

**AMENDMENT NUMBER ONE TO
SUBRECIPIENT AGREEMENT
WITH TRELIS INTERNATIONAL
FOR HOUSING RELATED SPECIAL SERVICES
FOR QUALIFYING POPULATIONS – TRANSPORTATION
SERVICES HOUSING SUPPORT (WRAP AROUND SERVICES)**

This First Amendment to the Subrecipient Agreement (“Amendment”) is dated July 1, 2024, (“Effective Date”), by and between the CITY OF COSTA MESA, a municipal corporation of the State of California whose business address is 77 Fair Drive, Costa Mesa, California 92626 (the “City”) and TRELIS INTERNATIONAL, a California nonprofit corporation, having its principal office at 711 W. Street, Unit E-5, Costa Mesa, California 92627 (the “Subrecipient”).

WHEREAS, the City has been allocated \$1,816,742.00 (“HOME-ARP Funds”) for housing related supported services for qualifying populations pursuant to the HOME formula established in 24 CFR 92.5 and 92.60; and

WHEREAS, the City seeks to address the needs and gaps identified in the City’s HOME-ARP Allocation Plan approved by HUD on January 23, 2023; and

WHEREAS, supportive services are identified as one of four activities eligible for HOME-ARP funding including: (1) services identified in section 401(29) of the McKinney Vento Homeless Assistance Act (42 USC 11360(29)), (2) homelessness prevention services, and (3) housing counseling services; and

WHEREAS, on July 1, 2023, the City authorized the award of HOME-ARP funds to Subrecipient for the purpose of providing help to vulnerable populations re-engage and develop skills, relationships, and habits to allow transition back to work and address mental health and substance abuse issues and supporting transportation services (“Program”); and

WHEREAS, pursuant to the Agreement, Subrecipient is bound by the standard terms and conditions in the Agreement and such rules, regulations or requirements, contained therein; and

WHEREAS, City and Subrecipient now agree to extend the term of the Agreement for one year, commencing on July 1, 2024 and ending on June 30, 2025; and

WHEREAS, City and Subrecipient also agree that this one year extension will continue in the same amount of \$87,952, pursuant to Section 2.1 of the Agreement (from July 1, 2024 to June 30, 2025); and

WHEREAS, City and Subrecipient also desire to update City’s Scope of Work, referenced in Section 1.1 of the Agreement (Exhibit “A”); and

WHEREAS, City and Subrecipient intend and desire that this Amendment be effective to the Effective Date.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

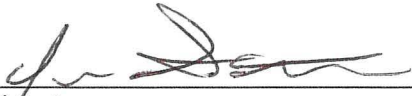
1. This Amendment shall be retroactive to the Effective Date.
2. Term of Agreement. Section 2.2 "Term" of the Agreement is hereby amended its entirety to read as follows:

"The term of this Agreement shall begin upon the Effective Date and continue for a period of one (1) year ending on June 30, 2025. The term may be extended for up to three (3) years upon mutual written agreement of the parties, subject to the availability and /or allocation of HOME/ARP funds for the Program. Upon expiration of this Agreement, the Subrecipient shall have thirty (30) days to make the final request for reimbursement. The recordkeeping and reporting requirements of Section 3.6 and 3.8 respectively, remain in effect in accordance with the terms of those sections.
3. The City's Scope of Work, attached as Exhibit "A" to the Agreement shall be deleted in its entirety and replaced with the updated Scope of Work and attached hereto as Exhibit "A."
4. The Agreement will continue in the same amount of \$87,952, pursuant to Section 2.1 of the Agreement (from July 1, 2024 to June 30, 2025); and
5. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
6. All other terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.
7. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed by and through their respective authorized officers, as of the date first above written.

[Signatures appear on following page.]

SUBRECIPIENT



Signature

Date: 8/13/2024

Ian Stevenson
Executive Director

CITY OF COSTA MESA



Lori Ann Farrell Harrison
City Manager

Date: 8/27/2024

ATTEST:




Brenda Green
City Clerk



Date: 8/29/2024

APPROVED AS TO FORM:



Kimberly Hall Barlow
City Attorney

Date: 8/26/24


APPROVED AS TO INSURANCE:



Ruth Wang
Risk Management

Date: 8/26/24

APPROVED AS TO PURCHASING:



Carol Molina
Finance Director

Date: 8/23/24

Name of Organization: Trellis International

**Exhibit A - Scope of Work
CITY OF COSTA MESA
2024-2025 Housing Related Supportive Services**

Activity: <u>Select One</u> that best describes your program.	Primary Objective:	Primary Outcome Measurement:
<input type="checkbox"/> Child Care <input type="checkbox"/> Educational Services <input type="checkbox"/> Employment & Job Assistance training <input type="checkbox"/> Food <input type="checkbox"/> Housing search and counseling services <input type="checkbox"/> Legal Services <input checked="" type="checkbox"/> Life skills training <input type="checkbox"/> Mental health services <input type="checkbox"/> Outpatient health services <input type="checkbox"/> Outreach Services <input type="checkbox"/> Substance abuse treatment services <input type="checkbox"/> Transportation <input type="checkbox"/> Case management <input type="checkbox"/> Mediation <input type="checkbox"/> Landlord/tenant liaison <input type="checkbox"/> Credit Repair <input type="checkbox"/> Service for special populations (i.e. Spanish-only speakers) <input type="checkbox"/> Financial assistance costs (rental application fees, security deposits, utility deposits, payment of rental arrears)	<input checked="" type="checkbox"/> <u>Provide homelessness assistance and supportive services to those who meet the criteria as listed in HUD CPD Notice 21-10 for "Qualifying Populations".</u>	<input checked="" type="checkbox"/> <u>Number of homeless and not homeless households assisted with supportive services</u>

1. Description of Work

A. Provide a concise description of the activity to be undertaken with ARPA and/or HOME-ARP funds during the 12-month contract period including the services to be performed, length of services, who will benefit from the services, and how ARPA/HOME-ARP funds will be used.

1. Life Skills Training/Counseling
 - Weekly team meetings/life skills training
 - Monthly mentorship
2. Costa Mesa CIT projects being completed 2-3x a week
 - Transportation to and from projects
3. Housing Support
 - Provide 2 teams for a four-hour moving project per month to support people moving into permanent homes
 - Bi-weekly housing stability support meetings.

Services will be provided during the fiscal year 24-25. The Costa Mesa homeless and at-risk of homelessness population will benefit from services.

B. Describe the general administrative services to be performed in support of activities noted above and list the amount of ARPA and/or HOME-ARP funds (if any) that will be utilized to support these general administrative services.

During the 24-25 fiscal year, we anticipate the following administrative services will be performed: tracking intake forms and demographics, scheduling projects with Costa Mesa staff, stipend distribution and tracking.

II. Output Measurements

A. Total Number of **unduplicated Costa Mesa** residents to be served through this program during the 12-month contract period = 84

B. Provide a "break-down" of the Costa Mesa residents to be served by the activities listed above. Each resident obtaining services should only be counted once even if they receive multiple services. See the example below.

SAMPLE PROGRAM SERVICE GOALS	
Costa Mesa Residents	Type of Service Provided * If a resident receives multiple services, only count once. <i>Example: Resident receives food bank, rent & utility assistance - resident only counted once under "Direct Assistance"</i>
20	Phone Referrals
50	Counseling Services
10	Food Bank
5	Direct Financial Assistance (rent, mortgage, utility assistance)
85	TOTAL UNDUPLICATED

Program Service Goals	
Costa Mesa Residents	Type of Service Provided * <i>If a resident receives multiple services, only count once.</i>
50	Unhoused people participate on a CIT project
60	Unhoused people receive life skills training at CIT meetings
24	Unhoused people receive help moving into their new permanent housing
10	People supported with housing retention skills training
84	TOTAL UNDUPLICATED

C. Summarize the program outcomes and how outcomes will be measured, tracked & reported. _____

We will measure:

- How many individuals participate in the program?
- How many individuals have engaged with projects?
- How many were transitioned to regular jobs?
- How many got into housing over time?
- How many were able to keep their housing as a result of being part of the program?

The practical impact of the projects, such as:

- How much trash was picked up?
- How many parks were cleaned?
- How many stickers or graffiti removed?
- Signs & trashcans cleaned
- Benches or tables cleaned
- How many volunteers are engaged with the program?

Outcomes will be reported by:

A quarterly report outlining:

- Cumulative numbers on all the measurables outlined above

An annual review:

- Walking through the scope of work together and evaluating performance
- Determining how we want to continue partnering on this project or not
- Evaluating budget from prior year and what's projected for the next year

2023-2024 Program Budget

BUDGET CATEGORY	PROPOSED USE OF ARPA/HOME-ARP FUNDS	PROPOSED USE OF OTHER PROGRAM FUNDS	TOTAL PROGRAM COSTS
Project Delivery Costs			
Staff Salaries & Benefits	\$60,050	\$80,557	\$140,607
Program Supplies	\$500	\$500	\$1,000
Other (Specify)	\$	\$	\$
Direct Costs			
Food	\$	\$	\$
Housing Search & Counseling	\$	\$	\$
Transportation	\$2,400	\$2400	\$4,800
Credit Repair	\$	\$	\$
Legal Services	\$	\$	\$
Other (Specify) Program Participant Stipends	\$25,000	\$105,000	\$130,000
Other (Specify)	\$	\$	\$
TOTAL	\$87,950	\$	\$276,407

III. ARPA and/or HOME-ARP Funded Personnel:

ONLY list personnel that will be paid with Costa Mesa ARPA and/or HOME-ARP funds and that are listed as part of the 2023-2024 Program Budget.

CHECK BOX IF NOT APPLICABLE

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	ARPA/HOME-ARP FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO CM HOME-ARP ACTIVITY
Director of Operations	\$58,427	\$5,400	\$63,827	\$2,905	5%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	ARPA/HOME-ARP FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO CM HOME-ARP ACTIVITY
Project Manager 1	\$31,200	\$720	\$31,920	\$12,768	40%
CIT Director	\$36,517	\$720	\$37,237	\$26,065	70%
Homeless Initiative Director	\$55,640	\$5,400	\$61,040	\$18,312	30%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	ARPA/HOME-ARP FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO CM HOME-ARP ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%