



CITY COUNCIL
Staff Report

Meeting Date: 05/22/2018
To: Mayor and City Council
From: Kevin Crawford, City Manager
Staff Contact: Marie Jones-Kirk
 Marie.Jones-Kirk@carlsbadca.gov or 760-434-2807

Subject Fiscal year 2018-19 administrative budget for the Homeless Response Plan in the amount of \$452,000 and a Professional Services Agreement in the amount of \$244,944 with Interfaith Community Services to provide for case management services for the homeless residents of Carlsbad.

Recommended Action

Adopt a Resolution approving the fiscal year 2018-19 administrative budget in the amount of \$452,000 for the Homeless Response Plan, and authorizing the City Manager or Designee to execute a Professional Services Agreement in the amount of \$244,944 with Interfaith Community Services to provide for licensed professional social worker services for the homeless residents of Carlsbad.

Executive Summary

On October 24, 2017, City Council adopted the Carlsbad Homeless Response Plan (Plan) which established key principles and system responses that the city will employ to address the community impacts of homelessness. When the Plan was submitted to the City Council for consideration, staff indicated that it would return with budget requests and other actions required to implement the Plan. Staff is recommending at this time that the City Council approve the fiscal year 2018-19 administrative budget of \$452,000 for Plan implementation, which includes \$244,944 in funding for a Professional Services Agreement with Interfaith Community Services to provide licensed professional social workers for the benefit of homeless residents in Carlsbad. The remaining \$207,056 of the funding request will cover the administrative costs for the remaining balance of FY 2017-2018 and FY 2018-2019.

The second recommended action is to authorize the City Manager or Designee to execute the aforementioned Professional Services Agreement with Interfaith Community. Pursuant to Carlsbad Municipal Code 3.282.404D, professional service agreements over \$100,000 must be approved by the City Council.

Discussion

The Plan provides strategies to: Prevent, reduce and manage homelessness in Carlsbad; build capacity to strengthen the ability to develop a meaningful and sustainable response within the city and community to homelessness; encourage collaboration within the city, with community partnerships and with residents; and to retain, protect and increase the supply of housing. To achieve these goals, and to support this coordinated effort, the City Council is being asked to allocate funding to provide the necessary administrative resources. The Housing Trust Fund

may be used to fund these administrative costs, which are summarized in Exhibit 2 to this staff report.

As shared with the City Council, each homeless resident has a unique set of circumstances that has resulted in a loss of housing. With the ultimate goal of rehousing, staff is recommending that licensed professional social workers be employed to help develop action plans for each homeless resident willing to make the effort to change his/her life story. These social workers will work closely with city staff to achieve a level of focus, effort and service that moves homeless residents forward in meeting their life goals. These licensed professionals will provide individualized case management services at the physical location of the homeless individuals. To identify one or more contractors to provide the licensed social worker services, staff posted a Request for Proposal (RFP) for a period of 30 days and ultimately received two responses. After review and evaluation of the proposals, staff is recommending that the City Council approve a Professional Services Agreement with Interfaith Community Services in an amount not to exceed \$244,944. Attached as Exhibit 3 is the Professional Services Agreement with Interfaith Community Services for review.

Fiscal Analysis

The total requested budget allocation for the implementation of the Homeless Response Plan is \$452,000, which includes funding for administrative costs in the amount of \$207,056, and \$244,944 for the Professional Services Agreement with Interfaith Community Services for licensed professional social worker services. The proposed funding source for the administrative costs and the Professional Services Agreement is the Housing Trust Fund (Fund 133), which is a local fund specifically established to fund programs and projects that provide services and housing for the lower income community. The \$452,000 funding request will cover the administrative costs for the remaining balance of FY 2017-2018 and FY 2018-2019. Staff will provide a project update to council mid-year, and will request funding in FY2019-2020 as part of the operating budget process.

The Professional Services Agreement with Interfaith Community Services for \$244,944 is for the remaining balance of FY 2017-2018 and for FY 2018-2019.

There are adequate funds available within the Housing Trust Fund (Fund 133) to approve the requested administrative costs and licensed professional social worker services; no impact to the General Fund is anticipated at this time.

Next Steps

Staff will proceed with execution of the Professional Services Agreement to employ licensed professional social workers through Interfaith Community Services and initiate the scope of work set forth within the Agreement. Staff will also proceed with implementing other tasks set forth within the Homeless Response Plan.

Environmental Evaluation (CEQA)

Pursuant to Public Resources Code section 21065, this action does not constitute a "project" within the meaning of CEQA in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date and therefore does not require environmental review.

Exhibits

1. City Council Resolution
2. FY 2018-19 Administrative Budget – Homeless Response Plan
3. Professional Services Agreement with Interfaith Community Services for Social Workers

RESOLUTION NO.

A RESOLUTION OF THE CARLSBAD CITY COUNCIL APPROVING THE FISCAL YEAR 2018-19 ADMINISTRATIVE BUDGET FOR THE HOMELESS RESPONSE PLAN IN THE AMOUNT OF \$452,000, AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH INTERFAITH COMMUNITY SERVICES TO PROVIDE FOR LICENSED PROFESSIONAL SOCIAL WORKER SERVICES FOR THE HOMELESS RESIDENTS OF CARLSBAD.

WHEREAS, the City Council of the City of Carlsbad, California has determined that a focused and intentionally resourced program is needed to address community concerns related to homelessness; and

WHEREAS, the City Council approved the Homeless Response Plan in October of 2017; and

WHEREAS, specific fiscal resources for the Homeless Response Program will help with implementation efforts and further the program's impact to the community; and

WHEREAS, the Professional Services Agreement between the City of Carlsbad and Interfaith Community Services provides additional depth to the current staff, expanding the capabilities and expertise to assist homeless residents.

NOW, THEREFORE, BE IT RESOLVED by the Carlsbad City Council of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. That the City Council approves the administrative budget for implementation of the City of Carlsbad's Homeless Response Plan in the total amount of \$452,000 including \$244,944 for licensed professional social worker services.
3. That the Administrative Services Director is authorized to appropriate \$452,000 in the Housing Trust Fund.
4. That the Carlsbad City Council authorizes the City Manager or Designee to execute all appropriate documents required by the Professional Services Agreement, and authorizes the Administrative Services Director to disburse funds as approved and set forth in the Professional Services Agreement.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of Carlsbad on the ___ day of _____, 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

MATT HALL, MAYOR

BARBARA ENGLESON, SECRETARY

(SEAL)



HOMELESS RESPONSE PROGRAM BUDGET
June 2018, FY 2018-19

Description of Budget Item (list each item)	Annual On-going Cost
Part-time technical assistant	20,000
Surveys/Studies	12,000
Programmatic graphic design	23,000
Community abatement: encampments, public space, streets	97,500
Regional Task Force membership	100
Printing	5,456
Office supplies	500
Computer software	2,000
Computer equipment	1,000
Telephone, my-fi, field tablets	8,000
Vests, safety gear, gloves	3,000
Emergency kits, abatement supplies	25,500
Training & education	2,500
Conference travel	5,000
Misc meals/miles	1,000
Copy services	500
(2) Social workers (Contracted by Interfaith Community Services)	244,944
TOTAL:	452,000

**AGREEMENT FOR HOMELESS CASE MANAGEMENT SERVICES
INTERFAITH COMMUNITY SERVICES, INC.**

THIS AGREEMENT is made and entered into as of the _____ day of _____, 20____, by and between the CITY OF CARLSBAD, a municipal corporation, ("City"), and INTERFAITH COMMUNITY SERVICES, INC., a non-profit corporation, ("Contractor").

RECITALS

A. City requires the professional services of an organization that is experienced in providing licensed social workers to provide case management services for homeless residents within the City of Carlsbad.

B. Contractor has the necessary experience and capacity to provide for the licensed social workers to provide for professional services and advice related to case management services for homeless residents within the City of Carlsbad.

C. Contractor has submitted a proposal to City and has affirmed its willingness and ability to perform said work.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, City and Contractor agree as follows:

1. SCOPE OF WORK

City retains Contractor to perform, and Contractor agrees to render, those services (the "Services") that are defined in attached Exhibit "A", which is incorporated by this reference in accordance with this Agreement's terms and conditions.

2. STANDARD OF PERFORMANCE

While performing the Services, Contractor will exercise the reasonable professional care and skill customarily exercised by reputable members of Contractor's profession practicing in the Metropolitan Southern California Area, and will use reasonable diligence and best judgment while exercising its professional skill and expertise.

3. TERM

The term of this Agreement will be effective until June 30, 2019. The City Manager may amend the Agreement to extend it for one (1) additional one (1) year period or parts thereof. Extensions will be based upon a satisfactory review of Contractor's performance, City needs, and appropriation of funds by the City Council. The parties will prepare a written amendment indicating the effective date and length of the extended Agreement.

4. TIME IS OF THE ESSENCE

Time is of the essence for each and every provision of this Agreement.

5. COMPENSATION

The total fee payable for the Services to be performed during the initial Agreement term will be two hundred forty-four thousand nine hundred forty-four dollars (\$244,944). No other compensation for the Services will be allowed except for items covered by subsequent amendments to this Agreement. If the City elects to extend the Agreement, the amount shall not exceed two hundred forty-four thousand nine hundred forty-four dollars (\$244,944) per Agreement year. The City reserves the right to withhold a ten percent (10%) retention until City has accepted the work and/or Services specified in Exhibit "A".

Incremental payments, if applicable, should be made as outlined in attached Exhibit "A".

6. STATUS OF CONTRACTOR

Contractor will perform the Services in Contractor's own way as an independent contractor and in pursuit of Contractor's independent calling, and not as an employee of City. Contractor will be under control of City only as to the result to be accomplished, but will consult with City as necessary. The persons used by Contractor to provide services under this Agreement will not be considered employees of City for any purposes.

The payment made to Contractor pursuant to the Agreement will be the full and complete compensation to which Contractor is entitled. City will not make any federal or state tax withholdings on behalf of Contractor or its agents, employees or subcontractors. City will not be required to pay any workers' compensation insurance or unemployment contributions on behalf of Contractor or its employees or subcontractors. Contractor agrees to indemnify City within thirty (30) days for any tax, retirement contribution, social security, overtime payment, unemployment payment or workers' compensation payment which City may be required to make on behalf of Contractor or any agent, employee, or subcontractor of Contractor for work done under this Agreement. At the City's election, City may deduct the indemnification amount from any balance owing to Contractor.

7. SUBCONTRACTING

Contractor will not subcontract any portion of the Services without prior written approval of City. If Contractor subcontracts any of the Services, Contractor will be fully responsible to City for the acts and omissions of Contractor's subcontractor and of the persons either directly or indirectly employed by the subcontractor, as Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained in this Agreement will create any contractual relationship between any subcontractor of Contractor and City. Contractor will be responsible for payment of subcontractors. Contractor will bind every subcontractor and every subcontractor of a subcontractor by the terms of this Agreement applicable to Contractor's work unless specifically noted to the contrary in the subcontract and approved in writing by City.

8. OTHER CONTRACTORS

The City reserves the right to employ other Contractors in connection with the Services.

9. INDEMNIFICATION

Contractor agrees to indemnify and hold harmless the City and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorneys fees arising out of the performance of the work described herein caused by any negligence, recklessness, or willful misconduct of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

The parties expressly agree that any payment, attorney's fee, costs or expense City incurs or makes to or on behalf of an injured employee under the City's self-administered workers' compensation is included as a loss, expense or cost for the purposes of this section, and that this section will survive the expiration or early termination of this Agreement.

10. INSURANCE

Contractor will obtain and maintain for the duration of the Agreement and any and all amendments, insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the services by Contractor or Contractor's agents, representatives, employees or subcontractors. The insurance will be obtained from an insurance carrier admitted and authorized to do business in the State of California. The insurance

carrier is required to have a current Best's Key Rating of not less than "A-:VII"; **OR** with a surplus line insurer on the State of California's List of Approved Surplus Line Insurers (LASLI) with a rating in the latest Best's Key Rating Guide of at least "A:X"; **OR** an alien non-admitted insurer listed by the National Association of Insurance Commissioners (NAIC) latest quarterly listings report.

10.1 Coverage and Limits.

Contractor will maintain the types of coverage and minimum limits indicated below, unless the Risk Manager or City Manager approves a lower amount. These minimum amounts of coverage will not constitute any limitations or cap on Contractor's indemnification obligations under this Agreement. City, its officers, agents and employees make no representation that the limits of the insurance specified to be carried by Contractor pursuant to this Agreement are adequate to protect Contractor. If Contractor believes that any required insurance coverage is inadequate, Contractor will obtain such additional insurance coverage, as Contractor deems adequate, at Contractor's sole expense. The full limits available to the named insured shall also be available and applicable to the City as an additional insured.

10.1.1 Commercial General Liability Insurance. \$2,000,000 combined single-limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

10.1.2 Automobile Liability. (if the use of an automobile is involved for Contractor's work for City). \$1,000,000 combined single-limit per accident for bodily injury and property damage.

10.1.3 Workers' Compensation and Employer's Liability. Workers' Compensation limits as required by the California Labor Code. Workers' Compensation will not be required if Contractor has no employees and provides, to City's satisfaction, a declaration stating this.

10.1.4 Professional Liability. Errors and omissions liability appropriate to Contractor's profession with limits of not less than \$1,000,000 per claim. Coverage must be maintained for a period of five years following the date of completion of the work.

10.2 Additional Provisions. Contractor will ensure that the policies of insurance required under this Agreement contain, or are endorsed to contain, the following provisions:

10.2.1 The City will be named as an additional insured on Commercial General Liability which shall provide primary coverage to the City.

10.2.2 Contractor will obtain occurrence coverage, excluding Professional Liability, which will be written as claims-made coverage.

10.2.3 This insurance will be in force during the life of the Agreement and any extensions of it and will not be canceled without thirty (30) days prior written notice to City sent by certified mail pursuant to the Notice provisions of this Agreement.

10.3 Providing Certificates of Insurance and Endorsements. Prior to City's execution of this Agreement, Contractor will furnish certificates of insurance and endorsements to City.

10.4 Failure to Maintain Coverage. If Contractor fails to maintain any of these insurance coverages, then City will have the option to declare Contractor in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order to maintain the required coverages. Contractor is responsible for any payments made by City to obtain or

maintain insurance and City may collect these payments from Contractor or deduct the amount paid from any sums due Contractor under this Agreement.

10.5 Submission of Insurance Policies. City reserves the right to require, at any time, complete and certified copies of any or all required insurance policies and endorsements.

11. BUSINESS LICENSE

Contractor will obtain and maintain a City of Carlsbad Business License for the term of the Agreement, as may be amended from time-to-time.

12. ACCOUNTING RECORDS

Contractor will maintain complete and accurate records with respect to costs incurred under this Agreement. All records will be clearly identifiable. Contractor will allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of records and any other documents created pursuant to this Agreement. Contractor will allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

13. OWNERSHIP OF DOCUMENTS

All work product produced by Contractor or its agents, employees, and subcontractors pursuant to this Agreement is the property of City. In the event this Agreement is terminated, all work product produced by Contractor or its agents, employees and subcontractors pursuant to this Agreement will be delivered at once to City. Contractor will have the right to make one (1) copy of the work product for Contractor's records.

14. COPYRIGHTS

Contractor agrees that all copyrights that arise from the services will be vested in City and Contractor relinquishes all claims to the copyrights in favor of City.

15. NOTICES

The name of the persons who are authorized to give written notice or to receive written notice on behalf of City and on behalf of Contractor under this Agreement.

For City

Name Marie Jones-Kirk

Title Program Manager

Department Housing & Neighborhood Services

Address 1200 Carlsbad Village Drive

Carlsbad, CA

Phone No. 760-434-2807

For Contractor

Name Megan Hawker

Title Director of Clinical Services

Address 550 West Washington Avenue

Escondido, CA 92025

Phone No. 760-489-6380

Email mhawker@interfaithservices.org

Each party will notify the other immediately of any changes of address that would require any notice or delivery to be directed to another address.

16. CONFLICT OF INTEREST

Contractor shall file a Conflict of Interest Statement with the City Clerk in accordance with the requirements of the City of Carlsbad Conflict of Interest Code. The Contractor shall report investments or interests in all categories.

Yes No

17. GENERAL COMPLIANCE WITH LAWS

Contractor will keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Contractor, or in any way affect the performance of the Services by Contractor. Contractor will at all times observe and comply with these laws, ordinances, and regulations and will be responsible for the compliance of Contractor's services with all applicable laws, ordinances and regulations.

Contractor will be aware of the requirements of the Immigration Reform and Control Act of 1986 and will comply with those requirements, including, but not limited to, verifying the eligibility for employment of all agents, employees, subcontractors and consultants whose services are required by this Agreement.

18. DISCRIMINATION AND HARASSMENT PROHIBITED

Contractor will comply with all applicable local, state and federal laws and regulations prohibiting discrimination and harassment.

19. DISPUTE RESOLUTION

If a dispute should arise regarding the performance of the Services the following procedure will be used to resolve any questions of fact or interpretation not otherwise settled by agreement between the parties. Representatives of Contractor or City will reduce such questions, and their respective views, to writing. A copy of such documented dispute will be forwarded to both parties involved along with recommended methods of resolution, which would be of benefit to both parties. The representative receiving the letter will reply to the letter along with a recommended method of resolution within ten (10) business days. If the resolution thus obtained is unsatisfactory to the aggrieved party, a letter outlining the disputes will be forwarded to the City Manager. The City Manager will consider the facts and solutions recommended by each party and may then opt to direct a solution to the problem. In such cases, the action of the City Manager will be binding upon the parties involved, although nothing in this procedure will prohibit the parties from seeking remedies available to them at law.

20. TERMINATION

In the event of the Contractor's failure to prosecute, deliver, or perform the Services, City may terminate this Agreement for nonperformance by notifying Contractor by certified mail of the termination. If City decides to abandon or indefinitely postpone the work or services contemplated by this Agreement, City may terminate this Agreement upon written notice to Contractor. Upon notification of termination, Contractor has five (5) business days to deliver any documents owned by City and all work in progress to City address contained in this Agreement. City will make a determination of fact based upon the work product delivered to City and of the percentage of work that Contractor has performed which is usable and of worth to City in having the Agreement completed. Based upon that finding City will determine the final payment of the Agreement.

Either party upon tendering thirty (30) days written notice to the other party may terminate this Agreement. In this event and upon request of City, Contractor will assemble the work product and put it in order for proper filing and closing and deliver it to City. Contractor will be paid for work performed to the termination date; however, the total will not exceed the lump sum fee payable

under this Agreement. City will make the final determination as to the portions of tasks completed and the compensation to be made.

21. COVENANTS AGAINST CONTINGENT FEES

Contractor warrants that Contractor has not employed or retained any company or person, other than a bona fide employee working for Contractor, to solicit or secure this Agreement, and that Contractor has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, City will have the right to annul this Agreement without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of the fee, commission, percentage, brokerage fees, gift, or contingent fee.

22. CLAIMS AND LAWSUITS

By signing this Agreement, Contractor agrees that any Agreement claim submitted to City must be asserted as part of the Agreement process as set forth in this Agreement and not in anticipation of litigation or in conjunction with litigation. Contractor acknowledges that if a false claim is submitted to City, it may be considered fraud and Contractor may be subject to criminal prosecution. Contractor acknowledges that California Government Code sections 12650 *et seq.*, the False Claims Act applies to this Agreement and, provides for civil penalties where a person knowingly submits a false claim to a public entity. These provisions include false claims made with deliberate ignorance of the false information or in reckless disregard of the truth or falsity of information. If City seeks to recover penalties pursuant to the False Claims Act, it is entitled to recover its litigation costs, including attorney's fees. Contractor acknowledges that the filing of a false claim may subject Contractor to an administrative debarment proceeding as the result of which Contractor may be prevented to act as a Contractor on any public work or improvement for a period of up to five (5) years. Contractor acknowledges debarment by another jurisdiction is grounds for City to terminate this Agreement.

23. JURISDICTION AND VENUE

Any action at law or in equity brought by either of the parties for the purpose of enforcing a right or rights provided for by this Agreement will be tried in a court of competent jurisdiction in the County of San Diego, State of California, and the parties waive all provisions of law providing for a change of venue in these proceedings to any other county.

24. SUCCESSORS AND ASSIGNS

It is mutually understood and agreed that this Agreement will be binding upon City and Contractor and their respective successors. Neither this Agreement nor any part of it nor any monies due or to become due under it may be assigned by Contractor without the prior consent of City, which shall not be unreasonably withheld.

25. ENTIRE AGREEMENT

This Agreement, together with any other written document referred to or contemplated by it, along with the purchase order for this Agreement and its provisions, embody the entire Agreement and understanding between the parties relating to the subject matter of it. In case of conflict, the terms of the Agreement supersede the purchase order. Neither this Agreement nor any of its provisions may be amended, modified, waived or discharged except in a writing signed by both parties.

26. AUTHORITY

The individuals executing this Agreement and the instruments referenced in it on behalf of Contractor each represent and warrant that they have the legal power, right and actual authority to bind Contractor to the terms and conditions of this Agreement.

INTERFAITH COMMUNITY SERVICES, INC., a non-profit corporation

CITY OF CARLSBAD, a municipal corporation of the State of California

By: 

(sign here)

Greg Anglin, CEO

(print name/title)

By: _____
Kevin Crawford, City Manager or
Scott Chadwick, Chief Operations Officer

ATTEST:

By: _____
(sign here)

(print name/title)

BARBARA ENGLESON
City Clerk

If required by City, proper notarial acknowledgment of execution by contractor must be attached. If a corporation, Agreement must be signed by one corporate officer from each of the following two groups.

Group A
Chairman,
President, **or**
Vice-President

Group B
Secretary,
Assistant Secretary,
CFO **or** Assistant Treasurer

Otherwise, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.

APPROVED AS TO FORM:

CELIA A. BREWER, City Attorney

BY: 

Assistant City Attorney

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

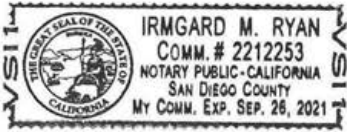
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)
On May 9, 2018 before me, Irmgard M. Ryan, Notary
Date Here Insert Name and Title of the Officer
personally appeared Greg Anglea
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.
Signature Irmgard M. Ryan
Signature of Notary Public



Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Homeless Case Management Document Date: 5-09-2018
Number of Pages: 9 Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Greg Anglea
 Corporate Officer — Title(s): CEO
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

26. AUTHORITY

The individuals executing this Agreement and the instruments referenced in it on behalf of Contractor each represent and warrant that they have the legal power, right and actual authority to bind Contractor to the terms and conditions of this Agreement.

INTERFAITH COMMUNITY SERVICES, INC., a non-profit corporation

CITY OF CARLSBAD, a municipal corporation of the State of California

By:

By:

(sign here)

Matt Hall, Mayor

(print name/title)

ATTEST:

By:

(sign here)

BARBARA ENGLESON

Joseph Stemmler, CFO

City Clerk

(print name/title)

If required by City, proper notarial acknowledgment of execution by contractor must be attached. If a corporation, Agreement must be signed by one corporate officer from each of the following two groups.

Group A

Chairman,
President, or
Vice-President

Group B

Secretary,
Assistant Secretary,
CFO or Assistant Treasurer

Otherwise, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.

APPROVED AS TO FORM:

CELIA A. BREWER, City Attorney

BY: _____

Assistant City Attorney

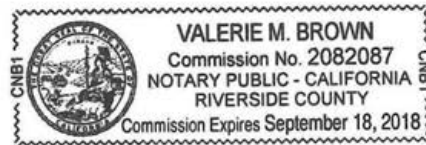
State of California

County of San Diego

On this 10th day of May, 2019, before me, Valerie M. Brown, Notary, personally appeared, Joseph Stemmler, Chief Financial Officer, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Valerie M. Brown

(Seal)

EXHIBIT "A"

SCOPE OF SERVICES

Contractor shall:

- A. Provide two State of California licensed social workers, one of which must possess bilingual (English, Spanish) language skills with minimum qualifications for both social workers to include; a bachelor's degree in Social Work, Psychology or other behavioral health disciplines; master's degree in Social Work, an active State of California license in social worker and five (5) years' experience providing case management services.
- B. Ensure placement for each social worker within the city limits of Carlsbad Monday through Friday from 7 a.m. until 5 p.m., with occasional nights and weekends. (All holidays observed by the city may be excluded, if desired by Contractor).
- C. Provide social worker case managed services at designated city facilities or community sites or with a member of the Homeless Response Team, and travel to city sites where these services are needed
- D. Abide by the strategies set forth in the City of Carlsbad's Homeless Response Plan and approved by the City Council, which takes a community focused and collaborative approach to addressing the needs of the homeless residents within the City of Carlsbad.
- E. Complete a comprehensive case management assessment for each homeless client by developing a detailed case plan that includes identifying barriers to housing. Review and update each plan to monitor progress towards goals as client's needs change. The City of Carlsbad requires the entry of client level data through the Homeless Management Information System (HMIS), ServicePoint as well Interfaith Community Services' additional client assessment and tracking tools.
- F. Link homeless clients to housing; medical, mental health, addiction and recovery services; food, clothing, transportation, employment, Social Security/Social Security Disability, financial services and other needed services based on the client's individualized plan. Assist homeless clients to enroll in mainstream benefits and obtain identification; e.g. California Driver's License, California Identification Card and/or Social Security card.
- G. Provide ongoing case management related services to assigned Carlsbad homeless individuals, to include: advocacy and support to assist the homeless individual remove barriers and achieve stated goals; ongoing assessment of individual needs including housing stability, mental health, physical health and overall safety; development and review of a personalized service plan; coordination of service plan items; coordination, referral and connection to other service providers and community resources; crisis intervention services; and liaison and advocacy services to help remove barriers for the homeless individual. This includes communication with other community service providers, medical and mental health providers, treatment and recovery providers and family members.
- H. Assist the homeless client to identify housing options based on the individualized plan, and work to obtain and maintain permanent housing with the client for a period of up to nine months after housing placement based. Develop a long-term support plan to ensure previously homeless residents maintain housing and continue to achieve other personalized goals.
- I. Maintain regular communication, both written and verbal, with the Community Services Manager. Attend regularly scheduled case management meetings to review social worker caseload.

- J. Work collaboratively with City of Carlsbad Homeless Response Team, other service providers, and community partners to identify homeless individuals in need of case management services.
- K. Work with the Community Services Manager to maximize partnerships with service providers, community organizations and individuals to cultivate resources and stay connected to the changing needs of the community.
- L. Complete accurate and thorough documentation in a timely manner. Maintain data on each program participant and program milestones, and provide required reports along with the monthly invoice for payment.
- M. Identify gaps in homeless services and assistance needs in Carlsbad, and develop recommendations for community and program improvements in support of the Homeless Response Plan.
- N. Furnish all general office supplies, printing costs and postage associated with normal office and service operations related to case management duties.
- O. Participate in City of Carlsbad Homeless Response Team or community meetings in support of the Homeless Response Plan or case management duties, as needed.
- P. Within thirty (30) days of contract execution, and in collaboration with the City of Carlsbad, develop a detailed project plan for implementation of program services, based on this scope of services.

Personnel

0.05 FTE Behavioral Health Director	\$4,250
0.50 FTE Program Supervisor	\$36,000
1 FTE LCSW Bilingual Case Manager	\$62,500
1 FTE LCSW Case Manager	\$60,500
Fringe benefits @ 33%	\$53,872
Total Personnel	\$217,122

Program Services

Mileage	\$3,600
Cell Phone & Internet Hot Spot (2, \$1,200 each)	\$2,400
Tablet/Computer (2, \$1,500 each)	\$3,000
Total Program Services	\$9,600

Indirect Charge (10.01% federal authorized rate) \$22,284

Total Fee \$244,944