



March 4, 2021

Thomas J. Collishaw
President/CEO
Self-Help Enterprises
P.O. Box 6520
Visalia, CA 93290

**CITY OF COALINGA
CDBG – CV2&3 SUBSISTENCE PAYMENT PROGRAM
ADDENDUM TO SUBRECIPIENT AGREEMENT**

In accordance with paragraph 2, of the Subrecipient Agreement, entered into between the **CITY OF COALINGA** and Self-Help Enterprises on January 21, 2021, the CITY hereby amends the scope and budget of the contract with Self-Help Enterprises for services identified in EXHIBIT A & B – Business Assistance, and removes the scope and budget identified in EXHIBIT A & B – Subsistence Payments, as allowed by HUD. Per the above citation, this addendum including the amended EXHIBIT A and B – Business Assistance, shall become a part of the original agreement.

Sincerely,

Marissa Trejo
City Manager

EXHIBIT A

SCOPE OF WORK

Matrix Code:	18A ED Assistance
National Objective:	24 CFR 570.207(b)(4)
CDBG Eligibility:	Emergency Grants

Project Description:

Self-Help Enterprises will offer a Business Assistance Program: Forgivable Loans will provided income eligible (at or below 80% of county AMI) business owners and/or create/retain job for those with incomes at or below 80% of the county AMI, in the City limits of Coalinga, for items such as operating expenses and working capital, for a period acceptable under the Notice of Program Rules, Waivers, and Alternative Requirements, Under the CARES Act for Community Development Block Grant Program Coronavirus Response Grants, Fiscal Year 2019 and 2020 Community Development Block Grants, and for Other Formula Programs Item III.B.5.(f)(i).

Records to Be Maintained

The subrecipient shall maintain records including, but not limited to:

Basic Activity Information

The SUBRECIPIENT shall maintain a project file that contains a full description of each activity assisted with CDBG and funds, including its location, the amount of CDBG funds budgeted, obligated and expended for the activity, and the eligibility and national objective under which it is eligible.

Data on the extent to which each racial and ethnic group and have applied for, participated in, or benefited from, any program or activity funded in whole or in part with CDBG funds. Such information shall be used only as a basis for further investigation as to compliance with nondiscrimination requirements. No recipient is required to attain or maintain any particular statistical measure by race, ethnicity, or gender in covered programs.

Data will be collected to document duplication of benefits at application and will be collected throughout the expenditure period and provided to the City.

Financial Management Records

The SUBRECIPIENT shall maintain financial records in accordance with the applicable requirements listed in Sec. 570.502, including source documentation.

The project file must document how the CDBG funds are expended. Such documentation must include, to the extent applicable:

- Invoices with supporting documentation
- Evidence that adequate procurement practices were in place and followed
- Schedules containing comparisons of budgeted amounts and actual expenditures,

- Construction progress schedules signed by appropriate parties (e.g., general contractor and/or a project architect), if applicable
- Other documentation appropriate to the nature of the activity

National Objective Compliance - Low Mod Job Activities (LMJ)

The SUBRECIPIENT shall maintain records for each job created/retained, including:

- The total cost of the activity, including both CDBG and non-CDBG funds.
- a determination of beneficiary's household size and estimated annual income (as defined under the 24 CFR 5.609) completed and signed by the SUBRECIPIENT supported by income self-certifications.

SUBRECIPIENT shall ensure the CDBG grant and program income funds provided by GRANTEE are clearly identified as a subaward and include the following information:

- SUBRECIPIENT NAME: Self-Help Enterprises
- Subrecipient ID (DUNS): 056179906
- State Award Identification Number:
- State Award Date:
- Period of Performance:
- Funds Obligated by this Agreement: CDBG CV-2&3 Grant and Program Income
- Total Funds Obligated to SUBRECIPIENT: \$314,194
- Total Amount of the Award: \$314,194
- Award project description: See Exhibit A - Scope of Work
- Name of awarding agency: CA Dept. of Housing and Community Development
- Name of pass-through entity: City of Coalinga, California
- Award Official Contact Information: See Section 18 - Notices
- CFDA Number:
- CFDA Name: Community Development Block Grant
- Identification of R&D: No
- Indirect cost rate for the Federal award: 21.97%

EXHIBIT B
PROPOSED BUDGET

#	Line Item	Approved Budget
1	Salaries	\$22,000
2	Fringe Benefits	\$7,260
3	Professional Services	\$350
4	Supplies & Equipment	\$450
5	Rent / Lease / Utilities	\$1,567
6	Utilities / Telephone	\$1,540
7	Mileage / Transportation	\$500
8	Other: Indirect Cost Rate (approved 21.97%)	\$6,428
9	Other: Education & Outreach	\$750
10	Other: Business Assistance Payments	\$273,349
	TOTAL	\$314,194