

**OFFICE OF HEALTH & HUMAN SERVICES**  
**PURCHASE OF SERVICE CONTRACT**  
**WITH**  
**LUTHERAN METROPOLITAN MINISTRY**

**AMENDMENT**

**IN CONSIDERATION** of the mutual promises contained in the Contract Agreement by and between the County of Cuyahoga, Ohio (the "County") and Lutheran Metropolitan Ministry, a corporation not-for-profit, with principal offices located at 1468 W. 25<sup>th</sup> Street, Cleveland, Ohio 44113, (the "Provider"), for emergency shelter services for chronically homeless men, effective January 1, 2013, Cuyahoga County Contract No. CE - 1300099-01.

**WITNESSETH:**

**WHEREAS**, in order to continue to provide emergency shelter services for chronically homeless men, an amendment to the aforementioned Contract Agreement is necessary:

**NOW, THEREFORE**, the following amendments to the aforementioned Contract Agreement are agreed to by and between the parties hereto, as follows:

1. Except as herein specifically amended through the attached Scope of Services, all terms and provisions contained in the parent Contract are hereby ratified, confirmed, and said Contract is hereby incorporated to the same extent as if fully rewritten herein.
2. The term of the contract remains the same.
3. The amount of the contract is to be increased by **\$26,785.00**.
4. By entering into this Contract, I agree on behalf of the Provider, it's Officers, Employees, Subcontractors, Subgrantees, Agents or Assigns, to conduct this transaction by electronic means by agreeing that all documents requiring County signatures may be executed by electronic means, and that the electronic signatures affixed by the county to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document. I also agree on behalf of the aforementioned entities and persons, to be bound by the provisions of chapters 304 and 1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of Cuyahoga County.

**IN WITNESS WHEREOF**, the County and the Provider have executed this Agreement.

Lutheran Metropolitan Ministry

BY: Michael R. Sering  
Michael R. Sering

County of Cuyahoga, Ohio

Edward Fitzgerald, County Executive

BY: Edward Fitzgerald, County Executive  
Edward Fitzgerald, County Executive  
2013-07-16 16:41:46

**Family OF Budget - LMM**

**Monitoring staff:**

Salary	5445	1.5 FTE paid staff @ \$9/hr	Staffing based on 2 persons per night with either 2 paid staff or 1 paid staff and 1 WEP participant
FICA	417		
WC	225		
Unempl	250		

6337 Salary subtotal

WEP	465	.5 WEP workers
Driver	775	1 driver x1 trips daily
Laundry	155	\$5/day
Space	1000	\$1000 per month
Cleaning	100	Cleaning supplies including Janitorial
Supplies	600	Diapers, formula, bottles, pacifiers, wipes...etc
Food	775	Snacks
Admin	1427	LMM Administrative costs

5297 Other costs subtotal

Total Monthly	11634	Total cost	23268
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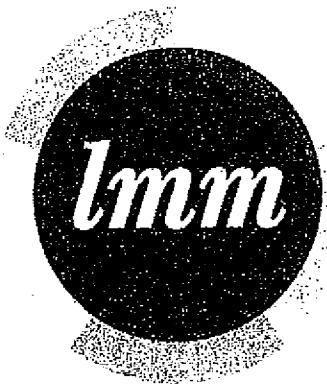
Fixed cost monthly	1000	3000
Variable monthly	10634	21268
Daily variable (1/31)	354	

Total costs	24268	
Total startup	2517	
Total project cost	26785	

Based upon 3 months of fixed costs and 2 months of staffing. Subject to revision.

# Lutheran Metropolitan Ministry

## Family Overflow Program



lutheran  
metropolitan  
ministry

listening, serving, empowering.

June 2013

*The partnership with Lutheran Metropolitan Ministry the Cuyahoga County Office of Homeless Services, Mental Health Services Inc., and Grace Lutheran Church is being developed to provide emergency shelter to families who are experiencing homelessness.*

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*The following documents are compiled to help clarify each organizations role.*

**Contents:**

- I. MOU Agreement**
- II. Staff Guidelines/Pool**
- III. Rules and Regulations**
- IV. Logistical Flow**
- V. MHS Participation Agreement**
- VI. MHS Shift Report**

**Grace Lutheran Church and Lutheran Metropolitan Ministry (LMM) 2100 Shelter:  
Service Partnership Agreement/MOU**

**Goal:** *The two organizations will work collaboratively to facilitate overflow as needed for families who are experiencing homelessness.*

***Mission/Goal Statements:***

- A. LMM's shelter program goal is to provide emergency shelter, supportive services, and solutions to end homelessness.
- B. Grace Lutheran services' goal is to: Grace tries to share God's love in word and deed with others in the world. It does it primarily through helping each other to be graciously/lovingly present for other people – co-workers, strangers, neighbors, partners and family in daily life.

The compatibility in mission and goals and available resources/capacities to facilitate overflow create the opportunity for an excellent partnership, in which each agency's role is as follows:

***LMM:***

- A. When the need for overflow arises, enact the "Overflow Protocol" (attached), including:
  - 1) Provide transportation to and from Grace Lutheran Church [Grace]
  - 2) Provide staffing to supervise families.
  - 3) Be accountable for the conduct of the staff person provided
- B. Provide pass-thru reimbursement to Grace for services rendered, according to Office of Homeless Service's guidelines, approval, and billing requirements, including:
  - 1) LMM will reimburse Grace per the attached agreed upon fee schedule.
- C. Deliver bunks, mattresses, pillows, and linens from 2100 inventory.
- D. LMM will clean facility on a daily basis after each use.
- E. Provide feedback and meet as needed to address any issues to optimize efficiency and services.

***Grace agrees to:***

- A. Provide appropriate accommodations on a nightly, as needed basis for families who are homeless and who are referred by MHS Inc. [Coordinated Intake].
- B. Ensure lower level facility availability each day beginning at 7:30 pm and ending at 8:00 am [Exception Being Thursday where one of the sleeping units shall not be available until 8:30 pm].
- C. Provide monthly invoice (email, fax, mail) to Michael Moguel.
- D. Provide feedback and meet as needed to address any issues to optimize efficiency and services.

***Timeline:*** This agreement is valid from June, "", 2013 until September, "", 2013. Grace and LMM may agree to extend this agreement per the same terms by executing another MOU. Either party may terminate the agreement upon 15 day written notice to all parties if necessary circumstances arise.

***Changes:***

Both Grace and LMM recognize that there may need to be changes to this agreement and will update this document in writing as agreed to by both parties.

Signed, Grace

Date

Signed, LMM

Date

### **Staffing Guidelines:**

Lutheran Metropolitan Ministries has all potential employees submit to both a background check and drug screening. Upon successful completion of these two basic barriers an offer of employment is conveyed to the candidate.

The guidelines we are seeking to use for placement at the family overflow system are based in part not as child care workers but as facility and security monitors. Families are mandated to remain together and monitoring and supervision of children is maintained by the head of household, not LMM.

No current employee or trainee with any of the following convictions or status will be placed at the family overflow site:

- Sexually related or oriented crimes
- Any crimes against children
- Placement on the Sex-offender listing [all tiers]
- Conviction for Arson

Past felony convictions will be evaluated on a case by case basis.

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### **Staffing Pool**

1. Andre DeBrossard, Staff
2. Nate Day, Staff
3. Jose Mateo, Staff
4. Livingston, Stipend
5. Vincent Turner, Stipend
6. Anthony Brown, Stipend

## **Logistical Flow of Operations**

On a daily basis after June 5<sup>th</sup> MHS Inc. and LMM will commence operations of the Family Overflow site located at Grace Lutheran Church.

Daily operations will follow this out line:

- I. By 6 PM nightly a representative of MHS Inc. will contact LMM to either initiate overflow operations or to notify LMM that overflow will not be needed.
- II. LMM will dispatch a shuttle bus and staff to pick up family units at [TBD] and transports to Grace.
- III. Staff assigns sleeping arraignments, making sure the minimum space required to accommodate families is used.
- IV. Free Time Begins
- V. Snacks at 8:00 p.m.
- VI. Curfew begins at 9:00
  - a. 9:00 pm Curfew for children under 15
  - b. 10:00 pm Curfew for all minors
  - c. 10:30 pm Curfew for all
- VII. 11:00 pm Lights Out
- VIII. 6:00 am Wake up
- IX. 6-7 am Clean Up
- X. 6:45 am Pick up and transport
- XI. 7:00 am Leave Grace
- XII. 7:30 am Arrive Appointed Drop off Site