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OFFICE OF THE CITY ATTORNEY ROBERT E. SHANNON, City Attorney 333 West Ocean Boulevard, 11th Floor Long Beach, CA 90802-4664 14

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### SECOND AMENDMENT TO CONTRACT NO. 31832

## 31832

THIS SECOND AMENDMENT TO CONTRACT NO. 31832 is made and entered, in duplicate, as of May 2, 2012 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 homeless to be quickly rehoused 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 increase the Contract disbursement amount by \$20,698 for a total amount of \$673,865, and to amend the Scope of Work and Budget; and

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

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Contract and in this Second Amendment, the parties agree as follows:

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

"A. Total disbursements made to Organization under this Contract by the City shall not exceed Six Hundred Seventy-Three Thousand Eight Hundred Sixty-Five Dollars (\$673,865) for eligible costs and activities over the term of this Contract. Upon execution of this Contract, the City shall disburse the 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-2"."

2. Attachment "A-2" (Scope of Work) and Attachment "B-2" (Budget) attached to this Second Amendment are hereby added to the Contract and incorporated herein by reference.

 Except as expressly amended in this Second Amendment, all terms and conditions in Contract No. 31832 are ratified and confirmed and shall remain in full force 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						
	2012	By President  Rev. Monsignor Gregory A. Cox  Type or Print Name						
	2012	ByN/A Secretary N/A						
		Type or Print Name						
		"Organization"						
		CITY OF LONG BEACH, a municipal corporation						
<u> </u>	2012	By Assistant City Manager City Manager EXECUTED PURSUAL TO SECTION 301 C THE CITY CHARTE						
	dment to (	Contract No. 31832 is approved as to form on						
6/6, 201.	2.							
		ROBERT E. SHANNON, City Attorney						
		ByDeputy						

# ATTACHMENT "A-2"

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

### HOMELESSNESS PREVENTION COMPONENT

AGENCY N	AME
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Catholic Charities of Los Angeles

CONTRACT: 31832

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

Goals:	Y2 Y2 QUARTER 1 10/1 - 12/31 QUARTER 2 1/1 - 3/31  QPR Report Due: January 5 QPR Report Due: April 5		QUARTER 2		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 - 5/30		Y3 QUARTER 4 7/1 - 7/31	
			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	·	-		1					
Rental Assistance																
2. Security and Utility Deposits	· Ous	arter 1			: Benchmarks:		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)	
3. Utility Payments	Perfo	rmance														
4. Moving Cost Assistance	Bello	iiiiaiks.														
5. Hotel & Motel Vouchers																
Total - Financial Assistance	124	50	249	100	374	150	498	200	623	250	748	301	822	331	822	331
Housing Relocation & Stabilization Services							r						,			
6. Case Management																
7. Outreach and engagement	Qua	arter 1	Quarter 2 Performance Benchmarks: (Cumulative)		Performance Benchmarks: Performance Benchmarks:		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)	
8. Housing Search and Placement	Perfo	rmance hmarks:														
9. Legal Services	Belic	iniains.														
10. Credit Repair						:						.,				
Total - Housing Relocation & Stabilization Services	124	50	249	100	374	150	498	200	623	250	748	301	822	331	822	331
Total To Be Served	124	50	249	100	374	150	498	200	623	250	748	301	822	331	822	331

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 2 OF ATTACHMENT A
PAGE \_\_\_\_\_\_ OF \_\_\_\_\_ PAGES

# ATTACHMENT "B-2"

### CITY OF LONG BEACH

Homelessness Prevention and Rapid Re-Housing Program - 2010-2012

### HOMELESSNESS PREVENTION COMPONENT

Annual Program Budget for <u>Catholic Charities of Los Angeles, Inc.</u>

City Contract #: 31832

ITEM	Y2 & Y3 BUDGET	BUDGETED SERVICE ACTIVITIES					
FINANCIAL ASSISTANCE - HOMELESSNESS PREVENTION ONLY							
Financial Assistance for Homelessness Prevention Activities	441,867	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 III05 FTE	2,868	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	444,735	Total Project Budget for Financial Assistance					
HOUSING RELOCATION AND STABILIZATION SERVICES - HOMELESSNESS PREVENTION ONLY							
1. Client Services Coordinator - 0.75 FTE	63,855	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 - 1.75 FTE	81,747	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 - 0.25 FTE	36,948	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	17,180	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	1,589	For payment of program and other office supplies, including but not limited to, postage, paper, file forlders, 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	215,399	Total Project Budget for Housing Relocation and Stabilization Services					
. Administration (2.08%)	13,731	For payment of administrative costs					

TOTAL CITY OF LONG BEACH CONTRACT

673,865 lub

Total HPRP Allocation for Years 2 & 3 (October 1, 2010 - July 31, 2012)

Authorized Official's Initials:

