

AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF MANHATTAN BEACH AND HARBOR INTERFAITH  
SERVICES

This Fourth Amendment ("Amendment No. 4") 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 ("Contractor") (collectively, the "Parties") is hereby entered into as of June 6, 2023 ("Effective Date").

**RECITALS**

A. In July 2019, the Los Angeles County Homeless Initiative Unit and United Way authorized providing a grant of \$330,666 ("Initial Grant") to the cities of Manhattan Beach, Redondo Beach, and Hermosa Beach for homeless plan implementation services, which amount was shared by each city. The cities agreed that Manhattan Beach would administer the grant funds.

B. On November 1, 2019, the City and Contractor entered into an agreement for professional services ("Original Agreement") for the Contractor to provide homeless services ("Services") at a cost not to exceed \$324,053.

C. On February 27, 2021, the City and Contractor executed the first amendment to the Original Agreement to extend the term ("Amendment No. 1").

D. On December 21, 2021, the City and Contractor executed the second amendment to the Original Agreement to extend the term, expand the scope of services, and increase the maximum compensation ("Amendment No. 2").

E. On June 29, 2022, the City and Contractor executed the third amendment to the Original Agreement to extend the term and modify the scope of services and approved fee schedule ("Amendment No. 3"). The Original Agreement, as amended by Amendment Nos. 1, 2, and 3 is referred to as the "Agreement."

F. On August 10, 2021, the City, acting as the lead city on behalf of the cities of El Segundo, Hermosa Beach, and Redondo Beach, submitted a proposal to South Bay Cities Council of Governments ("SBCCOG") to continue grant funded case management homeless outreach services to the region.

G. The SBCCOG awarded grant funds in the amount of \$216,000 ("Second Grant") for an additional 18 months to be used on case management homeless outreach services.

H. On December 21, 2021, the Manhattan Beach City Council approved a Memorandum of Understanding between the SBCCOG on the one hand, and

Approved for use 2/15/20

the City and the cities of El Segundo, Hermosa Beach, and Redondo Beach on the other hand, related to the grant funds (the "MOU").

I. On June 6, 2023, the City executed Amendment No. 1 to the MOU.

J. The Parties now desire to amend the Agreement to extend the term and further modify 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. Section 2 of the Agreement is hereby revised to extend the term of the Agreement through November 22, 2024, unless sooner terminated as provided in Section 12 of the Agreement.

Section 2. The "Revised Scope of Additional Services" attached as Exhibit C to Amendment No. 3 of the Agreement is hereby replaced by the "Revised Scope of Additional Services" attached hereto as Exhibit E and incorporated by this reference.

Section 3. The "Approved Fee Schedule for Additional Services" attached as Exhibit D to Amendment Nos. 2 and 3 of the Agreement is hereby replaced by the "Revised Approved Fee Schedule For Additional Services" attached hereto as Exhibit F and incorporated by this reference.

Section 4. All exhibits attached hereto are hereby incorporated by this reference. Except as specifically amended by this Amendment No. 4, 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. 4 on the day and year first shown above.

City:

City of Manhattan Beach,  
a California municipal corporation

Contractor:

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

By: \_\_\_\_\_

Name: Bruce Moe  
Title: City Manager

By: \_\_\_\_\_

Name: Tahia Hayslet  
Title: Executive Director

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 E**  
**REVISED SCOPE OF ADDITIONAL SERVICES**

<b>Task 8: Beach Cities Dedicated Case Management Services (Priority Area 2)</b>		
<p><b>Program Description:</b> Manhattan Beach will serve as the lead city in this multi-jurisdictional program to provide consistent case management, closer linkage between outreach activity and city stakeholders, decrease burden of homeless calls to police, and increase housing placements for cities of El Segundo, Manhattan Beach, Hermosa Beach, and Redondo Beach. This SOW will provide funding for two full-time case managers to provide this coverage.</p> <p>Potential risks and mitigation plans: Labor supply competition. Mitigation: Consider creating a regional Labor Pool Funds to benchmark starting salaries with LAHSA's salaries.</p>		
	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>8.a</b>	Develop Staff Training Program and conduct staff training (service provider)	March 2022
<b>8.b</b>	Maintain a client ratio of 1:20 (Case Manager to Clients)	N/A
<b>8.c</b>	Develop Housing Plans, including plans regarding income (e.g., Social Security income and disability income), job assistance, housing vouchers, documentation, and legal aid (e.g., background checks and credit checks), for all participants.	To be reported in Monthly Reports
<b>8.d</b>	Provide behavioral health referrals	Ongoing
<b>8.e</b>	<p>Monthly Report detailing metrics and outcomes, including progress on the housing timeline (e.g., anticipated housing dates) for all participants. Data such as demographic data and service linkages should be searchable in HMIS by SBCCOG. On a quarterly basis, the following goals shall be attained:</p> <ul style="list-style-type: none"> <li>• 20 participant caseload per case manager</li> <li>• 6 participants referred general shelter, safe parking, or other interim solution – per case manager</li> <li>• 4 participants placed into permanent housing – per case manager</li> <li>• Link eligible participants to behavioral health providers and develop a behavioral health plan with the providers</li> <li>• Develop housing plan for participants on caseload</li> </ul> <p>Additionally, to better understand caseload and throughput, the parties are requiring the following information on an individual basis:</p> <ul style="list-style-type: none"> <li>• HMIS ID (if known)(or other identifier as to not reveal personal information)</li> <li>• Birth Date</li> <li>• Enroll Date</li> <li>• Exit Date</li> <li>• Length of Stay in Program</li> </ul>	<p>Monthly Reporting</p> <p>Quarterly Goal Metrics over Remaining Contract Period</p>

	<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Housing Move-in Date</li> <li>• Number of Services</li> <li>• Number of Case Notes</li> </ul>	
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**EXHIBIT F**  
**REVISED APPROVED FEE SCHEDULE FOR ADDITIONAL SERVICES**

For services satisfactorily provided associated with the South Bay Cities Council of Governments Grant for homeless case management services, City shall pay Contractor an amount not-to-exceed \$216,000 with monthly fees totaling \$11,7003.33 in accordance with the following fee schedule.

1. For salary, taxes and benefit costs associated with the Contractor, City shall pay Contractor a monthly fee not-to-exceed \$10,170.00.
2. For staff administrative fees, City shall pay Contractor a monthly fee not-to-exceed \$900.00.

For reimbursable costs over the duration of the Agreement such as: mileage, office supplies, reproduction, technology, insurance, and postage, City shall reimburse Contractor in an amount not to exceed \$11,340.00.