

STATE OF CONNECTICUT  
DEPARTMENT OF SOCIAL SERVICES

CONTRACT AMENDMENT

Contractor: COMMUNITY ACTION AGENCY OF WESTERN CT, INC.  
Contractor Address: 66 NORTH STREET, DANBURY, CT 06810  
Contract Number: 034C-HHD-28 / 14DSS1301ZO  
Amendment Number: A1  
Amount as Amended: \$415,876  
Contract Term as Amended: 10/1/14 – 9/30/16

---

The contract between **Community Action Agency of Western Connecticut, 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 12 /8 /14 , is hereby amended as follows:

1. The total maximum amount payable under this contract is increased by \$202,933.00 from \$212,943.00 to \$415,876.00. This increase is to continue to provide HHD services to the Danbury, Stamford and Norwalk catchment service areas.
2. The Contractor shall adhere to the budget as modified on page(s) 3 through 6 of this amendment.
3. The term of the contract is extended for an additional one (1) year and the end date of the contract is changed from 9/30/15 to 9/30/16.
4. During the contract period ending 9/30/2016, Part I, Section A.1 Description of Services of the original contract shall include at least an additional 300 clients (individuals) and 25 families receiving services in the Danbury service area; an additional 65 clients in the Stamford service area; and an additional 80 clients in the Norwalk service area.
5. Part I, Section A.4.d on page 4 of the original contract shall be deleted and replaced with the following subsection:
  - d. **Certified Medical Aide Programs:** The Contractor will coordinate with State and local vocational or technical schools to assist clients with the schools' enrollment or entrance processes into their Certified Nurse's Aide, Medical Assistant or Patient Care Technician programs. Component activities will include but are not

limited to tutorial support, job placement and counseling, client 'follow-up' activities to ensure 'job-retention' and referrals to other social support services (e.g. day care, parental education programs, and energy assistance providers).

6. The following subsection shall be appended to Part I, Section A.4 on page 4 of the original contract:
  - e. The aforementioned services will hereinafter be referred to as the "Program".
7. Part I, Section E. Client Based Outcomes and Measures, shall reflect the following revised measure at Outcome iv. Measure a. for each of the three (3) service areas: At least 50% of the clients in the Program in need of an improved employment situation that enroll in an English as a Second Language (ESL) certification course, will complete the ESL certification course.

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.

**PART I**

**COMPOSITE FINANCIAL SUMMARY**

PROGRAM NAME:

Hispanic Human Development

PROGRAM NUMBER:

14DSS1301Z0/034C-HHD-28

Contract Amount	Requested	Adjustments	Approved
<i>For Amendments Only</i>			
Previously Approved Contract Amount	\$ 212,943	\$ 202,933	
Amount of Amendment			\$ 415,876

Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
<b>1</b>	<b><u>UNIT RATE</u></b>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	<b>TOTAL UNIT RATE</b>				
<b>2</b>	<b><u>CONTRACTUAL SERVICES</u></b>				
	2a. Accounting				
	2b. Legal	4,011		3,155	
	2c. Independent Audit	2,589		2,082	
	2d. Other Contractual Services			1,262	
	<b>TOTAL CONTRACTUAL SERVICES</b>		6,600	6,499	11,837
<b>3</b>	<b><u>ADMINISTRATION</u></b>				
	3a. Admin. Salaries	-			
	3b. Admin. Fringe Benefits	-			
	3c. Admin. Overhead	13,782		13,199	
	<b>TOTAL ADMINISTRATION</b>		13,782	13,199	26,981
<b>4</b>	<b><u>DIRECT PROGRAM STAFF</u></b>				
	4a. Program Salaries	129,598		112,773	
	4b. Program Fringe Benefits	40,831		34,960	
	<b>TOTAL DIRECT PROGRAM</b>		170,429	147,733	318,162
<b>5</b>	<b><u>OTHER COSTS</u></b>				
	5a. Program Rent	11,500		13,388	
	5b. Consumable Supplies	3,067		5,242	
	5c. Travel & Transportation	670		658	
	5d. Utilities	637		1,210	
	5e. Repairs & Maintenance	2,652		3,026	
	5f. Insurance	757		2,019	
	5g. Food & Related Costs	-		-	
	5h. Other Project Expenses	2,850		9,959	
	<b>TOTAL OTHER COSTS</b>		22,132	35,502	57,634
<b>6</b>	<b><u>EQUIPMENT</u></b>				
<b>7</b>	<b><u>PROGRAM INCOME</u></b>				
	7a. Fees				
	7b. Other Income				
	<b>TOTAL PROGRAM INCOME</b>				
<b>8</b>	<b>TOTAL NET PROGRAM COST</b>		212,943	202,933	415,876

**DANBURY SERVICE AREA FINANCIAL SUMMARY**

**PROGRAM NAME:** HHD - Danbury  
**PROGRAM NUMBER:** 14DSS1301Z0/034C-HHD-28

Contract Amount	Requested	Adjustments	Approved
	\$ 87,450	\$ 83,203	
<i>For Amendments Only</i>			
Previously Approved Contract Amount			
Adjustments & New Contract Amount			\$ 170,653

Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
<b>1</b>	<b>UNIT RATE</b>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
<b>2</b>	<b>CONTRACTUAL SERVICES</b>				
	2a. Accounting				
	2b. Legal	1,954		1,330	
	2c. Independent Audit	1,178		878	
	2d. Other Contractual Services			532	
	TOTAL CONTRACTUAL SERVICES		3,132	2,740	5,872
<b>3</b>	<b>ADMINISTRATION</b>				
	3a. Admin. Salaries				
	3b. Admin. Fringe Benefits				
	3c. Admin. Overhead	6,714		5,678	
	TOTAL ADMINISTRATION		6,714	5,678	12,392
<b>4</b>	<b>DIRECT PROGRAM STAFF</b>				
	4a. Program Salaries	50,990		48,038	
	4b. Program Fringe Benefits	17,846		14,892	
	TOTAL DIRECT PROGRAM		68,836	62,930	131,766
<b>5</b>	<b>OTHER COSTS</b>				
	5a. Program Rent	1,292		905	
	5b. Consumable Supplies	2,455		1,993	
	5c. Travel & Transportation	550		258	
	5d. Utilities	310		1,064	
	5e. Repairs & Maintenance	1,292		2,660	
	5f. Insurance	369		851	
	5g. Food & Related Costs	-		-	
	5h. Other Project Expenses	2,500		4,124	
	TOTAL OTHER COSTS		8,768	11,855	20,623
<b>6</b>	<b>EQUIPMENT</b>				
<b>7</b>	<b>PROGRAM INCOME</b>				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
<b>8</b>	<b>TOTAL NET PROGRAM COST</b>		87,450	83,203	170,653

**STAMFORD SERVICE AREA FINANCIAL SUMMARY**

<b>PROGRAM NAME:</b>	<b>HHD - Stamford</b>
<b>PROGRAM NUMBER:</b>	<b>14DSS1301Z0/034C-HHD-28</b>

	Requested	Adjustments	Approved
<b>Contract Amount</b>	\$ 32,756	\$ 30,440	
<i>For Amendments Only</i>			
<b>Previously Approved Contract Amount</b>			
<b>Adjustments &amp; New Contract Amount</b>			\$ 63,196

Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
<b>1</b>	<b><u>UNIT RATE</u></b>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
<b>2</b>	<b><u>CONTRACTUAL SERVICES</u></b>				
	2a. Accounting				
	2b. Legal			505	
	2c. Independent Audit	171		333	
	2d. Other Contractual Services			202	
	TOTAL CONTRACTUAL SERVICES		171	1,040	1,211
<b>3</b>	<b><u>ADMINISTRATION</u></b>				
	3a. Admin. Salaries	-			
	3b. Admin. Fringe Benefits	-			
	3c. Admin. Overhead			2,156	
	TOTAL ADMINISTRATION		-	2,156	2,156
<b>4</b>	<b><u>DIRECT PROGRAM STAFF</u></b>				
	4a. Program Salaries	23,901		17,005	
	4b. Program Fringe Benefits	3,837		5,272	
	TOTAL DIRECT PROGRAM		27,738	22,277	50,015
<b>5</b>	<b><u>OTHER COSTS</u></b>				
	5a. Program Rent	4,848		1,594	
	5b. Consumable Supplies			823	
	5c. Travel & Transportation			-	
	5d. Utilities			40	
	5e. Repairs & Maintenance			102	
	5f. Insurance			323	
	5g. Food & Related Costs				
	5h. Other Project Expenses			2,085	
	TOTAL OTHER COSTS		4,848	4,967	9,815
<b>6</b>	<b><u>EQUIPMENT</u></b>				
<b>7</b>	<b><u>PROGRAM INCOME</u></b>				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
<b>8</b>	<b>TOTAL NET PROGRAM COST</b>		32,756	30,440	63,196

**NORWALK SERVICE AREA FINANCIAL SUMMARY**

PROGRAM NAME:

HHD - Norwalk

PROGRAM NUMBER:

14DSS1301Z0/034C-HHD-28

		Requested	Adjustments	Approved	
<b>Contract Amount</b>		\$ 92,737	\$ 89,290		
<i>For Amendments Only</i>					
<b>Previously Approved Contract Amount</b>					
<b>Adjustments &amp; New Contract Amount</b>				\$ 182,027	
Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
<b>1</b>	<b>UNIT RATE</b>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
<b>2</b>	<b>CONTRACTUAL SERVICES</b>				
	2a. Accounting				
	2b. Legal	2,057		1,320	
	2c. Independent Audit	1,240		871	
	2d. Other Contractual Services			528	
	TOTAL CONTRACTUAL SERVICES		3,297	2,719	6,016
<b>3</b>	<b>ADMINISTRATION</b>				
	3a. Admin. Salaries				
	3b. Admin. Fringe Benefits				
	3c. Admin. Overhead	7,068		5,365	
	TOTAL ADMINISTRATION		7,068	5,365	12,433
<b>4</b>	<b>DIRECT PROGRAM STAFF</b>				
	4a. Program Salaries	54,708		47,730	
	4b. Program Fringe Benefits	19,148		14,796	
	TOTAL DIRECT PROGRAM		73,855	62,526	136,381
<b>5</b>	<b>OTHER COSTS</b>				
	5a. Program Rent	5,360		10,889	
	5b. Consumable Supplies	612		2,426	
	5c. Travel & Transportation	120		400	
	5d. Utilities	326		106	
	5e. Repairs & Maintenance	1,360		264	
	5f. Insurance	388		845	
	5g. Food & Related Costs				
	5h. Other Project Expenses	350		3,750	
	TOTAL OTHER COSTS		8,516	18,680	27,196
<b>6</b>	<b>EQUIPMENT</b>				
<b>7</b>	<b>PROGRAM INCOME</b>				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
<b>8</b>	<b>TOTAL NET PROGRAM COST</b>		92,737	89,290	182,027

## SIGNATURES AND APPROVALS

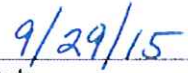
034C-HHD-28 / 14DSS1301ZO A1

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.

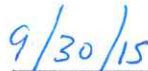
### CONTRACTOR – COMMUNITY ACTION AGENCY OF WESTERN CONNECTICUT, INC.

  
Michelle H. James, Executive Director

  
Date

### DEPARTMENT OF SOCIAL SERVICES

  
Deputy Commissioner  
KATHLEEN M. BRENNAN

  
Date

### OFFICE OF THE ATTORNEY GENERAL

This Contract Amendment template having been reviewed and approved by the OAG, it is exempt from review pursuant a Memorandum of Agreement between the Agency and the OAG dated March 19, 2009.