

AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF MANHATTAN BEACH AND HARBOR INTERFAITH
SERVICES

This Second Amendment (“Amendment No. 2”) to that certain agreement by and between the City of Manhattan Beach, a California municipal corporation (“City”) and Harbor Interfaith Services, Inc., a California non-profit corporation (“Consultant”) (collectively, the “Parties”) is hereby entered into as of November 30, 2023 (“Effective Date”).

RECITALS

A. On December 6, 2021, the City and Consultant entered into an agreement for professional services for the Consultant to provide homeless outreach and housing navigation services (“Agreement”).

B. On December 1, 2022, the City and Consultant executed Amendment No. 1 to the Agreement for homeless case management and housing navigation services to extend the term, increase the maximum compensation and update the scope of services and approved fee schedule.

C. The Parties now desire to amend the Agreement to extend the term, increase to maximum compensation to be paid to the Consultant (“Maximum Compensation”), and update the scope of services and approved fee schedule.

NOW, THEREFORE, in consideration of the Parties’ performance of the promises, covenants, and conditions stated herein, the Parties hereby agree as follows:

Section 1. Extension. Section 2 of the Agreement is hereby amended to extend the term of the Agreement through December 1, 2024, unless sooner terminated as provided in Section 12 of the Agreement.

Section 2. Compensation. Section 3 of the Agreement is hereby amended to: (1) increase the Maximum Compensation amount by \$80,200 for a new Maximum Compensation of \$219,219.88; and (2) increase the maximum amount for Consultant’s reimbursable expenses to \$10,000.

Section 3. Scope of Services. The “Scope of Services” attached as Exhibit A to the Agreement is hereby replaced with the “Revised Scope of Services” attached hereto as Exhibit A to this Amendment No. 2 and incorporated by this reference.

Section 4. Fee Schedule. The “Approved Fee Schedule” attached as Exhibit B the Agreement is hereby replaced with the “Revised Approved Fee Schedule”, attached hereto as Exhibit B to this Amendment No. 2 and incorporated by this reference.

Section 5. Except as specifically amended by this Amendment No. 2, all other provisions of the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 1 on the day and year first shown above.

City:

City of Manhattan Beach,
a California municipal corporation

Consultant:

Harbor Interfaith Services, Inc.
a California non-profit corporation

By: _____

Name: Bruce Moe
Title: City Manager

By: _____

Name: Tahia Hayslet
Title: Executive Director/CEO

ATTEST:

By: _____

Name: Liza Tamura
Title: City Clerk

APPROVED AS TO FORM:

By: _____

Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO FISCAL IMPACT:

By: _____

Name: Steve S. Charelian
Title: Finance Director

**EXHIBIT A
REVISED SCOPE OF SERVICES**

Activities	Metrics	Target Outcomes
<p>1. <u>Availability and Resource Dedication</u> Consultant shall provide one employee to provide homeless case management and housing navigation services that will assist homeless individuals in Manhattan Beach and conduct business Monday – Friday, 8:30 AM – 5:30 PM. Hours may be flexed for consultant to conduct outreach in early/late hours or attend important meetings as needed.</p>		<p>City shall provide suitable working space on City premises for consultant to conduct business.</p>
<p>2. <u>Meeting Participation</u> Consultant shall attend these meetings:</p> <ul style="list-style-type: none"> a. Monthly Case Conferencing meetings to discuss Beach Cities homeless participants b. Weekly meeting with City of Manhattan Beach Homelessness Liaison and Police Department Staff to review target outcomes to date c. City Council meetings (as needed) 	N/A	N/A
<p>3. <u>Monthly Status Reporting</u> Contracted City Homeless Coordinator/Liaison shall provide monthly status reports on participant engagement</p>	<p>1. Performance outcomes, on type of services referred to for the preceding month and cumulative since contract start including:</p> <ul style="list-style-type: none"> a. Number of people case managed. These are unduplicated from any other programs in which the contractor is engaged in that may have geographic overlap with 	<p>12 Monthly Performance Reports</p>

	<p>the Beach Cities jurisdictions.</p> <ul style="list-style-type: none"> b. Summary of outreach interactions made with those living unsheltered. c. Number of people referred to and attained (i.e., were accepted into) interim housing programs. d. Number of people attaining long term stable housing. This includes prevention, diversion/problem solving, permanent housing (e.g., rapid re-housing, supportive housing), or transitional programs. e. Additional number of people in the housing pipeline, that is, who have been accepted into a permanent housing program (e.g., “matched” and accepted into a rapid re-housing or supportive housing resource), and are looking for an appropriate dwelling. 	
<p>4. <u>Strengthening Partnerships with City Stakeholders</u> Consultant shall connect with city stakeholders (i.e. non-profits) to (a) inform them about services available and how to refer to them; (b) align stakeholder-provided services with the City’s homeless efforts.</p>	<p>1. Conduct various Stakeholder Meetings</p>	<p>Track meetings held</p>
<p>5. <u>Street Outreach and Assessment</u> Consultant shall establish relationships with those experiencing homelessness in the Manhattan Beach. Work closely with law enforcement to identify and locate them.</p>	<ul style="list-style-type: none"> 1. Complete HMIS data entry with unduplicated participants not already in another SPA 8 program 2. Maintain participant information in LAHSA’s Clarity HMIS and hardcopy case files per LAHSA CES program standards 	<p>15 new engagements established</p> <p>100% LAHSA Clarity HMIS and hardcopy case file compliant</p>

<p>6. <u>Document Ready, DPSS Benefits Enrollment</u> Contracted Homeless Case Manager shall assist the participant get the documentation required to be referred into stable housing, and shall help enroll them in eligible Department of Public Social Services (DPSS) programs.</p>	<ol style="list-style-type: none"> 1. Secure these documents: <ol style="list-style-type: none"> a. California Identification b. Social Security Card c. Verification of Income d. Verification of Homelessness 2. Assist with enrollment in appropriate DPSS programs (e.g., General Relief, Cal Fresh, Cal Works, etc.) 	<p>10 participants</p>
<p>7. <u>Successful Referrals</u> Consultant shall make successful referrals to applicable programs (i.e., the referral is accepted by the receiving program).</p>	<ol style="list-style-type: none"> 1. <u>Interim Housing</u>, including: crisis or bridge housing; seasonal emergency housing; recuperative care beds 2. <u>Stable Housing</u>, including: CES-matched Rapid Re-housing; CES-matched Permanent Support Housing; SHARE housing; DHS, DMH, VA Permanent Housing; Other permanent housing programs; VA, DV, TAY Transitional Housing Programs 3. <u>Treatment Program</u>, including for: mental health; Detox and substance use; physical health care. (Note: this does not include handoffs to: generalist outreach teams, Multi-Disciplinary or Specialized Teams, MET staff.) 	<p>20 participants successfully referred into Interim Housing</p> <p>12 participants successfully referred into Stable Housing</p> <p>10 participants successfully referred into Treatment Programs</p>

**EXHIBIT B
REVISED APPROVED FEE SCHEDULE**

For services satisfactorily provided, City shall pay Consultant maximum monthly fees totaling \$5,850.00 in accordance with the following fee schedule.

1. For salary, taxes and benefit costs associated with the Consultant, City shall pay Consultant a maximum monthly fee of \$5,416.67.
2. For staff administrative fees, City shall pay Consultant a maximum monthly fee of \$433.33.

For reimbursable costs over the duration of the contract such as: mileage, office supplies, reproduction, technology, insurance, client incentives, motel vouchers, utilities, and postage, City shall reimburse Consultant an amount not to exceed \$10,000 for approved expenditures by the City staff liaison.