

**AMENDMENT NUMBER ONE TO
PROFESSIONAL SERVICES AGREEMENT
WITH
FAMILIES FORWARD, INC.**

This Amendment Number One (“Amendment”) is dated August 1, 2024, (“Effective Date”), by and between the CITY OF COSTA MESA, a municipal corporation (“City”) and FAMILIES FORWARD, INC. a 501(1)(3) organization (“Consultant”).

WHEREAS, City and Consultant entered into an agreement on April 2, 2024 for Consultant to perform supplemental rental assistance services on an as needed basis; and

WHEREAS, City desires to amend Section 1.1 of the Agreement, “Scope of Service,” to allow Consultant to also utilize the funds for eviction prevention services as well as providing supplemental rental assistance services; and

WHEREAS, the amendment of Section 1.1 will not result in an increase in compensation under Section 2.1 of the Agreement; and

WHEREAS, City and Consultant now desire to amend the Scope of Services; and

WHEREAS, City and Consultant intend and desire that this Amendment Number One be retroactive 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. This Amendment One to the Agreement amends the Scope of Services to include No-Fault Eviction and Eviction Prevention Services in addition to performing supplemental rental assistance services on an as-needed basis.
3. Exhibit “A” of the Agreement shall be deleted in its entirety and replaced with the updated Scope of Work attached hereto as Exhibit “A.”
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.

CONSULTANT

Signature

Date: _____

Name and Title

CITY OF COSTA MESA

Lori Ann Farrell Harrison
City Manager

Date: _____

ATTEST:

Brenda Green
City Clerk

Date: _____

APPROVED AS TO FORM:

Kimberly Hall Barlow
City Attorney

Date: _____

APPROVED AS TO INSURANCE:

Ruth Wang
Risk Management

Date: _____

APPROVED AS TO CONTENT:

Nate Robbins
Assistant City Manager

Date: _____

PURCHASING APPROVAL:

Carol Molina
Finance Director

Date: _____

EXHIBIT A
COSTA MESA NO-FAULT EVICTION PREVENTION AND EVICTION PREVENTION
SCOPE OF WORK

Costa Mesa No-Fault Eviction Prevention and Eviction Prevention Proposed Scope of Work

I. Description of Work

Families Forward will provide 8-10 families (approximately 28-35 individuals) with housing navigation and case management services which includes individualized support for families in Costa Mesa seeking to locate housing, prevent eviction, improve financial stability, and create a sustainable future for their children.

No-Fault Eviction: Families Forward's Housing Partner Team will locate appropriate housing opportunities, primarily in the city of Costa Mesa. The Families Forward team comprising of Case Managers and Housing Partner Specialists will partner with Costa Mesa's outreach staff to connect families with these opportunities, facilitating communication with landlords as necessary. Families Forward's service menu will include trauma-informed, Housing First focused case management, housing navigation, housing placement and stabilization, tenant education, connection to community resources, as needed. The program is designed to assist families with financial assistance towards obtaining new housing including security deposit, rental assistance, moving costs and more, while providing skills and tools to ensure long-term housing sustainability.

Eviction Prevention: Families Forward is proposing to provide Costa Mesa residents meeting 50% Area Median Income and are at risk of eviction with direct financial assistance, including but not limited to rental assistance and security deposits, and case management. Families Forward will aim to intervene before the families become homeless, providing the tools and resources needed to maintain their current housing, through the guidance of a trained Case Manager. These Costa Mesa families will also benefit from the expertise of Families Forward's Career Coaches who will help them hone the skills necessary to increase their income.

These Housing Programs are designed to financially assist families for a short period of time, averaging 3 months, as they regain financial independence and take steps toward housing stability. During this time, families have access to a wide range of supportive services, including case management based in Progressive Engagement model, weekly food pantry visits, mental health counseling, career coaching, and seasonal programs that provide school supplies in August, ingredients for a Thanksgiving Meal and gifts during the winter holidays.

Families Forward would be responsible for all financial payments such as cutting checks or otherwise paying for security deposit, rent, moving costs, or storage. Families Forward will take the lead in collecting all necessary documentation such as W-9 forms from landlords to facilitate payment. Financial support shall not exceed \$10,000 in rental arrears, 3 months of rental assistance, up to \$500 in moving assistance, and security deposit assistance.

II. Eligibility

Costa Mesa families will be directly referred by City of Costa Mesa outreach staff. Families are either experiencing no fault evictions, in need of eviction homeless prevention, and may be seeking to relocate to new housing opportunities.

III. Work Plan/Division of Labor

Families Forward will be responsible for the following duties before a client is housed:

- Locating, assessing, and securing housing opportunities in and near Costa Mesa;
- Developing and sustaining relationships with landlords that will rent to residents affected by no-cost evictions;
- Partnering with City of Costa Mesa staff to match affected residents with appropriate housing opportunities;
- Facilitating communications between prospective tenants and landlords;
- Conducting any income verification or other necessary data collection from clients to determine eligibility for program participation;
- Collecting and processing all documentation from the landlord or other vendors to facilitate payment;
- Providing financial payment via check to landlord and other relevant vendors.

Families Forward will be responsible for the following duties after a client is housed:

- Providing ongoing tenant education to set up the family for success now and in the future;
- Supporting the Costa Mesa Case Manager in communication with landlord if necessary;
- Augmenting the case management work of Costa Mesa when needed;
- Using our Care Team model, providing other supportive services such as career coaching, counseling, financial literacy education, food pantry access, tangible seasonal resources such as backpacks, Thanksgiving meals, or holiday gifts, and referrals, as needed and as capacity allows;
- Providing additional, ongoing financial payment to landlord as previously agreed upon.

The City of Costa Mesa will be responsible for identifying prospective clients and will serve as the lead case manager and point of contact for all clients. Costa Mesa staff will take the lead on requesting additional support from the Families Forward team when needed.

Families Forward and the City of Costa Mesa will conduct meetings and other communication as often as needed to ensure effective shared case management, division of labor, and service delivery. Some initial meetings will be held between Costa Mesa and Families Forward staff to refine and finalize the scope of work, work plan, and division of labor.

IV. Measurement Tools

Program services and outcomes will be tracked in several ways depending on the specific data type.

Activity:	Measurement Tool:
Housing Navigation	Number of families successfully moved into housing, services, case notes
Case Management	Case notes, services, goal tracking, resource connection
Financial Assistance	Schedule of rent payments sheet, billing information, services, case notes
Program Referrals	Services/Case notes

V. Budget

The budget below is a high-level estimation of how the available funding for this project will be allocated. Any indirect expenses are subsumed into administrative costs.

Financial assistance spent to date, 9/12/24, is \$6,235.00 with a remaining \$123,765.00 remaining to spend.

Financial Assistance	\$130,000
Housing Partner Team	\$25,000
Case Management	\$20,000
Administration -- Data	\$2,500
Administration -- Finance	\$7,500