

**AMENDMENT NO. 1 TO CONTRACT**

THIS AMENDMENT is made and entered into effective as of the 31st day of July, 2020 (“Effective Date”), by and between the CITY OF TACOMA, a municipal corporation of the State of Washington (hereinafter called the “CITY”) and Low Income Housing Institute (hereinafter called “CONTRACTOR”).

**WHEREAS** effective November 20, 2019, CITY and CONTRACTOR entered into a Contract (“Contract”) for temporary emergency micro shelter that support individuals experiencing homelessness, and

**WHEREAS** the CITY and CONTRACTOR desire to amend the Contract in order to add a new Scope of Work (Exhibit A-2), extend the termination date from July 31, 2020, to December 31, 2020, and to correspondingly increase the compensation authorized under the Contract in the amount of \$775,667 for a new not to exceed amount of \$1,163,667,

NOW, THEREFORE, in consideration of the mutual promises and obligations hereinafter set forth, the parties agree as follows:

1. The Scope of Work, authorized under Exhibit “A” of the Contract, is hereby amended to include the services and deliverables described in Exhibit A-2.
2. The termination date of the Contract is hereby extended from July 31, 2020 to December 31, 2020.
3. The sum authorized for services under the Contract is hereby increased by \$775,667 from \$388,000 to \$1,163,667.
4. All other terms of the Contract, together with all Exhibits, are hereby ratified and shall remain in full force and effect, unaltered by this Amendment.

Should this Amendment be executed after the Effective Date noted above, all terms and conditions herein shall operate retroactively to Effective Date.

IN WITNESS WHEREOF, the Parties hereto have accepted and executed this Amendment, as of the Effective Date stated above, which shall be Effective Date for bonding purposes as applicable. The undersigned Contractor representative, by signature below, represents and warrants they are duly authorized to execute this legally binding Amendment for and on behalf of Contractor.

CITY OF TACOMA:

CONTRACTOR:

By:

By:

**(City of Tacoma use only - blank lines are intentional)**

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Director of Finance: \_\_\_\_\_

City Attorney (approved as to form): \_\_\_\_\_

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

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

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

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

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

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

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

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

**EXHIBIT A-2**  
**SCOPE OF WORK**  
**2019-2020 GENERAL FUND**

**Low Income Housing Institute (LIHI)**  
**Tacoma Temporary Emergency Micro Shelter Site**

The Tacoma Temporary Emergency Micro Shelter Site located at 623 E 60<sup>th</sup> St provides 50 furnished emergency micro shelters (65-person site capacity), common areas, case management\*, and other supportive services for individuals who are currently experiencing homelessness. LIHI will provide 24/7 on-site and operation management.

Job Duties

- Special Projects Manager
  - Provide a high-level of expertise in site management, operation and coordination of staff, contractors, vendors, and volunteers at the site.
  - Supervise activities at the site and maintain a safe environment for all residents.
  - Complete intake of new residents.
  - Provide emergency staffing coverage as needed and work closely with all other LIHI staff, on-site case managers, and LIHI Management team.
  - Collaborate with the City to communicate with the community and local organizations.
- Site Organizer
  - Monitor activities at the site and maintain a safe environment for the residents.
  - Provide emergency coverage as needed and work closely with other Organizers, Service Staff, and the Special Projects Manager.

Funding from this contract will cover initial set up costs per Table 3 of this Amendment, as well as ongoing operational costs and staff costs for the positions listed above.

**Incoming Residents:** Residents will consist of individuals currently residing at the TEMS site at 8<sup>th</sup> and MLK. “Walk-ins” or “self-referrals” are not allowed. LIHI will work with local homeless service providers for referrals and accept referrals from the Tacoma Homeless Outreach Team.

Residents who do not agree to sign and abide by the code of conduct or house rules will not be accepted. Residents on site will meet with case managers to address their barriers to housing with a goal of exiting to permanent and safe housing options.

**Standard Operating Procedures:** LIHI will work with the City to develop a Standard Operating Procedures (SOP) Manual that includes, but is not limited to: media relations and response, contact information for site (including expectations for response time), access control, visitors to the site, service provider reporting on mutually-agreed upon metrics, personal storage, food, safety and security, toilet facilities, garbage/recycling, maintenance, emergency response (Police and Fire), resident behavior, weapons and site/area patrols. **The final SOP Manual will be completed and submitted to the City by 9/1/2020.** LIHI will continuously update the Manual as needed and use it for on-site operations. LIHI will submit the revised Manual to the City no less than once per quarter and the updates will be reviewed and approved by the City.

LIHI staff will attend and provide updates to the weekly provider coalition meetings as well as City-sponsored emergency shelter meetings. LIHI will also provide weekly updates to NCS staff on site operations, which will include (specifics listed below). LIHI will enter information about site operations into the Homeless Information Management System on no less than a monthly basis.

*City Responsibilities*

- The City will provide gravel, fencing, and privacy screens during initial set up.
- The City will provide restroom facilities, handwashing stations, electricity, graywater servicing and water (potable) at the site.
- The City will coordinate with contractors and manage contracts identified in SOP Manual, as it pertains to performance issues and resolution of disputes.
- The City will handle payment of contractors and maintenance of equipment provided by the City and the costs associated with all repairs of City-owned/leased equipment.
- The City will provide staff participation for the Community Advisory Council.

**Staffing Plan:**

| <b>Days</b>     | <b>Hours</b>  | <b>Position</b>         | <b>Qty</b> |
|-----------------|---------------|-------------------------|------------|
| <b>M-F</b>      | 9 am – 5 pm   | Special Project Manager | 1          |
| <b>M-F</b>      | 5 pm – 1 am   | Site Organizers         | 1          |
| <b>M-F</b>      | 1 am – 9 am   | Site Organizers         | 1          |
| <b>Sat, Sun</b> | 12 am – 12 pm | Site Organizers         | 1          |
| <b>Sat, Sun</b> | 12 pm – 12 am | Site Organizers         | 1          |

**Location of service delivery:** 623 E 60<sup>th</sup> St, Tacoma WA 98405

**Dates of service:** July 31, 2020 – December 31, 2020

**Time(s) of service:** 24 hours a day, 7 days a week

**Target group:**

- (1) City of Tacoma residents only with this funding
- (2) Individuals experiencing homelessness
- (3) Resident of the TEMS site

**Program Outputs**

| <b>Annual Output Goals</b>                           | <b>2019</b> | <b>2020</b> |
|--|-------------|-------------|
| Total unduplicated number of Tacoma residents served | 10          | 40          |

|  |       |       |
|--|-------|-------|
| Number of clients that attained permanent housing                        | Track | Track |
| <i>Definition: Attained permanent subsidized or unsubsidized housing</i> |       |       |
| <i>Tool: Official record-HMIS and/or case records</i>                    |       |       |

Data regarding number of residents served (including demographic data) will be submitted monthly via e-CImpact (by the 15<sup>th</sup> of the month for the previous month of service).

In addition to reporting on the number of residents served each month, LIHI staff will email the following weekly reports to the City:

- **Homeless System Information Report** (Information regarding Coordinated Entry Priority Pool, new homeless individuals in Tacoma and Pierce County, shelter turnaways, and shelter waitlists)
- **Weekly Statistics Report**, which includes:
  - Site population and open units

- Residence prior to entry
- Client exit summary
- Meals served per day
- Security events
- Service provider visits
- **Client Demographic Report**
  - **Incident report**

Any situation the requires emergency medical or law enforcement assistance must be documented per the Standard Operating Procedures and shared with the city within 24 hours of the incident.

**Cost Reimbursement**

Contract payment is on a cost reimbursement basis. The program will be reimbursed for costs incurred during the contract period, to the extent that these costs fit within budgeted line items prescribed in the Budget table below. Reimbursement requests (Exhibit B) may be submitted to the CITY after allowable costs have been incurred. Back-up documentation (including Payroll Verification Form) is necessary when requesting reimbursement in order to verify program expenses. Contractor is allowed to exceed line items by 10% as long as they do not exceed the total budget for the Contract.

**Billing Submission**

Billings must be submitted via the SAP Ariba system by the 15<sup>th</sup> of the month for the previous month of service. If a billing is incomplete or includes inaccurate information, programs will be expected to submit a revised billing within one week of receiving notice of error(s).

| July 2020-December 2020  |                  |
|--|------------------|
| Operation (staff, sanitation, insurance, office supplies, etc) Table 1 | \$328, 139       |
| Supportive Services (staff, training, transportation, etc) Table 2     | \$114,471        |
| Initial Setup (staff, tiny houses, furniture, etc) Table 3             | \$333,057        |
| <b>TOTAL</b>   | <b>\$775,667</b> |

| <b>Table 1</b>  |                  |
|---|------------------|
| Special Project Manager (1 FTE)   | \$ 32,081        |
| Special Project Manager Benefits  | \$ 8,015         |
| Village Organizers (5 FTE)  | \$117,328        |
| Village Organizer Benefits  | \$ 40,199        |
| Relief Staff  | \$ 33,467        |
| Keyholder Stipend   | \$ 2,100         |
| LIHI Staffing Support   | \$ 10,500        |
| Insurance   | \$ 4,200         |
| Phone   | \$ 2,100         |
| Office Supplies   | \$ 1,750         |
| Supplies (disposable cutlery, kitchen items, garbage bags, hand sanitizers, food) | \$ 8,400         |
| Mileage   | \$ 3,500         |
| Maintenance Supplies  | \$ 3,500         |
| Additional Food and Supplies  | \$ 2,800         |
| Meals 3X a day  | \$ 15,400        |
| Admin/Accounting  | \$ 42,798        |
| <b>Total</b>  | <b>\$328,139</b> |

| <b>Table 2</b>                      |                 |
|-------------------------------------|-----------------|
| <b>SUPPORTIVE SERVICES EXPENSES</b> |                 |
| Budget Item                         | <b>5 Months</b> |
| 2 Case Managers                     | \$54,544        |
| 2 Case Manager Benefits             | \$13,636        |
| Supportive Services Manager         | \$ 3,500        |
| WIFI                                | \$ 1,680        |
| Smartphone                          | \$ 1,680        |
| Mileage                             | \$ 2,100        |
| Office Supplies                     | \$ 1,400        |
| Client Assistance                   | \$12,600        |

|                            |                   |
|----------------------------|-------------------|
| Bus Tickets for Residents  | \$ 3,500          |
| Staff Training             | \$ 2,800          |
| HMIS Support               | \$ 2,100          |
| Admin/Accounting Fee (15%) | \$14,931          |
| <b>Total</b>               | <b>\$ 114,471</b> |

| <b>Table 3</b>   |                   |
|--|-------------------|
| INITIAL SETUP EXPENSES                                       |                   |
| Budget Item  |                   |
| Building Materials (including platforms, ramps, etc)         | \$ 20,000         |
| Tiny Houses  | \$109,800         |
| LIHI will donate 8 tiny houses                               | \$ 43,920         |
| Tiny House Transportation (For 28 new Tiny Houses)           | \$ 12,297         |
| Common Area Tents  | \$ 2,000          |
| Tiny House Rehab   | \$ 8,800          |
| Hygiene Facility/Trailer                                     | \$ 56,000         |
| Security Cameras   | \$ 1,600          |
| First Aid Kits   | \$ 500            |
| Cigarette Disposal Containers                                | \$ 500            |
| Locker/File Cabinet  | \$ 400            |
| Fire extinguishers   | \$ 1,200          |
| Rechargeable Flashlights                                     | \$ 400            |
| Smoke Detectors  | \$ 910            |
| Tables and Chairs  | \$ 1,000          |
| House Furnitures   | \$ 10,000         |
| Labor and Volunteer Recruitment Setup                        | \$ 2,000          |
| Architectural Work   | \$ 1,500          |
| Signage  | \$ 150            |
| Common Area Appliances                                       | \$ 2,000          |
| Common Area Furnitures                                       | \$ 2,000          |
| Project Management Fee (Staff Labor, Carpentry, Maintenance) | \$ 100,000        |
| Sub Total  | \$ 376,977        |
| Less Donations   | \$ (43,920)       |
| <b>Total</b>   | <b>\$ 333,057</b> |