



**Contract Number**  
22-415-A1

**SAP Number**  
4400019895

## Community Revitalization – Office of Homeless Services

<b>Department Contract Representative</b>	Tom Hernandez Chief of Homeless Services
<b>Telephone Number</b>	(909) 501-0610
<b>Contractor</b>	Step Up on Second Street, Inc.
<b>Contractor Representative</b>	Gregory Coffos
<b>Telephone Number</b>	(310) 394-6889
<b>Contract Term</b>	July 1, 2022 – June 30, 2023
<b>Original Contract Amount</b>	\$573,482
<b>Amendment Amount</b>	N/A
<b>Total Contract Amount</b>	\$573,482
<b>Cost Center</b>	

**IT IS HEREBY AGREED AS FOLLOWS:**

### **AMENDMENT NO.1**

It is hereby agreed to amend Contract No. 22-415, effective September 13, 2022, as follows:

**ATTACHMENT H – PROGRAM BUDGET** of the contract is replaced with **ATTACHMENT H1 – PROGRAM BUDGET** due to typographical error.

All other terms and conditions of the Contract remain in full force and effect.

**XI. CONCLUSION**

- A. This Contract, consisting of twenty-eight (28) pages and Attachments A-H1, is the full and complete document describing services to be rendered by Contractor to County, including all covenants, conditions, and benefits.
- B. The signatures of the Parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- C. This Contract 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 Contract (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 Contract upon request.
- D. IN WITNESS WHEREOF, the Board of Supervisors of San Bernardino County has caused this Contract to be subscribed to by the Clerk thereof, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officers, the day, month, and year written.

SAN BERNARDINO COUNTY

STEP UP ON SECOND STREET, INC.

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

►  
\_\_\_\_\_  
Curt Hagman, Chairman, Board of Supervisors

By ► \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

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

Name Tod Lipka  
*(Print or type name of person signing contract)*

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

Title Chief Executive Officer  
*(Print or Type)*

By \_\_\_\_\_  
Deputy

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

Address 1328 Second Street

Santa Monica, CA 90401

**FOR COUNTY USE ONLY**

<p>Approved as to Legal Form</p> <p>► Suzanne Bryant, Deputy County Counsel</p> <p>Date _____</p>	<p>Reviewed for Contract Compliance</p> <p>► _____</p> <p>Date _____</p>	<p>Reviewed/Approved by Department</p> <p>► Martha Zepeda, Deputy Executive Officer</p> <p>Date _____</p>
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## ATTACHMENT H1 – PROGRAM BUDGET

<b>Budget Detail</b>	<b>July 1, 2022 - June 30,2023</b>
<b>Personnel Services</b>	
• Executive Oversight	\$19,306
• Director of Housing	\$36,204
• Program Manager	\$28,574
• 6 x FTE Service Coordinator	\$365,764
<b>Subtotal:</b>	<b>\$449,848</b>
<b>Operations</b>	
• Bus passes	\$4,564
• Food cards	\$7,196
• Hygiene kits	\$4,200
• Internal EHR system	\$1,806
• Computers for staff	\$6,006
• Cell phone	\$3,598
• Mileage reimbursement	\$28,798
• Office supplies	\$2,002
• Outreach supplies	\$3,598
• Staff development/training	\$7,994
• COVID PPE	\$602
• Postage, Printing, Shipping	\$420
• Other (Dues/Subs/Fees, Background, Recruit, Other)	\$714
<b>Subtotal:</b>	<b>\$71,498</b>
<b>Administrative</b>	
• Program Administrative Costs	\$52,136
<b>Subtotal:</b>	<b>\$52,136</b>
<b>Total</b>	<b>\$573,482</b>