

**AMENDMENT TO
SUBRECIPIENT AGREEMENT BETWEEN
WILLIAMSON COUNTY
AND THE WILLIAMSON COUNTY CRISIS CENTER D/B/A
HOPE ALLIANCE
FOR THE TEMPORARY AUXILIARY EMERGENCY SHELTER
PROJECT
FUNDING FROM:
THE AMERICAN RESCUE PLAN ACT (ARPA) (A.L.N. 21.027)**

THIS AMENDMENT to Subrecipient Agreement is made and entered into by and between Williamson County, Texas ("County") and The Williamson County Crisis Center D/B/A Hope Alliance ("Subrecipient"), both being political subdivision of the State of Texas (collectively referred to as "Parties").

RECITALS

WHEREAS, the Parties executed that certain agreement entitled Subrecipient Agreement Between Williamson County and The Williamson County Crisis Center D/B/A Hope Alliance for the Temporary Auxiliary Emergency Shelter Project [FUNDING FROM: The American Rescue Plan Act (ARPA) (A.L.N. 21.027)] ("Agreement"), which became effective as of February 28, 2023;

WHEREAS, it has become necessary to amend the Agreement due to a need to increase Project funding and a modification to the Project Budget;

NOW, THEREFORE, premises considered, the Parties agree that the Agreement is amended as follows:

AGREEMENTS

1. Article II. Payment of the Agreement shall be amended and supplanted, in its entirety, by the following:

The COUNTY shall make available an amount of up to **\$554,112.00 (FIVE HUNDRED FIFTY-FOUR THOUSAND, ONE HUNDRED AND TWELVE DOLLARS)** to SUBRECIPIENT from the COUNTY's FRF FUNDS to reimburse SUBRECIPIENT for expenses related to eligible uses of FRF FUNDS as outlined in the Treasury's Interim Final Rule, reflected in Appendix B, and in accordance with the terms and conditions outlined below:

Williamson County approves and pays reimbursement requests within thirty (30) days of receipt of a complete request. Errors in the reimbursement request, including insufficient documentation, may result in payment delays. SUBRECIPIENT is responsible for submitting a complete and

accurate reimbursement request. Payment is considered made on the date postmarked.

Each reimbursement request must contain the following supporting documentation:

- i. Signed Request for Reimbursement (RFR) form
- ii. General Ledger (monthly, generated from SUBRECIPIENT's accounting system) coinciding with RFR
- iii. Timesheets and Payroll Reports (monthly, generated from SUBRECIPIENT's payroll system) if budget included personnel
- iv. Invoices of all other expenditures
- v. Proof of payment of all expenditures

2. **Appendix B** of the Agreement shall be amended and supplanted, in its entirety, by the **Appendix B** attached hereto, which is being incorporated herein by reference.

3. Each party represents and warrants that it has due power and lawful authority to execute and deliver this Amendment and to perform its obligations under the Agreement; and, furthermore, the Agreement and this Amendment are the valid, binding, and enforceable obligations of such party.

4. All other terms of the Agreement and any prior amendments thereto which have not been specifically amended herein shall remain the same and shall continue in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be signed by their duly authorized representatives on behalf of such party, to be effective as of the date of the last party's execution hereof.

WILLIAMSON COUNTY, TEXAS

**The Williamson County Crisis Center
D/B/A Hope Alliance**

By: _____

By: Richard M. Brown

Printed Name: _____

Printed Name: RICHARD M. BROWN

Title: As Presiding Officer,
Williamson County
Commissioners Court

Title: CHIEF OPERATING OFFICER

Date: _____, 20____

Date: 10/19, 2023

APPENDIX B
Program or Project Budget/Allowable Expenses

TEMPORARY AUXILIARY EMERGENCY SHELTER	2022 - 2023 SHELTER BUDGET
BUDGET ANNUAL BUDGET	
SHELTER CLIENTS	120
SHELTER NIGHTS OF SAFETY	4,400
SHELTER FTE	5
Salaries Expense	240,000.00
Medicare Expense	3,355.06
Social Security Expense	14,348.20
Unemployment Expense	7,372.26
Worker's Compensation Expense	2,063.40
Retirement Benefit	2,547.28
Health	12,261.76
Health Subsidy	(2,914.80)
Life/LTD/AD&D	679.74
Dental	612.91
Total Payroll Expenses	\$280,326.81
Bank Expenses	
Bank Service Charge	6.78
Credit Card Processing Fees	784.08
Interest Expense	-
Interest on Lien	
Principal Paid YTD	
Total Bank Expenses	\$ 790.86
Operating Expenses	
Contract Labor	0.00
Professional and Audit Fees	1,200.00
Dues and Subscriptions	3,081.14
Interpreter Services	1,000.00
IT Services	4,000.00
New Hire Expense	6,900.00
Travel Expenses/Mileage	1,225.00
Staff Training & Development	1,750.00
Employee Acknowledgement	-
Office Supplies	1,101.58
Postage	150.00
Printing	200.00
Storage	1,500.00
Rent	-
Pest Control	540.00
Janitorial	6,300.00
Termite Renewal	100.00

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Maintenance/Repairs	8,000.00 ~
Security	3,500.00 ~
Communications	3,301.85
Electricity	3,877.81 ~
Water	587.58
Wastewater	615.65
Gas	741.49
Trash Disposal	3,285.39
Program Expense	77.44
Supplies	1,341.65 ~
Groceries	7,225.00 ~
Client Services Expense	9,180.51
Insurance Expense	5,324.97
Furniture Fixtures and Equipment	25,000.00 X
Computer/Software	6,000.00
Total Operating Expenses	\$107,107.06
Total Expenses	\$388,224.73

Requesting six-months of annual budget above, or \$194,112 for six months of shelter operation.

APPENDIX B
Program or Project Budget/Allowable Expenses

Williamson County Crisis Center db/a Hope Alliance
Statement of Proposed Expenditures from 10/1/2023 Through 9/30/2024

**TEMPORARY AUXILIARY SHELTER
"THE RANCH" BUDGET**

Expenses	
Payroll Expenses	
Salaries Expense	240,000.00
Medicare Expense	3,400.00
Social Security Expense	14,348.00
Unemployment Expense	7,372.00
Worker's Compensation Expense	2,063.00
Retirement Benefit	2,543.00
Health	12,240.00
Life/LTD/AD&D	600.00
Dental	<u>600.00</u>
Total Payroll Expenses	\$283,166.00
Operating Expenses	
IT Services	2,000.00
New Hire Expense	5,000.00
Travel Expenses/Mileage	1,500.00
Staff Training	1,500.00
Office Supplies	2,000.00
Postage	750.00
Printing	750.00
Storage	1,500.00
Pest Control	834.00
Janitorial	5,800.00
Maintenance/Repairs	1,500.00
Security	750.00
Communications	6,000.00
Electricity	13,000.00
Trash Disposal	1,300.00
Supplies	8,250.00
Groceries	18,000.00
Client Services Expense	1,200.00
Insurance	5,200.00
Total Operating Expenses	<u>76,834.00</u>
Total Expenses	<u>\$360,000.00</u>