

**FIRST AMENDMENT TO CONTRACT NO. 31832**

31832

THIS FIRST AMENDMENT TO CONTRACT NO. 31832 is made and entered, in duplicate, as of July 28, 2011 for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on May 5, 2009, by and between CATHOLIC CHARITIES OF LOS ANGELES, INC., a nonprofit California corporation ("Organization"), with offices located at 1531 James M. Wood Boulevard, Los Angeles, California 90015-0095, and the CITY OF LONG BEACH, a municipal corporation (the "City").

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

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

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

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

NOW, THEREFORE, in consideration of the terms and conditions in the 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.

25           ///

26           ///

27           ///

28           ///

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

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

5 August 19, 2011

6 By Paul D. Tosetti  
President, Bd. of Trustees

7 Paul D. Tosetti, Esq.

Type or Print Name

8 By Gregory A. Cox  
Secretary Executive Director

9 Rev. Monsignor Gregory A. Cox

Type or Print Name

10 "Organization"

11 CITY OF LONG BEACH, a municipal  
corporation

12 By Assistant City Manager

13 City Manager

14 EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

15 9/14, 2011

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

17 8/29, 2011.

18 ROBERT E. SHANNON, City Attorney

19 By Deputy

# Attachment “A-1”

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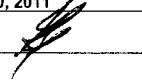
**City of Long Beach**  
**Homelessness Prevention and Rapid Re-Housing Program 2010-2012**  
**Scope of Work**

**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
<b>Financial Assistance</b>																
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)	Quarter 1 Performance Benchmarks: (Cumulative)	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																
<b>Total - Financial Assistance</b>	83	32	166	64	249	96	332	128	407	153	482	178	557	203	557	203
<b>Housing Relocation &amp; Stabilization Services</b>																
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)	Quarter 1 Performance Benchmarks: (Cumulative)	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																
<b>Total - Housing Relocation &amp; Stabilization Services</b>	83	32	166	64	249	96	332	128	407	153	482	178	557	203	557	203
<b>Total To Be Served</b>	83	32	166	64	249	96	332	128	407	153	482	178	557	203	557	203
<b>OUTCOMES</b>																
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: 

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MODIFICATION 1 OF ATTACHMENT A  
PAGE 2 OF 2 PAGES

# 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
<b>FINANCIAL ASSISTANCE - HOMELESSNESS PREVENTION ONLY</b>		
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.)
<b>SUBTOTAL FINANCIAL ASSISTANCE</b>	<b>421,581</b>	<b>Total Project Budget for Financial Assistance</b>
<b>HOUSING RELOCATION AND STABILIZATION SERVICES - HOMELESSNESS PREVENTION ONLY</b>		
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
<b>SUBTOTAL HOUSING RELOCATION AND STABILIZATION SERVICES</b>	<b>218,553</b>	<b>Total Project Budget for Housing Relocation and Stabilization Services</b>
. Administration (2.08%)	13,033	For payment of administrative costs
<b>TOTAL CITY OF LONG BEACH CONTRACT</b>	<b>653,167</b>	<b>Total HPRP Allocation for Years 2 &amp; 3 (October 1, 2010 - July 31, 2012)</b>

Authorized Official's Initials: 

**MODIFICATION 1. OF ATTACHMENT B**  
**PAGE 1 OF 2 PAGES**

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MODIFICATION 1 OF ATTACHMENT B  
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