

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES

CONTRACT AMENDMENT

Contractor: BRISTOL COMMUNITY ORGANIZATION, INC.
Contractor Address: 55 SOUTH STREET, BRISTOL, CT 06010
Contract Number: 017C-CSV-08 / 13DSS6101CI
Amendment Number: A1
Amount as Amended: \$203,182
Contract Term as Amended: 10/01/13 - 06/30/15

The contract between **Bristol Community Organization, Inc.** (the Contractor) and the Department of Social Services (the Department), which was last executed by the parties and signed by the Office of the Attorney General on 03/04/14, is hereby amended as follows:

1. The total maximum amount payable under this contract is increased by **\$150,000.00** from \$53,182.00 to \$203,182.00. Upon execution of this amendment, the Department shall issue a payment of \$75,000.00. Further payments associated with this amendment shall be issued in accordance with Sections L 2 - 5 "Budget and Payment Provisions" on page 11 of 41 of the original contract
2. The budget on page 15 of 41 of the original contract is deleted and replaced in its entirety by the budgets on pages 5-6 of this amendment.
3. The additional funding noted above is awarded for the **TEMPORARY FAMILY ASSISTANCE - EMPLOYMENT (TFA)** program. Specific waived services to be provided by the Contractor, in consideration of the additional funding, are described on page(s) 2 through 6 of this amendment.

This document constitutes an amendment to the above numbered contract. All provisions of that contract, except those explicitly changed above by this amendment, shall remain in full force and effect.

The following sections of the original contract shall be appended to include the following:

A. DESCRIPTION OF SERVICES

1. The Contractor will provide the target population with Temporary Family Assistance - Employment (TFA) Program. Components shall include but not be limited to the following: outreach/enrollment, course provision and completion; employment placement and retention activities.
2. **Target population.** The Contractor shall serve Temporary Family Assistance (TFA) eligible clients residing within Bristol, CT and households enrolled in the Contractor’s Head Start Program. The Target Population shall hereinafter be referred to as “Clients”.
3. **TANF or TFA Income eligibility requirements:** A TANF eligible household is defined as a family with a dependent child, under age 19, residing with the custodial parent or other caretaker and with a family income below 75% of the State Median Income. TFA eligible households shall be defined by “Departmental Standards of Need” income limits, but less than 100% of federal poverty levels. Department income limits, as defined as follows:

Family size	1	2	3	4	5	6	7	8
i. Region A	\$585	\$746	\$924	\$1077	\$1214	\$1359	\$1511	\$1662
ii. Region B	\$485	\$644	\$790	\$928	\$1062	\$1202	\$1357	\$1499
iii. Region C	\$485	\$644	\$779	\$905	1029	\$1107	\$1314	\$1455

4. The Contractor shall verify TFA eligibility for clients and update client files with verification.
5. **Number of Individuals Served:** Throughout the term of this contract, the Contractor shall provide Program services to at least fifteen (15) of unduplicated individuals during the contract period. The Target Population and the *individuals* served under this contract will hereinafter be referred to as “Clients”.
6. The Contractor shall develop and submit an implementation plan to the Department no later than April 15, 2014. Said plan shall include but not be limited to recruitment activities, policies and procedures; identification of community partners; leveraged services; program curriculum and workshops; staff levels; case management and data entry practices and program policies and procedures, etc.
7. Throughout this contract term, the Contractor agrees to provide for Clients the following activities to support the Program services as described above in Part I, Section A.1 of this contract, which includes client assessments and documentation of services plans:
 - a. **Case Management Services** are those services or activities for the arrangement, coordination, and monitoring of services to meet the needs of Clients. Component services and activities shall include but are not limited to, individual service plan development; counseling; monitoring, developing, securing, and coordinating services; monitoring and evaluating Client progress (e.g. follow-up functions); and assuring that Clients’ rights are protected.
 - b. **Employment Services** are those services or activities provided to assist Clients in securing employment or acquiring or learning skills that promote opportunities for employment. Component services or activities shall include but are not limited to employment screening, assessment, or testing; structured job skills and job seeking skills; special training and tutoring, including literacy training and pre-vocational training; provision of books, supplies and instructional material; counseling, and referral to community resources.

- c. **Client Assessments:** The Contractor will collect basic information regarding each Client through the initial intake process. Such information may include but not be limited to Client name, date of birth, address, household monthly income, major source of income, emancipation status, family size, race, ethnicity, gender, employment status, education history, history of substance abuse, and mental and physical health, and any other information the Contractor deems essential for the provision of the services listed herein, and
 - d. **Service Plan:** The *Service Plan* is a mutually agreed upon tool, developed between the Contractor and Client as a result of the Client intake assessment. The *Service Plan* shall be used to identify any impediments toward addressing the Client's Program service(s) needs and establish goals to help the Client achieve and/or maintain the maximum degree of self-sufficiency. The Contractor will review and update the *Service Plan* at least once every month during the contract period or Clients' participation in Temporary Family Assistance - Employment (TFA) program to demonstrate follow-up activities. The Contractor will maintain 'case notes' for each Client as an on-going record of Client assessments. Referrals to additional social services will occur as result of the Client needs' assessments and Action Plan reviews.
 - e. **Program Completion.** Program completion shall be defined as follows: The TFA recipient successfully completes the applicable requirements as described in the Contractor's course outline, which includes course work and externship. Also, if required for employment, the TFA recipient shall qualify and enroll in the applicable occupation exam for certification purposes for employment.
 - f. **Employment Placement.** Employment Placement shall be defined as follows: The TFA recipient shall be assisted with employment find activities, which shall include but not be limited to professional development, job placement (identification and referral), mentoring and any other activities to assist TFA recipients with obtain full-time employment.
8. Fully operational no later than April 15, 2014.
 9. The Contractor shall attend bi-monthly meetings with the Department's staff.

C. PROGRAM ADMINISTRATION

1. Throughout the term of this contract, the Contractor will staff the Program with the following consultant positions:

PROJECT DIRECTOR	\$30.00 per hour @10hrs per week @ 63weeks
PROJECT COORDINATOR	\$25.00 per hour @10hrs per week @ 63weeks
ASSESSMENT COORDINATOR	\$20.00 per hour @10hrs per week @ 11weeks
JOB DEVELOPER	\$20.00 per hour @10hrs per week @ 9weeks
TUTOR	\$20.00 per hour @20hrs per week @ 32weeks
2. The Contractor will provide Program services at **55 South Street, Bristol, CT**. Standard Program hours of operation will be **Monday through Friday, 8:30 a.m. to 4:30 p.m.**

F. CLIENT-BASED OUTCOMES AND MEASURES: The Contractor will implement the Program and services described herein to result in the following outcomes on behalf of the Clients in the Program. Such outcomes will be measured the in manner described herein and documented in *the Client case records the Program reports as described in Part I Section H of this contract.* The Department will monitor outcome results achieved pursuant to these terms and conditions. Annual performance indicators are as follows:

- 10 of 15 clients will meet attendance requirements.
- All clients enrolled will have assistance with basic needs of housing, medical care, utilities, and nutrition.
- All clients enrolled will have assistance with job searches and resume writing.
- 6 of 15 clients will enroll at Tunxis Community College for remedial coursework.
- 4 of 15 clients will earn certificates in programs such as Allied Health professional, education, manufacturing or construction.
- 2 of 15 clients will enroll at Tunxis Community College in Associate Degree programs.
- 5 of 15 clients without a high school diploma will complete a GED courses

National Performance Indicators - Connecticut 2012		
NPI	DESCRIPTION	Target
Goal 1: Low-income (LI) people become more self-sufficient.		
1.1	Employment: # & % of LI in Community Action employment initiatives who get a job or b/c self-employed	
1.1 A	Unemployed and obtained a job (CT FACS 1.1)	5 out of 10
1.1 D	Achieved "living wage" employment and/or benefits (reference self-sufficiency standard 2005)	2 out of 10
1.2	Employment Supports: # & % of LI in need of employment supports	
1.2 A	Obtained skills/competencies required for employment (CT FACS 1.8B and/or 1.8C)	10 out of 10
1.2 B	Completed ABE/GED and received certificate or diploma (CT FACS 1.8 D)	5 out of 15
1.2 C	Completed post-secondary education program and obtained certificate or diploma (CTFACS 1.8E)	2 out of 10
1.3	Economic Asset Enhancement and Utilization: # & % of LI participating in economic asset	
1.3 U.1	Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days (CTFACS 1.6A or +/6.3A)	8 out of 10
Goal 2: The conditions in which low-income people live are improved.		
2.1	Community Improvement and Revitalization: # & % if LI that are participating in community improvement & revitalization	
2.1 I	Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post secondary education	15 out of 15

PART I		After School Healthy Eating Program &			COMPOSITE
PROGRAM NAME:		HEAD START PARENT EMPLOYMENT AND TRAINING			
PROGRAM NUMBER:		Contract # 017C-CSV-08-A1 / Core-CT 13DSS6101CI A1			
CONTRACT PERIOD:		November 1, 2014 - June 30, 2015			
		Requested	Adjustments	Approved	
Contract Amount			\$ -		
<i>For Amendments Only</i>					
Previously Approved Contract Amount			XXXXXXXXXXXXXXXXXX	\$ 53,182	
Adjustments & New Contract Amount		\$ 150,000		\$ 150,000	
Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	<u>UNIT RATE</u>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
2	<u>CONTRACTUAL SERVICES</u>				
	2a. Accounting	-			
	2b. Legal	-			
	2c. Independent Audit	1,500			
	2d. Other Contractual Services	79,290			
	TOTAL CONTRACTUAL SERVICES		80,790		
3	<u>ADMINISTRATION</u>				
	3a. Admin. Salaries	-			
	3b. Admin. Fringe Benefits	-			
	3c. Admin. Overhead	15,000			
	TOTAL ADMINISTRATION		15,000		
4	<u>DIRECT PROGRAM STAFF</u>				
	4a. Program Salaries	20,000			
	4b. Program Fringe Benefits	3,592			
	TOTAL DIRECT PROGRAM		23,592		
5	<u>OTHER COSTS</u>				
	5a. Program Rent	5,600			
	5b. Consumable Supplies	19,300			
	5c. Travel & Transportation	12,288			
	5d. Utilities	1,400			
	5e. Repairs & Maintenance	-			
	5f. Insurance	-			
	5g. Food & Related Costs	11,300			
	5h. Other Project Expenses	33,912			
	TOTAL OTHER COSTS		83,800		
6	<u>EQUIPMENT</u>				
7	<u>PROGRAM INCOME</u>				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
8	<u>TOTAL NET PROGRAM COST</u>		\$ 203,182		
	(Sum of 1 through 6, minus Line 7)				

PART I

PROGRAM NAME: HEAD START PARENT EMPLOYMENT AND TRAINING
PROGRAM NUMBER: Contract # 017C-CSV-08-A1 / Core-CT 13DSS6101CI A1
CONTRACT PERIOD: November 1, 2014 - June 30, 2015

	Requested	Adjustments	Approved
Contract Amount		\$ -	
<i>For Amendments Only</i>			
Previously Approved Contract Amount		XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
Adjustments & New Contract Amount	\$ 150,000		\$ 150,000

Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	UNIT RATE				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
2	CONTRACTUAL SERVICES				
	2a. Accounting	-			
	2b. Legal	-			
	2c. Independent Audit	1,500			
	2d. Other Contractual Services	51,770			
	TOTAL CONTRACTUAL SERVICES		53,270		
3	ADMINISTRATION				
	3a. Admin. Salaries	-			
	3b. Admin. Fringe Benefits	-			
	3c. Admin. Overhead	15,000			
	TOTAL ADMINISTRATION		15,000		
4	DIRECT PROGRAM STAFF				
	4a. Program Salaries	20,000			
	4b. Program Fringe Benefits	3,592			
	TOTAL DIRECT PROGRAM		23,592		
5	OTHER COSTS				
	5a. Program Rent	2,800			
	5b. Consumable Supplies	19,300			
	5c. Travel & Transportation	3,000			
	5d. Utilities	1,400			
	5e. Repairs & Maintenance	-			
	5f. Insurance	-			
	5g. Food & Related Costs	-			
	5h. Other Project Expenses	31,638			
	TOTAL OTHER COSTS		58,138		
6	EQUIPMENT		-		
7	PROGRAM INCOME				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
8	TOTAL NET PROGRAM COST		\$ 150,000		

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 - BRISTOL COMMUNITY ORGANIZATION, INC.

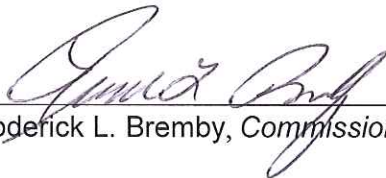


Thomas Morrow, *Executive Director*

5/5/14

Date

DEPARTMENT OF SOCIAL SERVICES

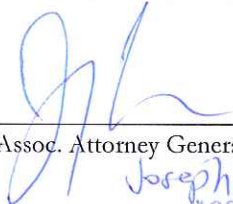


Roderick L. Bremby, *Commissioner*

5/8/14

Date

OFFICE OF THE ATTORNEY GENERAL



~~ASST./~~ Assoc. Attorney General (Approved as to form & legal sufficiency)

Joseph Rubin
ASSOC. ATTY. GENERAL

5/20/14

Date