

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 FIRST AMENDMENT TO CONTRACT NO. 31832

2 **31832**

3 THIS FIRST AMENDMENT TO CONTRACT NO. 31832 is made and
4 entered, in duplicate, as of July 28, 2011 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 May
6 5, 2009, by and between CATHOLIC CHARITIES OF LOS ANGELES, INC., a nonprofit
7 California corporation ("Organization"), with offices located at 1531 James M. Wood
8 Boulevard, Los Angeles, California 90015-0095, and the CITY OF LONG BEACH, a
9 municipal corporation (the "City").

10 WHEREAS, the City has received a grant from the U.S. Department of
11 Housing and Urban Development ("HUD") from the Homelessness Prevention Fund,
12 hereafter referred to as the Homelessness Prevention and Rapid Re-Housing Program
13 ("HPRP"), under Title XII of the American Recovery and Reinvestment Act of 2009, to
14 provide financial assistance and services to either prevent individuals and families from
15 becoming homeless or help those who are experiencing homeless to be quickly re-
16 housed and stabilized; and

17 WHEREAS, as part of Grant Agreement No. S09-MY-06-0522 between
18 HUD and the City (the "HUD Agreement") the City is required to enter into subcontracts
19 with organizations that provide homelessness prevention assistance to households who
20 would otherwise become homeless, many due to the economic crisis, and to provide
21 assistance to rapidly re-house persons who are homeless, and the City has selected
22 Organization as a sub-recipient of grant funds; and

23 WHEREAS, the parties entered Contract No. 31832 whereby Organization
24 agreed to provide this assistance; and

25 WHEREAS, the parties desire to extend the term and specify the funding
26 amount for the extended term; and

27 NOW, THEREFORE, in consideration of the terms and conditions in the
28 Contract and in this First Amendment, the parties agree as follows:

1 1. Section 3 of Contract No. 31832 is hereby amended to read as
2 follows:

3 "Section 3. The term of this Contract shall commence at midnight on
4 October 1, 2010 and, unless sooner terminated as provided herein, shall terminate on
5 October 31, 2012. The term of this Contract may be extended by mutual written
6 agreement between the City and Organization. City may reclaim any unused balance of
7 funds for reallocation to other City approved projects. "

8 2. Section 4.A. of Contract No. 31832 is hereby amended to read as
9 follows:

10 "A. Total disbursements made to Organization under this Contract by the
11 City shall not exceed Six Hundred Fifty-Three Thousand One Hundred Sixty-Seven
12 Dollars (\$653,167) for eligible costs and activities over the term of this Contract. Upon
13 execution of this Contract, the City shall disburse the funds payable hereunder in due
14 course of payments following receipt from Organization of billing statements in a form
15 approved by the City showing expenditures and costs identified in Attachment "B-1". "

16 3. Organization shall provide rapid re-housing assistance to homeless
17 in the City in accordance with the HUD Agreement and Attachment "A-1" attached hereto,
18 entitled "Statement of Work".

19 4. Attachment "A-1" (Scope of Work) and Attachment "B-1" (Budget)
20 attached to this First Amendment are hereby added to the Contract and incorporated
21 herein by reference.

22 5. Except as expressly amended in this First Amendment, all terms and
23 conditions in Contract No. 31832 are ratified and confirmed and shall remain in full force
24 and effect.

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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.

CATHOLIC CHARITIES OF LOS ANGELES, INC., a nonprofit California corporation

August 19, 2011

By Paul D. Tosetti
President, Bd. of Trustees
Paul D. Tosetti, Esq.
Type or Print Name

August 19, 2011

By Gregory A. Cox
Secretary Executive Director
Rev. Monsignor Gregory A. Cox
Type or Print Name

"Organization"

CITY OF LONG BEACH, a municipal corporation

9.14, 2011

By [Signature]
Assistant City Manager
City Manager
"City"

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

This First Amendment to Contract No. 31832 is approved as to form on

8/29, 2011.

ROBERT E. SHANNON, City Attorney

By [Signature]
Deputy

Attachment “A-1”

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**City of Long Beach
Homelessness Prevention and Rapid Re-Housing Program 2010-2012
Scope of Work**

HOMELESSNESS PREVENTION COMPONENT

AGENCY NAME: Catholic Charities of Los Angeles
CONTRACT: 31832

Program Objective: Provide Homelessness Prevention assistance to eligible households who would otherwise become homeless.

Goals:	Y2 QUARTER 1 10/1 - 12/31		Y2 QUARTER 2 1/1 - 3/31		Y2 QUARTER 3 4/1 - 6/30		Y2 QUARTER 4 7/1 - 9/30		Y3 QUARTER 1 10/1 - 12/31		Y3 QUARTER 2 1/1 - 3/31		Y3 QUARTER 3 4/1 - 6/30		Y3 QUARTER 4 7/1 - 7/31	
	QPR Report Due: January 5		QPR Report Due: April 5		QPR Report Due: July 5		QPR Report Due: October 5		QPR Report Due: January 5		QPR Report Due: April 5		QPR Report Due: July 5		QPR Report Due: August 15	
	Persons	Households	Persons	Households	Persons	Households	Persons	Households	Persons	Households	Persons	Households	Persons	Households	Persons	Households
Financial Assistance																
1. Rental Assistance	Quarter 1 Performance Benchmarks:		Quarter 2 Performance Benchmarks: (Cumulative)		Quarter 3 Performance Benchmarks: (Cumulative)		Quarter 4 Performance Benchmarks: (Cumulative)		Quarter 1 Performance Benchmarks: (Cumulative)		Quarter 2 Performance Benchmarks: (Cumulative)		Quarter 3 Performance Benchmarks: (Cumulative)		Quarter 4 Performance Benchmarks: (Cumulative)	
2. Security and Utility Deposits																
3. Utility Payments																
4. Moving Cost Assistance																
5. Hotel & Motel Vouchers																
Total - Financial Assistance	83	32	166	64	249	96	332	128	407	153	482	178	557	203	557	203
Housing Relocation & Stabilization Services																
6. Case Management	Quarter 1 Performance Benchmarks		Quarter 2 Performance Benchmarks: (Cumulative)		Quarter 3 Performance Benchmarks: (Cumulative)		Quarter 4 Performance Benchmarks: (Cumulative)		Quarter 1 Performance Benchmarks: (Cumulative)		Quarter 2 Performance Benchmarks: (Cumulative)		Quarter 3 Performance Benchmarks: (Cumulative)		Quarter 4 Performance Benchmarks: (Cumulative)	
7. Outreach and engagement																
8. Housing Search and Placement																
9. Legal Services																
10. Credit Repair																
Total - Housing Relocation & Stabilization Services	83	32	166	64	249	96	332	128	407	153	482	178	557	203	557	203
Total To Be Served	83	32	166	64	249	96	332	128	407	153	482	178	557	203	557	203

OUTCOMES

11. 70% of clients served will remain stably housed at exit from program.

Annual Performance Report for October 1, 2010 - September 30, 2011 is Due:
October 30, 2011

Annual Performance Report for October 1, 2011 - July 31, 2012 is Due:
August 30, 2012

Authorized Official's Initials: 

MODIFICATION 1 OF ATTACHMENT A
PAGE 1 OF 2 PAGES

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Attachment “B-1”

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CITY OF LONG BEACH
Homelessness Prevention and Rapid Re-Housing Program - 2010-2012

HOMELESSNESS PREVENTION COMPONENT

Annual Program Budget for Catholic Charities of Los Angeles, Inc.

City Contract #: 31832

ITEM	Y2 & Y3 BUDGET	BUDGETED SERVICE ACTIVITIES
FINANCIAL ASSISTANCE - HOMELESSNESS PREVENTION ONLY		
1. Financial Assistance for Homelessness Prevention Activities	418,048	For financial assistance, to be provided to appropriate third parties, including utility deposits; utility payments; moving cost assistance; rental assistance; security deposits; and hotel/motel vouchers, as detailed in Attachment "C", entitled "Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009"
2. Accounting Clerk III - .05 FTE	3,533	Reviews, prepares and distributes HPRP Accounts Payable checks. To include Benefits @ 55% (FICA, Workers Compensation, Unemployment, Health, Vacation, Sick Leave, Retirement, etc.)
SUBTOTAL FINANCIAL ASSISTANCE	421,581	Total Project Budget for Financial Assistance
HOUSING RELOCATION AND STABILIZATION SERVICES - HOMELESSNESS PREVENTION ONLY		
1. Client Services Coordinator - 0.75 FTE	90,063	Assists clients through Case Management Services by developing with the Client a Case Plan to address current issues. Develops a thorough assessment, an Individualized Service Plan, conducts regular meeting with clients and maintains progress notes, assesses outcomes, and assists clients in accessing needed resources to achieve their goals. Inputs regularly into HMIS and provides needed program reports. To include Benefits @ 29% (FICA, Workers Compensation, Unemployment, Health, Vacation, Sick Leave, Retirement, etc.)
2. Client Resources Coordinator II - 1.00 FTE year 1, .80 FTE year 2.	58,612	Assists clients through Case Management Services by developing with the Client a Case Plan to address current issues. Develops a thorough assessment, an Individualized Service Plan, conducts regular meeting with clients and maintains progress notes, assesses outcomes, and assists clients in accessing needed resources to achieve their goals. Inputs regularly into HMIS and provides needed program reports. To include Benefits @ 31% (FICA, Workers Compensation, Unemployment, Health, Vacation, Sick Leave, Retirement, etc.)
3. Program Director - 0.20 FTE Year 1, .25 FTE YR 2.	37,034	Oversees total program and approves all expenditures. Is one of two supervisors authorized to approve all requests for rental assistance, utilities assistance, deposits, motel vouchers, and move-in costs. To include Benefits @ 35% (FICA, Workers Compensation, Unemployment, Health, Vacation, Sick Leave, Retirement, etc.)
4. Program Assistant - 0.25 FTE	17,173	Under the direction of the Case Managers, prepares and submits to corporate office all approved financial assistance requests. Maintains record systems. Assists case managers with HMIS data entry. Maintains all records and reports. To include Benefits @ 40% (FICA, Workers Compensation, Unemployment, Health, Vacation, Sick Leave, Retirement, etc.)
5. Program Supplies	1,591	For payment of program and other office supplies, including but not limited to, postage, paper, file folders, ink, etc.
6. Telephone / Internet	4,073	For payment of telephone and internet costs
7. Travel / Mileage	427	For payment of travel and mileage costs
8. General Liability	9,580	For payment of general liability required by government contracts
SUBTOTAL HOUSING RELOCATION AND STABILIZATION SERVICES	218,553	Total Project Budget for Housing Relocation and Stabilization Services
. Administration (2.08%)	13,033	For payment of administrative costs
TOTAL CITY OF LONG BEACH CONTRACT	653,167	Total HPRP Allocation for Years 2 & 3 (October 1, 2010 - July 31, 2012)

Authorized Official's Initials: _____



MODIFICATION 1 OF ATTACHMENT B
PAGE 1 OF 2 PAGES

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