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A G R E E M E N T

**29216**

THIS AGREEMENT is made and entered, in duplicate, as of May 23, 2005 for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting held on February 15, 2005, by and between THE INSTITUTE FOR URBAN RESEARCH AND DEVELOPMENT, a California nonprofit corporation, whose business address is 840 Echo Park Avenue, Los Angeles, CA 90026 ("Consultant"), and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, the City requires specialized services requiring unique skills to be performed in connection with the development of a comprehensive 10-Year Plan to End Homelessness ("Project"); and

WHEREAS, City has selected Consultant in accordance with City's administrative procedures and City has ascertained that Consultant and its employees are qualified, licensed, if so required, and experienced in performing these specialized services; and

WHEREAS, City desires to have Consultant perform these specialized services, and Consultant is willing and able to do so on the terms in this Agreement;

NOW, THEREFORE, in consideration of the mutual terms and conditions in this Agreement, the parties agree as follows:

1. SCOPE OF WORK AND PAYMENT.

A. Consultant shall furnish specialized services more particularly set forth in Exhibit "A", attached to this Agreement and incorporated by this reference, in accordance with the standards of the profession, and City shall pay for the services in the manner described below, not to exceed \$50,000, at the rates or charges described in Exhibit "A" and Exhibit "B", attached to this Agreement and incorporated by reference.

B. Consultant may select the time and place of performance provided, however, that access to City documents, records, and the like, if needed by Consultant, shall be available only during City's normal business hours and provided that milestones

Robert E. Shannon  
City Attorney of Long Beach  
333 West Ocean Boulevard  
Long Beach, California 90802-4664  
Telephone (562) 570-2200

1 for performance, if any, are met.

2 C. Consultant shall submit monthly invoices showing the services performed,  
3 the time expended on that service and the name of the person performing the service  
4 within fifteen (15) days after the end of the month in which it provided services under this  
5 Agreement. Attached to each invoice shall be documentation to support the invoiced  
6 amounts. Failure to submit an invoice and supporting documentation may result in late  
7 payment or no payment. City reserves the right to refuse payment of invoices received  
8 sixty (60) days after services were provided. Consultant shall certify on the invoices that  
9 Consultant has performed the services in full conformance with this Agreement and is  
10 entitled to receive payment.

11 **NOTE:** City shall have no obligation to pay Consultant until and unless City  
12 receives monthly progress reports that summarize Consultant's performance during the  
13 preceding month and that describes Consultant's progress in implementing the objectives  
14 in Exhibit "A". Furthermore, City's obligation to pay Consultant shall arise only after receipt  
15 of funds for these services from the U.S. Department of Housing and Urban Development  
16 ("HUD").

17 2. TERM AND TERMINATION. A. The term of this Agreement shall  
18 commence at midnight on February 15, 2005, and shall terminate at 11:59 p.m. on  
19 September 30, 2005, unless sooner terminated as provided in this Agreement, or unless  
20 the services to be performed hereunder or the Project is completed sooner.

21 B. Consultant shall have the right to terminate this Agreement for any reason  
22 by giving thirty (30) days prior notice to City, and City shall have the right to terminate all  
23 or any part of this Agreement for any or no reason by giving five (5) days prior notice to  
24 Consultant.

25 3. COORDINATION AND ORGANIZATION. Consultant shall coordinate  
26 performance hereunder with City's representative, if any, named in Exhibit "C", attached  
27 and incorporated by this reference. Consultant shall advise and inform City's  
28 representative of the work in progress on the Project in sufficient detail so as to assist

1 City's representative in making presentations and in holding meetings for the exchange of  
2 information.

3 4. INDEPENDENT CONTRACTOR. In performing services, Consultant  
4 is and shall act as an independent contractor and not an employee, representative, or  
5 agent of City. Consultant shall have control of Consultant's work and the manner in which  
6 it is performed. Consultant shall be free to contract for similar services to be performed for  
7 others during this Agreement provided, however, that Consultant acts in accordance with  
8 Section 9 and Section 11 of this Agreement. Consultant acknowledges and agrees that  
9 a) City will not withhold taxes of any kind from Consultant's compensation, b) City will not  
10 secure workers' compensation or pay unemployment insurance to, for or on Consultant's  
11 behalf, and c) City will not provide and Consultant is not entitled to any of the usual and  
12 customary rights, benefits or privileges of City employees. Consultant expressly warrants  
13 that neither Consultant nor any of Consultant's employees or agents shall represent  
14 themselves to be employees or agents of City.

15 5. INSURANCE. As a condition precedent to the effectiveness of this  
16 Agreement, Consultant shall procure and maintain at Consultant's expense for the duration  
17 of this Agreement from insurance companies that are admitted to write insurance in  
18 California or from authorized non-admitted insurance companies that have ratings of or  
19 equivalent to A:VIII by A.M. Best Company the following insurance:

20 (a) Commercial general liability insurance (equivalent in scope to ISO  
21 form CG 00 01 11 85 or CG 00 01 11 88) in an amount not less than One  
22 Million Dollars (\$1,000,000) per each occurrence and Two Million  
23 Dollars (\$2,000,000) general aggregate. Such coverage shall include but not  
24 be limited to broad form contractual liability, cross liability, independent  
25 contractors liability, and products and completed operations liability. The  
26 City, its officials, employees and agents shall be named as additional  
27 insureds by endorsement (on City's endorsement form or on an endorsement  
28 equivalent in scope to ISO form CG 20 10 11 85 or CG 20 26 11 85), and

1 this insurance shall contain no special limitations on the scope of protection  
2 given to the City, its officials, employees and agents.

3 (b) Workers' Compensation insurance as required by the Labor Code  
4 of the State of California and employer's liability insurance in an amount not  
5 less than One Million Dollars (\$1,000,000).

6 (c) Professional liability or errors and omissions insurance in an  
7 amount not less than One Million Dollars (\$1,000,000) per claim.

8 (d) Commercial automobile liability insurance (equivalent in scope to  
9 ISO form CA 00 01 06 92), covering Auto Symbol 1 (Any Auto) in an amount  
10 not less than Five Hundred Thousand Dollars (\$500,000) combined single  
11 limit per accident.

12 Any self-insurance program, self-insured retention, or deductible must be  
13 separately approved in writing by City's Risk Manager or designee and shall protect City,  
14 its officials, employees and agents in the same manner and to the same extent as they  
15 would have been protected had the policy or policies not contained retention or deductible  
16 provisions. Each insurance policy shall be endorsed to state that coverage shall not be  
17 reduced, non-renewed, or canceled except after thirty (30) days prior written notice to City,  
18 and shall be primary and not contributing to any other insurance or self-insurance  
19 maintained by City. Consultant shall notify the City in writing within five (5) days after any  
20 insurance required herein has been voided by the insurer or cancelled by the insured. If  
21 this coverage is written on a "claims made" basis, it must provide for an extended reporting  
22 period of not less than one year, commencing on the date this Agreement expires or is  
23 terminated, unless Consultant guarantees that Consultant will provide to the City evidence  
24 of uninterrupted, continuing coverage for a period of not less than three (3) years,  
25 commencing on the date this Agreement expires or is terminated.

26 Consultant shall require that all contractors and subcontractors which  
27 Consultant uses in the performance of services hereunder maintain insurance in  
28 compliance with this Section unless otherwise agreed in writing by City's Risk Manager or

1 designee.

2 Prior to the start of performance, Consultant shall deliver to City certificates  
3 of insurance and required endorsements for approval as to sufficiency and form. In  
4 addition, Consultant, shall, within thirty (30) days prior to expiration of the insurance  
5 required herein, furnish to City certificates of insurance and endorsements evidencing  
6 renewal of such insurance. City reserves the right to require complete certified copies of  
7 all policies of Consultant and Consultant's contractors and subcontractors, at any time.  
8 Consultant shall make available to City's Risk Manager or designee all books, records and  
9 other information relating to the insurance coverage required herein, during normal  
10 business hours.

11 Any modification or waiver of the insurance requirements herein shall only  
12 be made with the approval of City's Risk Manager or designee. Not more frequently than  
13 once a year, the City's Risk Manager or designee may require that Consultant,  
14 Consultant's contractors and subcontractors change the amount, scope or types of  
15 coverages required herein if, in his or her sole opinion, the amount, scope, or types of  
16 coverages herein are not adequate.

17 The procuring or existence of insurance shall not be construed or deemed  
18 as a limitation on liability relating to Consultant's performance or as full performance of or  
19 compliance with the indemnification provisions of this Agreement.

20 6. ASSIGNMENT AND SUBCONTRACTING. This Agreement  
21 contemplates the personal services of Consultant and Consultant's employees, and the  
22 parties acknowledge that a substantial inducement to City for entering this Agreement was  
23 and is the professional reputation and competence of Consultant and Consultant's  
24 employees. Consultant shall not assign its rights or delegate its duties hereunder, or any  
25 interest herein, or any portion hereof, without the prior approval of City, except that  
26 Consultant may with the prior approval of the City Manager of City, assign any moneys due  
27 or to become due the Consultant hereunder. Any attempted assignment or delegation  
28 shall be void, and any assignee or delegate shall acquire no right or interest by reason of

1 such attempted assignment or delegation. Furthermore, Consultant shall not subcontract  
2 any portion of the performance required hereunder without the prior approval of the City  
3 Manager or designee, nor substitute an approved subcontractor without said prior approval  
4 to the substitution. Nothing stated in this Section 6 shall prevent Consultant from  
5 employing as many employees as Consultant deems necessary for performance of this  
6 Agreement.

7 7. CONFLICT OF INTEREST. Consultant, by executing this Agreement,  
8 certifies and shall obtain similar certifications from Consultant's employees and approved  
9 subcontractors that, at the time Consultant executes this Agreement and for its duration,  
10 Consultant does not and will not perform services for any other client which would create  
11 a conflict, whether monetary or otherwise, as between the interests of City hereunder and  
12 the interests of such other client.

13 8. MATERIALS. Consultant shall furnish all labor and supervision,  
14 supplies, material, tools, machinery, equipment, appliances, transportation, and services  
15 necessary to or used in the performance of Consultant's obligations under this Agreement.

16 9. OWNERSHIP OF DATA. All materials, information and data prepared,  
17 developed, or assembled by Consultant or furnished to Consultant in connection with this  
18 Agreement, including but not limited to documents, estimates, calculations, studies, maps,  
19 graphs, charts, computer disks, computer source documentation, samples, models,  
20 reports, summaries, drawings, designs, notes, plans, information, material, and  
21 memorandum ("Data") shall be the exclusive property of City. Data shall be given to City,  
22 and City shall have the unrestricted right to use and disclose the Data in any manner and  
23 for any purpose without payment of further compensation to Consultant. Copies of Data  
24 may be retained by Consultant but Consultant warrants that Data shall not be made  
25 available to any person or entity for use without the prior approval of City. Said warranty  
26 shall survive termination of this Agreement for five (5) years.

27 10. TERMINATION. Either party shall have the right to terminate this  
28 Agreement for any reason or no reason at any time by giving fifteen (15) calendar days

1 prior notice to the other party. In the event of termination under this Section, City shall pay  
2 Consultant for services satisfactorily performed and costs incurred up to the effective date  
3 of termination for which Consultant has not been previously paid. The procedures for  
4 payment in Section 1.B. with regard to invoices shall apply. On the effective date of  
5 termination, Consultant shall deliver to City all Data developed or accumulated in the  
6 performance of this Agreement, whether in draft or final form, or in process.

7 11. ADDITIONAL COSTS. Any costs incurred by the City due to  
8 Consultant's failure to meet the standards required by the Scope of Work or Consultant's  
9 failure to perform fully the tasks described in the Scope of Work which, in either case,  
10 causes the City to request that Consultant perform again all or a part of the Scope of Work  
11 shall be at the sole cost of Consultant and City shall not pay any additional compensation  
12 to Consultant for such re-performance.

13 12. RECORDS. Consultant shall maintain all records relating to its  
14 performance under this Agreement in accordance with generally accepted accounting  
15 principles and in the manner prescribed by City. Consultant's records shall be current,  
16 complete and available for inspection and audit during its normal business hours, during  
17 the term of this Agreement and for a period of three (3) years after termination or expiration  
18 of this Agreement, as deemed necessary by the City Auditor, any other representative of  
19 City, and any representative of HUD. Consultant shall provide access to all documents  
20 and materials relating to Consultant and Consultant's operations, and Consultant shall  
21 provide any information that the City Auditor, other City representative, or HUD  
22 representative requires in order to monitor and evaluate Consultant's performance.  
23 Consultant shall provide all reports, documents or information required by City or HUD  
24 within three (3) days after a written or oral request to do so unless a longer period of time  
25 is expressly stated by the City or HUD.

26 13. AMENDMENT. This Agreement, including all Exhibits, shall not be  
27 amended, nor any provision or breach hereof waived, except in writing signed by the  
28 parties which expressly refers to this Agreement.

1                   14.    LAW. This Agreement shall be governed by and construed pursuant  
2 to the laws of the State of California (except those provisions of California law pertaining  
3 to conflicts of laws). Consultant shall comply with all laws, ordinances, rules and  
4 regulations of and obtain such permits, licenses, and certificates required by all federal,  
5 state and local governmental authorities.

6                   15.    ENTIRE AGREEMENT. This Agreement, including all Exhibits,  
7 constitutes the entire understanding between the parties and supersedes all other  
8 agreements, oral or written, with respect to the subject matter herein.

9                   16.    INDEMNITY. Consultant shall indemnify and hold harmless the City,  
10 its Boards, Commissions, and their officials, employees and agents (collectively in this  
11 Section "City") from and against any and all liability, claims, demands, damage, causes of  
12 action, proceedings, penalties, loss, costs, and expenses (including attorney's fees, court  
13 costs, and expert and witness fees) (collectively "Claims" or individually "Claim"). Claims  
14 include allegations and include by way of example but are not limited to: Claims for  
15 property damage, personal injury or death arising in whole or in part from any negligent act  
16 or omission of Consultant, its officers, employees, agents, sub-consultants, or anyone  
17 under Consultant's control (collectively "Indemnitor"); Consultant's breach of this  
18 Agreement; misrepresentation; willful misconduct; and Claims by any employee of  
19 Indemnitor relating in any way to worker's compensation. Independent of the duty to  
20 indemnify and as a free-standing duty on the part of Consultant, Consultant shall defend  
21 City and shall continue such defense until the Claim is resolved, whether by settlement,  
22 judgment or otherwise. Consultant shall notify the City of any claim within ten (10) days.  
23 Likewise, City shall notify Consultant of any claim, shall tender the defense of such claim  
24 to Consultant, and shall assist Consultant, as may be reasonably requested, in such  
25 defense.

26                   17.    AMBIGUITY. In the event of any conflict or ambiguity between this  
27 Agreement and any Exhibit, the provisions of this Agreement shall govern.

28                   18.    COSTS. If there is any legal proceeding between the parties to

1 enforce or interpret this Agreement or to protect or establish any rights or remedies  
2 hereunder, the prevailing party shall be entitled to its costs and expenses, including  
3 reasonable attorneys' fees and court costs (including appeals).

4 19. NONDISCRIMINATION. In connection with performance of this  
5 Agreement and subject to applicable rules and regulations, Consultant shall not  
6 discriminate against any employee or applicant for employment because of race, religion,  
7 national origin, color, age, sex, sexual orientation, AIDS, HIV status, handicap, or disability.  
8 Consultant shall ensure that applicants are employed, and that employees are treated  
9 during their employment, without regard to these bases. Such actions shall include, but  
10 not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment  
11 or recruitment advertising, layoff or termination, rates of pay or other forms of  
12 compensation, and selection for training, including apprenticeship.

13 It is the policy of City to encourage the participation of Disadvantaged,  
14 Minority and Women-owned Business Enterprises in City's procurement process, and  
15 Consultant agrees to use its best efforts to carry out this policy in the award of all approved  
16 subcontracts to the fullest extent consistent with the efficient performance of this  
17 Agreement. Consultant may rely on written representations by subcontractors regarding  
18 their status. City's policy is attached as Exhibit "D" hereto. Consultant shall report to City  
19 in May and in December or, in the case of short-term agreements, prior to invoicing for final  
20 payment, the names of all sub-consultants engaged by Consultant for this Project and  
21 information on whether or not they are a Disadvantaged, Minority or Women-owned  
22 Business Enterprise, as defined in Section 8 of the Small Business Act (15 U.S.C.  
23 Sec. 637).

24 Consultant shall permit access by City or any other agency of the County,  
25 State, or Federal governments to Consultant's records of employment, employment  
26 advertisements, application forms and other pertinent data and records for the purpose of  
27 investigation to ascertain compliance with the provisions of this Agreement relating to fair  
28 employment practices.

Robert E. Shannon  
City Attorney of Long Beach  
333 West Ocean Boulevard  
Long Beach, California 90802-4664  
Telephone (562) 570-2200

1           20.    NOTICES. Any notice or approval required by this Agreement by  
2 either party shall be in writing and personally delivered or deposited in the U.S. Postal  
3 Service, first class, postage prepaid, addressed to Consultant at the address first stated  
4 herein, and to the City at 333 West Ocean Boulevard, Long Beach, California 90802 Attn:  
5 City Manager. Notice of change of address shall be given in the same manner as stated  
6 herein for other notices. Notice shall be deemed given on the date deposited in the mail  
7 or on the date personal delivery is made, whichever first occurs.

8           21.    COVENANT AGAINST CONTINGENT FEES. Consultant warrants  
9 that Consultant has not employed or retained any entity or person to solicit or obtain this  
10 Agreement and that Consultant has not paid or agreed to pay any entity or person any fee,  
11 commission, or other monies based on or from the award of this Agreement. If Consultant  
12 breaches this warranty, City shall have the right to terminate this Agreement immediately  
13 notwithstanding the provisions of Section 10 hereof or, in its discretion, to deduct from  
14 payments due under this Agreement or otherwise recover the full amount of such fee,  
15 commission, or other monies.

16           22.    WAIVER. The acceptance of any services or the payment of any  
17 money by City shall not operate as a waiver of any provision of this Agreement, or of any  
18 right to damages or indemnity stated in this Agreement. The waiver of any breach of this  
19 Agreement shall not constitute a waiver of any other or subsequent breach of this  
20 Agreement.

21           23.    CONTINUATION. Termination or expiration of this Agreement shall  
22 not affect rights or liabilities of the parties which accrued prior to termination or expiration  
23 of this Agreement.

24           24.    TAX REPORTING. As required by federal and state law, City is  
25 obligated to and will report the payment of compensation to Consultant on  
26 Form 1099-Misc. Consultant shall be solely responsible for payment of all federal and  
27 state taxes resulting from payments under this Agreement. Consultant's Employer  
28 Identification Number is XXXXXXXXXX. If Consultant has a Social Security Number

1 rather than an Employer Identification Number, then Consultant shall submit that Social  
2 Security Number in writing to City's Accounts Payable, Department of Financial  
3 Management. Consultant acknowledges and agrees that City has no obligation to pay  
4 Consultant hereunder until Consultant provides one of the aforesaid Numbers.

5           25. ADVERTISING. Consultant shall not use the name of City, its officials  
6 or employees in any advertising or solicitation for business, nor as a reference, without the  
7 prior approval of the City Manager or designee.

8           26. AUDIT. City shall have the right at all reasonable times during the  
9 term of this Agreement and for a period of five (5) years after termination or expiration of  
10 this Agreement to examine, audit, inspect, review, extract information from, and copy all  
11 books, records, accounts, and other documents of Consultant relating to this Agreement.

12           27. NO PECULIAR RISK. Consultant acknowledges and agrees that the  
13 services to be performed hereunder do not constitute a peculiar risk of bodily harm and  
14 that no special precautions are required to perform said services.

15           28. THIRD PARTY BENEFICIARY. This Agreement is intended by the  
16 parties to benefit themselves only and is not in any way intended or designed to or entered  
17 for the purpose of creating any benefit or right for any person or entity of any kind that is  
18 not a party to this Agreement.

19           IN WITNESS WHEREOF, the parties have caused this document to be duly

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1 executed with all formalities required by law as of the date first stated herein.

2 INSTITUTE OF URBAN RESEARCH AND  
3 DEVELOPMENT, a California corporation

4 6-13, 2005

By [Signature]  
President  
Executive Director  
(Type or Print Name)

6 \_\_\_\_\_, 2005

By \_\_\_\_\_  
Secretary  
(Type or Print Name)

"Consultant"

CITY OF LONG BEACH, a municipal corporation

11 7/5, 2005

By [Signature]  
City Manager

"City"

13 This Agreement is approved as to form on 6/28, 2005.

14 ROBERT E. SHANNON, City Attorney

By [Signature]  
Senior Deputy

Robert E. Shannon  
City Attorney of Long Beach  
333 West Ocean Boulevard  
Long Beach, California 90802-4664  
Telephone (562) 570-2200

# Exhibit "A"



**The Institute for  
Urban Research and Development**

840 Echo Park Avenue, Los Angeles, CA 90026  
Tel 213.482.9300 • Fax 213.482.9301  
email: [solutions@iurd.org](mailto:solutions@iurd.org) • [www.iurd.org](http://www.iurd.org)

December 26, 2003

Susan Price  
Homeless Services Coordinator  
Department of Health and Human Services  
2525 Grand Avenue, Room 280  
Long Beach, CA 90815

Dear Ms. Price:

The Institute for Urban Research and Development (IURD) is pleased to submit a proposal to complete the City of Long Beach 10-Year Plan to End Homelessness. During the past seven (7) years, IURD has completed nearly 40 homeless research projects and operates several homeless programs throughout Los Angeles and Riverside Counties.

At our Board of Director's meeting on December 5, the Board authorized its Executive Director to execute an agreement with the City of Long Beach if the agency's proposal is awarded a contract.

The Institute for Urban Research and Development (IURD) founded in 1996, is a non-profit, non-partisan, community-based research and development organization that assists public and private agencies with the advancement of strategic planning and model programs that respond to the economic, housing, and social needs of neighborhoods, cities, and counties from local, regional, and national perspectives. IURD has developed and implemented a wide range of programs and services designed to fulfill community-based strategies to address a variety of issues such as affordable housing, health care, community development, economic revitalization, fair housing, youth development, and homelessness.

As a result, IURD believes that it can provide the City of Long Beach with the necessary services to ensure the City of a quality 10-Year Plan to End Homelessness in its jurisdiction. If you have any questions or comments please contact me at 213.482.2040 ext. 276 or Joe Colletti, Ph.D. at 213.446.6700.

Sincerely,

The Right Reverend J. Jon Bruno  
President, Board of Directors

ATTACHMENT A  
PAGE 1 OF 7 PAGES

*ac*

## 1. Cover Letter

See Cover Letter

## 2. Agency Experience

The Institute for Urban Research and Development (IURD) founded in 1996, is a non-profit, non-partisan, community-based research and development organization that assists public and private agencies with the advancement of strategic planning and model programs that respond to the economic, housing, and social needs of neighborhoods, cities, and counties from local, regional, and national perspectives.

Our strategic planning activities most similar to the proposed project include:

- **Department of Housing and Urban Development Consolidated Planning** which helps local governments with formulating a federally required strategy to identify housing, homeless, and other community and economic development needs and resources
- **Homeless Counts, Surveys, Needs Assessments, and Strategies** which assists public and private agencies with addressing homelessness through a coordinated community-based process of identifying needs and establishing a housing and social service system to address those needs

Since its inception seven (7) years ago, IURD has completed nearly 40 homeless research projects and operates several homeless programs throughout Southern California. Please see Appendix A for a list of research projects and Appendix B for a list of homeless programs.

Other strategic planning activities include:

- **Analysis of Impediments to Fair Housing Choice** which assists local governments with identifying, analyzing, and overcoming impediments to fair housing choice as a result of limited accessibility, restrictive land use/zoning policies, unfair lending practices, and other such activities
- **Neighborhood Revitalization Planning** which helps public and private agencies with overcoming decades of economic, educational, environmental, recreational, and residential disinvestment through an integrated reinvestment strategy based on neighborhood and city-wide resources
- **Street Vending Assessments** which assists local governments with establishing new or regulating existing street vending activity and related activities such as health and safety regulations, land use and zoning, permitting, and code enforcement.

- **Violence Prevention Assessments** which assists public and private agencies with examining the causes and nature of violence and solutions to prevent and stop violence by addressing such issues as domestic violence, child and elder abuse, sexual assault, gang attacks, and terrorism
- **Neighborhood Health Care Assessments** which helps public and private agencies with identifying the health care needs of low and moderate income persons and ways to provide services in order to meet those needs
- **Community Heritage Planning** which helps public and private agencies with celebrating and preserving the cultural traditions of a neighborhood including art, dance, and music in order to foster cross-cultural education and enhance neighborhood revitalization.

### 3. Project Content

IURD's philosophy regarding homelessness is founded on fulfilling the following four key objectives:

- Achieving an accurate and comprehensive understanding of the issues that surround homelessness and build community consensus to bring about needed change. This has been primarily done through homeless counts, surveys, and assessments. These studies have resulted in a better understanding of the magnitude of the issues and needs faced by a city's homeless population and have been instrumental in helping city's homeless service providers design and implement programs that effectively address the complexities of homelessness within the city's continuum of care system;
- Forming collaborative relations with the community. IURD reaches out to local community residents and business operators to foster public understanding of, and participation in, the issues surrounding homelessness. IURD believes that homeless services are places where other community institutions—businesses, churches, schools, social clubs, etc.—can get involved as volunteers and engage homeless persons in positive activities. This reduces the sense that homeless programs are unwanted presences in the community. This also contributes to the process of informing homeless persons that there are community-based resources available to them and that there are community residents who care about them;
- Forming collaborative relationships with other homeless service providers and units of local government: IURD collaborates with other homeless research agencies and social service providers, local jurisdictions, and other public agencies to ensure that homeless persons receive all the necessary social services needed to attain permanent housing and self-sufficiency;

- Providing safe, comfortable, service-enriched program environments in which homeless participants acquire the tools necessary to achieve self-sufficiency and independent living through their participation in case management activities.

Staff that are committed to fulfilling the agency's four key objectives above and will implement the methods to approach the development of the 10-Year Plan as outlined in the scope of work below include:

- Joe Colletti, Ph.D.                      Project Supervisor and Manager

**Joseph Colletti, Ph.D.**, is the Executive Director of the Institute for Urban Research and Development and is also an Adjunct Professor of Urban Studies at Fuller Theological Seminary. He is currently serving on several community-based committees and coalitions concerning such issues as housing, fair housing, homelessness, and economic development. Committees include East San Gabriel Valley Consortium on Homelessness, Fair Housing Task Force of Los Angeles, Glendale Homeless Coalition, and the Pasadena Housing and Homeless Network. In addition, he has written reports for several local jurisdictions regarding housing, fair housing, homelessness, health care, and street vending.

- Kathy Padilla                              Community Outreach Specialist

In 1994, Kathy Padilla established as a sole proprietorship, **KATHERINE PADILLA & ASSOCIATES** which provides Community Outreach/Public Involvement services and Government Relations, as well as Community-Based Research such as Needs Assessments, Community Ascertainments, and Feasibility Reports. Drawing on our 10 years of hands-on experience in the field of architecture and engineering, she provides community relations for environmental, transportation and other public infrastructure projects, and community improvement/urban planning projects.

- Sofia Herrera, Ph.D                      Research and Statistical Analyst

Sofia Herrera, Ph.D. is a Faculty Researcher at Fuller Theological Seminary. She currently supervises the Fuller Youth initiative for Positive Youth Development and Violence Prevention at the Fuller Graduate School of Psychology which is a research, evaluation, and public education program in partnership with the federal Office of Juvenile Justice and Delinquency Prevention.

- Clarence Pulliam                          Project Assistant

Clarence Pulliam is a formerly homeless person who first became involved in homeless research and service provision as the Programs Manager for Lutheran Social Services. He presently is the Program Director for the West Covina Community Services Center which is the largest homeless service program in the Greater West Covina Area. He also is the Program Supervisor of the City of Pasadena Bad Weather Shelter.

Services that will be provided for the 10-Year Plan include:

- Activities Related to the Seven Items Listed in the Scope of Work

#### Identifying Stakeholders

IURD has extensive experience in identifying stakeholders in local communities that ultimately participate in local community strategies. Staff noted above, on several occasions, have worked with existing public and private commissions, committees, task forces, coalitions, community service groups, etc. to identify and recruit representatives from these bodies as well as from neighborhood associations, business associations, the homeless community, faith-based organizations, etc. Working with such groups for the purposes of identifying and recruiting stakeholders has included attending meetings, making presentations at meetings, follow-up meetings, and one-on-one meetings and phone conversations.

#### Creating and Convening a Working Group

IURD has a lot of experience creating and convening working groups in order to facilitate broad community input and participation throughout the planning process. For example, IURD has recently completed a "Five-Year Consolidated Plan and Annual Action Plan" for the cities of Glendora and Pasadena which require the creation, implementation, and summary of a "Citizen Participation Process, Public Comments, and Efforts Made to Broaden Public Participation in the Development of the Consolidated Plan." In fulfilling this requirement, IURD created and convened Housing and Homeless Stakeholders Groups, conducted Consolidated Plan Workshops, and facilitated a Citizen Participation Plan which involved public hearings and public comments.

IURD has also worked closely with local coalitions to implement homeless counts, surveys, and assessments in several local communities. Recent efforts have included working closely with coalitions in Glendale, Pasadena, Santa Clarita, and East San Gabriel Valley. Recent efforts have also included working with the Homeless Services Advisory Committee and the Long Beach Homeless Coalition to complete the City of Long Beach 2003 Homeless Count and the City of Long Beach 2003 Homeless Assessment Survey (in progress).

#### Gather Research and Data on Homelessness

As noted above, IURD has worked closely with stakeholders within the City of Long Beach to complete the City of Long Beach 2003 Homeless Count and the City of Long Beach 2003 Homeless Assessment Survey (in progress). IURD's familiarity with the research, data, and analysis of the count and assessment survey will help the City of Long Beach build a solid foundation for the 10-Year Plan.

Also noted above, is IURD's experience concerning the completion of other local jurisdiction counts, assessment surveys, consolidated plans, and HUD Continuum of Care applications (see Appendix A). Completion of the Continuum of Care applications has helped IURD gain experience with 1) completing local jurisdictional inventories of all residential and non-residential homeless services, 2) completing gaps analysis of all residential and non-residential homeless services, 3) completing inventories of available public and private funding sources, 4) completing inventories of all available mainstream resources, and 5) completing inventories of potential project leveraging for homeless services and programs.

Other experience related to this section includes:

- o Completion of Exhibit 2 applications for HUD Continuum of Care applications for Homeless Management Information Systems for the jurisdictions of Pasadena and County of Riverside;
- o Creation and coordination of the city of Pasadena Continuum of Care system which received a HUD Best Practices award.

#### Defining Community Issues and Problems about Homelessness

As a community-based research organization, IURD has gained experience through working with cities of El Monte, Glendale, Pasadena, and Riverside in planning and implementing local policies and ordinances that concern

- Loitering, panhandling, and sleeping on public and private property;
- Financial impacts on businesses;
- Poor discharge planning from public and private systems of care;
- Health and safety issues concerning food distribution problems on public property, parks, etc.
- Residential code violations that result in evictions of households (Pasadena only);
- Not in my backyard issues - site locations for housing and services

In addition, IURD has worked closely with the Pasadena Housing and Homeless Network, the East San Gabriel Valley Consortium on Homelessness, and the County of Riverside Housing and Homeless Coalition to ensure a cross-section of public and private agency representation. IURD has completed local inventories of public and private agency representation for the City of Pasadena and the County of Riverside by completing the related section in Exhibit 1 of HUD's Continuum of Care application.

As a community-based housing and homeless service provider, IURD has gained experience through providing homeless services in the cities of El Monte, Glendale, Pasadena, and Riverside that has helped the agency address community issues such as

- Difficulty engaging chronically homeless persons-IURD operates homeless street outreach teams in the cities of Glendale and El Monte that engage chronically homeless persons;
- Loitering, panhandling, and sleeping on public and private property-IURD operates homeless street outreach teams in the cities of Glendale and El Monte that work with local law enforcement to engage homeless persons who loiter, panhandle, and sleep on public and private property;
- Poor discharge planning from public and private systems of care-IURD operates homeless programs in the cities of El Monte, Glendale, Pasadena, and Riverside that have case managers who work closely with representatives of public and private systems of care to prevent persons from being discharged into homelessness.

In addition, IURD's homeless programs and related case management services has helped several local jurisdictions address such issues as 1) lack of affordable housing, 2) lack of job training programs, and 3) lack of employment opportunities.

#### Developing Strategies to Address Homeless Issues and Problems

As noted throughout this proposal, IURD has completed several (nearly 40) homeless counts, assessment surveys, consolidated plans, and continuum of care applications that has given the agency extensive experience in developing strategies to address homeless issues and problems including gaps in services, implementing HMIS systems, obtaining public and private funding, obtaining mainstream resources, and implementing potential project leveraging for homeless services and programs.

#### Soliciting Stakeholder and Community Response and Finalize Strategic Plan

Also noted in this proposal is IURD's experience in soliciting stakeholder and community responses to help ensure support and consensus for final strategic plans such as Consolidated Plans and 10-Year Homeless Strategies.

#### Creating an Action Plan to Implement Strategies

IURD also has experience with action plans. The agency has completed Consolidated Plan Annual Action Plans for the cities of Pasadena and Glendale. In addition, IURD has completed Exhibit 1 applications for the city of Pasadena and County of Riverside that also includes actionable steps concerning specific activities, person(s) and group(s) responsible for executing the activities, related costs and funding sources, timelines, and performance outcomes. IURD also has experience completing HUD required Annual Performance Reviews for each of its 12 SHP funded programs that necessitate many of the actionable steps noted above.

- Coordination and Oversight of the Planning and Facilitation Process

As detailed in the beginning of Section 3 Project Content above, the coordination and oversight of the planning and facilitation process will involve an agency team consisting of

- Joe Colletti, Ph.D.            Project Supervisor and Manager
- Kathy Padilla                Community Outreach Specialist
- Sofia Herrera, Ph.D        Research and Statistical Analyst
- Clarence Pulliam            Project Assistant

- Proposed Timeline for Project Deliverables

See Timeline Below

- Facilitation of at Least 24 Working Group Meetings

See Timeline Below

- Facilitation of at Least 12 Focus Group Meetings

See Timeline Below

- Gather and Use Data, Reports, and Feedback from the Planning Process to Build the 10-Year Plan

See Timeline Below

- Quarterly Reports and a Comprehensive Final Report Incorporating all Data and Information Gathered, Description of the Planning Process, Findings, as Well as, the Action Plan for Implementation

See Timeline Below

- A Presentation to the Homeless Services Advisory Committee on the Quarterly and Final Reports

See Timeline Below

- Monthly Status Reports to the Manager of the Bureau of Human and Social Services or Designee

See Timeline Below

**Proposed Timeline for Project Deliverables:**

Activity	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Identification of Stakeholders*	✓											
Facilitation of at Least 24 Working Group Meetings**	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Facilitation of at Least 12 Focus Group Meetings***	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gather and Use Data, Reports, and Feedback from Process	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Quarterly Reports Incorporating All Data and Information			✓			✓			✓			✓
Final Report Incorporating All Data and Information****												✓
Presentation to the Homeless Services Advisory Committee			✓			✓			✓			✓
Monthly Status Reports to Bureau Manager of HSS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

\*may extend into March if necessary

\*\*meetings should occur first and third weeks of each month to allow fourth week for updating information

\*\*\*will include designated meetings for homeless persons, community residents, business operators, etc.

\*\*\*\*completed during last week of month

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4. Maximum funding under this contract is \$50,000. The contract must be implemented by February 2004 and fully expended by January 2005. Proposal must delineate the unit charge for each service provided.

What follows is a "Position and Related Cost Scale" for the proposed project which IURD believes is reasonable within industry standards. The scale is as follows:

"Position and Related Cost Scale"

Position	Hourly Amount
Project Supervisor and Manager	\$75/hr
Research and Statistical Analyst	\$50/hr
Community Outreach Specialist	\$50/hr
Project Assistant	\$15/hr

5. Proposal must contain a component assuring regular business hours (Monday through Friday, 8:00 am to 5:00 pm) availability.

IURD assures the City of Long Beach that staff will be available during regular business hours. Also, staff will be available during evening hours when needed.

6. A copy of the agency's business license and insurance information.

A copy of IURD's insurance information is on file with the City of Long Beach through contract # 28135. Attached is IURD's W-9 form.

## APPENDIX A

### Homeless Research Projects:

#### Pasadena

##### Homeless Counts

- 2000 completion of the "City of Pasadena 2000 Homeless Count"
- 2003 completion of the "City of Pasadena 2003 Homeless Count"

Note: The Proposer's primary contact person and proposed Project Manager completed the "1992 City of Pasadena Homeless Count and Survey."

##### Homeless Surveys

- 1998 completion of the "City of Pasadena 1998 Homeless Survey: Data and Issues"
- 2001 completion of the "City of Pasadena 2001 Homeless Survey: Data and Issues"

##### Homeless Assessments

- 1995 completion of the "City of Pasadena Homeless Assessment"
- 2001 completion of "Women Living on the Streets of Pasadena"

##### Homeless Continuum of Care Applications

- 1996 Completion of the City of Pasadena Continuum of Care Application to HUD
- 1997 Completion of the City of Pasadena Continuum of Care Application to HUD
- 1998 Completion of the City of Pasadena Continuum of Care Application to HUD
- 1999 Completion of the City of Pasadena Continuum of Care Application to HUD
- 2000 Completion of the City of Pasadena Continuum of Care Application to HUD
- 2001 Completion of the City of Pasadena Continuum of Care Application to HUD
- 2002 Completion of the City of Pasadena Continuum of Care Application to HUD
- 2003 Completion of the City of Pasadena Continuum of Care Application to HUD

#### Pasadena

##### Consolidated Plan

- 2003 Completion of the City of Pasadena Five Year Consolidated Plan: 2000 – 2005

##### 10-Year Strategy to End Homelessness

- 2003 Completion of the City of Pasadena 10-Year Strategy to End Homelessness (in progress)

## **Los Angeles County**

### **Homeless Continuum of Care Applications**

1995 Completion of the Los Angeles Homeless Services Authority (LAHSA) County of Los Angeles Continuum of Care Application to HUD\*

\*this application was awarded over \$71,000,000 for Supportive Housing, Shelter+Care, and SRO Moderate Rehabilitation, programs.

### **Homeless Assessments**

1997 Completion of the "Los Angeles Homeless Services Authority (LAHSA) County of Los Angeles Continuum of Care Assessment"

## **Glendale**

### **Homeless Counts**

1998 completion of the "City of Glendale 1998 Homeless Count"

2001 completion of the "City of Glendale 2001 Homeless Count"

### **Homeless Surveys**

1997 completion of the "City of Glendale 1997 Homeless Survey: Data and Issues"

2000 completion of the "City of Glendale 2000 Homeless Survey: Data and Issues"

### **Homeless Assessments**

1996 Completion of the "City of Glendale 1996 Continuum of Care Assessment"

1997 Completion of the "City of Glendale 1997 Continuum of Care Assessment"

## **El Monte**

### **Homeless Assessments**

1998 Completion of the "City of El Monte 1998 Homeless Assessment"

## **Santa Clarita**

### **Homeless Counts**

2001 completion of the "City of Santa Clarita 2001 Homeless Count"

### **Homeless Surveys**

2001 completion of the "City of Santa Clarita 2001 Homeless Survey"

## **Long Beach**

- 2003 completion of the "City of Long Beach 2003 Homeless Count"
- 2003 completion of the "City of Long Beach 2003 Homeless Assessment Survey" (in progress)

## **West Covina**

### **Homeless Assessments**

- 1997 Completion of the "City of West Covina 1997 Homeless Assessment"

## **Glendora**

### **Consolidated Plan**

- 2002 Completion of the City of Pasadena Five Year Consolidated Plan: 2002 – 2007

## **East San Gabriel Valley Consortium on Homelessness\***

(\*The consortium is a Public and Private Partnership made up of over 50 local cities and private for- and non-profit agencies)

### **Homeless Counts**

- 1996 Completion of the "East San Gabriel Valley 1996 Homeless Count" 2003 Completion of the "East San Gabriel Valley 2003 Homeless Count"

### **Homeless Surveys**

- 1997 Completion of the "East San Gabriel Valley 2003 Homeless Survey"

### **Homeless Assessments**

- 2001 Completion of "Homelessness in the San Gabriel Valley: An Assessment"

## **Arroyo-Verdugo Sub-Region\***

(\*Arroyo-Verdugo Sub-Region consists of the cities of Burbank, Glendale, La Canada/Flintridge, Pasadena, and South Pasadena)

- 1997 Completion of "Homelessness in the Arroyo-Verdugo Sub-Region"

In addition, the Institute for Urban Research and Development has completed homeless research projects in the County of Riverside. They include:

**Riverside City**

**Homeless Assessments**

2002 Completion of "Homelessness in the City of Riverside: An Assessment"

**Riverside County**

**Homeless Continuum of Care Applications**

2003 Completion of the County of Riverside Continuum of Care Application to HUD

**10-Year Strategy to End Homelessness**

2003 Completion of the County of Riverside 10-Year Strategy to End Homelessness  
(in progress)

## Appendix B

### Homeless Program Operations:

The Institute for Urban Research and Development receives 12 Supportive Housing Program grants that total more than \$2,000,000 annually from the Department of Housing and Urban Development to operate several homeless programs in the cities of Glendale and El Monte. These programs include:

#### Glendale

**The Project ACHIEVE One-Stop Service Center** is based upon a multi-agency collaborative approach that brings together several agencies under one roof to meet clients' service needs. Agencies providing on-site services include: City of Glendale-Community Development and Housing Department/Housing Authority, City of Glendale-Community Development and Housing Department/Workforce Development Section, Glendale Adventist Medical Center, Glendale Memorial Hospital and Health Center, Verdugo Hills Hospital, Verdugo Nursing Association, and Northeast Community Clinic. Each week day our collaborative efforts provide a broad range of services including computer access, employment assistance, health care, housing placement assistance, mental health care, street outreach, substance abuse recovery, transportation assistance, and veteran services. These services are provided to residents prior to and during their shelter stay (see shelter description below). These services are also provided to shelter residents after their shelter stay when needed.

**The Project ACHIEVE Street Outreach Team** deploys four street outreach workers and a Psychiatrist. Two approaches to outreach are used: 1) mobile outreach by van and by foot; and, 2) program-based outreach at social service sites for homeless persons. These outreach efforts include (1) locating people on the streets or in facilities; (2) establishing rapport; (3) assessing their needs; (4) providing case management; and (5) linking them to *supportive services and residential services at Project ACHIEVE* including the emergency shelter. When clients come to Project ACHIEVE they partake in an intake and assessment that, among other things, helps determine if they will be admitted into the shelter. The outreach team, when necessary, provides transportation for shelter clients to off-site service providers that offer services that are needed by residents in order for them to complete their case management plan.

**The Project ACHIEVE Transitional Housing Program** provides transitional housing for families with children in order to help program residents obtain employment counseling, money management, housing placement services, and (if needed) health care, money management, mental health care, and substance abuse treatment services in order to achieve a higher level of economic self-sufficiency and consequently enabling them to access and sustain permanent housing. Households are placed into units that meet their specific needs, such as unit size, accommodations for persons with mobility impairments, and proximity to services.

## **The Project ACHIEVE Emergency Shelter Program**

The ultimate goal of the shelter program is to promote individual self-sufficiency, positive self-esteem, dignity, and personal growth that will help program residents to achieve and maintain stable sources of income, develop healthy supportive social relationships, and permanent supportive housing or permanent housing. In so doing, the program provides each resident an individualized case management plan. Each resident is assigned to a primary case manager. The case manager and client jointly develop a plan that is based on a broad range of on-site and off-site social services that includes when needed employment counseling, health care, housing placement, money management, mental health care, public assistance advocacy, substance abuse treatment services, and veteran services. Goals are monitored for success. The case manager and resident meet on an on-going basis to access and reassess goals in order to ensure that effective progress is being made toward the goals of permanent housing, self-sufficiency, and independent living.

## **El Monte**

**The Project ACHIEVE One-Stop Service Center** is based upon a multi-agency collaborative approach that brings together several agencies under one roof to meet clients' service needs. Agencies providing on-site services include: Azusa Pacific University School of Nursing and University of Southern California Department of Social Work. Each week day our collaborative efforts provide a broad range of services including computer access, employment assistance, health care, housing placement assistance, mental health care, street outreach, substance abuse recovery, transportation assistance, and veteran services.

**The Project ACHIEVE Street Outreach Team** deploys three street outreach workers. Two approaches to outreach are used: 1) mobile outreach by van and by foot; and, 2) program-based outreach at social service sites for homeless persons. These outreach efforts include (1) locating people on the streets or in facilities; (2) establishing rapport; (3) assessing their needs; (4) providing case management; and (5) linking them to supportive services and residential services at Project ACHIEVE. When clients come to Project ACHIEVE they partake in an intake and assessment that, among other things, helps determine their case management plan. The outreach team, when necessary, provides transportation for clients to off-site service providers that offer services that are needed by clients in order to complete their case management plan.

**The Project ACHIEVE Domestic Violence Transitional Housing Program** provides critical services to homeless women and their children who have fallen victim to the ever-increasing level of domestic violence that plagues our society. Operating from two adjacent residential houses in El Monte, Project ACHIEVE provides up to 15 beds of transitional housing for women and their children fleeing domestic violence situations and working to rebuild their lives. A full-time case manager provides Project ACHIEVE residents with a structured program of comprehensive services that includes transitional housing, extensive individual and family counseling, support groups, health care

services, employment development services, conflict resolution training, crisis management education and housing placement services. The ultimate goal of the program is to promote individual self-sufficiency; positive self-esteem, dignity, and personal growth that help families achieve and maintain stable sources of income, permanent housing and social relationships.

## Riverside

In addition, the Institute for Urban Research and Development receives a total of approximately \$800,000 annually from the County and City of Riverside to operate two homeless shelter programs in the city of Riverside. These shelter programs include

- a 50-bed program for single men; and
- a 50-bed program for women and children.

Each shelter program promotes individual self-sufficiency, positive self-esteem, dignity, and personal growth that will help residents achieve and maintain stable sources of income, develop healthy supportive social relationships, and permanent supportive housing or permanent housing. In so doing, the program provides each resident an individualized case management plan. Each resident is assigned to a primary case manager. The case manager and client jointly develop a plan that is based on a broad range of on-site and off-site social services that includes when needed employment counseling, health care, housing placement, money management, mental health care, public assistance advocacy, substance abuse treatment services, and veteran services. Goals are monitored for success. The case manager and resident meet on an on-going basis to access and reassess goals in order to ensure that effective progress is being made toward the goals of permanent housing, self-sufficiency, and independent living.

# Exhibit "B"

**BUDGET  
LONG BEACH TEN YEAR STRATEGY**

Cost Category	Total
<b>PERSONNEL</b>	
Project Supervisor and Manager	\$17,000.00
Community Outreach Specialist	\$24,000.00
Project Assistant	\$4,000.00
<b>TOTAL PERSONNEL</b>	<b>\$45,000.00</b>
<b>NON-PERSONNEL</b>	
Indirect Costs (printing, copies, insurance, mileage, etc.)	\$5,000.00
<b>TOTAL NON-PERSONNEL</b>	<b>\$5,000.00</b>
<b>TOTAL REQUEST</b>	<b>\$50,000.00</b>

ATTACHMENT .....B.....  
PAGE .....1..... OF .....1..... PAGES

1c

# Exhibit "C"

City's Representative:

**Corinne Schneider**

Manager, Human and Social Services Bureau

(562) 570-4001

# Exhibit "D"

# CITY'S POLICY FOR DISADVANTAGED, MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES

The City of Long Beach is an equal opportunity employer and requires all Consultants to comply with policies and regulations concerning equal employment opportunity.

The City of Long Beach subscribes to the following goals concerning awards for equipment, material, supplies, and services.

Fifteen percent (15%) DBE/MBE Participation  
Fifteen percent (15%) WBE Participation.

Whenever possible, the CONSULTANT should seek to accomplish these goals.

## MINORITY OUTREACH PROGRAM

To assist the Purchasing Bureau in maintaining records of the City's outreach to Minority-owned and/or Woman-owned Business Enterprises (MBE/WBE), Consultants are requested to provide the following information. Answers are optional, and failure to answer will not disqualify the proposal.

### Composition of Ownership (MORE THAN 51%)

Ethnic Factors of Ownership: *(we are a non-profit)*

Black	( )	American Indian	( )
Hispanic	( )	Other Non-white	( )
Asian	( )	Caucasian	( )

Non-ethnic Factors of Ownership: *(we are a non-profit)*

Male	( )	Female	( )
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Has firm previously been certified as a Minority-owned or Woman-owned Business by any other agency:

Yes	( )	No	(X)
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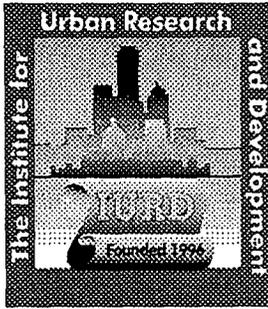
If yes, name of certifying agency:

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Certification valid through:

---

## SUBCONTRACTORS



## The Institute for Urban Research and Development

840 Echo Park Avenue • Los Angeles, California 90026

Telephone: 213.482.0700 • Facsimile: 213.482.0797

Web Site: [www.iurd.org](http://www.iurd.org) • Email: [solutions@iurd.org](mailto:solutions@iurd.org)

Whereas, The Institute for Urban Research & Development (IURD) is a 501(c)(3) nonprofit corporation duly registered with the state of California; and

Whereas, IURD engages in contracts for service on a regular basis with both government and non-governmental entities.

### NOW THEREFORE BE IT RESOLVED THAT:

1. The following officers of the corporation are duly authorized to sign and execute all instruments on behalf of the corporation as prescribed through the by-laws of the corporation;

Joseph Colletti, Ph.D., Executive Director

Bishop J. Jon Bruno, President of the Board of Directors

Maria Luisa Isenberg, Vice President of the Board of Directors

Lydia Lopez, Treasurer of the Board of Directors

Antonio Sorcini, Secretary of the Board of Directors

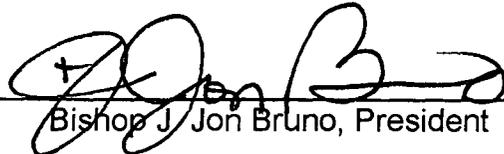
Don Smith, Director of Program Development

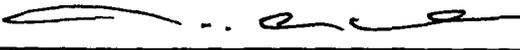
Ted Forbath, Director of Finance

2. Said authority shall remain in affect until such time as new officers for the corporation are duly elected or assigned as prescribed through the by-laws of the corporation.

PASSED AND ADOPTED by unanimous vote of the members present at a regular meeting of the Board of Directors of the Institute for Urban Research and Development held this 28<sup>th</sup> day of April, 2003.

Attest:

By:   
Bishop J. Jon Bruno, President

By:   
Joseph Colletti, Ph.D., Executive Director

*"Community-based solutions that work!"*