0 | \$0.00 | 0 |  | \$83 |
| RENTAL/LEASE(Auto/bus/etc.)(per day) |  | RATE (\$/ ) : | \$0.00 | 0 |  | \$0 |
| PER DIEM: | NO. DAYS: | 0 | RATE(\$/DAY): | \$0.00 |  | \$0 |
| OTHER: | NO. DAYS: | 0 | RATE(\$/EA: | \$0.00 |  | \$0 |
| OTHER:) | NO. DAYS: | 0 | RATE(\$/EA): | \$0.00 |  | \$0 |
| (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION 1, LINE C) TOTAL |  |  |  |  |  | \$83 |









