OFFICE OF THE CITY ATTORNEY CHARLES PARKIN, City Attorney 411 West Ocean Boulevard, 9th Floor Long Beach, CA 90802-4511

FIRST AMENDMENT TO SUBCONTRACT NO. 35124

THIS FIRST AMENDMENT TO SUBCONTRACT NO. 35124 is made and entered, in duplicate, as of November 15, 2019 for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on October 9, 2018, by and between INTERVAL HOUSE, a California nonprofit corporation ("Organization"), whose address is 6615 E. Pacific Coast Hwy., Suite 170, Long Beach, California 90803, and the CITY OF LONG BEACH, a municipal corporation (the "City").

WHEREAS, as part of the Measure H Homeless Program, City and Organization entered into Subcontract No. 35124 whereby Organization agreed to provide homelessness prevention assistance to eligible residents of the City; and

WHEREAS, City and Organization desire to extend the Subcontract one (1) additional one-year period and increase the total disbursements;

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

- 1. The "Statement of Work" in Attachment "A" to the Agreement is hereby amended, attached hereto, and incorporated by this reference as Attachment "A".
- 2. The "Budget" in Attachment "B" to the Agreement is hereby amended, attached hereto, and incorporated by this reference as Attachment "B".
- 3. Section 2C. of Subcontract No. 35124 is hereby amended to read as follows:
 - "C. The term of this Subcontract shall be the Operational Year beginning on December 1, 2018 and ending on June 30, 2020, including an additional 6-month post-operational period, unless sooner terminated as provided herein."
- 4. Section 3A. of Subcontract No. 35124 is hereby amended to read as follows:
 - "A. Total disbursements made to Organization under this Contract

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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"."

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.

January 13, 2020	INTERVAL HOUSE, a California nonprofit corporation By Caual House Name Cavol Williams Title Executive Director
, 2020	By Name Title
	"Organization"
TO SECTI	CITY OF LONG BEACH, a municipal corporation By Kuluca J June PURSUANT City Manager ON 301 OF CHARTER
This First Amendment to Sub-	contract No. 35124 is approved as to form on
<u>1-23</u> , 2020.	
	CHARLES PARKIN, City Attorney By 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
n 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/hem:	(A) Actual Annual Salary	(B) Actual Annual Benefits	(A+B) Actual Annual Salary+Benefits	(C) % FTE on Project	(A+B)rC* Measure H Request	Type of Housing Relocation & Stabilization Svc
	And the state of t			Section Section 1997		
1) Program Director (.15 FTE)	112,500.00	18,158.00	130,658.00	15.00%		Housing stability case managemen
2) Housing Advocate (.65 FTE)	50,000.00	16,716.00	66,716.00	65.00%	43,365.00	Housing stability case managemen
and the second of the second o	Part Control of the C	14/2	0.00	(2007)	0.00	
	Professional Control of the Control		0.00	A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0.00	
5)	The state of the s		0.00	*****	0.00	and the control of the control of
6)	100		0.00		0.00	Albert Control of Control
7)		1	0.00	100	0.00	
B) The second control of the second s	The transfer of the second	77.5	0.00	11.0	0.00	income and the first state of the
HR88 (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 Sve
n Indirect Cost (8% of Rental Assistance, Financial	462,964.00	8.00%	37,037.00	Housing stability case management
Assistance, and Services - Personnel)			0.00	19 14 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
2)			0.00	
3)			0.00	
1			0.00	
5)			0.00	
តា			0.00	
71			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

	Program Budget	CITY OF LONG BEACH Measure H FY 2019 Idget for Interval House Project Name: Homelessness Prevention Contract # 35124
BUDGETITEM	ALLOCATION	BUDGETED SERVICE ACTIVITIES
RENTAL ASSISTANCE		
1. Rental Assistance	\$ 137,200	137,200 An estimated 98 households
2. Rental Arrears	\$ 262,800	262,800 An estimated 98 households
TOTAL RENTAL ASSISTANCE (RENTAL ASSISTANCE)	\$ 400,000	
Homelessness Prevention - Housing Relocation and Stabilization Services (Services Personnel)	abilization Service	s (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	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
Macount Distant EV 40		

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.

		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	FILE
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	for each of the consequent and an extreme
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	ı
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	1
Description of Services to be Provided	
Summary of Subrecipient Experience	