



We Are Columbia

Office of Budget & Program Management
1136 Washington Street, Ste. 504, Columbia, SC 29201 • Phone: 803-545-3201 • Fax: 803-545-3147

TO: Teresa B. Wilson, City Manager

FROM: Missy Caughman, Budget & Program Management Director

CC: Deborah Livingston, Community Development Director
Erika Moore, City Clerk

DATE: November 13, 2013

RE: FY 13/14 USC Housing First Contract Amendment

We are respectfully requesting City Council's approval to amend the contract with University of South Carolina for the Housing First program to reduce the budget from \$250,000 to \$225,000 for the period of July 1, 2013 through June 30, 2014. This will be the final year of the renewal option from the original agreement approved in July 2011. The budget has been reduced based on anticipated lower cost to provide the services provided.

The amended contract amount is not to exceed \$225,000 and provides for housing and service needs of eligible chronically homeless individuals in the City of Columbia. Funding for this program is included in the FY 2013/2014 General Fund, account 1018410 638300.

Please let us know if you have any questions or need additional information.

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

FIRST AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT
(HOUSING FIRST PILOT PROGRAM)

THIS AMENDMENT entered into this ____ day of _____, 2013, by and between The City of Columbia (hereinafter the “City”) and University of South Carolina (hereinafter “USC”).

WHEREAS, the parties entered into a Professional Services Contract (hereinafter the “Contract”), dated July 1, 2011, regarding USC’s provision of resources to develop comprehensive housing strategies to meet the needs of eligible homeless individuals within the limits of the City of Columbia; and

WHEREAS, pursuant to Paragraph 10 of the Contract, the parties now wish to amend said Contract to allow for a reduction in the budget amount of the Year 3 (July 1, 2013 – June 30, 2014) renewal from \$250,000.00 to \$225,000.00 until the end of the final renewal term of the Contract, as evidenced by the attached revised budget;

NOW, THEREFORE, in consideration of the foregoing and intending to be legally bound hereby, the parties agree as follows:

1. The Contract is amended by deleting existing Option Year 2*, Year Three Budget (July1, 2013 – June 30, 2014) (Attachment I) and inserting the attached USC Housing First Budget 7/1/2013 – 6/30/2014, Revised 10/22/2013.
2. In all other respects, the Contract shall remain in full force and effect.
3. This Amendment may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which shall constitute a single instrument.
4. This Amendment shall be binding upon and fully enforceable against the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in their names and their corporate seals to be hereunto affixed the day and year first written above.

WITNESSES:

UNIVERSITY OF SOUTH CAROLINA

By: _____
Its: Sponsored Program Administrator

WITNESSES:

CITY OF COLUMBIA, SOUTH CAROLINA

By: Teresa B. Wilson
Its: City Manager

Option Year 2 *

A. YEAR THREE BUDGET (July 1, 2013- June 30, 2014)**

SUPPORTIVE SERVICES	\$175,324
Outreach/Linkage Case Manager \$14,400 (0.40 FTE)	
Housing Case Manager \$38,000 (1.0 FTE)	
Mental Health/Substance Abuse Therapist \$31,374 (.60 FTE)	
Mental Health/Substance Abuse Therapist \$4,289 (0.1 FTE)	
Medical Adherence Support \$18,360 (0.72 FTE)	
Information Resource \$1,550 (0.5 FTE)	
Director \$5,063 (.10 FTE)	
Fringe \$42,186	
Rent/Utilities \$18,000	
24 Hour on Call Mobile Phone \$720	
Office Supplies/Postage \$350	
Bus Tickets \$750	
Travel/Training \$281	
HOUSING	\$40,910
Housing Coordinator \$27,533	
Fringe \$7,709	
Leased Apartment Units \$1,000	
Office Supplies/Postage \$1,000	
Travel/training \$1,057	
Indirect Costs (CHA) \$2,611	
ADMINISTRATIVE COSTS (5% of adjusted direct costs)	\$8,766
TOTAL YEAR BUDGET	\$225,000

*Contingent upon secured matching housing funding of same amount

**Revised November 13, 2013

B. OUTCOME MEASURES

Timeline	By June 30, 2014
Description of Services	Outputs
<p>Chronically homeless individuals living within the Columbia City Limits need to maintain stable housing to promote greater self-sufficiency and improvements in their quality of life.</p> <p>Supportive services assistance will be provided to eligible Housing First clients in order to assist them in establishing and maintaining stable, permanent housing, develop job skills, and access mainstream resources.</p>	<p>The agency shall lease at least twenty (20) units through the use of housing moneys to chronically homeless individuals living within the Columbia City Limits in order to provide permanent supportive housing within the time period of the first budget year.</p> <p>The agency shall make available appropriate supportive services for Housing First clients living in all units within the time period of the first budget year.</p>