



**Contract Number**

**SAP Number**

## Office of Homeless Services

|                                           |                                     |
|-------------------------------------------|-------------------------------------|
| <b>Department Contract Representative</b> | Marcus Dillard                      |
| <b>Telephone Number</b>                   | (909) 501-0644                      |
| <b>Contractor</b>                         | Legal Aid Society of San Bernardino |
| <b>Contractor Representative</b>          | Pablo Ramirez                       |
| <b>Telephone Number</b>                   | (909) 406-5302                      |
| <b>Contract Term</b>                      | April 1, 2026 – June 30, 2027       |
| <b>Original Contract Amount</b>           | \$125,000.00                        |
| <b>Amendment Amount</b>                   | \$125,000.00                        |
| <b>Total Contract Amount</b>              | \$250,000.00                        |
| <b>Cost Center</b>                        | 6210002496                          |
| <b>Grant Number (if applicable)</b>       |                                     |

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 1 to Contract No. 4400031551:**

This First Amendment to the Contract (Amendment No. 1) is entered into by and between San Bernardino County (COUNTY) and Legal Aid Society of San Bernardino (Contractor) for the purpose of increasing funding and extending the Contract term to continue legal advocacy services in support of the Housing and Disability Advocacy Program (HDAP).

**WHEREAS**, the COUNTY has been allocated funds from the State of California Health and Human Services Agency, Department of Social Services, to perform legal advocacy services to eligible HDAP clients; and,

**WHEREAS**, the County conducted a competitive process to find Legal Aid Society of San Bernardino to provide these services; and,

**WHEREAS**, the COUNTY entered into Contract No. 4400031551 with Contractor in the amount of \$125,000; and,

**WHEREAS**, since the execution of Contract No. 4400031551, the parties have identified a need to continue the services provided under the Contract and amend the Contract by increasing the total contract amount to \$250,000.00 (from \$125,000.00 to \$250,000.00), and by extending the term of the Contract from its current expiration date of June 30, 2026, to June 30, 2027.

**NOW, THEREFORE**, the parties hereby agree to amend Contract No. 4400031551, effective June 30, 2026, as follows:

**Add Section C.56 as follows:**

**C.56 Levine Act - Campaign Contribution Disclosure (formerly referred to as Senate Bill 1439)**

Contractor has disclosed to the County using Attachment A – Levine Act - Campaign Contribution Disclosure (formerly referred to as Senate Bill 1439), whether it has made any campaign contributions of more than \$500 to any member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, Auditor-Controller/Treasurer/Tax Collector and the District Attorney] within the earlier of: (1) the date of the submission of Contractor's proposal to the County, or (2) 12 months before the date this Contract was approved by the Board of Supervisors. Contractor acknowledges that under Government Code section 84308, Contractor is prohibited from making campaign contributions of more than \$500 to any member of the Board of Supervisors or other County elected officer for 12 months after the County's consideration of the Contract.

Campaign contributions include those made by any agent/person/entity on behalf of the Contractor or by a parent, subsidiary or otherwise related business entity of Contractor.

**Amend SECTION D. TERM OF CONTRACT as follows:**

This Contract is effective as of April 1, 2026 and expires June 30, 2027 but may be terminated earlier in accordance with provisions of this Contract.

**Amend SECTION F, Subsection F.1, Fiscal Provisions, as follows:**

The maximum amount of disbursement under this Contract shall not exceed \$250,000.00 as budgeted in EXHIBIT 1 – HDAP AWARD BY CATEGORY and shall be subject to availability of other funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

**Amend EXHIBIT 1 – HDAP AWARD BY CATEGORY as follows:**

| Agency: Legal Aid Society of San Bernardino<br>Award by Category<br>April 1, 2026 through June 30, 2026<br>1 <sup>st</sup> Awarded Allocation |                        |                       |                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|-----------------------------------------------|
| Eligible Use of Activities                                                                                                                    | Total Award/Allocation | Total Service Unit    | Average Cost per service per individual       |
| <ul style="list-style-type: none"> <li><b>Legal Services</b></li> </ul>                                                                       | <b>\$125,000.00</b>    | <b>25 Individuals</b> | <b>\$5,000.00 average cost per individual</b> |

**Agency: Legal Aid Society of San Bernardino**  
**Award by Category**  
**July 1, 2026 through June 30, 2027**  
**2<sup>nd</sup> Awarded Allocation**

| Eligible Use of Activities                         | Total Award/Allocation     | Total Service Unit    | Average Cost per service per individual       |
|----------------------------------------------------|----------------------------|-----------------------|-----------------------------------------------|
| • <i>Legal Services</i>                            | <i>\$125,000.00</i>        | <i>50 Individuals</i> | <i>\$2,500.00 average cost per individual</i> |
| <b>Total Award Allocation (1st and 2nd Awards)</b> | <b><i>\$250,000.00</i></b> |                       |                                               |

**Amend EXHIBIT 2 Sections A., f., g., and A.11 – FISCAL PROVISIONS as follows:**

- A. Method, Time, and Conditions of Payment CONTRACTOR shall be reimbursed by COUNTY, for an amount not to exceed \$250,000.00. Said funds shall be allocated pursuant to the Budget shown below:

| Agency: Legal Aid Society of San Bernardino<br>Budget<br>April 1, 2026 through June 30, 2026 |                |                  |                           |              |
|----------------------------------------------------------------------------------------------|----------------|------------------|---------------------------|--------------|
| Eligible Use Category                                                                        | Services       | Hourly Rate Cost | Projected Number of Hours | Total Costs  |
| Client Services                                                                              | Legal Services | \$129.45         | 965.62                    | \$125,000.00 |
| Subtotal                                                                                     |                |                  | 965.62 Hours              | \$125,000.00 |
| Total Award                                                                                  |                | \$125,000.00     |                           |              |
| Projected Individuals Served: ~ 25 Unduplicated Individuals                                  |                |                  |                           |              |

| Agency: Legal Aid Society of San Bernardino<br>Budget<br>July 1, 2026 through June 30, 2027 |                |                  |                           |              |
|---------------------------------------------------------------------------------------------|----------------|------------------|---------------------------|--------------|
| Eligible Use Category                                                                       | Services       | Hourly Rate Cost | Projected Number of Hours | Total Costs  |
| Client Services                                                                             | Legal Services | \$65.00          | 1,923.07                  | \$125,000.00 |
| Subtotal                                                                                    |                |                  | 1923.07 Hours             | \$125,000.00 |
| Total Award                                                                                 |                | \$125,000.00     |                           |              |
| Projected Individuals Served: ~ 50 Unduplicated Individuals                                 |                |                  |                           |              |

f. Expenditure Deadlines:

| <b>Percentage of HDAP Award That Must be Expended</b> | <b>Milestone Deadlines</b> |
|-------------------------------------------------------|----------------------------|
| 100%                                                  | June 30, 2027              |

g. CONTRACTOR must expend:

1. One hundred percent (100%) of HDAP funds by June 30, 2027.
2. "Expend" means all HDAP funds obligated under this Contract or subcontracts have been fully paid and receipted, and no invoices remain outstanding.

Reports submitted by the CONTRACTOR will be used to ensure that CONTRACTOR is on track to expend one hundred percent (100%) of HDAP funds by June 30, 2027. CONTRACTOR may submit a request to OHS prior to June 30, 2027, if CONTRACTOR is not on track to expend 100% of the HDAP funds by June 30, 2027. The Chief of Homeless Services may approve, modify, or deny such request.

#### A.11 Final Advance

Unless approved by OHS in writing, all final requests for disbursement of authorized HDAP expenditures under this Grant must be submitted to OHS no later than June 30, 2027. CONTRACTOR may submit reimbursement requests for eligible expenditures incurred on or before June 30, 2027, for a period of up to forty-five days thereafter.

**Amend EXHIBIT 3 – SCOPE OF SERVICES as follows:**

**A. PROGRAM PERIODS**

- Contract Term: April 1, 2026 – June 30, 2027

**B. PROGRAM GOALS**

- Provide disability benefits legal advocacy to individuals experiencing homelessness or at risk of homelessness who are enrolled in the San Bernardino County HDAP
- Connect eligible clients to SSI/SSDI benefits through structured legal representation and application support
- Serve approximately 25 unduplicated individuals from the contract period from April 1, 2026 through June 30, 2026 and 50 unduplicated individuals within the contract period from July 1, 2026 through June 30, 2027, through coordinated outreach, intake, and benefits advocacy

**C. PROJECT DESCRIPTION**

The Legal Aid Society of San Bernardino (LASSB) will provide disability benefits advocacy and legal services to individuals referred by the San Bernardino County Office of Homeless Services through the Homeless Disability Advocacy Program (HDAP). LASSB's call center staff will make outbound contact to County-referred clients, conduct intake, and assess eligibility for SSI/SSDI disability benefits. Once enrolled, clients will receive legal support from a coordinated team of intake staff, legal assistants, and attorneys to ensure timely and organized progression through the disability application process. LASSB anticipates serving approximately 75 unduplicated individuals during the contract period from April 1, 2026 through June 30, 2027, averaging approximately 5 clients per month, contingent upon the timely receipt of referrals from the County.

***Core Services & Activities***

- Outbound contact to County-referred HDAP-enrolled individuals to initiate intake
- Eligibility screening and legal assessment for SSI/SSDI disability benefits
- Prepare and submit SSI/SSDI applications, including all required supporting documentation
- Monitor application status, respond to agency correspondence, and provide additional documentation as needed
- Coordinate with the County Office of Homeless Services regarding client referrals, workflow processes, and program reporting

## **Case Management and Legal Services Components**

- Intake and conflict screening will be performed by call center staff upon receipt of County referrals
- Assign cases to a legal assistant or paralegal and supervising attorney for benefits advocacy and application support
- Track case progress and provide ongoing attorney oversight to ensure timely application filing and follow-up
- Document all services, case activity, and client outcomes in LASSB's case management system (LegalServer)

### **D. ANTICIPATED OUTCOMES AND MEASURES**

- Serve approximately 75 unduplicated individuals experiencing homelessness or at risk of homelessness with disabilities during the April 1, 2026 – June 30, 2027, contract period
- File or substantially advance SSI/SSDI applications for all eligible clients who complete intake and benefits assessment
- Contractor shall report monthly the total number of applications submitted, number of approvals, number of denials, number of appeals filed, and the overall approval rate for the reporting period and cumulatively for the contract term.

**EXHIBIT 6, subsections (f) and (g), California Welfare and Institutions Code Section 8255, are added to read:**

(f) "Council staff" means the individuals who work for the California Interagency Council on Homelessness and who are overseen by the executive officer of the California Interagency Council on Homelessness.

(g) "Executive council" means the California Interagency Executive Council on Homelessness created pursuant to Section 8257 and consisting of the members identified in subdivision (c) of Section 8257.

*(Amended by Stats. 2021, Ch. 398, Sec. 3. (AB 1220) Effective July 5, 2025.)*

**All other terms and conditions of Contract No. 4400031551 remain in full force and effect.**

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

**IN WITNESS WHEREOF**, San Bernardino County and the Contractor have each caused this Contract Amendment to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►

\_\_\_\_\_  
Dawn Rowe, Chair, Board of Supervisors

Dated: \_\_\_\_\_  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By

\_\_\_\_\_  
Deputy

Legal Aid Society of San Bernardino

\_\_\_\_\_  
(Print or type name of corporation, company, contractor, etc.)

By

►

\_\_\_\_\_  
(Authorized signature - sign in blue ink)

Name: *Pablo Ramirez*

\_\_\_\_\_  
(Print or type name of person signing contract)

Title: *Executive Director*

\_\_\_\_\_  
(Print or Type)

Dated: \_\_\_\_\_

Address: *588 W. Sixth Street*

\_\_\_\_\_  
*San Bernardino, CA 92410*

**FOR COUNTY USE ONLY**

Approved as to Legal Form

►

\_\_\_\_\_  
Suzanne Bryant, Deputy County Counsel

Date \_\_\_\_\_

Reviewed for Contract Compliance

►

\_\_\_\_\_  
Jessica Barajas, Supervising Buyer

Date \_\_\_\_\_

Reviewed/Approved by Department

►

\_\_\_\_\_  
Marcus Dillard, Chief of Homeless Services

Date \_\_\_\_\_



ATTACHMENT A  
Levine Act –  
Campaign Contribution Disclosure  
(formerly referred to as Senate Bill 1439)

The following is a list of items that are not covered by the Levine Act. A Campaign Contribution Disclosure Form will not be required for the following:

- Contracts that are competitively bid and awarded as required by law or County policy
- Contracts with labor unions regarding employee salaries and benefits
- Personal employment contracts
- Contracts under \$50,000
- Contracts where no party receives financial compensation
- Contracts between two or more public agencies
- The review or renewal of development agreements unless there is a material modification or amendment to the agreement
- The review or renewal of competitively bid contracts unless there is a material modification or amendment to the agreement that is worth more than 10% of the value of the contract or \$50,000, whichever is less
- Any modification or amendment to a matter listed above, except for competitively bid contracts.

#### DEFINITIONS

Actively supporting or opposing the matter: (a) Communicate directly with a member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, District Attorney, Auditor-Controller/Treasurer/Tax Collector] for the purpose of influencing the decision on the matter; or (b) testifies or makes an oral statement before the County in a proceeding on the matter for the purpose of influencing the County's decision on the matter; or (c) communicates with County employees, for the purpose of influencing the County's decision on the matter; or (d) when the person/company's agent lobbies in person, testifies in person or otherwise communicates with the Board or County employees for purposes of influencing the County's decision in a matter.

Agent: A third-party individual or firm who, for compensation, is representing a party or a participant in the matter submitted to the Board of Supervisors. If an agent is an employee or member of a third-party law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

Otherwise related entity: An otherwise related entity is any for-profit organization/company which does not have a parent-subsidary relationship but meets one of the following criteria:

- (1) One business entity has a controlling ownership interest in the other business entity;
- (2) there is shared management and control between the entities; or
- (3) a controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

For purposes of (2), "shared management and control" can be found when the same person or substantially the same persons own and manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a regular and close working relationship between the entities.

Parent-Subsidiary Relationship: A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

Contractors must respond to the questions on the following page. If a question does not apply respond N/A or Not Applicable.

1. Name of Contractor: Legal Aid Society of San Bernardino
2. Is the entity listed in Question No.1 a nonprofit organization under Internal Revenue Code section 501(c)(3)?

Yes ☒ If yes, skip Question Nos. 3-4 and go to Question No. 5 No ☐

3. Name of Principal (i.e., CEO/President) of entity listed in Question No. 1, if the individual actively supports the matter and has a financial interest in the decision:

\_\_\_\_\_

4. If the entity identified in Question No.1 is a corporation held by 35 or less shareholders, and not publicly traded ("closed corporation"), identify the major shareholder(s):

5. Name of any parent, subsidiary, or otherwise related entity for the entity listed in Question No. 1 (see definitions above):

| Company Name | Relationship |
|--------------|--------------|
| N/A          |              |
|              |              |

6. Name of agent(s) of Contractor:

| Company Name | Agent(s) | Date Agent Retained<br>(if less than 12 months prior) |
|--------------|----------|-------------------------------------------------------|
| N/A          |          |                                                       |
|              |          |                                                       |

7. Name of Subcontractor(s) (including Principal and Agent(s)) that will be providing services/work under the awarded contract if the subcontractor (1) actively supports the matter and (2) has a financial interest in the decision and (3) will be possibly identified in the contract with the County or board governed special district.

| Company Name | Subcontractor(s): | Principal and//or Agent(s): |
|--------------|-------------------|-----------------------------|
| N/A          |                   |                             |
|              |                   |                             |

8. Name of any known individuals/companies who are not listed in Questions 1-7, but who may (1) actively support or oppose the matter submitted to the Board and (2) have a financial interest in the outcome of the decision:

| Company Name | Individual(s) Name |
|--------------|--------------------|
| N/A          |                    |
|              |                    |

9. Was a campaign contribution, of more than \$500, made to any member of the San Bernardino County Board of Supervisors or other County elected officer within the prior 12 months, by any of the individuals or entities listed in Question Nos. 1-8?

No ☒ If no, please skip Question No. 10.

Yes ☐ If yes, please continue to complete this form.

10. Name of Board of Supervisor Member or other County elected officer: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Please add an additional sheet(s) to identify additional Board Members or other County elected officers to whom anyone listed made campaign contributions.

By signing the Contract, Contractor certifies that the statements made herein are true and correct. Contractor understands that the individuals and entities listed in Question Nos. 1-8 are prohibited from making campaign contributions of more than \$500 to any member of the Board of Supervisors or other County elected officer while award of this Contract is being considered and for 12 months after a final decision by the County.