

OFFICE OF THE CITY ATTORNEY
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by the City shall not exceed Six Hundred Fifty Thousand Dollars (\$650,000) over the term of this Subcontract. Upon execution of this Subcontract, the City shall disburse 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".

5. Except as expressly amended herein, all terms and conditions in Subcontract No. 35122 are ratified and confirmed and shall remain in full force and effect.

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

INTERVAL HOUSE, a California nonprofit corporation

January 13, 2020

By Carol Williams
Name CAROL Williams
Title Executive Director

_____, 2020

By _____
Name _____
Title _____

"Organization"

CITY OF LONG BEACH, a municipal corporation

January 27, 2020

By Rebecca L. Garner
City Manager

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER

This First Amendment to Subcontract No. 35122 is approved as to form on

1-23, 2020.

CHARLES PARKIN, City Attorney

By [Signature]
Deputy

ATTACHMENT A
STATEMENT OF WORK

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

RENTAL ASSISTANCE

RENTAL ASSISTANCE	(A) Actual Annual Project Assistance Cost	(B) % Requested from Measure H	(AxB) Measure H Request
1) Rental Assistance	410,129.00	100.00%	410,129.00
2) Rental Arrears			0.00
RENTAL ASSISTANCE SUBTOTAL:	410,129.00		410,129.00

Rental Assistance

- Project Cost: Short-term and Medium-Term Rental Assistance
- Total of \$410,129 Measure H Funding Request: Average of \$8,202.58 per household x 50 households x 100% = \$410,129

HOUSING RELOCATION & SPECIALIZATION SERVICES

Financial Assistance

HOUSING RELOCATION & STABILIZATION SVCS FINANCIAL ASSISTANCE	(A) Actual Annual Project Cost	(B) % Requested from Measure H	(AxB) Measure H Request
1) Rental Application Fees			0.00
2) Security Deposits	51,955.00	100.00%	51,955.00
3) Last Month's Rent			0.00
4) Utility Deposits		100.00%	0.00
5) Utility Payments			0.00
6) Moving Costs		100.00%	0.00
HRSS (FINANCIAL ASSISTANCE) SUBTOTAL:	51,955.00		51,955.00

Security Deposits

- Project Cost: Two Month's Security Deposit - Total of \$51,955
- Measure H Funding Request: Average of \$2,078.20 per household x 25 households x 100% = \$51,955

Services – Personnel

HOUSING RELOCATION & STABILIZATION SVCS SERVICES - PERSONNEL	(A) Actual Annual Salary	(B) Actual Annual Benefits	(A+B) Actual Annual Salary/Benefits	(C) % FTE on Project	(AxB+C) Measure H Request	(D) Project Description (ASAP/Other SVCS)
1) Program Director (.30 FTE)	112,500.00	18,162.00	130,662.00	30.00%	39,199.00	Housing stability case management
2) Housing Advocate (1.25 FTE)	60,000.00	9,815.00	69,815.00	125.00%	87,269.00	Housing stability case management
3)			0.00		0.00	
4)			0.00		0.00	
5)			0.00		0.00	
6)			0.00		0.00	
7)			0.00		0.00	
8)			0.00		0.00	
HRSS (SERVICES - PERSONNEL) SUBTOTAL:	172,500.00	27,977.00	200,477.00		126,468.00	

Program Director - .30 FTE (12 hours/week) –

- Project Cost: 30% of 12 months x \$9,375/month = \$33,750 plus benefits at approximately 16.14% (\$5,449) = \$39,199.
- Measure H Funding Request: \$130,662 x 30% (% FTE on Project) = \$39,199
- Oversees all rapid re-housing services including staff, financial assistance, housing partners, program supplies, community resources, and other duties to operate rental assistance programs effectively. Provides direct client services.

Housing Advocate – 1.25 FTE (3 positions) (50 hours/week total) –

- Project Cost: 125% of 12 months x \$5,000/month = \$75,000 plus benefits at approximately 16.36% (\$12,269) = \$87,269.
- Measure H Funding Request: \$69,815 x 125% (% FTE on Project) = \$87,269
- Responsible for overseeing and providing housing and supportive service activities to rapidly transition homeless households to housing stability. Will meet with Rapid Re-housing clients at intake and on a minimum of a monthly basis to update goals, monitor progress, and ensure long-term housing stability. Duties include: conducting initial evaluation and detailed intake assessment, as well as re-evaluation for the program; housing search and placement; coordinating referrals; individualized goal setting with clients; financial counseling, credit repair, and assisting clients in securing basic resources and mainstream benefits; and monitoring and supporting client progress.

Services – NonPersonnel

HOUSING RELOCATION & STABILIZATION SVCS SERVICES - NONPERSONNEL Position/Title/Year	(A) Actual Annual Project Costs	(B) % Requested from Measure H	(AB) Measure H Request	Type of Housing Relocation & Stabilization Svcs
1) Food (Gift Cards)	9,800.00	100.00%	9,800.00	Housing stability case management
2) Transportation	3,500.00	100.00%	3,500.00	Housing stability case management
3) Indirect Cost (8% of Rental Assistance, Financial Assistance, Services - NonPersonnel, and Services - Personnel)	601,852.00	8.00%	48,148.00	Housing stability case management
4)				Housing stability case management
5)				
6)				
7)				
HRSS (SERVICES - NONPERSONNEL) SUBTOTAL:	615,152.00		61,448.00	
HOUSING RELOCATION & STABILIZATION SVCS SUBTOTAL:	867,584.00		239,871.00	

Food

- Project Cost: Emergency food vouchers/grocery store gift cards providing an average 14 days' worth of food vouchers until households can secure mainstream resources – Total of \$9,800
- Measure H Funding Request: \$350 per household (3 meals plus 2 snacks per day x \$5 per meal/snack x 14 days) x 28 households x 100% = \$9,800

Transportation

- Project Cost: Bus passes and taxi/rideshare vouchers for transportation to and from eligible program services - Total of \$3,500
- Measure H Funding Request: \$125 per household x 28 households x 100% = \$3,500

Indirect Cost

- 8% of total Indirect Cost (8% of Rental Assistance, Financial Assistance, Services – Personnel, and Services – NonPersonnel)
- Project Cost: 8% x \$601,852 (Rental Assistance of \$410,129 + Financial Assistance of \$51,955 + Services-Personnel of \$126,468 + Services-NonPersonnel of \$13,300) = \$48,148.

Measure H Funding Request: 8% of \$601,852 = \$48,148 (Total Measure H Request

ATTACHMENT B

Budget

CITY OF LONG BEACH

Measure H FY 2019
 Program Budget for Interval House Project Name: Rapid Rehousing
 Contract # 35122

BUDGETED SERVICE ACTIVITIES		ALLOCATION	
BUDGET ITEM			
RENTAL ASSISTANCE			
1. Rental Assistance	An estimated 50 households	\$ 410,129	
2. Rental Arrears		\$ -	
TOTAL RENTAL ASSISTANCE (RENTAL ASSISTANCE)		\$ 410,129	
Homelessness Prevention - Housing Relocation and Stabilization Services (Services Personnel)			
1. Program Director	Oversees all rapid re-housing services including staff, financial assistance, housing partners, program supplies, community resources, and other duties to operate rental assistance programs effectively. Provides direct client services.	\$ 39,199	
2. Housing Advocate	Responsible for overseeing and providing housing and supportive service activities to rapidly transition homeless households to housing stability. Will meet with Rapid Re-housing clients at intake and on a minimum of a monthly basis to update goals, monitor progress, and ensure long-term housing stability. Duties include: conducting initial evaluation and detailed intake assessment, as well as re-evaluation for the program; housing search and placement; coordinating referrals; individualized goal setting with clients; financial counseling, credit repair, and assisting clients in securing basic resources and mainstream benefits; and monitoring and supporting client progress.	\$ 87,269	
TOTAL HRSS (SERVICES PERSONNEL COSTS)		\$ 126,468	Total HRSS (Financial Assistance Costs) for Reimbursement
HOUSING RELOCATION & STABILIZATION SVCS: (Financial Assistance)			
1. Security Deposits	Average \$2,078.20 per household x 25 households	\$ 51,955	
2. Utility Deposits		\$ -	
3. Moving Costs		\$ -	
4. Food (Gift Cards)	Emergency food vouchers/grocery store gift cards providing an average 14 days worth of food vouchers until households can secure mainstream resources.	\$ 9,800	
5. Transportation	Bus passes and taxi/rideshare vouchers for transportation to and from eligible program services.	\$ 3,500	
TOTAL HOUSING RELOCATION & STABILIZATION SVCS: (Financial Assistance)		\$ 65,255	Total Rental Assistance (Short-term and Medium-term) for Reimbursement
Total Indirect Cost	8% of total Indirect Cost (8% of Rental Assistance, Financial Assistance, Services - Personnel, and Services - NonPersonnel)	\$ 48,148	
TOTAL CITY OF LONG BEACH CONTRACT		\$ 650,000	Total

cash

SECTION 3B. PROJECT DESCRIPTION AND DESIGN - SUPPLEMENTAL QUESTIONS

(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	Homelessness Prevention
Number of households to be served at maximum program capacity*:	25	49
Number of persons to be served at maximum program capacity*:	37	73

* These numbers are intended to reflect a single point in time at maximum 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	Homelessness Prevention
Total unduplicated households to be served over a 12-month period:	50	98
Total unduplicated persons to be served over a 12-month period:	75	147

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 RRH and HP Programs	.45
Housing Advocate for RRH and HP	Oversees and provides housing and supportive service activities to rapidly transition homeless households to housing stability (RRH) provides targeted housing and supportive service activities to help program participants regain stability in housing to prevent homelessness (HP)	1.90

D. Subrecipient Information

Does this proposal include the use of one or more subrecipients?

- YES
- NO

If Yes, provide the following information for each of the proposed subrecipients.

Subrecipient 1	
Subrecipient Name	N/A
Subrecipient DUNS Number	
Name of Contact Person	
Title	
Street Address	
City, State, Zip Code	
Email	
Phone	
Description of Services to be Provided	
Summary of Subrecipient Experience	

Subrecipient 2	
Subrecipient Name	
Subrecipient DUNS Number	
Name of Contact Person	
Title	
Street Address	
City, State, Zip Code	
Email	
Phone	
Description of Services to be Provided	
Summary of Subrecipient Experience	

Subrecipient 3	
Subrecipient Name	
Subrecipient DUNS Number	
Name of Contact Person	
Title	
Street Address	
City, State, Zip Code	
Email	
Phone	
Description of Services to be Provided	
Summary of Subrecipient Experience	