

OFFICE OF THE CITY ATTORNEY
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by the City shall not exceed Five Hundred Thousand Dollars (\$500,000) over the term of this Subcontract. Upon execution of this Subcontract, the City shall disburse funds payable hereunder in due course of payments following receipt from Organization of billing statements in a form approved by the City showing expenditures and costs identified in Attachment "B".

5. Except as expressly amended herein, all terms and conditions in Subcontract No. 35124 are ratified and confirmed and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have signed this document with all the formalities required by law as of the date first stated above.

INTERVAL HOUSE, a California nonprofit corporation
By Carol Williams
Name Carol Williams
Title Executive Director
January 13, 2020
By _____
Name _____
Title _____

"Organization"
CITY OF LONG BEACH, a municipal corporation
By Rebecca G. Garner
City Manager
EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER

This First Amendment to Subcontract No. 35124 is approved as to form on 1-23, 2020.

CHARLES PARKIN, City Attorney
By [Signature] for TMA
Deputy

ATTACHMENT A
STATEMENT OF WORK

ATTACHMENT A MEASURE H STATEMENT OF WORK Homelessness Prevention Component

RENTAL ASSISTANCE

RENTAL ASSISTANCE Item:	(A) Actual Annual Project Assistance Cost	(B) % Requested from Measure H	(AxB)* Measure H Request
1) Rental Assistance	137,200.00	100.00%	137,200.00
2) Rental Arrears	262,800.00	100.00%	262,800.00
RENTAL ASSISTANCE SUBTOTAL:	400,000.00		400,000.00

Rental Assistance

- Project Cost: One Month of Rental Assistance - Total of \$137,200
- Measure H Funding Request: approximately \$1,400 per household x 98 households = \$137,200 x 100% = \$137,200

Rental Arrears

- Project Cost: Two Month's Rental Arrears - Total of \$262,800
- Measure H Funding Request: approximately \$2,681.63 per household x 98 households = \$262,800 x 100% = \$262,800

HOUSING RELOCATION & STABILIZATION SERVICES

Services – Personnel

HOUSING RELOCATION & STABILIZATION SVCS: SERVICES - PERSONNEL Position/Title/Item:	(A) Actual Annual Salary	(B) Actual Annual Benefits	(A+B) Actual Annual Salary+Benefits	(C) % FTE on Project	(A+B)x(C)* Measure H Request	Type of Housing Relocation & Stabilization Svc
1) Program Director (.15 FTE)	112,500.00	18,158.00	130,658.00	15.00%	19,598.00	Housing stability case management
2) Housing Advocate (.65 FTE)	50,000.00	16,716.00	66,716.00	65.00%	43,365.00	Housing stability case management
3)			0.00		0.00	
4)			0.00		0.00	
5)			0.00		0.00	
6)			0.00		0.00	
7)			0.00		0.00	
8)			0.00		0.00	
HRSS (SERVICES - PERSONNEL) SUBTOTAL:	162,500.00	34,874.00	197,374.00	0.80	62,963.00	

Program Director - .15 FTE (6 hours/week)

- Project Cost: 15% of 12 months x \$9,375/month = \$16,875 plus benefits at approximately 16.14% (\$2,723) = \$19,598
- Measure H Funding Request: \$130,658 x 15% (% FTE on Project) = \$19,598
- Oversees all homelessness prevention services including staff, financial assistance, housing partners, program supplies, community resources, and other duties to operate rental assistance programs effectively. Provides direct client services.

Housing Advocate – .65 FTE (26 hours/week)

- Project Cost: 65% of 12 months x \$4,166.67/month = \$32,500 plus benefits at approximately 33.43% (\$10,865) = \$43,365
- Measure H Funding Request: \$66,716 x 65% (% FTE on Project) = \$43,365
- Responsible for providing targeted housing and supportive service activities to help program participants regain stability in housing to prevent homelessness. Will meet with program participants to update goals, monitor progress, and ensure long-term housing stability. Duties include: conducting initial evaluation and detailed intake assessment; individualized goal setting with clients; financial counseling and credit repair, and assisting clients in securing basic resources and mainstream benefits; coordinating referrals; and monitoring and supporting client progress.

Services – NonPersonnel

HOUSING RELOCATION & STABILIZATION SVCS: SERVICES - NONPERSONNEL Position/Title/Item:	(A) Actual Annual Project Costs	(B) % Requested from Measure H	(AxB) Measure H Request	Type of Housing Relocation & Stabilization Svc
1) Indirect Cost (8% of Rental Assistance, Financial Assistance, and Services - Personnel)	462,964.00	8.00%	37,037.00	Housing stability case management
2)			0.00	
3)			0.00	
4)			0.00	
5)			0.00	
6)			0.00	
7)			0.00	
8)			0.00	
HRSS (SERVICES - NONPERSONNEL) SUBTOTAL:	462,964.00		37,037.00	
HOUSING RELOCATION & STABILIZATION SVCS SUBTOTAL:	660,338.00		100,000.00	

Indirect Cost –

- 8% of total Indirect Cost (8% of Rental Assistance, Financial Assistance, and Services – Personnel)
- Project Cost: 8% x \$462,963 (Rental Assistance of \$400,000 + Services-Personnel of \$62,963) = \$37,037.

Measure H Funding Request: 8% of \$462,963 = \$37,037

Interval House Measure H

ATTACHMENT B

Budget

CITY OF LONG BEACH
Measure H FY 2019
Program Budget for Interval House Project Name: Homelessness Prevention
Contract # 35124

BUDGET ITEM		ALLOCATION		BUDGETED SERVICE ACTIVITIES	
RENTAL ASSISTANCE					
1. Rental Assistance	\$	137,200	An estimated 98 households		
2. Rental Arrears	\$	262,800	An estimated 98 households		
TOTAL RENTAL ASSISTANCE (RENTAL ASSISTANCE)	\$	400,000			
Homelessness Prevention - Housing Relocation and Stabilization Services (Services Personnel)					
1. Program Director	\$	19,598	Oversees all homelessness prevention services including staff, financial assistance, housing partners, program supplies, community resources, and other duties to operate rental assistance programs effectively. Provides direct client services.		
2. Housing Advocate	\$	43,365	Responsible for providing targeted housing and supportive service activities to help program participants regain stability in housing to prevent homelessness. Will meet with program participants to update goals, monitor progress, and ensure long-term housing stability. Duties include: conducting initial evaluation and detailed intake assessment; individualized goal setting with clients; financial counseling and credit repair, and assisting clients in securing basic resources and mainstream benefits; coordinating referrals; and monitoring and supporting client progress.		
TOTAL HRSS (SERVICES PERSONNEL COSTS)	\$	62,963	Total HRSS (Financial Assistance Costs) for Reimbursement		
Total Indirect	\$	37,037	8% of total Indirect Cost (8% of Rental Assistance, Financial Assistance, and Services – Personnel)		
TOTAL CITY OF LONG BEACH CONTRACT	\$	500,000	Total		

Measure H Budget FY 19



SECTION 3B. PROJECT DESCRIPTION AND DESIGN - SUPPLEMENTAL QUESTIONS

(Section 3B does not apply to page limits)

A. Number of Households and Persons to Be Served at a Point In Time*

Please complete under the project type for which the agency is applying for and indicate N/A for the one that the agency is not applying for.

	Rapid Rehousing	Homelessness Prevention
Number of households to be served at maximum program capacity*:	25	49
Number of persons to be served at maximum program capacity*:	37	73

* These numbers are intended to reflect a single point in time at maximum capacity and not the number served over the course of a year.

B. Unduplicated Number of Households and Persons to Be Served over 12-months

Please complete under the project type for which the agency is applying for and indicate N/A for the one that the agency is not applying for.

	Rapid Rehousing	Homelessness Prevention
Total unduplicated households to be served over a 12-month period:	50	98
Total unduplicated persons to be served over a 12-month period:	75	147

C. Program Staffing Patterns

In the table below, list the program staff that will provide services under this funding source.

Job Title of Direct Services Staff	Duties	FTE
Program Director	Oversees RRH and HP Programs	.45
Housing Advocate for RRH and HP	Oversees and provides housing and supportive service activities to rapidly transition homeless households to housing stability (RRH) provides targeted housing and supportive service activities to help program participants regain stability in housing to prevent homelessness (HP)	1.90

D. Subrecipient Information

Does this proposal include the use of one or more subrecipients?

 YES NO

If Yes, provide the following information for each of the proposed subrecipients.

Subrecipient 1	
Subrecipient Name	N/A
Subrecipient DUNS Number	
Name of Contact Person	
Title	
Street Address	
City, State, Zip Code	
Email	
Phone	
Description of Services to be Provided	
Summary of Subrecipient Experience	

Subrecipient 2	
Subrecipient Name	
Subrecipient DUNS Number	
Name of Contact Person	
Title	
Street Address	
City, State, Zip Code	
Email	
Phone	
Description of Services to be Provided	
Summary of Subrecipient Experience	

Subrecipient 3	
Subrecipient Name	
Subrecipient DUNS Number	
Name of Contact Person	
Title	
Street Address	
City, State, Zip Code	
Email	
Phone	
Description of Services to be Provided	
Summary of Subrecipient Experience	