

1 FIRST AMENDMENT TO SUBCONTRACT NO. 35542

2 **35542**

3 THIS FIRST AMENDMENT TO SUBCONTRACT NO. 35542 is made and
4 entered, in duplicate, as of November 1, 2020 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
6 November 13, 2018, by and between INTERVAL HOUSE, a California nonprofit
7 corporation ("Organization"), whose address is 6615 Pacific Coast Highway, Suite 170,
8 Long Beach, CA 90803, and the CITY OF LONG BEACH, a municipal corporation ("City").

9 WHEREAS, City requires specialized services requiring unique skills to be
10 performed in connection with providing youth services supported by HEAP funds expended
11 by the City received from the Business, Consumer Services and Housing Agency
12 Homeless Coordinating and Financing Council ("HCFC") to provide immediate emergency
13 assistance to individuals experiencing homelessness; and

14 WHEREAS, City and Organization (the "Parties") entered into Subcontract
15 No. 35542 (the "Subcontract") whereby Organization agreed to provide these services and
16 provide to the City the information and supporting documentation required by the
17 Subcontract; and

18 WHEREAS, the Parties desire to correct an error in the Subcontract relating
19 to the referenced HCFC Agreement Number, increase the total disbursement amount by
20 \$244,371.01, and update the Scope of Work attached as Attachment "A" to the Subcontract
21 and Project Budget attached as Attachment "B" to the Subcontract; and

22 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
23 conditions herein contained, the Parties agree as follows:

24 1. Section 2 of the Subcontract is hereby amended to read as follows.

25 "A. Organization shall provide youth services to people
26 experiencing homelessness in the City, and/or residents of the City who are at risk
27 of homelessness based on Intake and Assessment, in accordance with HCFC
28 Agreement 18-HEAP-00011, Attachment "A" entitled "Statement of Work",

1 Attachment "B" entitled "Budget", Attachment "C" entitled "Certification Regarding
2 Compliance with Americans with Disabilities Act," Attachment "D" entitled
3 "Certification Regarding Debarment," Attachment "E" entitled "Certification
4 Regarding Lobbying," Attachment "F" entitled "Certification of No Conflict of
5 Interest," and Attachment "G" entitled "Health Information in Compliance with the
6 Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health
7 Information Technology for Economic and Clinical Health Act (HITECH Act)
8 Business Associate Agreement," all of which are attached hereto and incorporated
9 by this reference, and the Long Beach Continuum of Care Program Guidelines,
10 which have been provided to Organization and are incorporated by this reference.

11 B. Organization shall be responsible for adherence to all policies,
12 procedures, rules and regulations contained in the Long Beach Continuum of Care
13 Program Guidelines, applicable OMB Circulars, this Subcontract and attachments
14 A-G, HCFC Agreement 18-HEAP-00011 for the funds dispersed under this
15 Subcontract, the Request for Proposal ("RFP"), and Organization's proposal in
16 response to the RFP.

17 C. The term of this Subcontract shall be the Operational Year
18 beginning on July 1, 2019 and ending on June 30, 2021, with the option of one
19 extension through October 31, 2021, unless sooner terminated as provided herein."

20 2. Section 3.A of the Subcontract is hereby amended to read as follows.

21 "A. Total disbursements made to Organization under this Contract
22 by the City shall not exceed Four Hundred Sixty-Nine Thousand Three Hundred
23 Seventy-One Dollars One Cent (\$469,371.01) over the term of this Subcontract.
24 Upon execution of this Subcontract, the City shall disburse funds payable hereunder
25 in due course of payments following receipt from Organization of billing statements
26 in a form approved by the City showing expenditures and costs identified in
27 Attachment "B".

28 3. The Scope of Work attached as Attachment "A" to the Subcontract is

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

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hereby amended and replaced with Attachment "A-1" attached hereto and incorporated herein.

4. The Project Budget attached as Attachment "B" to the Subcontract is hereby amended and replaced with Attachment "B-1" attached hereto and incorporated herein.

5. Except as expressly modified herein, all of the terms and conditions contained in Subcontract No. 35542 are ratified and confirmed and shall remain in full force and effect.

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.

INTERVAL HOUSE, a California nonprofit corporation

December 1, 2020

By Carol Williams
Name Carol Williams
Title Executive Director

_____, 20__

By _____
Name _____
Title _____

"Organization"

CITY OF LONG BEACH, a municipal corporation

December 7, 20__

By Sandra J. Iatun
City Manager

"City"

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER

This First Amendment to Subcontract No. 35542 is approved as to form on

DEC. 4, 2020

CHARLES PARKIN, City Attorney

By [Signature]
Deputy

Attachment "A-1"

City of Long Beach
Homeless Emergency Aid Program (2019)
Scope of Work - Rapid Rehousing and Homeless Prevention Project (CoC)

Agency: Interval House

Project Name: Interval House HEAP Program for TAY

Primary Place of

Performance: 6615 E. Pacific Coast Hwy., Suite 170, Long Beach, CA 90803

Project Summary

Interval House's Rapid Rehousing and Homelessness Prevention Program for Transitional Age Youth (TAY) will offer a full range of financial assistance and supportive services to help homeless TAY and those at risk of homelessness in the City of Long Beach achieve stable permanent housing as quickly as possible. The goal of the program is to connect TAY with comprehensive relevant resources that will empower homeless young adults to build strong foundations for achieving housing stability. In a two-year period, the program will provide housing services for 14 homeless TAY households and 19 TAY households at risk of homelessness (actual numbers may vary depending on household need and length of assistance), including short- and medium-term rental assistance, housing stability supportive services, and follow-up support.

Project Objectives

Please see below for Number of Households and Persons to Be Served at a Point in Time and Unduplicated Number of Households and Persons to Be Served over 24 months.

Number of Households to be Served at Maximum Program Capacity:	10
Number of Persons to be Served at Maximum Program Capacity:	10
Total Number of Unduplicated Households to be Served over a 24-Month Period:	33
Total Number of Unduplicated Persons to be Served over a 24-Month Period:	33

Target Population

The program will target Transitional Age Youth ages 18-24 living in the Long Beach Continuum of Care service area who are experiencing homelessness or are at risk of homelessness and meet determined eligibility criteria.

initial Ceap

Attachment “B-1”

ATTACHMENT 8J

PROJECT BUDGET FORM
HOMELESS EMERGENCY AID PROGRAM (HEAP) 2019
RAPID REHOUSING and HOMELESS PREVENTION - COC

PROJECT NAME: Interval House HEAP Program for TAY AGENCY: Interval House

HOUSING RELOCATION & STABILIZATION SVCS FINANCIAL ASSISTANCE Position/Title/Item:	(A) Actual Annual Project Costs	(B) % Requested from HEAP	(AxB)* Funding Request
1) Rental Assistance - RR	122,100.00	100.00%	122,100.00
2) Security Deposits - RR	9,850.00	100.00%	9,850.00
3) Rental Assistance - HP	171,000.00	100.00%	171,000.00
4)			0.00
5)			0.00
6)			0.00
7)			0.00
8)			0.00
HRSS (FINANCIAL ASSISTANCE) SUBTOTAL:	302,950.00		302,950.00

14.00
14.00

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)* Funding Request	Type of Housing Relocation & Stabilization Svc
SAMPLE - HOUSING COORDINATOR, 1.0 FTE	55,000.00	5,500.00	60,500.00	15.00%	9,075.00	Housing stability case management
1) Program Director - RR (12 months)	115,000.00	18,072.00	133,072.00	12.50%	16,634.00	Housing stability case management
2) Housing Advocate - RR (12 months)	65,000.00	14,378.00	79,378.00	80.00%	63,502.00	Housing stability case management
3)						
4) Program Director - HP (7 months)	115,000.00	18,072.00	133,072.00	15.00%	11,644.00	Housing stability case management
5) Housing Advocate - HP (7 months)	72,500.00	11,520.00	84,020.00	100.00%	49,012.01	Housing stability case management
6)			0.00		0.00	
7)			0.00		0.00	
8)			0.00		0.00	
HRSS (SERVICES - PERSONNEL) SUBTOTAL:	367,500.00	62,042.00	429,542.00		140,792.01	

HOUSING RELOCATION & STABILIZATION SVCS: SERVICES - NONPERSONNEL Position/Title/Item:	(A) Actual Annual Project Costs	(B) % Requested from HEAP	(AxB)* Funding Request	Type of Housing Relocation & Stabilization Svc
1) Emergency Food Vouchers/Gift Cards		100.00%	8,250.00	
2) Transportation Gift Cards		100.00%	3,300.00	
3) 10% de minimis		100.00%	14,079.00	
4)			0.00	
5)			0.00	
6)			0.00	
7)			0.00	
8)			0.00	
9)			0.00	
HRSS (SERVICES - NONPERSONNEL) SUBTOTAL:			25,629.00	

HOUSING RELOCATION & STABILIZATION SVCS SUBTOTAL:	758,121.00		469,371.01
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HOMELESS PREVENTION TOTALS: (Housing Relocation & Stabilization Services + Rental Assistance)	Actual Annual Project Costs	Total Funding Request
PROJECT TOTAL:	758,121.00	469,371.01

469,371.01