

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

1 SECOND AMENDMENT TO AGREEMENT NO. 35633

2 **3 5 6 3 3**

3 THIS SECOND AMENDMENT TO AGREEMENT NO. 35633 is made and
4 entered, in duplicate, as of November 15, 2021 for reference purposes only, pursuant to a
5 minute order adopted by the City Council of the City of Long Beach at its meeting on June
6 23, 2020, by and between VOLUNTEERS OF AMERICA OF LOS ANGELES, a California
7 nonprofit religious corporation ("Consultant"), with a place of business at 3600 Wilshire
8 Boulevard, Suite 1500, Los Angeles, California 90010, and the CITY OF LONG BEACH, a
9 municipal corporation ("City").

10 WHEREAS, the City has received funding from Los Angeles Homeless
11 Services Authority (LAHSA) to provide a crisis and bridge housing program to individuals
12 experiencing homelessness; and

13 WHEREAS, as part of the 2021-2022 agreement with LAHSA (Grant
14 Agreement), the City is required to enter into a subcontract requiring unique skills to be
15 performed in connection with the operational services for the year-round shelter known as
16 the Atlantic Avenue Bridge Community, located at 6841-6845 Atlantic Avenue ("Project")
17 to provide crisis and bridge housing to individuals experiencing homelessness; and

18 WHEREAS, City has selected Contractor in accordance with City's
19 administrative procedures using a Request for Proposals ("RFP"), attached hereto as
20 Exhibit "A-1", and incorporated by this reference, and City has determined that Contractor
21 and its employees are qualified, licensed, if so required, and experienced in performing
22 these specialized services; and

23 WHEREAS, City desires to have Contractor perform these specialized
24 services, and Contractor is willing and able to do so on the terms and conditions in this
25 Agreement; and

26 WHEREAS, City and Consultant (the "Parties") entered into Agreement No.
27 35633 (the "Agreement") whereby Consultant agreed to provide these services; and

28

1 WHEREAS, the Parties entered into a First Amendment to extend the term
2 of the Agreement for one (1) additional one-year period; and

3 WHEREAS, the Parties desire to increase the total contract amount for the
4 term of July 1, 2021 to June 30, 2022 by Five Hundred Sixty-Three Thousand Dollars
5 (\$563,000), for a revised aggregate contract amount of One Million Six Hundred Eleven
6 Thousand Eight Hundred Forty Dollars (\$1,611,840);

7 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
8 conditions herein contained, the Parties agree as follows:

9 1. Section 1.A. of the Agreement is hereby amended to read as
10 follows:

11 “A. Contractor shall furnish specialized services more particularly described
12 in Exhibit “A-2”, attached to this Agreement and incorporated by this reference, in
13 accordance with the standards of the profession, and City shall pay for these
14 services in the manner described below, in an aggregate contract amount not to
15 exceed One Million Six Hundred Eleven Thousand Eight Hundred Forty Dollars
16 (\$1,611,840), at the rates or charges shown in Exhibit “B-1”. The specialized
17 services described in Exhibit A-2 shall be provided on or about the following
18 described property (the “Premises”) located at 6841-6845 Atlantic Avenue (the
19 “Building”) as shown on the depiction marked Exhibit “A-3” attached hereto and
20 made a part thereof. City is providing Contractor access to the Premises and the
21 Building so that Contractor can furnish specialized services as described in this
22 Agreement and no rent or other fees shall be paid to City by Contractor for such
23 access to the Premises and the Building.”

24 2. Exhibit “B-1” to Agreement 35633 is hereby amended and replaced
25 with Exhibit “B-2”, attached hereto and incorporated herein.

26 3. Except as expressly modified herein, all of the terms and conditions
27 contained in Agreement No. 35633 are ratified and confirmed and shall remain in full force

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and effect.

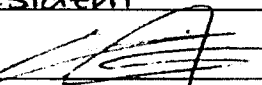
IN WITNESS WHEREOF, the parties have caused this document to be duly executed with all formalities required by law as of the date first stated above.

VOLUNTEERS OF AMERICA OF LOS ANGELES, a California nonprofit religious corporation

November 17, 2021, 2021

By 
Name Bob Pratt
Title President

November 17, 2021, 2021

By 
Name Veronica Lara
Title COO

"Consultant"

CITY OF LONG BEACH, a municipal corporation

_____, 2021

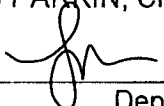
By 
City Manager

"City"

This Second Amendment to Agreement No. 35633 is approved as to form on

November 30, 2021.

CHARLES PARKIN, City Attorney

By 
Deputy

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Lona Beach, CA 90802-4664


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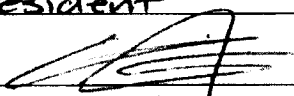
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VOLUNTEERS OF AMERICA OF LOS ANGELES, a California nonprofit religious corporation

November 17, 2021, 2021

By 
Name Bob Pratt
Title President

November 17, 2021, 2021

By 
Name Veronica Lara
Title COO

"Consultant"

CITY OF LONG BEACH, a municipal corporation

_____, 2021

By _____
City Manager

"City"

This Second Amendment to Agreement No. 35633 is approved as to form on

_____, 2021.

CHARLES PARKIN, City Attorney

By _____
Deputy

EXHIBIT “B-2”

ABC YEAR-ROUND SHELTER
Bridge Housing Contract
Volunteers of America
Contract# 35633
7/1/2021 - 6/30/2022

| PERSONNEL | | 2020-2021 Budget | Adjustments | Amended Budget |
|---|----------|-----------------------------|--------------------|---------------------------|
| Program Manager - 1.0 FTE | 1.0 FTE | \$ 91,010 | | |
| Program Coordinator II -1.0 FTE | 1.0 FTE | \$ 43,265 | | |
| Shelter Lead - 2.0 FTE | 2.0 FTE | \$ 65,188 | | |
| Administrative Assistant - 1.0 FTE | 1.0 FTE | \$ 33,698 | | |
| HMIS Specialist | 1.0 FTE | \$ 32,179 | | |
| Clinical Case Manager - 1.0 FTE | 1.0 FTE | \$ 50,398 | | |
| Case Manager - Entry Level - 3.0 FTE | 3.0 FTE | \$ 92,559 | | |
| Case Manager - Generalist - 1.0 FTE | 1.0 FTE | \$ 33,417 | | |
| Drivers - 2.0 FTE | 1.0 FTE | \$ 26,744 | | |
| Food Service Worker - 1.0 FTE | 1.0 FTE | \$ 25,810 | | |
| Monitors - 8.0 FTE | 10.0 FTE | \$ 280,819 | | |
| Total Salary and Employee Benefits | | \$ 775,087 | \$ - | \$ - |
| OPERATING COST | | | | |
| Rent | | | | - |
| Office Supplies | | 3,358 | | |
| TOTAL Operating Cost | | \$ 3,358 | \$ - | \$ - |
| OPERATING COST (Equipment) | | | | |
| Computer and Printers | | \$ 1,692 | | |
| Other Equipment/Furniture | | \$ 1,300 | | |
| Copier Machine- Lease | | \$ 4,021 | | |
| TOTAL Equipment Cost | | \$ 7,013 | \$ - | \$ - |
| OTHER Operating Cost | | | | |
| House Keeping Supplies | | \$ 5,076 | | |
| First Aid Supplies | | \$ 781 | | |
| Building Repair and Maintenance | | \$ 3,904 | | |
| Trash Pick Up | | \$ 3,123 | | |
| Pest Control | | \$ 4,685 | | |
| Telephone-Voice | | \$ 1,015 | | |
| Telephone-Cellular | | \$ 640 | | |
| Internet | | \$ 1,484 | | |
| Electric/Water/Gas | | \$ 27,330 | | |
| Insurance/Properties/Directors/Officers | | \$ 3,123 | | |
| Van Lease/Van Upkeep/Fuel/Van Insurance | | \$ 3,904 | | |
| Staff Mileage | | \$ 1,562 | | |
| Staff Recruitment | | \$ 781 | | |
| Food and Beverages | | \$ 122,984 | | |
| Participant Related Cost | | \$ 2,343 | | |
| TOTAL Other Operating Cost | | \$ 182,735 | \$ - | \$ - |
| Administrative Cost | | | | |
| Indirect Cost 8.33% | | 80,647 | | |
| Total Administrative Costs | | \$ 80,647 | | \$ - |
| TOTAL BUDGET | | \$ 1,048,840 | \$ - | \$ - |

VOALA ABC Shelter Bridge Housing Budget Justification – 2021-2022

*Note: the ABC Shelter includes both Crisis and Bridge Housing beds. The staff and operating costs are calculated to serve both programs. The below budget includes the share of costs allocated to the Crisis Housing program.

| Expense | Description/Justification of Expense Item | FTE | Annual Cost |
|------------------------------|--|------------|---------------------|
| Personnel Costs | | | |
| Program Manager | Provides administrative oversight, staff supervision, community engagement, clinical supervision for direct service staff. | 1.00 | \$91,010.00 |
| Program Coordinator II | Provides overall program oversight under the guidance of the Clinical Program Manager, including staff supervision, community engagement, data collection/reporting. | 1.00 | \$43,265.00 |
| Shelter Lead | Provides direct oversight of the shelter operations, including ensuring the facility is properly cleaned and maintained at all times, supporting monitors in meeting participant needs, and coordinating on-site programming and services. | 2.00 | \$65,188.00 |
| Administrative Assistant | Assists with data intake and report preparation, as well as other administrative duties related to shelter operations and client services. | 1.00 | \$33,698.00 |
| HMIS Specialist | Provides intake, assessment, and case management for program participants, as well as oversees data entry into HMIS | 1.00 | \$32,179.00 |
| Clinical Case Manager | Provides clinical level intake, assessment, and case management for program participants | 1.00 | \$50,398.00 |
| Case Manager - Entry Level | Provides intake, assessment, and case management for program participants | 3.00 | \$92,559.00 |
| Case Manager - Generalist | Provides intake, assessment, and case management for program participants | 1.00 | \$33,417.00 |
| Drivers | Drive VOALA vans to get participants to/from shelter as well as to/from permanent housing placements and supportive services. | 1.00 | \$26,744.00 |
| Food Service Worker | Prepares and serves meals to participants | 1.00 | \$25,810.00 |
| Monitors | Provide 24/7/365 supervision and support for program participants | 10.00 | \$280,819.00 |
| Total Personnel Costs | | | \$775,087.00 |

| Operating Costs | | |
|---------------------------------|--|--------------------|
| Expense | Description/Justification of Expense Item (include cost calculations) | Annual Cost |
| General office supplies | \$279.83/month x 12 months | \$3,358.00 |
| Computers and printer | 1 computer @ \$1,692/each | \$1,692.00 |
| Other Equipment/Furniture | Office desk/chair/filing cabinets # \$1,300/year | \$1,300.00 |
| Copy machine lease | 1 copy machine used in providing case management and program reporting @ \$335.08/month x 12 months | \$4,021.00 |
| Housekeeping supplies | Cleaning supplies used to maintain shelter facilities, as well as other items such as toilet paper, hygiene supplies, etc. calculated at \$423/month x 12 months | \$5,076.00 |
| First Aid Supplies | First aid supplies used to treat minor injuries of participants and/or staff, calculated at \$65.08/month x 12 months | \$781.00 |
| Facility maintenance and repair | Costs associated with the materials required for basic facility maintenance and repair at \$325.33/month x 12 months | \$3,904.00 |
| Trash Service | Costs for trash service, calculated at \$260.25/month x 12 months | \$3,123.00 |
| Pest Control | Costs for pest control service, calculated at \$390.42/month x 12 months | \$4,685.00 |
| Phone - Voice | Telephone for use by program staff, calculated at \$84.83/month x 12 months | \$1,015.00 |
| Phone - Cellular | Mobile phones for use by program staff, calculated at \$53.33/month x 12 months | \$640.00 |
| Internet | Internet services for use by program staff and participants, calculated at \$123.67/month x 12 months | \$1,484.00 |
| Electric/Water/Gas | Utilities including electric, water, and gas service calculated at \$2,277.50/month x 12 months | \$27,330.00 |
| Insurance | Costs associated with general liability, property, and directors and officers insurance, calculated at \$260.25/month x 12 months | \$3,123.00 |
| Van Lease/Upkeep/Fuel/Insurance | Cost to lease 2 vans for transporting clients, including vehicle maintenance, fuel, and insurance, calculated at \$325.33/month x 12 months | \$3,904.00 |
| Staff Mileage | Mileage for staff to attend meetings and meet with clients, calculated at \$130.16/month x 12 months | \$1,562.00 |

| | | |
|-----------------------------------|--|-----------------------|
| Staff Recruitment | Costs associated with recruiting qualified staff, calculated at \$65.08/month x 12 months | \$781.00 |
| Food and beverages | Costs to provide 3 meals/day for all participants, calculated at \$6.24/participant/day x 60 participants x 365 days x 90% occupancy | \$122,984.00 |
| Participant related costs | Costs associated with direct supports for participants to assist them in securing permanent housing, including costs such as bus passes, clothing, tools for work, etc. Calculated at \$195.25/month x 12 months | \$2,343.00 |
| Total Operating Costs | | \$193,106.00 |
| Administrative Costs | | |
| Indirect Costs | VOALA has a federally approved indirect cost rate of 11.43%. We have capped the indirect costs claimed for this proposal at 10% of direct costs. | \$80,647.00 |
| | | \$0.00 |
| Total Administrative Costs | | \$80,647.00 |
| Total Annual Cost | | \$1,048,840.00 |

ABC YEAR-ROUND SHELTER
Crisis Housing Contract
Volunteers of America
Contract# 35633
7/1/2021 - 6/30/2022

| PERSONNEL | | 2020-2021 Budget | Adjustments | Amended Budget |
|---|----------|---------------------|-------------|-------------------|
| Program Manager - 1.0 FTE | 1.0 FTE | \$ 48,853 | | |
| Program Coordinator II -1.0 FTE | 1.0 FTE | \$ 23,224 | | |
| Shelter Lead - 2.0 FTE | 2.0 FTE | \$ 34,991 | | |
| Administrative Assistant - 1.0 FTE | 1.0 FTE | \$ 18,088 | | |
| HMS Specialist | 1.0 FTE | \$ 17,273 | | |
| Clinical Case Manager - 1.0 FTE | 1.0 FTE | \$ 27,053 | | |
| Case Manager - Entry Level - 3.0 FTE | 3.0 FTE | \$ 49,683 | | |
| Case Manager - Generalist - 1.0 FTE | 1.0 FTE | \$ 17,938 | | |
| Drivers - 2.0 FTE | 1.0 FTE | \$ 14,357 | | |
| Food Service Worker - 1.0 FTE | 1.0 FTE | \$ 13,855 | | |
| Monitors - 8.0 FTE | 10.0 FTE | \$ 150,739 | | |
| Total Salary and Employee Benefits | | \$ 416,054 | \$ - | \$ - |
| OPERATING COST | | | | |
| Rent | | | | - |
| Office Supplies | | 1,802 | | |
| TOTAL Operating Cost | | \$ 1,802 | \$ - | \$ - |
| OPERATING COST (Equipment) | | | | |
| Computer and Printers | | \$ 908 | | |
| Other Equipment/Furniture | | \$ 700 | | |
| Copier Machine- Lease | | \$ 2,159 | | |
| TOTAL Equipment Cost | | \$ 3,767 | \$ - | \$ - |
| OTHER Operating Cost | | | | |
| House Keeping Supplies | | \$ 2,724 | | |
| First Aid Supplies | | \$ 419 | | |
| Building Repair and Maintenance | | \$ 2,096 | | |
| Trash Pick Up | | \$ 1,677 | | |
| Pest Control | | \$ 2,515 | | |
| Telephone-Voice | | \$ 545 | | |
| Telephone-Cellular | | \$ 344 | | |
| Internet | | \$ 796 | | |
| Electric/Water/Gas | | \$ 14,670 | | |
| Insurance/Properties/Directors/Officers | | \$ 1,677 | | |
| Van Lease/Van Upkeep/Fuel/Van Insurance | | \$ 2,096 | | |
| Staff Mileage | | \$ 838 | | |
| Staff Recruitment | | \$ 419 | | |
| Food and Beverages | | \$ 66,016 | | |
| Participant Related Cost | | \$ 1,257 | | |
| TOTAL Other Operating Cost | | \$ 98,089 | \$ - | \$ - |
| Administrative Cost | | | | |
| Indirect Cost 8.33% | | 43,288 | | |
| Total Administrative Costs | | \$ 43,288 | | \$ - |
| TOTAL BUDGET | | \$ 563,000 | \$ - | \$ - |

VOALA ABC Shelter Crisis Housing Budget Justification – 2021-2022

*Note: the ABC Shelter includes both Crisis and Bridge Housing beds. The staff and operating costs are calculated to serve both programs. The below budget includes the share of costs allocated to the Crisis Housing program.

| Expense | Description/Justification of Expense Item (include cost calculations) | FTE | Annual Cost |
|----------------------------|--|------------|--------------------|
| Personnel Costs | | | |
| Program Manager | Provides administrative oversight, staff supervision, community engagement, clinical supervision for direct service staff. | 1.00 | \$48,853.00 |
| Program Coordinator II | Provides overall program oversight under the guidance of the Clinical Program Manager, including staff supervision, community engagement, data collection/reporting. | 1.00 | \$23,224.00 |
| Shelter Lead | Provides direct oversight of the shelter operations, including ensuring the facility is properly cleaned and maintained at all times, supporting monitors in meeting participant needs, and coordinating on-site programming and services. | 2.00 | \$34,991.00 |
| Administrative Assistant | Assists with data intake and report preparation, as well as other administrative duties related to shelter operations and client services. | 1.00 | \$18,088.00 |
| HMIS Specialist | Provides intake, assessment, and case management for program participants, as well as oversees data entry into HMIS | 1.00 | \$17,273.00 |
| Clinical Case Manager | Provides clinical level intake, assessment, and case management for program participants | 1.00 | \$27,053.00 |
| Case Manager - Entry Level | Provides intake, assessment, and case management for program participants | 3.00 | \$49,683.00 |
| Case Manager - Generalist | Provides intake, assessment, and case management for program participants | 1.00 | \$17,938.00 |
| Drivers | Drive VOALA vans to get participants to/from shelter as well as to/from permanent housing placements and supportive services. | 1.00 | \$14,357.00 |
| Food Service Worker | Prepares and serves meals to participants | 1.00 | \$13,855.00 |

| Monitors | Provide 24/7/365 supervision and support for program participants | 10.00 | \$150,739.00 |
|---------------------------------|--|--------------------|---------------------|
| Total Personnel Costs | | | \$416,054.00 |
| Operating Costs | | | |
| Expense | Description/Justification of Expense Item (include cost calculations) | Annual Cost | |
| General office supplies | \$150.17/month x 12 months | \$1,802.00 | |
| Computers and printer | 1 computer @ \$908/each | \$908.00 | |
| Other Equipment/Furniture | Office desk/chair/filing cabinets @ \$700/year | \$700.00 | |
| Copy machine lease | 1 copy machine used in providing case management and program reporting @ \$179.92/month x 12 months | \$2,159.00 | |
| Housekeeping supplies | Cleaning supplies used to maintain shelter facilities, as well as other items such as toilet paper, hygiene supplies, etc. calculated at \$227/month x 12 months | \$2,724 | |
| First Aid Supplies | First aid supplies used to treat minor injuries of participants and/or staff, calculated at \$34.92/month x 12 months | \$419 | |
| Facility maintenance and repair | Costs associated with the materials required for basic facility maintenance and repair at \$174.67/month x 12 months | \$2,096 | |
| Trash Service | Costs for trash service, calculated at \$139.75/month x 12 months | \$1,677 | |
| Pest Control | Costs for pest control service, calculated at \$209.58/month x 12 months | \$2,515 | |
| Phone - Voice | Telephone for use by program staff, calculated at \$45.42/month x 12 months | \$545 | |
| Phone - Cellular | Mobile phones for use by program staff, calculated at \$28.67/month x 12 months | \$ 344 | |
| Internet | Internet services for use by program staff and participants, calculated at \$66.33/month x 12 months | \$796 | |
| Electric/Water/Gas | Utilities including electric, water, and gas service calculated at \$1,222.50/month x 12 months | \$14,670 | |
| Insurance | Costs associated with general liability, property, and directors and officers insurance, calculated at \$139.75/month x 12 months | \$1,677 | |
| Van Lease/Upkeep/Fuel/Insurance | Cost to lease 2 vans for transporting clients, including vehicle maintenance, fuel, and insurance, calculated at \$174.67/month x 12 months | \$2,096 | |

| | | |
|-----------------------------------|--|---------------------|
| Staff Mileage | Mileage for staff to attend meetings and meet with clients, calculated at \$69.83/month x 12 months | \$838 |
| Staff Recruitment | Costs associated with recruiting qualified staff, calculated at \$34.92/month x 12 months | \$419 |
| Food and beverages | Costs to provide 3 meals/day for all participants, calculated at \$5.02/participant/day x 40 participants x 365 days x 90% occupancy | \$66,016 |
| Participant related costs | Costs associated with direct supports for participants to assist them in securing permanent housing, including costs such as bus passes, clothing, tools for work, etc. Calculated at \$104.75/month x 12 months | \$1,257 |
| Total Operating Costs | | \$103,658.00 |
| Administrative Costs | | |
| Indirect Costs | VOALA has a federally approved indirect cost rate of 14.1%. We have capped the indirect costs claimed for this proposal at 8.33% of direct costs. | \$43,288.00 |
| | | \$0.00 |
| Total Administrative Costs | | \$43,288.00 |
| Total Annual Cost | | \$563,000.00 |