

**FIRST AMENDMENT TO CITY OF MERCED
SUBRECIPIENT AGREEMENT**

THIS FIRST AMENDMENT TO AGREEMENT is made and entered into this ____ day of _____, 20____, by and between the City of Merced, a California Charter Municipal Corporation (“City”), and Self-Help Enterprises, (“SUBRECIPIENT”).

WHEREAS, City and Subrecipient have previously entered into a Subrecipient Agreement (“Agreement”) dated November 15, 2021; and,

WHEREAS, City and Subrecipient desire to amend said Agreement to modify Exhibit A-1, Exhibit A-2, Exhibit A-3, and Exhibit B-1 to the Agreement to be consistent with the Budget Detail in Exhibit E of the Standard Agreement #21-CALHOME-17112 in connection with said project.

NOW, THEREFORE, the parties hereto, in consideration of the mutual covenants hereinafter recited, agree as follows:

1. All References in the Subrecipient Agreement dated November 15, 2021 to Exhibit A-1 shall be changed to refer to Attachment A-1, attached hereto.
2. All References in the Subrecipient Agreement dated November 15, 2021 to Exhibit A-2 shall be changed to refer to Attachment A-2, attached hereto.
3. All References in the Subrecipient Agreement dated November 15, 2021 to Exhibit A-3 shall be changed to refer to Attachment A-3, attached hereto.
4. All References in the Subrecipient Agreement dated November 15, 2021 to Exhibit B-1 shall be changed to refer to Attachment B-1, attached hereto.
5. Except as herein amended, the Agreement dated November 15, 2021, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this First Amendment to Agreement to be executed on the date first above written.

ATTACHMENT 8

CITY OF MERCED
A California Charter Municipal
Corporation

BY: _____
D. Scott McBride
City Manager

ATTEST:
D. SCOTT MCBRIDE, CITY CLERK

BY: _____
Assistant/Deputy City Clerk

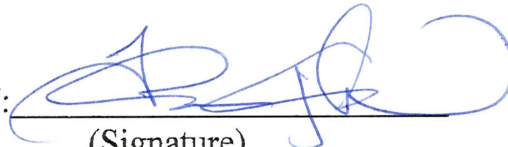
APPROVED AS TO FORM:
CRAIG J. CORNWELL, CITY ATTORNEY

BY: Craig Cornwell 3/18/2025
City Attorney Date

ACCOUNT DATA:
M. VENUS RODRIGUEZ, FINANCE OFFICER

BY: _____
Verified by Finance Officer

**SUBRECIPIENT
SELF-HELP ENTERPRISES**

BY: 
(Signature)

THOMAS J. COLLISHAW
(Typed Name)

Its: PRESIDENT / CEO
(Title)

BY: 
(Signature)

DAVID EBENEZER
(Typed Name)

Its: CHIEF FINANCIAL OFFICER
(Title)

Taxpayer I.D. No. 94-1592676

ADDRESS: 8445 W. ELOWIN CT
VISALIA, CA 93290

TELEPHONE: _____

FAX: _____

E-MAIL: _____

ATTACHMENT A-1
SCOPE OF WORK

Matrix Code: Homebuyer Assistance

National Objective: LMH

CalHome Eligibility: Title 25 CA Code of Regulations Division 1,
Chapter 7, Subchapter 9, Article 4.

Project Description:

Self-Help Enterprises will offer Homebuyer Assistance program to qualifying income eligible households located within the City of Merced:

- 1) First-Time Homebuyer Assistance will be provided to income eligible households citywide to provide down payment, closing cost and gap financing that will ensure a first-time homebuyers mortgage payments are affordable.

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 CalHome funds, including its location, the amount of CalHome 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 CalHome 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.

Financial Management Records

The SUBRECIPIENT shall maintain financial records in accordance with the applicable requirements listed in Section 7721 of State regulations, including source documentation.

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

- a. Invoices with supporting documentation
- b. Evidence of need and no duplication of services
- c. Other documentation appropriate to the nature of the activity

The SUBRECIPIENT shall maintain records for each owner-occupied unit, including

- The total cost of the activity, including both CalHome and non-CalHome funds if used.
- 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 documentation such as pay stubs and other accepted forms of income verification.

SUBRECIPIENT shall ensure the CalHome grant 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: 21-CALHOME-17112
- State Award Date: October 4, 2022
- Period of Performance: 36 months from date of execution
- Funds Obligated by this Agreement: \$1,125,000
- Funds Obligated to SUBRECIPIENT \$1,139,400
- Total Amount of the Award: \$1,125,000
- 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 Merced, California Award
Official Contact Information: See Section 18 - Notices
- CFDA Number:
- CFDA Name: CalHome Program Identification of R&D:
No
- Indirect cost rate for the Federal award 21.97%

ATTACHMENT A-2
SCOPE OF WORK

Matrix Code: ADU/AJU Program

National Objective: LMH

CalHome Eligibility: Title 25 CA Code of Regulations Division 1, Chapter 7,
Subchapter 9, Article 8.

Project Description:

Self-Help Enterprises will offer ADU/AJU program to qualifying income eligible households located within the City of Merced:

- 1) ADU/AJU Program to income eligible households for the construction, reconstruction, repair, conversion or rehabilitation of secondary units located on their owner occupied property.

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 CalHome funds, including its location, the amount of CalHome 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 CalHome 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.

Financial Management Records

The SUBRECIPIENT shall maintain financial records in accordance with the applicable requirements listed in Section 7721 of State regulations, including source documentation.

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

- a. Invoices with supporting documentation
- b. Evidence of need and no duplication of services
- c. Other documentation appropriate to the nature of the activity

The SUBRECIPIENT shall maintain records for each owner-occupied unit Including

- a. Invoices with supporting documentation
 - b. Evidence of need and no duplication of services
 - c. Other documentation appropriate to the nature of the activity
- The total cost of the activity, including both CalHome and non-CalHome funds if used.
 - 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 documentation such as pay stubs and other accepted forms of income verification.

SUBRECIPIENT shall ensure the CalHome grant 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: 21-CALHOME-17112
- State Award Date: October 4, 2022
- Period of Performance: 36 months from date of execution
- Funds Obligated by this Agreement: \$0.00
- Funds Obligated to SUBRECIPIENT \$0.00
- Total Amount of the Award: \$0.00
- 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 Merced, California Award Official
- Contact Information: See Section 18 - Notices
- CFDA Number:
- CFDA Name: CalHome Program Identification of R&D: No
- Indirect cost rate for the Federal award 21.97%

Attachment A-3
SCOPE OF WORK

Matrix Code: Owner Occupied Housing Rehabilitation
National Objective: LMH
CalHome Eligibility: Title 25 CA Code of Regulations Division 1, Chapter 7,
Subchapter 9, Article 8.

Project Description:

Self-Help Enterprises will offer ADU/AJU program to qualifying income eligible households located within the City of Merced:

1) Housing Rehabilitation Program for owner occupied income eligible households countywide that provides for the repair of multiple household systems that threaten a household's health, general well-being or safety and/or subjects the households to live without basic plumbing, electrical, heating, cooling or security. Housing units may include manufactured housing units and ADU/JADU's.

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 CalHome funds, including its location, the amount of CalHome 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 CalHome 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.

Financial Management Records

The SUBRECIPIENT shall maintain financial records in accordance with the applicable requirements listed in Section 7721 of State regulations, including source documentation.

National Objective Compliance - Low Mod Housing Activities (LMH) - Owner

The SUBRECIPIENT shall maintain records for each owner-occupied unit, including:

- The total cost of the activity, including both CDBG/HOME and non-CalHome 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 documentation such as pay stubs and other accepted forms of income verification.

The SUBRECIPIENT shall maintain records for each owner-occupied unit including

- The total cost of the activity, including both CalHome and non-CalHome funds if used.
- 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 documentation such as pay stubs and other accepted forms of income verification.

SUBRECIPIENT shall ensure the CalHome grant 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: 21-CALHOME-17112
- State Award Date: October 4, 2022
- Period of Performance: 36 months from date of execution
- Funds Obligated by this Agreement: \$1,375,000
- Funds Obligated to SUBRECIPIENT \$1,396,600
- Total Amount of the Award: \$1,375,000
- 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 Merced, California Award Official
- Contact Information: See Section 18 - Notices
- CFDA Number:
- CFDA Name: CalHome Program Identification of R&D: No
- Indirect cost rate for the Federal award 21.97%

**ATTACHMENT B-1
PROPOSED BUDGET**

#	Line Item	Approved Budget
1	Administrative Cost	\$36,000.00
2	FTHB Homebuyer Assistance including Implementation Cost	\$1,125,000.00
3	ADU/JDU Assistance including Implementation Cost	\$0.00
4	Owner Occupied Housing Rehabilitation Assistance With or without ADU/JDU's including Implementation Cost	\$1,375,000.00
	TOTAL	\$2,536,000.00