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IN WITNESS WHEREOF, the parties have signed this document with all the formalities required by law as of the date first stated above.

LUTHERAN SOCIAL SERVICES OF SOUTHERN CALIFORNIA, a California nonprofit corporation

February 21, 2020

By Ellen Wards  
Name Ellen Wards  
Title Interim CEO

February 21, 2020

By Ellen Wards  
Name Ellen Wards  
Title Interim CEO

"Organization"

CITY OF LONG BEACH, a municipal corporation

March 2, 2020

By Rebecca L. Garner  
City Manager

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER

This First Amendment to Subcontract No. 35150 is approved as to form on

March 2, 2020.

CHARLES PARKIN, City Attorney

By [Signature]  
Deputy

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

**ATTACHMENT A**  
**STATEMENT OF WORK**

**ATTACHMENT A  
MEASURE H STATEMENT OF WORK  
Rapid Re-housing Component**

**RENTAL ASSISTANCE**

<b>RENTAL ASSISTANCE (SHORT-TERM AND MEDIUM-TERM)</b>	
1. Rental Assistance	\$ 189,625
2. Rental Arrears	\$ 31,857
<b>TOTAL RENTAL ASSISTANCE</b>	<b>\$ 221,482</b>

**Rental Assistance**

- 25 households x \$1,517 per month up to 5 months (2020 HUD FMR for 1-bdrm unit in Long Beach) to serve short-term and/or medium-term rental assistance at an average assistance of \$7,585 per household = \$189,625 (Total Measure H request).
- An additional \$31,857 to support rental arrears for up to 21 clients as needed for housing stability.
- Total Rental Assistance requested from Measure H: \$221,482

**HOUSING RELOCATION AND STABILIZATION SERVICES**

**Financial Assistance**

<b>HOUSING RELOCATION AND STABILIZATION SERVICES (FINANCIAL ASSISTANCE COSTS)</b>	
1. Rental Application Fees	\$ 1,717
2. Security Deposits	\$ 75,850
3. Last Month's Rent	\$ 6,068
4. Utilities Deposits	\$ 2,000
5. Utilities Payments	
6. Moving Costs	\$ 2,000
<b>TOTAL HRSS - FINANCIAL ASSISTANCE</b>	<b>\$ 87,635</b>

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**Rental Application Fees**

- 25 households for an average of \$68.67 per application fee = \$1,717.
- Total Measure H Request: \$1,717

**Security Deposit**

- 25 households x \$3,034 (1-bdrm security deposit) per deposit = \$75,850
- Total Measure H Request: = \$75,850

**Last Month's Rent**

- 4 households x \$1,517 (2020 HUD FMR for 1-dbrm unit in Long Beach) 1-bdrm last month's rent = \$6,068.
- Total Measure H Request = \$6,068

**Utility Deposit**

- 10 households x \$200 per utility deposit = \$2,000.
- Total Measure H Request = \$2,000

**Moving Cost**

- 20 households x \$100 per moving van rental = \$2,000
- Total Measure H Request = \$2,000

Total Financial Assistance requested from Measure H: = \$87,635

**Personnel – Housing Relocation & Stabilization Services:**

<b>HOUSING RELOCATION AND SPECIALIZATION SERVICES (SERVICE COSTS)</b>	
1. Program Director - 0.20 FTE	\$ 14,238
2. Housing Advocate - .5 FTE	\$ 21,415
3. Case Manager - .5 FTE	\$ 21,415
<b>TOTAL HRSS (SERVICE COSTS)</b>	<b>\$ 57,068</b>

**Program Director - (0.20 FTE)**

- Pay Rate: \$26.44/hour x 8 hrs/week x 52 weeks = \$14,237 (including benefits).
- Measure H Request: \$26.44/hour x 8 hrs/week x 52 weeks = \$14,238

Total Measure H request for Program Director's salary and benefits: **\$14,238**

**Program Director Responsibilities:** Provides program staff supervision – ensuring compliance with funding requirements, contract compliance and program activities. Assist with hiring and training of new staff members. Assists with evaluation of program performance and fulfilling reporting requirements. Market the program and serve as liaison with the Long Beach CoC. Engage with CES in Long Beach for referrals.

**Case Manager/Housing Advocate (1 FTE)**

- Case Manager/Housing Advocate Pay Rate: 18/hour x 40 hrs/week x 52 weeks = \$42,830 (including benefits)
- Total Measure H Request: \$18.00/ hour x 40 hrs/week x 52 weeks = \$42,830.

Total Measure H request for Case Manager/Housing Navigator salary: = \$42,830

**Responsibilities:** Performs all duties outlined in the narratives specific to housing navigation/case management including intake and assessment of clients and development of self-sufficiency service plan, participate in CES intake and follow-up on clients' progress. Coordinates services and referrals - including entitlement benefits assistance, employment, mental health, substance abuse and housing needs. Liaises and coordinates with the City of Long Beach Continuum of Care, conducts outreach to identify clients. Coordinates services and referrals, including entitlement benefits assistance, employment, mental health, substance abuse and housing needs. Provides counseling.

**Total HOUSING RELOCATION AND SPECIALIZATION SERVICES (SERVICE COSTS) = 57,068**

**Non-Personnel:**

<b>NON-PERSONNEL</b>	
1. Staff Travel	\$ 1,815
2. Client Transportation (buss passes etc.)	
<b>TOTAL HRSS (SERVICE COSTS)</b>	<b>\$ 1,815</b>

**Staff Travel-** 3,129 miles to be traveled for outreach and housing navigation services x 0.580 per mile (based on 2019 IRS mileage standards) = \$1,815. Total Measure H Request: 3129 x 0.580 = \$1,815. (Total Measure H Request).

**Client Transportation**

**No request for funding for client transportation**

Total Non-personnel request from Measure H: \$1,119

Administrative Expense: 8% of Measure H Request =  $0.08 \times \$400,000 = \$32,000$ .

Total Measure H Request =  $0.08 \times \$400,000 = \$32,000$  (Total Measure H Request).

**Total Measure H Request for All Program Expenses = \$221,482 + \$87,635 + 57,068 + \$1,815 + \$32,000 = \$400,000**

**ATTACHMENT B**

**Budget**



**CITY OF LONG BEACH**

Measure H FY 2019

Program Budget for Lutheran Social Services Project Name:

Contract # 35150

BUDGET ITEM	ALLOCATION	BUDGETED SERVICE ACTIVITIES
<b>RENTAL ASSISTANCE</b>		
1. Rental Assistance	\$ 189,625	An estimated 25 households
2. Rental Arrears	\$ 31,857	An estimated 21 households
<b>TOTAL RENTAL ASSISTANCE (RENTAL ASSISTANCE)</b>	<b>\$ 221,482</b>	
<b>RAPID RE-HOUSING - Housing Relocation and Stabilization Services (Services Personnel)</b>		
1. Program Director	\$ 14,238	Provides program staff supervision – ensuring compliance with funding requirements, contract compliance and program activities. Assist with hiring and training of new staff members. Assists with evaluation of program performance and fulfilling reporting requirements. Market the program and serve as liaison with the Long Beach CoC.
Case Manager/Housing Navigator	\$ 42,830	Performs all duties outlined in the narratives specific to housing navigation/case management including intake and assessment of clients and development of self-sufficiency service plan, participate in CES intake and follow-up on clients' progress. Coordinates services and referrals - including entitlement benefits assistance, employment, mental health, substance abuse and housing needs. Liaises and coordinates with the City of Long Beach Continuum of Care, conducts outreach to identify clients. Coordinates services and referrals, including entitlement benefits assistance, employment, mental health, substance abuse and housing needs. Provides counseling.
<b>TOTAL HRSS (SERVICES PERSONNEL COSTS)</b>	<b>\$ 57,068</b>	<b>Total HRSS (Financial Assistance Costs) for Reimbursement</b>
<b>HOUSING RELOCATION &amp; STABILIZATION SVCS: (Financial Assistance)</b>		
1. Rental Application Fees	\$ 1,717	An estimated 25 households
2. Security Deposits	\$ 75,850	An estimated 25 households
3. Last Month's Rent	\$ 6,068	An estimated 4 households
4. Utility Deposits	\$ 2,000	An estimated 10 households
5. Utility Payments	\$ -	N/A
6. Moving Costs	\$ 2,000	An estimated 20 households
<b>TOTAL HOUSING RELOCATION &amp; STABILIZATION SVCS: (Financial Assistance)</b>	<b>\$ 87,635</b>	<b>Total Financial Assistance (Short-term and Medium-term) for Reimbursement</b>
<b>NON-PERSONNEL</b>		
1. Staff Travel	\$ 1,815	7,101.72 miles to be traveled for outreach and housing navigation services (\$0.580 per mil)
2. Client Transportation (buss passes etc.)		
<b>TOTAL NON-PERSONNEL</b>	<b>\$ 1,815</b>	<b>Total Non-personnel</b>
<b>Total Indirect Cost</b>	<b>\$ 32,000</b>	<b>8% of total Indirect Cost (8% of Rental Assistance, Financial Assistance, Services – Personnel, and Services - NonPersonnel)</b>
<b>TOTAL CITY OF LONG BEACH CONTRACT</b>	<b>\$ 400,000</b>	<b>Rapid Re-Housing HRSS + Rapid Re-Housing (Financial Assistance) + Rapid Re-Housing (Rental Assistance)</b> <i>okler</i>

**SECTION 3B. CITY OF LONG BEACH MEASURE H PERFORMANCE GOALS**

(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.

	Rapid Rehousing
Number of households to be served at minimum program capacity*:	30
Number of persons to be served at minimum program capacity*:	35

\* These numbers are intended to reflect a single point in time at minimum 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
Total unduplicated households to be served over a 12-month period:	60
Total unduplicated persons to be served over a 12-month period:	75

**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	FTE
Program Director	Oversees Rapid Rehousing Staff	.20
Case Manager/Housing Navigator	Perform duties specific to navigation/case management including intake and assessment of clients and development of self-sufficiency service plan, participates in CES intake and follow-up on client's progress	1.0