

FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH CLUTCH CONSULTING GROUP.

This First Amendment revises the 2022 Professional Services Agreement entered into on October 25, 2022, by and between Clutch Consulting Group and The City of Oklahoma City entered into on October 25, 2022. The Agreement is amended as follows:

- 1) Section 2(a) is revised to change the contract Administrator from Lindsay Cates to Jerod Shadid.
- 2) Section 10(l) is revised to change the Contract Administrator Lindsay Cates to Jerod Shadid.
- 3) Section 10(m) is revised to set the term of the agreement to July 1, 2022 through December 31, 2025.
- 4) Attachment “A” (“Project Description and Scope of Services”) replaces the existing Attachment A in its entirety. It is revised to extend the Scope of Services through December of 2025, add additional services for Phases III & IV of the project and revise the Cost Summary.
- 5) Attachment “B” (“List of Deliverables”) replaces the existing Attachment B in its entirety. It is revised to extend the List of Deliverables through December of 2025 and add additional services for Phases III & IV of projects.
- 6) Attachment “C” (“Payments and Schedule of Fees”) replaces the existing Attachment C in its entirety. It is revised to increase the budget and extend the Schedule of Fees through December of 2025.
- 7) Attachment “D” (“Clutch Consulting’s Project Team”) replaces the existing Attachment D in its entirety. It is revised to change the Associate Director of System Transformation from Amber Austin to Jonathan Danforth.
- 8) Attachment “E” (“Insurance”) replaces the existing Attachment E in its entirety. It is revised to add current Certificate of Liability Insurance.
- 9) Attachment “F” (“Service Provider’s Proposal”) is revised to extend the Proposal for Consultation Services through December of 2025 and additional activities, objectives and costs.

All other provisions of the initial Agreement remain intact. The amended provisions now read as follows:

2. Retention of CLUTCH CONSULTING and Scope of Services

(a) CLUTCH CONSULTING is solely responsible for the actions, non-action, omissions, and performance of CLUTCH CONSULTING'S employees, agents, contractors, and subcontractors (herein collectively included in the term "Service Provider's Project Team") and to ensure:

(1) the timely provision of the Project and timely performance of the Scope of Services as each are defined in **Attachment "A"**,

(2) the timely provision of all services, products, solutions and deliverables, including but not limited to, the Deliverables listed on **Attachment "B"**,

CLUTCH CONSULTING will be solely responsible to ensure the CLUTCH CONSULTING'S Project Team fully understands the Project, the Scope of Services, the Deliverables, the schedule for performance, and the CITY'S goals and purposes. CLUTCH CONSULTING will be solely responsible to ensure the CLUTCH CONSULTING'S Project Team is adequately trained, instructed, and managed so that CLUTCH CONSULTING timely provides the Project and satisfies CLUTCH CONSULTING'S obligations under this Agreement. CLUTCH CONSULTING may not change the CLUTCH CONSULTING'S Project Team as set forth on Attachment "D" ("CLUTCH CONSULTING'S Project Team and the CITY'S Resources") without the prior written consent of the CITY'S Contract Administrator. The CITY'S Contract Administrator is ~~Lindsay Cates~~ Jerod Shadid of the Planning Department or other person so designated by the CITY Manager, as stated in writing.

10. Miscellaneous.

(l) **Notices.** Any notice, request, demand or other communication required or permitted hereunder shall be in writing and shall be deemed to have been given if e-mailed, hand delivered, or sent by facsimile transmission (upon confirmation of receipt), or if sent by certified mail (upon the sooner of the expiration of three (3) days after deposit in United States post office facilities properly addressed with first class postage prepaid or acknowledgment of receipt). All notices and payments to a party will be sent to the addresses set forth below or to such other address or person as such party may designate by notice to each other party hereunder:

To CLUTCH CONSULTING:

Clutch Consulting Group
9450 Pinecroft, Suite 9851
The Woodlands, TX. 77380

To CITY;

City of Oklahoma City, Attention: City Clerk
200 North Walker Ave., 2nd Floor. Oklahoma City, Oklahoma 73102
Telephone: (405) 297-2391
Fax: (405) 297-3121

~~Lindsay Cates~~ Jerod Shadid, Contract Administrator
420 W. Main St. 9th Floor. Oklahoma City, Oklahoma 73102
Jerod.shadid@okc.gov

Professional Services Agreement

Attachment “A” (“Project Description and Scope of Services”),

Below is a copy of the Project Description and the Scope of Services to be provided by the CLUTCH CONSULTING in accordance with this Agreement.

Project Description

Phase II of the City of Oklahoma City’s Homeless System Transformation includes facilitating the continued alignment to the newly established system vision among leadership tables, balancing political demands and strategic implementation of collective impact goals, augmenting implementation capacity and rapidly building facilitative leadership skills of the CoC staff to sustain system management at scale and drive ongoing implementation refinement activities. It also includes accelerating additional housing resources to amplify exit pathways and further reduce the point-in-time count in subsequent years.

These goals will be accomplished by focusing homeless activities in 3 areas- 1) Rapid process improvement through targeted focus on rehousing the unsheltered, 2) Amplification of Exit Pathways, and 3) Formalization of a New CoC Governance Structure.

Clutch Consulting Group will provide intensive coaching of lead agency staff in system planning, facilitative leadership, project management, management team dynamics, and communications and alignment across the spheres of influence to support this work.

Phase III of the City of Oklahoma City’s Homeless System Transformation includes intensive leadership support to prepare, launch, and implement the Encampment Rehousing Initiative including the daily leadership support to project manage, lead, and train field staff on implementation throughout the initiative and serve as additional staffing capacity until the encampment lead is hired and fully trained. In addition, the phase extends facilitative leadership coaching through 2024 and initiates training and support for a new annual planning practice for 2024 and 2025.

Phase IV of the City of Oklahoma City’s Homeless System Transformation includes intensive support to prepare and launch a new nonprofit partner dedicated to aiding the city in leading the CoC including hosting and managing the homeless management information system, coordinated entry and inventory management system, and all data reporting and public communications. In addition, this phase will extend coaching and SME support for the expansion of permanent supportive housing and communications through 2025 and facilitate the annual planning exercises for 2026 action plans.

Scope of Services

The following represents the proposed engagement cadence, intensity and costs including travel expenses. Any deviation from the proposed activities may alter the cost and will be negotiated at the time of modification.

| | |
|---|--|
| Phase II | |
| July- December 2022 | Costs \$150,000 (FUNDED) |
| <i>Objectives</i> | <ul style="list-style-type: none"> - Socialization and funding of action plan - Harness political support - Alignment of PSH development including long-term service providers - Encampment decommissioning testing and initiation of process improvements - Governing board refresh |
| <i>Activities</i> | |
| Leadership Coaching | <ul style="list-style-type: none"> - Weekly scheduled and on-demand coaching of city staff/leadership - Weekly lead agency coordination meetings to establish team dynamics, roles, and engagement practices - Monthly funder check ins - Facilitative leadership training and booster sessions for management staff - Monthly onsite coordination and training activities to facilitate or provide subject matter expertise in support of achieving the objectives - Create and facilitate a work group to drive the governance refresh, seating a new governing board by December and launching in January/February |
| Encampment Decommissioning Test and Preparation for Expansion | <ul style="list-style-type: none"> - 4 – 6 weeks onsite for test - Teach and prepare to standardize process with management and provider staff including outreach, landlord engagement, and City services. - Host after action debrief and initiate process improvements to prepare for continued targeted rehousing of the unsheltered population and subsequent decommissionings - Support City staff in process to identify and onboard a project manager - Facilitate internal planning process at the City to identify encampment decommissioning plan, schedule, and resources. - Onsite support to launch second decommissioning project with remote daily coaching throughout - |
| January – June 2023 | Costs \$100,000 (FUNDED) |

| | |
|--|--|
| <i>Objectives</i> | <ul style="list-style-type: none"> - Launch new collective impact governing board - Expand CES and HMIS improvements to all rehousing activities - Expand Encampment Decommissioning - Continue PSH alignment activities and prepare for PSH expansion |
| <i>Activities</i> | |
| Leadership Coaching & Implementation Support | <ul style="list-style-type: none"> - Weekly scheduled and on-demand coaching of City staff/leadership including support for management of new governing board - Weekly lead agency coordination meetings - Monthly funder check ins - Monthly onsite coordination and training activities to facilitate or provide subject matter expertise in support of achieving the objectives - Weekly coaching of CES, HMIS, and encampment project managers to support expansion of system improvements - Train and coach on work group preparation, management, and facilitation to drive implementation and effective socialization and engagement practices across the ecosystem |
| July – December 2023 | Costs \$75,000 (FUNDED) |
| <i>Objectives</i> | <ul style="list-style-type: none"> - Continued process improvements where necessary to amplify permanent housing exits and targeting of the unsheltered - Continued support for PSH expansion - Prepare 2024 action plan |
| <i>Activities</i> | |
| Leadership Coaching & Implementation Support | <ul style="list-style-type: none"> - Weekly leadership coaching - Monthly and on-demand implementation coaching - Bi-monthly onsite planning, coordination, and implementation support activities including facilitation of community process and preparation of 2024 Action Plan |

Phase II Cost Summary

| Activities | Total Cost |
|----------------------|---------------------------------|
| July – December 2022 | \$150,000 |
| January – June 2023 | \$100,000 |
| July – December 2023 | \$ 75,000 |
| Total | \$325,000 (FULLY FUNDED) |

Phase III

| | |
|-------------------------|--------------------------------|
| January – December 2023 | Cost \$194,500 (FUNDED) |
|-------------------------|--------------------------------|

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| <i>Objectives</i> | <ul style="list-style-type: none"> - Preparation of the Encampment Rehousing Initiative Action Plan and Budget - Socialization and funding of Encampment Rehousing Initiative Action Plan - Preparation and implementation of a funding administration plan for the Encampment Rehousing Initiative - Daily leadership and field support to project manage and assist in preparation and launch of initiative, including additional onsite support as needed - Intensive onsite and remote coaching of new project manager |
| <i>Activities</i> | |
| Encampment Rehousing Initiative | <ul style="list-style-type: none"> - Weekly scheduled and on-demand coaching of City staff/leadership to prepare and execute initiative action plan and funding administration plan. - Weekly lead agency coordination meetings to establish team dynamics, roles, and engagement practices for management of the initiative - Monthly and on-demand funder check ins to secure resources and align to funding plan - Onsite multiple days each month to lead decommissioning field work and train new project lead - Lead daily/weekly leadership briefings |
| January – December 2024 | Cost \$220,000 |
| <i>Objectives</i> | <ul style="list-style-type: none"> - Equip City staff to support and actively manage governing bodies - Equip project managers to actively manage HMIS, CES, Encampments, and PSH expansion - Equip and Facilitate 2025 Action Planning including new strategic goals and initiatives |
| <i>Activities</i> | |
| <i>Leadership Coaching & Implementation Support</i> | <ul style="list-style-type: none"> - Weekly and on demand leadership coaching, with more targeted SME based assignments to assist leadership and project leads - Monthly and on-demand implementation coaching with Clutch acting only as coach and SME and fully equipping project managers to facilitate and effectively drive implementation and performance management over HMIS, CES, and encampments. - Targeted facilitative leadership and coaching for planning and execution of PSH expansion activities. - Monthly or bi-monthly onsite planning, coordination, and implementation support activities including facilitation of community process and preparation of 2025 Action Plan |

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| Phase IV | |
| January – December 2024 | Cost \$30,000 |
| <i>Objectives</i> | <ul style="list-style-type: none"> - Prepare to launch new nonprofit agency to work in partnership with City on lead agency duties including hosting HMIS, CES, fundraising, communications, and project management and coordination. |
| <i>Activities</i> | |
| Lead Agency Structure and Services Delivery | <ul style="list-style-type: none"> - Lead exploration phase, including feasibility analysis, stakeholder engagement, work group facilitation, recommendations, and work planning to identify the best nonprofit structure to aid the City in serving as the CoC lead agency. - Project manage launch preparation activities under new nonprofit board, including hiring of executive leader, initial operating budget, and staffing plan. |
| January – December 2025 | Cost \$148,500 |
| <i>Objectives</i> | <ul style="list-style-type: none"> - Support launch of new nonprofit functions and new leadership dynamics between City and nonprofit entity - Continued coaching and SME support for PSH expansion and communications - Co-facilitate 2026 Annual Planning process and development of action plan |
| <i>Activities</i> | |
| <i>Leadership Coaching & Implementation Support</i> | <ul style="list-style-type: none"> - Weekly coaching of leadership team and project managers to launch new strategic initiatives - Targeted project management coaching for PSH expansion and communications activities - Bi-monthly onsite planning and training including co-facilitation of 2026 annual planning process - Assist staff in preparation of annual action plans |

Phase III & IV Cost Summary

| Activities | Total Cost |
|-------------------------------------|---------------------------|
| January – December 2023 | \$194,500 (FUNDED) |
| January – December 2024 | \$250,000 |
| January – December 2025 | \$148,500 |
| Total | \$593,000 |
| Total Remaining to be Funded | \$398,500 |

Professional Services Agreement

Attachment “B” (“List of Deliverables”),

The following is the List of Deliverables to be provided by CLUTCH CONSULTING and the timeframe upon which same must be completed and provided with supporting documentation by CLUTCH CONSULTING and in accordance with the requirements of this Agreement. The milestone payments and schedule of fees to provide these products, solutions and deliverables are listed in Attachment C.

| Deliverables | Date delivered by |
|---|-------------------|
| Test encampment decommissioning and establish a plan to expand encampment response | 12/31/2022 |
| Establish implementation work groups and facilitate the planning, testing, and performance improvement baselining and goal setting related to: i. improving utilization of existing housing subsidies, ii. reducing the time from referral to move-in, and iii. expanding the number of landlords accepting homeless system subsidies. | 12/31/2022 |
| Establish a new CoC Board and begin operating the new board | 3/30/2023 |
| Secure at least \$3.5M in new federal resources | 6/30/2023 |
| Facilitate an annual CoC planning process to set collective impact goals, establish new system performance targets and prioritize strategies for 2024 | 12/31/2023 |

| Phase III Deliverables | Date delivered by |
|---|-------------------|
| Expand testing of encampment decommissioning based on resource availability | 6/30/2023 |
| Prepare an Encampment Rehousing Initiative Plan and Budget | 2/28/2023 |
| Present to Plan to City Council | 4/30/2023 |
| Secure resources and launch Encampment Rehousing Initiative | 8/31/2023 |

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|---|------------|
| Encampment Initiative project lead trained and leading with supports | 3/31/2024 |
| Rehouse 350 individuals by end of 2024 | 12/31/2024 |
| Project managers/leads in HMIS, CES, and Encampments leading with minimal supports | 12/31/2024 |
| Facilitate an annual CoC planning process to set collective impact goals, establish new system performance targets and prioritize strategies for 2025 | 12/31/2024 |

| Phase IV Deliverables | Date delivered by |
|--|-------------------|
| Proposed structure for lead agency partnership | 6/30/2024 |
| New structure finalized and established | 12/31/2024 |
| New structure fully operational | 09/30/2025 |
| PSH expansion tracking and management practices fully adopted | 8/31/2024 |
| Communications plan created and adopted. | 12/31/2025 |
| Co-facilitate an annual CoC planning process to set collective impact goals, establish new system performance targets and prioritize strategies for 2026 | 12/31/2025 |

Professional Services Agreement

Attachment “C” (“Payments and Schedule of Fees”),

Payments and Schedule of Fees are as follows:

| Phase II Payments and Schedule of Fees | | |
|--|------------------|------------------|
| Description Monthly flat rate that includes all hours and travel costs. Monthly reports will be submitted that detail the time and activities for the month along with an invoice. Payment schedule based on the scope of services | | |
| Months | Amount per month | Total |
| July-December 2022 | \$25,000.00 | \$150,000.00 |
| January- April 2023 | \$ 16,666.67 | \$66,666.68 |
| May-June 2023 | \$16,666.66 | \$33,333.32 |
| July-December 2023 | \$12,500.00 | \$75,000.00 |
| <i>Total</i> | | <i>\$325,000</i> |
| Phase III & IV Payments and Schedule of Fees | | |
| Description Monthly flat rate that includes all hours and travel costs. Monthly reports will be submitted that detail the time and activities for the month along with an invoice. Payment schedule based on the scope of services | | |
| Months | Amount per month | Total |
| January – August 2023 | \$16,208.33 | \$129,666.64 |
| September - December 2023 | \$ 16,208.34 | \$64,833.36 |
| January - August 2024 | \$20,833.33 | \$166,666.64 |
| September – December 2024 | \$20,833.34 | \$83,333.36 |
| January – December 2025 | \$12,375.00 | \$148,500 |
| <i>Total</i> | | <i>\$593,000</i> |

Professional Services Agreement

Attachment “D” (“CLUTCH CONSULTING’S Project Team),

CLUTCH CONSULTING may not modify, revise or change any other member of the CLUTCH CONSULTING’S Project Team without the prior written consent of the CITY’S Contract Administrator, which if CLUTCH CONSULTING clearly and convincingly presents verifiable documentation and information that the CLUTCH CONSULTING’S Project Team replacement is equally skilled with the listed team member, the CITY’S Contract Administrator’s consent will not be unreasonably withheld.

| Clutch Consulting Team | | |
|--|---|---|
| <i>Name</i> | <i>Title</i> | <i>Role</i> |
| Tammy McGhee | Director of System Transformation | Serves as the lead consultant and leadership coach |
| Mandy Chapman Semple | Managing Partner | Supports lead and leadership coaching |
| Heather Muller | Managing Partner | Coaches implementation and process improvement activities |
| Amber Austin Jonathan Danforth | Associate Director of System Transformation | Coaches implementation and process improvement activities |

Professional Services Agreement

Attachment “E” (“Insurance”),

Insurance Certificates

Attached behind this page is a Certificate of Insurance provided by CLUTCH CONSULTING to meet the requirements listed below. CLUTCH CONSULTING shall maintain the insurance throughout the entire contract.

Prior to approval of this contract, the CLUTCH CONSULTING (CONSULTANT/SERVICE PROVIDER) shall obtain insurance coverage as provided below. The CONSULTANT/SERVICE PROVIDER must provide, pay for, and maintain the types of insurance policies provided herein, in amounts of coverage not less than those set forth below. Certified, true and exact copies of all insurance policies required and endorsement pages shall be provided to the City and its participating trusts on a timely basis if requested by City staff.

All insurance must be from responsible insurance companies which are authorized to do business in the state of Oklahoma and are acceptable to the City and its participating trusts. The required insurance coverage and policies shall be performable in Oklahoma City, Oklahoma, and shall be construed in accordance with the laws of Oklahoma.

Nothing in this Section shall define or limit the rights of any party to this contract under any other provision of this contract, including but not limited to any indemnification provision.

- A. Additional Insureds: All liability policies (except professional liability and worker’s compensation and employer’s liability policies) shall provide that the City and its participating trusts are named additional insureds without reservation or restriction. The City and any of its participating trusts shall be named as loss payees on the CONSULTANT/SERVICE PROVIDER’s valuable papers insurance policy for this Project.

All insurance coverage of the CONSULTANT/SERVICE PROVIDER shall be primary and non-contributory to any insurance or self-insurance program carried by the City and its participating trusts.

All insurance policies shall include a severability of interest provision wherein claims involving any insured hereunder, except with respect to limits of insurance, interests shall be deemed separate from any and all other interest herein, and coverage shall apply as though each such interest was separately insured.

- B. Deductibles: All policies must be fully insured with any single policy deductible not exceeding \$25,000. All deductibles must be declared on the certificate of insurance. If no deductible is declared, the CONSULTANT/SERVICE PROVIDER is stating a deductible does not exist and thus a deductible is not approved or accepted. If the CONSULTANT/SERVICE PROVIDER’s deductible is different than declared, then the City and its participating trusts will hold an equal amount from pay claims until corrected.

Self-insured retentions will not be accepted unless accompanied by a bond (financial guarantee bond) or irrevocable letter of credit guaranteeing payment of the losses, related investigations, claim administration and defense expenses not otherwise covered by the CONSULTANT/SERVICE PROVIDER's self-insured retention.

- C. Policy Limits: The insurance coverage and limits required of the CONSULTANT/SERVICE PROVIDER under this contract are designed to meet the minimum requirements of the City and its participating trusts. Such coverage and limits are not designed as a recommended insurance program for the CONSULTANT/SERVICE PROVIDER. The CONSULTANT/SERVICE PROVIDER alone shall be responsible for the sufficiency of its own insurance program. Should the CONSULTANT/SERVICE PROVIDER have any question concerning its exposures to loss under this contract or the possible insurance coverage needed therefore, the CONSULTANT/SERVICE PROVIDER should seek professional assistance.

All policies shall be in the form of an "occurrence" insurance coverage or policy. If any insurance is written in a "claims-made" form, the CONSULTANT/SERVICE PROVIDER shall also provide tail coverage that extends a minimum of two year from the expiration of this contract.

The minimum aggregate limits of such insurance policies and continuing coverage shall be:

- (1) Worker's Compensation and Employer's Liability Insurance. The CONSULTANT/SERVICE PROVIDER shall provide and maintain, during the term of the contract, worker's compensation insurance as prescribed by the laws of the state of Oklahoma and employer's liability Insurance in an amount not less than One Hundred Thousand Dollars (\$100,000.00) each for all its employees employed at the site of the Project, and in case any work is subcontracted, the CONSULTANT/SERVICE PROVIDER shall require the subcontractor similarly to provide worker's compensation and employer's liability insurance for all the subcontractor's employees, unless such employees are covered by the protection afforded by the CONSULTANT/SERVICE PROVIDER. In the event any class of employees engaged in work performed under the contract or at the site of the Project is not protected under such insurance heretofore mentioned, the CONSULTANT/SERVICE PROVIDER shall provide and shall cause each subcontractor to provide adequate insurance for the protection of the employees not otherwise protected. If the CONSULTANT/SERVICE PROVIDER is exempt under the laws of the state of Oklahoma from the requirement to obtain and maintain worker's compensation insurance, then the CONSULTANT/SERVICE PROVIDER must provide CITY and its participating trusts a copy of its Affidavit of Exempt Status from the Oklahoma Insurance Department.
- (2) Commercial General Liability Insurance. The CONSULTANT/SERVICE PROVIDER shall provide and maintain commercial general liability insurance coverage sufficient to meet the maximum cumulative liability of all parties to this contract, including CITY and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*, (GTCA) and any amendment or addition thereto, as provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

- (3) Automobile Liability Insurance. The CONSULTANT/SERVICE PROVIDER shall provide and maintain comprehensive automobile liability insurance coverage as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles sufficient to meet the maximum cumulative liability of all parties to this contract, including CITY and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*, (GTCA) and any amendment or addition thereto, unless otherwise specifically and expressly provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

- D. Certificates: The insurance coverage and limits required must be evidenced by properly executed certificates of insurance on forms approved by the Oklahoma Insurance Commissioner. Copies of these certificates have been provided to the Purchasing Agent or her/his designee prior to execution of this contract and are attached hereto. The certificate(s) must be signed by the authorized representative of the insurance company(s) shown in the certificate(s). The CONSULTANT/SERVICE PROVIDER must attach a copy of the power of attorney evidencing the authority of the authorized representative to execute the certificate of insurance. The certificate must include the Project or Contract number and Project or Contract description or name.
- E. Cancellation. There may be no termination, non-renewal, reduction in coverage, or modification of such insurance coverage.

The CONSULTANT/SERVICE PROVIDER authorizes the City and its participating trusts to confirm all information so furnished as to the CONSULTANT/SERVICE PROVIDER's compliance with its bonds and insurance requirements with the CONSULTANT/SERVICE PROVIDER's insurance agents, brokers, surety and insurance carriers. The lapse of any insurance policy or coverage required by this contract is a breach of this contract for which the CONSULTANT/SERVICE PROVIDER shall repay and reimburse all payment made under the contract and such other damages, losses, and costs incurred by the City and its participating trusts. The City and its participating trusts may at their option suspend this contract until there is full compliance with this paragraph, and/or may suspend payment under this contract, and/or may cancel or terminate this contract and seek damages for the breach of this contract. The remedies in this paragraph shall not be deemed to waive or release any remedy available to The City and its participating trusts. The City and its participating trusts expressly reserve the right to pursue and enforce any other cause or remedy in equity or at law.

In the event of a reduction in any aggregate limit, the CONSULTANT/SERVICE PROVIDER shall immediately notify the City and its participating trusts and shall make reasonable efforts to have the full amount of the limits appearing on the certificate reinstated. If at any time the City and its participating trusts request a written statement from the insurance company(s) as to any impairments to or reduction of the aggregate limit, the CONSULTANT/SERVICE PROVIDER hereby agrees to promptly authorize and have delivered to the City and its participating trusts such statement.

- F. Duration of Coverage. All insurance coverage required under this contract shall be maintained in full force and effect until completion and formal acceptance of the Project by the City and its participating trusts. For CONSULTANT/SERVICE PROVIDERS providing claims-made insurance coverage, such coverage must be maintained in full force and effect for a period of two (2) years after the final, formal acceptance of this Project by the City and its participating trusts.

The requirements of the insurance provisions listed above shall survive the completion, expiration, cancellation or termination of this contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/08/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER COR Plus Commercial Insurance Services, LLC 2121 Lohmans Crossing Suite #504-874 Austin, TX 78734 | CONTACT NAME: Lucynda Tamez PHONE (A/C No. Ext): 844.567.1818 E-MAIL ADDRESS: info@corplusinsurance.com FAX (A/C, No): 949.206.1127 | | | | | | | | | | | | | | |
|---|---|-------------------------------|--------|-------------------------------------|-------|-------------------------------------|-------|------------|--|------------|--|------------|--|------------|--|
| INSURED Clutch Consulting Group LLC 31403 Imperial Bluff Court Spring TX 77386 | <table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Hiscox Insurance Company</td><td>10200</td></tr><tr><td>INSURER B: Hiscox Insurance Company</td><td>10200</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Hiscox Insurance Company | 10200 | INSURER B: Hiscox Insurance Company | 10200 | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A: Hiscox Insurance Company | 10200 | | | | | | | | | | | | | | |
| INSURER B: Hiscox Insurance Company | 10200 | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | |

COVERAGES

CERTIFICATE NUMBER: 1001497536

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-------------------------------------|--------------------------|----------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | P101.735.550.1 | 04/11/2023 | 04/11/2024 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Elec Data Liability \$ 25,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | P101.735.550.1 | 04/11/2023 | 04/11/2024 | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | <input type="checkbox"/> | <input type="checkbox"/> | | | | WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| B | Professional Liability Insurance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | P101.735.551.1 | 04/11/2023 | 04/11/2024 | Aggregate Limits \$ 1,000,000 Occurrence \$ 1,000,000 Deductible \$ 1,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Professional Service Agreement (Clutch and City of OKC) The City of Oklahoma City and any participating public trust are named as additional insured with respect to the general liability ,auto liability listed above.

A 30 day notice will be provided inf any of the above described polices be cancelled before the provided expiration date there of.

CERTIFICATE HOLDER**CANCELLATION**

| | |
|---|---|
| City of Oklahoma City (or Trust) City or Clerks Office 200 N Walker Suite 200 Oklahoma City, OK 73102 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|---|

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/14/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER Doug Jones (Justworks) c/o Artex Risk Solutions, Inc. P.O. Box 13838 Scottsdale, AZ 85267 | CONTACT NAME: Justworks Customer Success PHONE (A/C, No, Ext): (888) 534-1711 FAX (A/C, No): E-MAIL ADDRESS: support@justworks.com | | | | | | | | | | | | | | |
|---|--|-------------------------------|--------|---|-------|-------------|--|-------------|--|-------------|--|-------------|--|-------------|--|
| INSURED Justworks Employment Group LLC PO Box 7119 Church Street Station New York, NY 10008-7119 | <table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : American Zurich Insurance Company</td><td>40142</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : American Zurich Insurance Company | 40142 | INSURER B : | | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : American Zurich Insurance Company | 40142 | | | | | | | | | | | | | | |
| INSURER B : | | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:**23NY017971498**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-------------------|----------|----------------------------------|-------------------------|-------------------------|---|
| | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | | WC 00-94-236-07 | 06/01/2023 | 06/01/2024 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000 |
| | | | | Location Coverage Period: | 06/01/2023 | 06/01/2024 | Client# 31097-TX |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage is provided for only those co-employees of, but not subcontractors to:
Alt. Emp: Clutch Consulting Group LLC
31403 Imperial Bluff Ct.
Spring, TX 77386

CERTIFICATE HOLDER

Clutch Consulting Group LLC
31403 Imperial Bluff Ct.
Spring, TX 77386

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Professional Services Agreement

Attachment “F” (“Service Provider’s Proposal”)



Amended Proposal for Consultation Services

Homeless System Transformation – Phase 2

*Prepared for Inasmuch Foundation, Arnall Family Foundation, and City of Oklahoma City
June 14, 2022*

Phase 2 – Targeted Rehousing to Drive Rapid Process Improvements *July 2022 – December 2023*

EXAMPLE - Collective Impact Goals & Objectives
(Such goals would need to be developed and approved by CoC)

1. Primary Goals (2022-2025)
 - a. Reduce unsheltered homelessness by >75%.
 - b. Reduce chronic homelessness by >75%.
 - c. Reduce youth homelessness by 40%.
 - d. Reduce overall homelessness by >30%.
2. Primary Objectives (2022 – 2025)
 - a. Eliminate tent encampments (3+ encamped individuals)
 - i. Targeted encampment decommissioning through rehousing (coordinated effort between outreach, CES, housing case managers, landlord engagement, and city services)
 - ii. Expansion of low-barrier winter/year-round night sheltering
 - b. Expand Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH)
 - i. Develop 500+ units of new PSH
 - ii. Expand landlord engagement tactics to increase access to rental units across the city
 - iii. Standardize duration and intensity of subsidies and supportive services for rapid rehousing and permanent supportive housing
 - iv. Connect long-term behavioral health services to PSH subsidies/units
 - v. Secure additional federal resources annually to support expansion
 1. YHPD – up to \$3M
 2. Unsheltered NOFO – TBD (up to \$4.7M)
 3. CoC NOFO – maximum bonus available

- c. **Reduce the average length of a homeless episode**
 - i. Reduce the number of days from referral of a rehousing intervention to move-in (exit from homelessness) – baseline to be established during CES refinements including the use of the HMIS to track referral and timeliness data.
 - ii. Increase the number of individuals diverted from shelter – baseline established with introduction of formal diversion program model and practices recorded in HMIS.
 - iii. Increase the number of individuals rapidly resolving homelessness – baseline established with introduction of formal rapid resolution program model and practices recorded in HMIS.
- d. **Immediately (2022) establish a collective impact governance structure to set strategy and policies, align resources, oversee implementation, and overcome barriers to success.**
 - i. Establish a new Homeless System (CoC) Governing Board.
 - ii. Establish a robust workgroup structure comprised of providers and those with lived expertise to support phased implementation.
 - iii. Amplify the City’s ability to act as lead agency by expanding and empowering staff and reorganizing the contractual relationship with Homeless Alliance to secure dedicated CES and HMIS staff.

Clutch Phase 2 Objectives

1. Facilitate the continued alignment among leadership tables, balancing political demands and strategic implementation of collective impact goals.
2. Enhance Implementation capacity and rapidly build facilitative leadership skills of the CoC staff to sustain system management at scale and drive ongoing implementation refinements.
3. Accelerate additional housing resources to amplify exit pathways and further reduce the point-in-time count in subsequent years.

Clutch Activities

- Area #1: Rapid process improvement through targeted focus on rehousing the unsheltered
- To accelerate critical process improvements necessary to effectively end homelessness, Clutch will support the testing, standardization, and expansion of encampment decommissioning via rehousing. This will include the following focused system improvement activities:
 - o Coordinated entry system refinements, including enhancements to HMIS to support automation of assessment, matching, and management of rehousing inventory.
 - o Centralize landlord engagement practices including the use of a flexible fund to incentivize, hold units, and support move-in costs
 - o Establish a new case management scheme that provides housing stabilization services and successful transition planning for all rehousing interventions

- Prepare and activate winter sheltering strategy that aligns with decommissioning and rehousing strategies targeted to the unsheltered.
- Clutch will support and coach city staff as well as provider leads to actively manage and rapidly align rehousing activities, establish baseline and performance targets, and fully maximize existing rehousing resources. This includes any necessary system management and process adjustments to support the new Youth Community Plan.

Area #2: Amplification of Exit Pathways

- To amplify the number of rehousing options or pathways to exit homelessness, Clutch will coach city staff to secure and activate commitments for housing development/subsidies/services within the City's affordable housing planning process including:
 - MAPS 4 alignment and acceleration to produce 500 new PSH units
 - Creation of novel incentives and preferences for the unhoused using City ARPA and future HUD entitlement resources
 - Securing commitments from the behavioral health providers to provide supportive services in existing and future PSH, fully leveraging Medicaid funding to stretch HUD CoC funds.

Area #3: Formalize New Governance Structure

- Clutch will facilitate the refinement of the CoC Board, including new composition and by-laws, to oversee the funding and performance of the crisis response and rehousing system. This will include refining the role of the public/private partnership to affirm collective impact goals, secure and maintain political and public support for collective impact activities, and secure the additional funding necessary to amplify exit pathways
- Clutch will provide intensive coaching of lead agency staff in system planning, facilitative leadership, project management, management team dynamics, and communications and alignment across the spheres of influence.

Consultant Team, Engagement Cadence, and Cost

Clutch Consulting will deploy a team of five consultants with the combination of skills necessary to support each aspect of the proposed approach. Tammy McGhee, Director of System Transformation, will serve as the lead consultant and leadership coach with support from Mandy Chapman Semple, Managing Partner. Heather Muller, Managing Partner, will coach implementation and process improvement activities in partnership with Samantha Maggiani and Amber Austin, Associate Directors for System Transformation.

The following represents the proposed engagement cadence, intensity and costs including travel expenses. Any deviation from the proposed activities may alter the cost and will be negotiated at the time of modification.

July – December 2022

Objectives:

- Socialization and funding of action plan
- Harness political support
- Alignment of PSH development including long-term service providers
- Encampment decommissioning testing and initiation of process improvements
- Governing board refresh

Leadership Coaching

- Weekly scheduled and on demand coaching of city staff/leadership
- Weekly lead agency coordination meetings to establish team dynamics, roles, and engagement practices
- Monthly funder check ins
- Facilitative leadership training and booster sessions for management staff
- Monthly onsite coordination and training activities to facilitate or provide subject matter expertise in support of achieving the objectives
- Create and facilitate a work group to drive the governance refresh, seating a new governing board by December and launching in January/February

Encampment Decommissioning Test and Preparation for Expansion

- 4 – 6 weeks onsite for test
- Teach and prepare to standardize process with management and provider staff including outreach, landlord engagement, and city services.
- Host after action debrief and initiate process improvements to prepare for continued targeted rehousing of the unsheltered population and subsequent decommissionings
- Support city staff to identify and onboard a project manager
- Facilitate internal planning process at the city to identify encampment decommissioning plan, schedule, and resources.
- Onsite support to launch second decommissioning and remote daily coaching throughout process

Cost

- 4-6 weeks onsite for test
- Weekly and on-demand leadership coaching
- Weekly and on-demand planning and implementation support
- Monthly onsite coordination and training activities
- **\$150,000** (Jul-Dec 2022)

January – June 2023

Objectives:

- Launch new collective impact governing board
- Expand CES and HMIS improvements to all rehousing activities
- Expand Encampment Decommissioning
- Continue PSH alignment activities and prepare for PSH expansion

Leadership Coaching & Implementation Support

- Weekly scheduled and on demand coaching of city staff/leadership including support for management of new governing board
- Weekly lead agency coordination meetings
- Monthly funder check ins
- Monthly onsite coordination and training activities to facilitate or provide subject matter expertise in support of achieving the objectives
- Weekly coaching of CES, HMIS, and encampment project managers to support expansion of system improvements
- Train and coach on work group preparation, management, and facilitation to drive implementation and effective socialization and engagement practices across the ecosystem

Cost

- Weekly leadership and implementation coaching
- Monthly onsite coordination and training
- Work group management and coaching
- **\$100,000** (Jan – Jun 2023)

July – December 2023

Objectives:

- Continued process improvements where necessary to amplify permanent housing exits and targeting of the unsheltered
- Continued support for PSH expansion
- Prepare 2024 action plan

Activities & Cost

- Weekly leadership coaching
- Monthly and on-demand implementation coaching
- Bi-monthly onsite planning, coordination, and implementation support activities including facilitation of community process and preparation of 2024 Action Plan
- **\$75,000** (Jun – Dec 2023)

Cost Summary

| Activities | Total Cost |
|----------------------|------------------|
| July – December 2022 | \$150,000 |
| January – June 2023 | \$100,000 |
| July – December 2023 | \$ 75,000 |
| Total | \$325,000 |

Clutch Consulting – Proposed Phase 3 & Phase 4 Engagement (2023 – 2025)

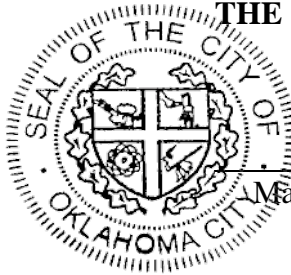
| 2022 - 2023 | | 2024 | | 2025 |
|--|---|--|---|--|
| Phase 2 (Funded) | Phase 3 (Funded) | Proposed Phase 3 | Proposed Phase 4 | Proposed Phase 4 |
| <p>Objectives:</p> <ul style="list-style-type: none"> Governing board CES and HMIS improvements Expand Encampment Work PSH alignment activities and prepare for PSH expansion 2024 Action Planning <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> Weekly coaching of city staff/leadership Weekly lead agency coordination meetings Monthly funder check ins Bi-monthly onsite coordination and training Weekly coaching of CES, HMIS, encampment project managers | <p>Objectives:</p> <ul style="list-style-type: none"> Leadership Support and Project Management of Encampment Rehousing Initiative Implementation until additional staff is hired and trained <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> Daily leadership support to project manage and assist in preparation and launch of initiative, including additional onsite support as needed Onsite multiple days each month to lead encampment decommissioning (Mar/Apr, Jun-Dec) Intensive onsite and remote coaching of new project manager | <p>Objectives:</p> <ul style="list-style-type: none"> Equip City staff to support and actively manage governing bodies Equip project managers to actively manage HMIS, CES, Encampments, and PSH expansion 2025 Action Planning including new strategic goals and initiatives <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> Weekly coaching of city staff/leadership/project managers including annual work planning Weekly lead agency coordination meetings Quarterly onsite for funder meetings Bi-monthly onsite coordination and training | <p>Objectives:</p> <ul style="list-style-type: none"> Prepare to launch new nonprofit agency to work in partnership with City on lead agency duties including hosting HMIS, CES, fundraising, communications, and project management <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> Lead exploration phase, including feasibility analysis, stakeholder engagement, work group facilitation, recommendations, and work planning. Project manage launch preparation activities under new nonprofit board, including hiring of executive leader, initial operating budget, and staffing plan | <p>Objectives:</p> <ul style="list-style-type: none"> Support launch of new nonprofit functions and new leadership dynamics between City and nonprofit entity Continued coaching and SME support for PSH expansion and communications 2026 Annual Planning <p>Leadership Coaching & Implementation Support</p> <ul style="list-style-type: none"> Weekly coaching of leadership team and project managers to launch new initiatives Bi-monthly onsite planning and training |
| \$325,000 (Funded) | \$194,500 (Funded) | \$220,000 | \$30,000 | \$148,500 |

IN WITNESS WHEREOF, this Amended Agreement was approved and executed by the City of Oklahoma City this 30TH day of JANUARY, 2024.

ATTEST:

(Seal)

Amy K Simpson
City Clerk



THE CITY OF OKLAHOMA CITY

David Holt

Mayor

CLUTCH CONSULTING

GROUP INC.

[Signature]

Managing Partner

REVIEWED as to form and legality.

[Signature]
Assistant Municipal Counselor