

**AMENDMENT NUMBER TWO
TO SUBRECIPIENT
AGREEMENT WITH
FAMILIES FORWARD, INC.**

This Amendment Number Two ("Amendment") is dated the 1st day of July, 2024 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City") and FAMILIES FORWARD, INC., a California nonprofit corporation ("Subrecipient").

WHEREAS, City and Subrecipient entered into a Subrecipient Agreement dated July 1, 2023 (the "Agreement") for the award of HOME Investment Partnership Program funds for the operation of a Tenant Based Rental Assistance Program (the "Program").

WHEREAS, on October 25, 2023, City and Subrecipient entered into Amendment One to provide Subrecipient up to a maximum of \$100,000.00 annually for project expenses; and

WHEREAS, the City desires to increase the funds granted for the operation of the Program by an additional \$50,000.00; and

WHEREAS, City and Subrecipient 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 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 to amend the Agreement as follows:

1. This Amendment shall be retroactive to the Effective Date.
2. Section 2.1 of the Agreement is amended to provide Subrecipient up to a maximum of \$150,000.00 annually for project expenses.
3. Term of Agreement. Section 2.2 "Term" of the Agreement is hereby amended in 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. 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 section.
4. All terms not defined herein shall have the same meaning and use as set

forth in the Agreement, as amended.

5. All other terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.
6. 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.

FAMILIES FORWARD, INC.

By: Madelynn Hirneise

Date: 08/12/2024

Its: Madelynn Hirneise, CEO

CITY OF COSTA MESA

Lori Anne Farrell Harrison
Lori Anne Farrell Harrison
City Manager

Date: 8/27/24

ATTEST:

Brenda Green
Brenda Green
City Clerk



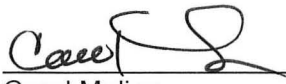
Date: 8/29/2024

APPROVED AS TO FORM:

Kimberly Hall Barlow AA
Kimberly Hall Barlow
City Attorney

Date: 8/26/24

APPROVED AS TO PURCHASING:



Carol Molina
Finance Director

Date: 8/23/04

APPROVED AS TO INSURANCE:



Ruth Wang
Risk Management

Date: 8/27/24

**Attachment 1 - Scope of Work
CITY OF COSTA MESA
2024-2025 HOME TBRA**

Activity:	Primary Objective:	Primary Outcome Measurement:	Population Served:
<input checked="" type="checkbox"/> TBRA	<input checked="" type="checkbox"/> Provide decent affordable housing: Housing activity that meets family or community needs.	<input checked="" type="checkbox"/> Affordability: Activity provides rental affordability	<input checked="" type="checkbox"/> Benefit low/moderate income persons (60% AMI or below)

I. Description of Work

- A. Provide a concise description of the activity to be undertaken with HOME TBRA during the 12-month contract period including the services to be performed, length of services, who will benefit from the services, and how HOME funds will be used. **We plan to serve 13 Costa Mesa families (approx. 45 persons) with housing assistance (rental and security deposits). Clients will continue to be identified through marketing and outreach activities in accordance with HUD’s Affirmative Fair Housing Marketing Plan. Also, Families Forward receives client referrals from the City of Costa Mesa and the Family Solutions Collaborative Coordinated Entry System (Family CES). To qualify for the program, families must be residents of Costa Mesa, have at least one child under the age of 19, and be literally homeless or at-risk of homelessness. Families benefiting from the program will receive medium-term rental assistance for an initial term of approximately 6-12 months.**
- B. Describe the general administrative services to be performed in support of activities noted above and list the amount of HOME funds that will be utilized to support these general administrative services (maximum 10%). General administrative services include executive supervision, financial and data reporting

II. Output Measurements

- A. Total number of unduplicated clients anticipated to be served by the HOME TBRA Program during the program 12-month contract period = 45 Persons
- B. Number of **unduplicated Costa Mesa** households to be served by the HOME TBRA during the 12-month contract period = 13 Households
- E. Estimate the number of unduplicated Costa Mesa residents to be served with HOME funds during the 12-month contract period per quarter:

Quarter 1: July 1 – September 30	12Persons
Quarter 2: October 1 – December 31	11Persons
Quarter 3: January 1 – March 31	11Persons
Quarter 4: April 1 – June 30	11Persons
Total	45Persons

- F. Summarize the program outcomes and how outcomes will be measured, tracked & reported. **The Housing Program Manager (HPM) measures each family's progress through both their participation and outcomes. For example, each family is progressing toward achieving established goals (improving credit, connecting to childcare, following up on resources provided, and other specific goals), following up on housing leads, and working with career coaches to obtain employment and improve income. Lastly, the HPM works closely with the Data & Compliance team to track TBRA grant deliverables**

III. 2024-2025 Program Budget

Estimate the amount of grant funds to be requested during the 12-month contract period on a quarterly basis:

Quarter 1: July 1 – September 30	<u>\$37,500</u>
Quarter 2: October 1 – December 31	<u>\$37,500</u>
Quarter 3: January 1 – March 31	<u>\$37,500</u>
Quarter 4: April 1 – June 30	<u>\$37,500</u>
Total	<u>\$150,000</u>

BUDGET CATEGORY	TOTAL COSTS
Rental Assistance	<u>\$82,300</u>
Security Deposits	<u>\$20,000</u>
Housing Quality Standards (HQS) Inspections	<u>\$3,250</u>
Income Eligibility Screenings	<u>\$1,950</u>
Project Soft Costs	<u>\$35,000</u>
Admin Costs	<u>\$7,500</u>
TOTAL	<u>\$150,000</u>