



AGENDA REPORT

Meeting Date: June 21, 2016
Item Number: E-21
To: Honorable Mayor & City Council
From: James R. Latta
Subject: COMMUNITY ASSISTANCE GRANT FUNDING AGREEMENTS AND PURCHASE ORDERS FOR FY 2016-17 FOR THE CITY'S SOCIAL SERVICE SAFETY NET INCLUDING: 1) JEWISH FAMILY SERVICE; 2) PEOPLE ASSISTING THE HOMELESS; 3) STEP UP ON SECOND; 4) THE MAPLE COUNSELING CENTER; AND 5) WESTSIDE FOODBANK.
Attachments: 1. CAGF FY 16-17 Contracts

INTRODUCTION

Maintaining a social service safety net is a public service priority stated in the City's General Plan. The City supports this priority by allocating General Funds towards Community Assistance Grant Funding (CAGF). On May 17, 2016 City Council approved allocations for the City's FY 2016-17 Community Assistance Grant Funding to secure partnerships with social service agencies that make up the safety net. The City's continuum of care supports the most vulnerable members of the community including active and frail elderly, disabled and low-means residents, and homeless individuals. The following CAGF agreements require City Council approval.

- Item 1. APPROVAL OF AN AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND JEWISH FAMILY SERVICE FOR COMMUNITY ASSISTANCE GRANT FUNDING; AND**
- APPROVAL TO ISSUE A PURCHASE ORDER IN THE AMOUNT OF \$250,000 FOR CONTINUATION OF SERVICES DESCRIBED**

RECOMMENDATION

Staff recommends City Council move to approve an agreement with Jewish Family Service (JFS) for continuation of community assistance grant funding and approve a purchase order in the not to exceed amount of \$250,000.

INTRODUCTION

Jewish Family Service (JFS) was founded in 1854 and has a long history of providing services on a non-sectarian basis to families and individuals in need. They are leaders in the provision of care for older adults throughout Los Angeles County. Since 1977, JFS has worked to develop a community-based, long term delivery system dedicated to providing essential health, mental health and social services for older adults.

DISCUSSION

Jewish Family Service has provided Beverly Hills older adults with vital social services since 1992. The JFS Care Management Program is available to residents age 55 and older. Funding will be used to support older Beverly Hills residents: continuation of the Care Management Program to 50 at-risk older adults; resource referral and consultation; and telephone reassurance including supportive check-in calls. In addition, the Home Care Support and Emergency Purchase of Services program will expand and continue for a fifth year.

FISCAL IMPACT

Funds have been budgeted and are available this purpose.

Item 2. APPROVAL OF AN AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND PEOPLE ASSISTING THE HOMELESS (P.A.T.H.) FOR COMMUNITY ASSISTANCE GRANT FUNDING; AND,

APPROVAL TO ISSUE A PURCHASE ORDER IN THE AMOUNT OF \$95,000 FOR CONTINUATION OF SERVICES DESCRIBED

RECOMMENDATION

Staff recommends City Council move to approve an agreement with P.A.T.H. for continuation of community assistance grant funding and to approve a purchase order in the not to exceed amount of \$95,000.

INTRODUCTION

People Assisting the Homeless (P.A.T.H.) has provided outreach, housing and supportive services to homeless individuals in Beverly Hills since 1994. P.A.T.H.'s core offering of interim housing and supportive case management is critical to the City's continuum of homeless services.

DISCUSSION

The grant funding for programs and services provided by P.A.T.H. complements the City's Changing Lives and Sharing Places (CLASP) program. PATH's interim housing program is a key tool used by the City's CLASP team to engage Beverly Hills' high-barrier homeless individuals in services and eventually placement in permanent housing. Permanent housing is the most cost-effective long-term solution to addressing homelessness in the City.

FISCAL IMPACT

Funds have been budgeted and are available this purpose.

Item 3. APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND STEP UP ON SECOND FOR COMMUNITY ASSISTANCE GRANT FUNDING TO SUPPORT THE CITY'S CHANGING LIVES AND SHARING PLACES (CLASP) TEAM WITH INTENSIVE SUPPORT SERVICES FOR HOUSING PLACEMENT AND RETENTION; AND

APPROVAL TO ISSUE A PURCHASE ORDER IN THE AMOUNT OF \$60,000 FOR SERVICES DESCRIBED

RECOMMENDATION

Staff recommends City Council move to approve an agreement with Step Up On Second to provide resources to the CLASP team and approve a purchase order in a not to exceed amount of \$60,000.

INTRODUCTION

Step Up on Second is a nationally recognized social service agency that delivers compassionate support to people experiencing serious mental illness to help them recover, stabilize, and integrate into the community. The agreement augments the City's existing homeless case management and engagement services (CLASP) by providing mental health, physical and housing resources for the most vulnerable unsheltered individuals within the City.

DISCUSSION

The CLASP program, established in 2008, is the foundation of Beverly Hills social service safety net for homeless individuals challenged by serious and persistent mental illness. The outreach team is field-based and spends their time engaging individuals who are long-term homeless in Beverly Hills' as well as individuals new to the area, before they anchor in the City's streets and parks.

Supplemental services funded through this CAGF contract include access to Step Up's DMH-funded intensive mental health and housing programs including Full Service Partnership and Assisted Outpatient Treatment programs. Step Up will act as the City of Beverly Hills liaison to Coordinated Entry System in Service Area 5 and 4. Step Up will provide permanent supportive housing linkage and post-housing support services for Beverly Hills clients in Step Up properties provided through the onsite Life Skills Service Coordinators.

The CLASP program is a way for the City to balance the needs of all community members including those who require supportive services to recover and stabilize by providing outreach, engagement and housing for Beverly Hills' homeless community members.

FISCAL IMPACT

Funds have been budgeted and are available for this purpose.

Item 4. APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND THE MAPLE COUNSELING CENTER FOR COMMUNITY ASSISTANCE GRANT FUNDING FOR COMMUNITY MENTAL HEALTH SERVICES; AND

APPROVAL TO ISSUE A PURCHASE ORDER IN THE AMOUNT OF \$140,500 FOR SERVICES DESCRIBED

RECOMMENDATION

Staff recommends City Council move to approve an agreement with the Maple Counseling Center for continuation of low cost mental health services to the community and approve a purchase order in the not to exceed amount of \$140,500.

INTRODUCTION

The Maple Counseling Center (TMCC) has served the greater Los Angeles metropolitan area and City of Beverly Hills since 1971 as a non-profit, community-based provider of low-cost psychological counseling to individuals, couples, families, and groups ranging in age from infants to seniors. In addition, TMCC offers a range of programs within the Beverly Hills School District including onsite individual and group counseling, Community Circle, peer counseling and the Safe Ride program.

DISCUSSION

The City of Beverly Hills has provided community assistance grant funding to The Maple Counseling Center since 1984. During 2015, members of the Beverly Hills community comprised over 50% of the Center's clients. Of this number, 15% of the Center's 1,828 therapy clients who received counseling services at TMCC identified as residents of Beverly Hills or employees of Beverly Hills businesses.

TMCC's services are available to individuals of all ages and fees are on a sliding scale, based on ability to pay. Access to affordable mental health services is a vital component of the City's commitment to providing a social service safety-net to the community. Barriers to mental health services because of inability to pay can lead to job loss, homelessness, addiction and even suicide. TMCC offers guidance and support before problems become chronic.

FISCAL IMPACT

Funds have been budgeted and are available this purpose.

Item 5. APPROVAL OF AN AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND WESTSIDE FOOD BANK FOR COMMUNITY ASSISTANCE GRANT FUNDING; AND

APPROVAL TO ISSUE A PURCHASE ORDER IN THE AMOUNT OF \$95,000 FOR CONTINUATION OF SERVICES DESCRIBED

RECOMMENDATION

Staff recommends City Council move to approve an agreement with Westside Food Bank (WSFB) for continuation of community assistance grant funding and approve a purchase order in the not to exceed amount of \$95,000.

INTRODUCTION

The WSFB provides food to 70 member agencies within the area bounded to the north by the Santa Monica Mountains, to the south by Los Angeles International Airport, and west of La Brea Avenue to the ocean. Donated funds are used to purchase food in bulk resulting in economies of scale and achieving a food cost index significantly lower than what individuals and agencies can obtain. The target population is low income individuals and families on the Westside who benefit by both addressing the problems of poor nutrition, especially in children, and stretching dollars to retain housing.

DISCUSSION

The City of Beverly Hills has provided community assistance grant funding to WSFB since 1986. Food is provided to Westside social service agencies that have direct service food assistance programs, either as community food pantries, or as programs that supply food to shelter residents or congregate meals for homeless people. In 2015, the number of food-seeking visits made to pantries served was 88% higher than in 2008 and the rate of pantry visits has continued to increase as more and more local residents termed out of unemployment benefits. For families who do not qualify for food stamps, food pantries are often the only place they can turn for help.

The number of Beverly Hills residents who receive food from the agencies served is not reported. However, the WSFB's service area which includes Beverly Hills and the immediate surrounding community is the area where requests for food assistance are growing most rapidly. WSFB works with a group of local agencies, including the Red Cross, on disaster preparedness so that the local social service network is prepared to provide timely essential services to residents in the event of a disaster such as an earthquake or pandemic flu.

FISCAL IMPACT

Funds have been budgeted and are available for this purpose.


Nancy Hunt-Coffey, Director
Community Services Department

Approved By

Attachment 1

AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND
JEWISH FAMILY SERVICE FOR COMMUNITY
ASSISTANCE GRANT FUNDING

THIS AGREEMENT is made and entered into in the City of Beverly Hills by and between the City of Beverly Hills, a municipal corporation ("City"), and Jewish Family Service, a non-profit corporation ("Recipient").

R E C I T A L S

WHEREAS it is City's intent to fund programs and services that benefit the residents of the City and programs that represent City's commitment to contribute to regional social and human services efforts;

WHEREAS, City desires to provide community assistance funds for the fiscal year 2016-2017 to continue to support the operation within the City of a valuable human service entity that provides a care management program and homecare support services/emergency purchase of services for seniors ("Project").

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto, it is agreed as follows:

Section 1. Fund Authorization. City authorizes the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00) to be paid to Recipient for the fiscal year 2016-2017. Payment shall be made to Recipient in the amount of Sixty-Two Thousand Five Hundred Dollars (\$62,500.00) upon execution of this Agreement. Three additional payments of Sixty-Two Thousand Five Hundred Dollars (\$62,500.00) each will be paid on October 1, 2016, January 1, 2017 and April 1, 2017, if Recipient complies with the terms of this Agreement.

Section 2. Use of Funds. Recipient shall use the community assistance funds for the operation and promotion of a Senior Care Management Program (\$150,000.00), and Homecare Support Services/Emergency Purchase of Services (\$100,000.00). Recipient shall perform all the services set forth in the Project Description, Exhibit A, attached hereto and incorporated herein by this reference.

Section 3. Reports. Recipient shall furnish comprehensive quarterly progress reports to the Human Services Administrator (hereinafter "Administrator") on a form provided by City as to the operation of the Project, including the use of funds provided to Recipient by City, specific Project activities and/or changes and the relative benefit of the Project to residents, visitors and/or employees of the City. The first report shall be furnished to the Administrator by October 1, 2016. Additional reports shall be furnished on January 1, April 1, and July 1, 2017.

Section 4. Assignments. This Agreement shall not be assigned by Recipient without the prior written consent of City.

Section 5. Independent Contractor Relationship. At all times during the term of this Agreement, Recipient shall be an independent contractor and Recipient, its officers, employees and agents shall not be employees of City.

Section 6. Insurance.

(a) Recipient shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance, with minimum limits of Two Million Dollars (\$2,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Recipient.

(b) Recipient shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive Vehicle Liability Insurance covering personal injury and property damage, with minimum limits required by the State of California, covering any vehicle utilized by Recipient in the performance of this Agreement.

(c) Recipient agrees to maintain in force at all times during the performance of work under this Agreement workers' compensation and employer's liability insurance as required by law. If Recipient represents that it is not required by law to maintain workers' compensation insurance coverage, Recipient shall sign an affidavit to this effect, which shall be attached hereto and incorporated herein.

(d) Recipient shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(e) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a B+;VII in the latest edition of Best Insurance Guide.

(f) Recipient agrees that if it does not keep the aforesaid insurance in full force and effect City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Recipient's expense, the premium thereon.

(g) At all times during the term of this Agreement, Recipient shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit B, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. Recipient shall, prior to commencement of work under this Agreement, file with the City Clerk such certificate or certificates. The General Liability policy of insurance required by this Agreement shall contain an endorsement naming the City as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to City, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(h) The insurance provided by Recipient shall be primary to any coverage available to City. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(i) Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, Recipient shall either reduce or eliminate the

deductibles or self-insured retentions with respect to City, or Recipient shall procure a bond guaranteeing payment of losses and expenses.

Section 7. Indemnification. Recipient agrees to indemnify, hold harmless and defend City, City Council and each member thereof, and every officer, employee and agent of City, from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Recipient or any person employed by Recipient in the performance of this Agreement.

Section 8. Termination. The term of this Agreement shall be twelve (12) months commencing July 1, 2015, unless terminated earlier as provided herein. City or Recipient may terminate this Agreement, without cause, upon thirty (30) days written notice.

Section 9. Entire Agreement. This Agreement represents the entire integrated agreement between City and Recipient, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Recipient.

EXECUTED this ___ day of _____, 2016, in the City of Beverly Hills, California.

CITY OF BEVERLY HILLS,
a municipal corporation

JOHN A. MIRISCH
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

[Signatures continue]

**CITY OF BEVERLY HILLS
SENIOR CASE MANAGEMENT PROGRAM
JULY 1, 2016 - JUNE 30, 2017**

EXHIBIT A: PROJECT DESCRIPTION

PURPOSE AND BENEFICIARIES

The purpose of the project is to provide a comprehensive approach to the physical and mental health care of frail City adults age 55 years of age and older (seniors), assisting them to remain in their homes and thereby avoiding premature institutionalization. The program will mainly benefit low- and moderate-income seniors.

CONTENT AND OPERATION

Jewish Family Service of Los Angeles, 3580 Wilshire Boulevard, Suite 700, Los Angeles, California 90010 (“Recipient”), will provide, under the supervision of City, all labor, administrative support, community outreach, determination of eligibility, facilities, and documentation necessary for development and implementation of a senior case management program for City seniors in all Census Tracts in the City, including Census Tracts 7006, 7007, 7008, 7009.01, 7009.02 and 7010.

The program will consist of assessing clients' needs, preparing care plans, coordinating service delivery and follow-up to ensure adequate care delivery, and monitoring of changing client needs.

Recipient shall coordinate with the staff at the Roxbury Park Community Center in City in the design and implementation of services offered at the Community Center.

The following activities will be included in the Scope of Services provided by Recipient under Agreement to City.

A. Community Outreach

A written plan for community outreach and program publicity shall be developed by Recipient.

Any/all public information materials shall be submitted for review to the City's Human Services Administrator/Housing and Development, or his designee, with approval of the content and method of distribution required prior to release.

Print Media Releases: print media releases such as flyers, brochures, press releases, etc., will be prepared, printed, and distributed online and through the mail to the news and community affairs media and to public and private community service centers in the area.

Cable Television: public information releases for Community Cable TV, or other nonprint media, may be developed.

Presentations: a program of presentations designed to engender awareness of the program in groups whose members may be potential beneficiaries, such as the Beverly Hills

Active Adult Club, or who may be able to further communicate the availability of the program, such as the City Council, tenant groups, apartment and homeowners' associations, geriatric and patient discharge units of area hospitals, etc., shall be developed and implemented.

B. Housing Clinic

Recipient staff shall be available for up to four hours each month to provide one-on-one assistance to City residents who need assistance developing an individualized housing plan. Trained staff will support residents by identifying affordable housing options, completing applications, advocacy, and identifying benefits available to residents such as renters rights, legal counsel from Bet Tzedek Legal Services and other pertinent community resources. The availability of this individualized assistance will be included in monthly community education and outreach events to inform the City community about resources available to them related to housing and other services offered by Recipient.

C. Provision of Services, Determination of Eligibility, Development of a Care Plan and Follow-Up

Telephone services shall be provided at the Pico/Robertson office five days a week, Monday through Thursday from 8:30 a.m. to 5:00 p.m. at the identified address and telephone number and Friday from 8:30 a.m. to 3:30 p.m. Walk-in service, without an appointment, will be available, and will be made available at designated times. Services will be available by appointment at other times. A case worker will have hours available at Roxbury Park or another campus location as determined by City. Potential applicants who make inquiries about the program shall be counseled over the telephone or in person at the Recipient Pico/Robertson office, at the Roxbury Center, or at the applicant's home, if necessary. Potential applicants will be counseled about the nature of the program and advised of eligibility requirements and all pertinent application and other procedures. Informational materials shall be mailed upon request.

Eligible applicants shall be limited to persons who are City residents at the time they apply to the program and who are 55 years of age or older. Proof of a client's age and residency must be in the client's file. Proof may consist of a copy of identification indicating age plus a copy of a utility bill showing the client's name and address, or an affidavit signed by the social worker that the client meets the eligibility criteria. Income levels shall be determined by information provided by the applicant on the intake/application form. The intake form shall be submitted by the Recipient for review by the City Human Services Administrator.

A caseworker (geriatric social worker) shall provide case management services on behalf of City, handling cases involving City residents. The caseworker must have a Masters Degree in Social Work (MSW) or be a Marriage and Family Therapist (MFT) and preferably be licensed in their field, or working toward that license. The caseworker shall complete an intake form for each interested, eligible Beverly Hills' senior. A psychosocial assessment of the client shall be made at the caseworker's discretion.

The caseworker shall develop a care plan outlining the client's circumstances and the services to be provided by City, or by other service providers to which the client will be

referred. The care plan shall be developed and implemented with the fullest participation of the client's family members as is appropriate and possible. The caseworker will visit the client's home as frequently as warranted, and it is expected that at least one visit to the client's home will occur during the needs assessment process, unless the circumstances prevent in-home visits. Specific services that shall be provided by Recipient as part of the care plan shall include but not be limited to:

- Arranging and coordinating personal care assistance in the home;
- Arranging and coordinating housekeeping assistance in the home;
- Assistance with mail and other correspondence;
- Arranging home delivered meals;
- Communication with family members;
- Referrals to, and consultation with, professionals as appropriate, including, but not limited to medical, dental, legal, etc.;
- Linkage with transportation services as appropriate;
- Linkage with social activities;
- Arranging for telephone reassurance, or friendly visitors;
- Arranging aid in household moving in the event of eviction, possibly including referral to the County Adult Protective Services;
- Referrals for more extensive counseling services.

D. High Risk Intervention Team

For City residents who are at risk of eviction from their current residence or who pose a safety risk to themselves or the community because of mental illness or cognitive impairment, Recipient will provide intensive person-centered supportive services that address the complex issues faced by these vulnerable older adults. An experienced Recipient case manager will conduct a thorough biopsychosocial assessment of the older adult, identify risk factors, personal resources and comprehensive needs. The case manager will convene the team, which may include the client's physician, health care professionals, family members and representatives from relevant city departments (ie. Police, Fire, Community Services, Housing, Building and Safety). Together the team will devise a plan to address the client's safety in the least restrictive environment possible. This will be a time-limited, high intensity service; after 8 weeks Recipient shall consult with City's Community Services Department to determine if the situation has stabilized.

E. Homecare Support Services/Emergency Purchase of Services

In addition to the above essential services, Recipient shall provide the following services, shall include, but are not limited to:

- Providing homecare to assist clients who experience difficulties getting through their day in order to provide support so that clients can Age in Place and remain

independent and safe within the community – reducing the risk of premature institutionalization.

- Expanding the food voucher program to meet the increasing needs of the community.
- Coordinating home repair services to ensure the safety of frail clients who do not qualify for other available resources.
- Arranging for additional taxi vouchers to assist clients with transportation resources to medical and other needed appointments.
- Offering assistance, based on significant need, with Medical and Dental assistance for seniors.
- One time only rent assistance to ensure housing retention and prevent evictions and reduce the risk of homelessness.
- One time only financial assistance with utilities and assist with development of a sustainability plan to reduce the risk of further debt which directly impacts housing retention.
- One time only assistance with moving expenses to assist clients who will be relocating to affordable and sustainable housing such as a lower cost apartment or to an assisted living/or nursing home.
- Professional assistance with excessive cluttering and unsanitary living situations. Identification of clients at risk for losing housing as a result of cluttering and hoarding and make interventions which may include coordination of assistance from an organizing specialist or assistance with deep cleaning and clutter/trash removal. This also prevents possible evictions due to such conditions.
- Holiday assistance with food and needed household or personal items to approximately 40 clients without family or funds.
- Additional assistance for identified Holocaust survivors who have either exhausted their services through the Claims Conference or who may not be eligible for Claims Conference funds but who require assistance with homecare and other services.

F. Emergency Services:

Recipient is not an emergency service provider, but shall make every effort to avert crises before they occur through close monitoring of case management clients. Clients shall be provided with a list of emergency telephone numbers and caseworkers shall refer clients in need of emergency services to the appropriate agencies.

Funds from the Community Assistance Grants Fund (CAGF) will provide, in part, at least ten (10) Emergency Response System (ERS) units. An ERS unit is a device that is located in the senior's home, and through the telephone, is connected to a central emergency location. If the senior needs emergency medical assistance, he or she can simply press a button that is worn by the senior on a bracelet or necklace. The ERS will summon an ambulance to assist the senior.

The caseworker is responsible for follow-up of the care plan to ensure that services, as specified in the plan, are performed for the client. Follow-up may include seeing that appointments are kept, prescriptions filled, housekeeping services adequately discharged, etc.

If the program does not appear to meet the needs of a person being interviewed, that person shall be referred to appropriate service agencies.

G. Bilingual Services

In recognition of the substantial population of Persian seniors and their families who live in City and find it particularly difficult to access services due to language difficulties, the Pico-Robertson Center's Farsi/English-speaking caseworker will provide supportive services that are culturally appropriate and bilingual.

H. Documentation and Reports

Quarterly fiscal reports, including a quarterly statement, documentation of expenditures for the preceding month, and a request for the next month's financial advance shall be submitted to the City by the fifteenth working day of each month on forms approved by the City. All expenditures must be fully documented by receipt, time records, invoices, canceled checks, bank statements, and other appropriate records which fully and completely disclose the amount and nature of the expenditure. This includes indicating the number of hours per pay period that each employee works on behalf of City and the amount charged to City account for each of these employees.

Quarterly program reports shall be submitted to City by the ninth working day of each month and shall include a narrative summary and the following information for each new or newly recertified client:

Client Identification Number

Census Tract (screened for Beverly Hills residency)

Age

Sex

Ethnicity AND Race

Household Income Category (Low, Very Low, Above Low)

Number of Persons in household

Owner or Renter

Client Status (new or recertified)

Referral Source

Clients shall be classified as "new," or "recertified." "Recertified" will be used to signify those ongoing clients renewed each July to ensure income eligibility. All clients who have not been "terminated" will be considered current clients. Clients who are "terminated" and subsequently seek services shall be considered new clients.

The quarterly program report shall include a monthly client service form indicating the frequency and nature of services provided to clients. The form and categories of services shall be developed with and reviewed for approval by the City Human Services Administrator, or his designee. The quarterly program report shall also note the number of program inquiries.

EXHIBIT B

CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED

COMPANIES AFFORDING COVERAGE

- A.
- B.
- C.

ADDRESS

COMPANY (A. B. C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	LIMITS P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKERS' COMPENSATION <input type="checkbox"/>					

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE: _____

BY: _____
 Authorized Insurance Representative

AGENCY: _____

TITLE: _____
 ADDRESS: _____

RM02.DOC REVISED 10/14/96.

AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND
PEOPLE ASSISTING THE HOMELESS (P.A.T.H.) FOR
COMMUNITY ASSISTANCE GRANT FUNDING

THIS AGREEMENT is made and entered into in the City of Beverly Hills by and between the City of Beverly Hills, a municipal corporation ("City"), and People Assisting the Homeless (P.A.T.H.), a non-profit corporation ("Recipient").

R E C I T A L S

WHEREAS it is City's intent to fund programs and services that benefit the residents of the City of Beverly Hills and programs that represent City's commitment to contribute to regional social and human services efforts;

WHEREAS, City desires to provide community assistance for fiscal year 2016-2017 to continue to support the operation within the City; and

WHEREAS, Recipient is a non-profit corporation serving homeless persons in Los Angeles ("Project").

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto, it is agreed as follows:

Section 1. Fund Authorization. City authorizes the sum Ninety-Five Thousand and no/100ths Dollars (\$95,000.00) to be paid to Recipient for fiscal year 2016-2017. Payment shall be made to Recipient in the amount of Twenty-Three Thousand Seven Hundred Fifty and no/100ths Dollars (\$23,750) upon execution of this Agreement. Three additional payments of Twenty-Three Thousand Seven Hundred Fifty and no/100ths Dollars (\$23,750) each will be paid on October 1, 2016, January 1, 2017 and April 1, 2017, if Recipient complies with the terms of this Agreement.

Section 2. Use of Funds. Recipient shall use the community assistance funds to aid in its provision of services, including five (5) year-round interim/transitional housing beds (1,825 bed-nights) for homeless individuals referred by the City, comprehensive case management including use of PATH's housing resources, such as tenant based subsidies, rapid rehousing assistance and/or placement into permanent supportive or affordable housing developments.

Section 3. Reports. Recipient shall furnish comprehensive quarterly progress reports to the Human Services Administrator (hereinafter "Administrator") on a form provided by City as to the operation of the Project, including the use of funds provided to Recipient by City, specific Project activities and/or changes and the relative benefit of the Project to residents, visitors and/or employees of the City. The first report shall be furnished to the Administrator by October 1, 2016. Additional reports shall be furnished on January 1, April 1, and July 1, 2017.

Section 4. Assignments. This Agreement shall not be assigned by Recipient without the prior written consent of City.

Section 5. Independent Contractor Relationship. At all times during the term of this Agreement, Recipient shall be an independent contractor and Recipient, its officers, employees and agents shall not be employees of City.

Section 6. Termination. The term of this Agreement shall be twelve (12) months commencing July 1, 2016, unless terminated earlier as provided herein. City or Recipient may terminate this Agreement, without cause, upon thirty (30) days written notice.

Section 7. Entire Agreement. This Agreement represents the entire integrated agreement between City and Recipient, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Recipient.

EXECUTED this ____ day of _____, 20 ____, in the City of Beverly Hills, California.

CITY OF BEVERLY HILLS,
a municipal corporation

JOHN A. MIRISCH
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

PEOPLE ASSISTING THE HOMELESS
(P.A.T.H.), a non-profit corporation

By: _____
JOEL JOHN ROBERTS
Chief Executive Officer

By: _____
SANDY OLUWEK
Chief Financial Officer

[Signatures continue]

APPROVED AS TO FORM:



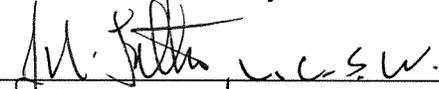
LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

MAHDI ALUZRI
City Manager



NANCY HUNT-COFFEY
Director of Community Services



JAMES R. LATTA, L.C.S.W.
Human Services Administrator



KARL KIRKMAN
Risk Manager

AGREEMENT BETWEEN THE CITY OF BEVERLY
HILLS AND STEP UP ON SECOND FOR
COMMUNITY ASSISTANCE GRANT FUNDING TO
SUPPORT THE CITY'S CHANGING LIVES AND
SHARING PLACES (CLASP) TEAM WITH INTENSIVE
SUPPORT SERVICES FOR HOUSING PLACEMENT
AND RETENTION

THIS AGREEMENT is made and entered into in the City of Beverly Hills by and between the City of Beverly Hills, a municipal corporation ("City"), and Step Up on Second ("Recipient").

RECITALS

WHEREAS it is City's intent to fund programs and services that benefit the residents of the City of Beverly Hills and programs that represent City's commitment to contribute to regional social and human services efforts;

WHEREAS, City desires to provide community assistance funds for fiscal year 2016-2017 to continue to support the operation within the City of a valuable human services entity that provides outreach services and support for chronically mentally ill homeless individuals.

WHEREAS, Recipient is a non-profit community mental health provider dedicated to long term support of people in recovery and their families, offering quality housing, educational, social and work experience ("Project").

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto, it is agreed as follows:

Section 1. Fund Authorization. City authorizes the sum of Sixty Thousand and no/100ths Dollars (\$60,000) to be paid to Recipient for the fiscal year 2016-2017. Payment shall be made to Recipient in the amount of Fifteen Thousand and no/100ths Dollars (\$15,000) upon execution of this Agreement. Three additional payments of Fifteen Thousand and no/100ths Dollars (\$15,000) will be paid on October 1, 2016, January 1, 2017 and April 1, 2017 if Recipient complies with the terms of this Agreement.

Section 2. Use of Funds. Recipient shall use the community assistance funding to augment existing homeless case management and engagement services. For qualified clients, CLASP will have access to Step Up's DMH-funded intensive mental health and housing programs including Full Service Partnership and Assisted Outpatient Treatment programs. Step Up will prioritize up to 3 slots in these intensive programs to qualified Beverly Hills CLASP referrals. Step Up will act as the City of Beverly Hills liaison to Coordinated Entry System in Service Area 5 and 4. Step Up will provide permanent supportive housing linkage for 4 Beverly Hills CLASP referrals. Step Up will provide post-housing support services for Beverly Hills clients in Step Up properties provided through the onsite Life Skills Service Coordinators.

Section 3. Reports. Recipient shall furnish comprehensive quarterly reports to the Human Services Administrator (hereinafter "Administrator") on a form provided by City

as to the progress of the Project, including an accounting of specific Project activities, changes to the Project, and the benefits of the Project to residents, visitors and/or employees of the City. The first report shall be furnished to the Administrator on October 1, 2016; the second report is due on January 1, 2017. The third report on April 1, 2017 and the last report shall be furnished on July 1, 2017.

Section 4. Assignments. This Agreement shall not be assigned by Recipient without the written consent of City.

Section 5. Independent Contractor Relationship. At all times during the term of this Agreement, Recipient shall be an independent contractor and Recipient, its officers, employees and agents shall not be employees of City.

Section 6. Insurance.

(a) Recipient shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance, with minimum limits of Two Million Dollars (\$2,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Recipient.

(b) Recipient shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive Vehicle Liability Insurance covering personal injury and property damage, with minimum limits required by the State of California, covering any vehicle utilized by Recipient in the performance of this Agreement.

(c) Recipient agrees to maintain in force at all times during the performance of work under this Agreement workers' compensation and employer's liability insurance as required by law. If Recipient represents that it is not required by law to maintain workers' compensation insurance coverage, Recipient shall sign an affidavit to this effect, which shall be attached hereto and incorporated herein.

(d) Recipient shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(e) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a B+;VII in the latest edition of Best Insurance Guide.

(f) Recipient agrees that if it does not keep the aforesaid insurance in full force and effect City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Recipient's expense, the premium thereon.

(g) At all times during the term of this Agreement, Recipient shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit A, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. Recipient shall, prior to commencement of work under this

Agreement, file with the City Clerk such certificate or certificates. The General Liability policy of insurance required by this Agreement shall contain an endorsement naming the City as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to City, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(h) The insurance provided by Recipient shall be primary to any coverage available to City. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(i) Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, Recipient shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Recipient shall procure a bond guaranteeing payment of losses and expenses.

Section 7. Indemnification. Recipient agrees to indemnify, hold harmless and defend City, City Council and each member thereof, and every officer, employee and agent of City, from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Recipient or any person employed by Recipient in the performance of this Agreement.

Section 8. Termination. The term of this Agreement shall be twelve (12) months commencing the date and year this Agreement is executed, unless terminated earlier or extended as provided herein. City or Recipient may terminate this Agreement, without cause, upon thirty (30) days written notice.

Section 9. Entire Agreement. This Agreement represents the entire integrated agreement between City and Recipient, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Recipient.

EXECUTED this ____ day of _____, 2016, in the City of Beverly Hills, California.

“City”
CITY OF BEVERLY HILLS
A Municipal Corporation

JOHN A. MIRISCH
Mayor of the City of Beverly Hills, California

[Signatures continue]

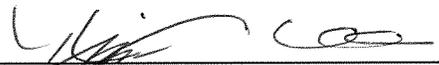
ATTEST:

BYRON POPE
City Clerk

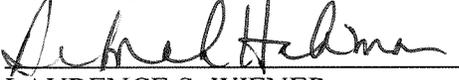
(SEAL)

“Recipient”
STEP UP ON SECOND
a non-profit corporation

By: 
TOD LIPKA
Chief Executive Officer

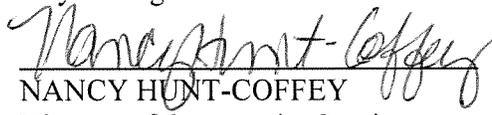
By: 
KIM CARSON
Chief Financial Officer

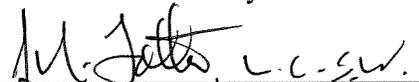
APPROVED AS TO FORM


LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

MAHDI ALUZRI
City Manager


NANCY HUNT-COFFEY
Director of Community Services


JAMES LATTA, L.C.S.W.
Human Services Administrator


KARL KIRKMAN
Risk Manager

EXHIBIT A

CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED

COMPANIES AFFORDING COVERAGE

- A.
- B.
- C.

ADDRESS

COMPANY (A, B, C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	LIMITS P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKERS' COMPENSATION <input type="checkbox"/>					

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE: _____

BY: _____
Authorized Insurance Representative

AGENCY: _____

TITLE: _____

ADDRESS: _____

AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND
THE MAPLE COUNSELING CENTER FOR COMMUNITY
ASSISTANCE GRANT FUNDING FOR COMMUNITY
MENTAL HEALTH SERVICES

THIS AGREEMENT is made and entered into in the City of Beverly Hills by and between the City of Beverly Hills, a municipal corporation ("City"), and The Maple Counseling Center, a non-profit corporation ("Recipient").

R E C I T A L S

WHEREAS it is City's intent to fund programs and services that benefit the residents of the City of Beverly Hills and programs that represent City's commitment to contribute to regional social and human services efforts;

WHEREAS, City desires to provide community assistance funds for fiscal year 2016-2017 to continue to support the operation within the City of a valuable entity which provides community mental health services; and

WHEREAS, Recipient is a non-profit corporation that provides affordable mental health services for individuals, couples, families and groups within City ("Project").

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto, it is agreed as follows:

Section 1. Fund Authorization.

City authorizes the sum of One Hundred Forty Thousand Five Hundred and no/100ths Dollars (\$140,500) to be paid to Recipient for the fiscal year 2016-2017. Payment shall be made to Recipient in the amount of Thirty-Five Thousand One Hundred Twenty Five and no/100ths Dollars (\$35,125) upon execution of this Agreement. Three additional payments of Thirty-Five Thousand One Hundred Twenty Five and no/100ths Dollars (\$35,125) each will be paid on October 1, 2016, January 1, 2017 and April 1, 2017, if Recipient complies with the terms of this Agreement.

Section 2. Use of Funds. Recipient shall use the community assistance funds to provide low-cost, individual, group and senior counseling for the Beverly Hills community.

Section 3. Reports. Recipient shall furnish comprehensive quarterly progress reports to the Human Services Administrator (hereinafter "Administrator") on a form provided by City as to the operation of the Project, including the use of funds provided to Recipient by City, specific Project activities and/or changes and the relative benefit of the Project to residents and/or visitors of the City. The first report shall be furnished to the Administrator by October 1, 2016. Additional reports shall be furnished on January 1, April 1, and July 1, 2017.

Section 4. Assignments. This Agreement shall not be assigned by Recipient without the prior written consent of City.

Section 5. Independent Contractor Relationship. At all times during the term of this Agreement, Recipient shall be an independent contractor and Recipient, its officers, employees and agents shall not be employees of City.

Section 6. Termination. The term of this Agreement shall be twelve (12) months commencing July 1, 2016, unless terminated earlier. City may terminate this Agreement, without cause, upon thirty (30) days written notice. If City elects to terminate the Agreement, Recipient shall not be entitled to any payments from City from the date of the notice of termination.

Section 7. Entire Agreement. This Agreement represents the entire integrated agreement between City and Recipient, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Recipient.

EXECUTED this _____ day of _____, 20____, in the City of Beverly Hills, California.

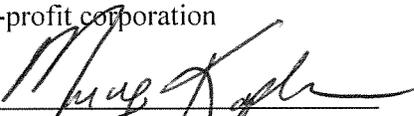
CITY OF BEVERLY HILLS,
a municipal corporation

JOHN A. MIRISCH
Mayor of the City of Beverly Hills, California

ATTEST:

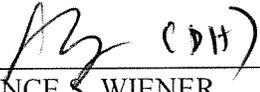
(SEAL)
BYRON POPE
City Clerk

THE MAPLE COUNSELING CENTER,
a non-profit corporation

By: 
MARCY KAPLAN, MSW
Chief Executive Officer

By: 
JOYCE LEVINE
Vice President, Finance

APPROVED AS TO FORM:



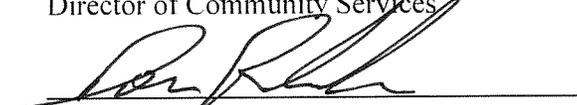
LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

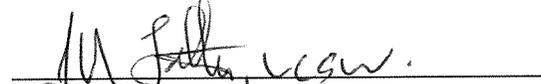
MAHDI ALUZRI
City Manager



NANCY HUNT-COFFEY
Director of Community Services



DON RHOADS
Director of Administrative Services/CFO



JAMES R. LATTA, L.C.S.W.
Human Services Administrator



KARL KIRKMAN
Risk Manager

AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND
WESTSIDE FOOD BANK FOR COMMUNITY ASSISTANCE
GRANT FUNDING

THIS AGREEMENT is made and entered into in the City of Beverly Hills by and between the City of Beverly Hills, a municipal corporation ("City"), and Westside Food Bank, a non-profit corporation ("Recipient").

R E C I T A L S

WHEREAS it is City's intent to fund programs and services that benefit the residents of the City of Beverly Hills and programs that represent City's commitment to contribute to regional social and human services efforts;

WHEREAS, City desires to provide community assistance funds for fiscal year 2016-2017 to continue to support the operation within the City of a valuable entity which provides food to agencies on the Westside of Los Angeles; and

WHEREAS, Recipient is a non-profit corporation that acquires and distributes food to agencies and organizations serving homeless and low income persons in Los Angeles ("Project").

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto, it is agreed as follows:

Section 1. Fund Authorization. City authorizes the sum of Ninety-Five Thousand and no/100ths Dollars (\$95,000) to be paid to Recipient for the fiscal year 2016-2017. Payment shall be made to Recipient in the amount of Twenty-Three Thousand Seven Hundred Fifty and no/100ths Dollars (\$23,750) upon execution of this Agreement. Three additional payments of Twenty-Three Thousand Seven Hundred Fifty and no/100ths Dollars (\$23,750) each will be paid on October 1, 2016, January 1, 2017 and April 1, 2017, if Recipient complies with the terms of this Agreement.

Section 2. Use of Funds. Recipient shall use the community assistance funds to aid in its purchase of bulk food for homeless and low income persons and programs serving them.

Section 3. Reports. Recipient shall furnish comprehensive quarterly progress reports to the Human Services Administrator (hereinafter "Administrator") on a form provided by City as to the operation of the Project, including the use of funds provided to Recipient by City, specific Project activities and/or changes and the relative benefit of the Project to residents, visitors and/or employees of the City. The first report shall be furnished to the Administrator by October 1, 2016. Additional reports shall be furnished on January 1, April 1, and July 1, 2017.

Section 4. Assignments. This Agreement shall not be assigned by Recipient without the prior written consent of City.

Section 5. Independent Contractor Relationship. At all times during the term of this Agreement, Recipient shall be an independent contractor and Recipient, its officers, employees and agents shall not be employees of City.

Section 6. Termination. The term of this Agreement shall be twelve (12) months commencing July 1, 2016, unless terminated earlier. City may terminate this Agreement, without cause, upon thirty (30) days written notice. If City elects to terminate the Agreement, Recipient shall not be entitled to any payments from City from the date of the notice of termination.

Section 7. Entire Agreement. This Agreement represents the entire integrated agreement between City and Recipient, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Recipient.

EXECUTED this ____ day of _____, 2016, in the City of Beverly Hills, California.

CITY OF BEVERLY HILLS,
a municipal corporation

JOHN A. MIRISCH
Mayor of the City of Beverly Hills, California

ATTEST:

(SEAL)
BYRON POPE
City Clerk

WESTSIDE FOOD BANK,
a non-profit corporation

By: _____
BRUCE RANKIN
Chief Executive Officer

By: _____
DAVID WISEN
Chief Financial Officer

[Signatures continue]

APPROVED AS TO FORM:

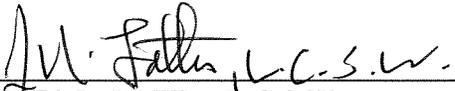

LAURENCE S. WIENER
City Attorney

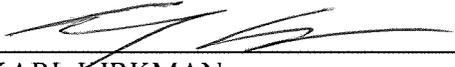
APPROVED AS TO CONTENT:

MAHDI ALUZRI
City Manager


NANCY HUNT-COFFEY
Director of Community Services


DON RHOADS
Director of Administrative Services/CFO


JAMES R. LATT, L.C.S.W.
Human Services Administrator


KARL KIRKMAN
Risk Manager