

AMENDMENT #1

TO THE AGREEMENT BETWEEN THE COUNTY OF TEHAMA  
AND POOR AND THE HOMELESS TEHAMA COUNTY COALITION (P.A.T.H.)

This Amendment #1 to Agreement Number 2024-117, dated June 10, 2024, by and between the County of Tehama, through its Health Services Agency (County) and Poor and the Homeless Tehama County Coalition (Contractor) for the provision of Navigation Center Operations, shall be amended as follows:

Exhibit F shall be added to the existing agreement, in its entirety, attached and incorporated herein.

It is mutually agreed that all other terms and conditions of Agreement Number 2024-117 shall remain in full force and effect.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

Date: 8-5-25

COUNTY OF TEHAMA

Jayme S. Bottke  
Jayme S. Bottke, Executive Director

Date: 8/4/25

POOR AND THE HOMELESS TEHAMA  
COUNTY COALITION (P.A.T.H.)

Michael Glackler  
Michael Glackler, Administrative Director

Date: 08/04/25

Colleen Lewis  
Colleen Lewis, Executive Director

113673  
Vendor Number

Exhibit F

**Grant Agreement Amendment Between  
Tehama County Health Services Agency (TCHSA) and  
The Poor and the Homeless Tehama County Coalition (PATH) for  
Navigation Center Operations**

June 13, 2025

On May 7, 2024, TCHSA and PATH executed a grant agreement following a Request for Proposals (RFP) process. The grant agreement is in the amount of \$1,055,654.50 in Permanent Local Housing Allocation (PLHA) funds for navigation center operations for the PATH Plaza Navigation Center at 550 Lay Avenue, Red Bluff, CA, 96080.

At the request of both TCHSA and PATH during a coordination meeting between the two parties held on February 26, 2025, this amendment clarifies the eligible uses and audits of the PLHA navigation center operations funds. The amendment has been reviewed and approved by the State Department of Housing and Community Development (HCD) that administers the PLHA program.

**Eligible Uses**

As agreed by TCHSA, PATH, and HCD via this amendment, the eligible uses of the PLHA navigation center operations funds are as follows for PATH Plaza Navigation Center:

1. Contractors
2. Insurance
3. Payroll expenses: taxes
4. Payroll expenses: wages
5. Payroll expenses: workers' compensation
6. Repairs and maintenance
7. Supplies and materials
8. Taxes and licenses
9. Training and education
10. Utilities

Please note, costs should be proportional to the portion of the navigation center operations budget that PLHA is supporting. For example, if PLHA supports 15% of the navigation center operations budget for a fiscal year then 15% of the utilities for PATH Plaza Navigation Center for that fiscal year can be charged to PLHA.

**Audits**

Per sections F.9.8. and F.9.9 Permanent Local Housing Allocation (PLHA) on page 12 of the grant agreement, PATH will provide accounting and programmatic records of PLHA grant fund expenditures to the County annually at the end of each fiscal year and upon request of the County or HCD.

Programmatic records will include, but not be limited to, details on households served and services provided. Accounting records will include, but not be limited to, salary and benefit detail by staff and operating expense detail by category matching the eligible uses. The County will use this information to ensure the grant agreement and PLHA requirements are being fulfilled and to submit PLHA Annual Reports to the State.

Annually, the County will randomly select one month from the fiscal year to conduct an audit of PATH Plaza Navigation Center. The County will test line items from the expenditure report and request backup documentation for the staff billing their time to the PATH Plaza Navigation Center program. Staff will need to attest to their timecards. If the audit clears, the County's assumption is that the process is correct in total and the records would then be accepted in total.

#### Communication and Coordination

TCHSA and PATH will coordinate on the eligible uses and audits as needed and whenever questions arise that need resolution. TCHSA may seek HCD's guidance from time to time.