MEETING DATE: June 23, 2008

AGENDA ITEM: Approval of an Amendment to a Contract with St. Joseph Center for the Provision of Homeless Outreach, Supportive Service and Data Collection in the Amount of $7,833 for the two month period July and August 2008.

ATTACHMENTS

ATTACHMENT 1
Contract No. 2005-125A2

CITY OF CULVER CITY

SECOND AMENDMENT TO CONTRACT

WITH: **ST. JOSEPH CENTER**

FOR: **HOMELESS ASSISTANCE, OUTREACH, DATA COLLECTION, AND CASE MANAGEMENT SERVICES**

This Second Amendment to Standard Form Contract is made and entered into by and between the CITY OF CULVER CITY, a municipal corporation, hereinafter referred to as "City," and ST. JOSEPH CENTER, a California non-profit organization, hereinafter referred to as "Consultant."

WHEREAS, on July 1, 2005, the parties entered into a contract for homeless assistance, outreach, data collection, and case management services (the "Agreement"); and amended the Agreement on July 1, 2006 (the "First Amendment"), to extend the term of the Agreement, change the Scope of Services and increase the amount of compensation (hereinafter, the Agreement and the First Amendment are collectively referred to as the "Amended Agreement"); and

WHEREAS, the parties desire to modify and amend certain provisions of the Amended Agreement; and

WHEREAS, at its meeting of July 16, 2007, the City Council authorized this Second Amendment to the Amended Agreement.

NOW THEREFORE, in consideration of the foregoing, City and Consultant mutually agree as follows:

1. The Term of the Amended Agreement is hereby amended to run from July 1, 2007 through June 30, 2008.

2. Exhibit A (Scope of Services) of the Amended Agreement is hereby replaced in its entirety by the Exhibit A attached to this Second Amendment, which is incorporated herein as thought set forth in full.

3. The schedule of compensation shall be amended to increase the total not to exceed amount by Forty-seven Thousand Dollars ($47,000.00) from Eighty-two Thousand Dollars ($82,000.00) to One Hundred Twenty-nine Thousand Dollars ($129,000.00) for the additional services and term provided pursuant to Exhibit A.

4. Except as expressly set forth herein, all terms and conditions of the Amended Agreement shall remain in full force and effect.

5. This Second Amendment shall be effective on July 1, 2007.

ST. JOSEPH CENTER

Dated: 8/6/07

By ______________________

Its Exec. Dir

By Judy Alexander

Its Associate Director

CITY OF CULVER CITY

Dated: 9/20/07

By ______________________
Jerry Fulwood
City Manager

APPROVED AS TO CONTENT

____
William LaPointe
Parks, Recreation & Community Services Director

[Signatures continued on page 3]

[Signatures continued from page 2]

APPROVED AS TO FORM:

Carol A. Schwab
City Attorney

APPROVED AS TO FINANCING:

Marlee Chang
City Controller

EXHIBIT A

CITY OF CULVER CITY

WITH: **ST. JOSEPH CENTER**

FOR: **HOMELESS ASSISTANCE, OUTREACH, DATA COLLECTION, AND CASE MANAGEMENT SERVICES**

SCOPE OF SERVICES

Consultant shall perform the following:

- Continue to contact selected City employees, business owners, police and social service providers in order to further map known areas of homeless encampment and activity.
- Continue cooperative relationships with police (City's and City of Los Angeles') and other social service providers and establish open communication with business owners and residents.
- Through a field outreach team, provide outreach to ***no less than 5 and up to 10*** newly encountered homeless persons within City's jurisdictional boundary in an effort to establish rapport and allow for ongoing relationships
- On an annual basis, collect base line data on at least 75% of the homeless individuals who have been contacted through outreach. This data will include identifying information (coded for confidentiality) including gender and perceived racial/ethnic information and may include (when individuals are willing to report) age, family status, amount of time homeless, veteran status, income source and amount and disability(s).
- Provide ongoing case management to ***no less than 25 and up to 40*** homeless in the field in City or at St. Joseph Center's Homeless Service Center. Assist clients in the development and/or reassessment of their case management plan that identifies barriers to stability. Monitor and provide resources to support plan.
- Provide mental health and/or substance abuse assessments and appropriate referrals to treatment to ***5*** homeless individuals.
- Provide ongoing support to ***10*** homeless clients so that they will maintain mental health and/or substance abuse treatment.
- Assist ***10*** clients to obtain or maintain permanent housing.

- Collect, analyze and report on outcome data on a monthly basis. These reports will include statistical data, complaint descriptions and summaries of outreach activities.

ATTACHMENT 2

ST. JOSEPH CENTER / CULVER CITY OUTREACH AND CASE MANAGEMENT PROGRAM
CONTRACT EXTENSION BUDGET: July 1 - August 31, 2008

SECTION 1: BUDGET SUMMARY

	Contract Extension Budget July-Aug 2008		
	1	2	3
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
1A. Staff Salaries	$ 6,116	$ 5,755	$ 361
1B. Staff Fringe Benefits	$ 1,336	$ 1,271	$ 65
2. Space/Facilities	$ 1,539	$ 807	$ 732
3. Staff Travel	$ 92	$ -	$ 92
4. Insurance	$ 125	$ -	$ 125
5. Operating Expenses	$ 2,713	$ -	$ 2,713
6. TOTAL PROGRAM COSTS	**$ 11,921**	**$ 7,833**	**$ 4,088**

CONTRACT EXTENSION REQUEST $ 7,833

SECTION 11: LINE ITEM DETAIL

	Contract Extension Budget July-Aug 2008		
	1	2	3
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
1A. Staff Salaries			
Director of Homeless Services			
Program allocation of 0.05 FTE			
Salary of $4,635 per month x 2 months x .05	$ 464	$ 464	$ -
HSC Program Manager			
Program allocation of 0.05 FTE			
Salary of $3,605 per month x 2 months x .05	$ 361	$ -	$ 361
Outreach Case Manager			
Program allocation of 1.0 FTE			
Salary of 2,387 per month x 2 months	$ 4,774	$ 4,774	
Outreach Coordinator			
Program allocation of 0.10 FTE			
Salary of 2,589 per month x 2 months x .10	$ 518	$ 518	
Total 1A	$ 6,116	$ 5,755	$ 361
1B. Staff Fringe Benefits			
FICA (0.0765)	$ 468	$ 440	$ 28
SUI per FTE (0.05602 to $7,000)	$ 78	$ 75	$ 3
Medical/Dental Insurance, $602 per FTE	$ 722	$ 692	$ 30
Workers Comp Ins & Employers Liab-0.011%	$ 67	$ 63	$ 4
Total 1B	$ 1,336	$ 1,271	$ 65

	1	2	3
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
2. Space/Facilities			
Note: Allocation of facilities costs based on number of CC program staff as a percentage of total HSC staff. 1.2 CC staff/14 total staff = 9%			
Lease - Homeless Service Center $1.66/sf x 3474 sf x 2 x .09	$ 1,038	$ 807	$ 231
HSC staff parking: $600/month x 2 months x .09	$ 108	$ -	$ 108
Homeless Service Center - property taxes $540/mo x 2 months x .09	$ 97		$ 97
Building maintenance - Homeless Service Center $695/mo x 2 months x .09	$ 125	$ -	$ 125
Public Storage $213/mo x 2 months x .09	$ 38	$ -	$ 38
Utilities - Homeless Service Center $521/mo x 2 months x .09	$ 94		$ 94
Waste Removal - Homeless Service Center $215/mo x 2 months x .09	$ 39		$ 39
Total 2	$ 1,539	$ 807	$ 732
3. Staff Travel			
Note: Travel costs based on CC staff as percentage of total outreach staff: 1 CC staff /3 total = 33%			
Outreach Van: Gasoline, insurance and maintenance $140 per month x 2 months x .33	$ 92	$ -	$ 92
Total 3	$ 92	$ -	$ 92
4. Insurance			
Note: Allocation of insurance based on number of CC program staff as percentage of total SJC staff: 1.2/98 or 1%			
Comprehensive $2M Commercial General Liability Agency annual premium $6,250/mo x 1% @ 2 months	$ 125	$ -	$ 125
Total 4	$ 125	$ -	$ 125

	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
5. Operating Expenses			
Telephone - Homeless Service Center			
$1,280/mo x 2 months x .09	$ 230		$ 230
Office Supplies			
$300 per staff per year	$ 60		$ 60
Annual St. Joseph Center audit			
$26,000 x 1% @16.67%	$ 43	$ -	$ 43
Client Food - Bread & Roses Café			
10 clients x 5 meals each x $6.06 per meal	$ 303	$ -	$ 303
Allocation of Agency Admin,HR,Finance,Operations			
Based on FY05-06 actual costs, we have calculated that Administrative Overhead is equal to 21% of our direct program costs.		$ -	$ -
Culver City direct program costs = $ 9,886	$ 2,076		$ 2,076
Total 5	**$ 2,713**	**$ -**	**$ 2,713**
6. TOTAL PROGRAM COSTS	**$ 11,921**	**$ 7,833**	**$ 4,088**
AMOUNT OF EXTENSION REQUEST		**$ 7,833**	