

MOTION

NO. M-25-538

CITY HALL: October 23, 2025

BY: COUNCILMEMBERS MORRELL, GIARRUSSO, GREEN AND HARRIS (BY REQUEST)

WHEREAS, Section 70-10 of the Code of the City of New Orleans requires that certain contracts providing for the aggregate expenditure of more than \$1,000,000.00 in city funds during the initial term and all allowable renewal terms or having an initial term of more than one year or providing for legal services must be signed by the President of the City Council; and

WHEREAS, Section 70-10 further provides that the President of the City Council shall not execute any such contract unless authorized to do so by Council motion; and

WHEREAS, The City of New Orleans and Clutch Consulting Group, LLC, RFP# 2988, desire to amend their existing Professional Services Agreement for the public purpose of developing and implementing a plan to reduce street homelessness and increase affordable housing in the City of New Orleans. The amendment will extend the length of the agreement by one year and add \$454,320.00 in funding to a total amount of compensation not to exceed \$1,193,220.00;

NOW THEREFORE

BE IT MOVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS, That the President of the Council shall be added as a signatory to Amendment No. 1 to the Professional Services Agreement between the City of New Orleans and Clutch Consulting Group, LLC; and

BE IT FURTHER MOVED, That the President of the Council is hereby authorized to sign Amendment No. 1 to the Professional Services Agreement between the City of New Orleans and Clutch Consulting Group, LLC, as attached hereto as Exhibit A; and

BE IT FURTHER MOVED, That the Clerk of Council shall forward copies of this motion, including Exhibit A, to the City Attorney's Office to effectuate this request.

THE FOREGOING MOTION WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF, AND RESULTED AS FOLLOWS:

YEAS:

NAYS:

ABSENT:

AND THE MOTION WAS ADOPTED.

**AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
THE CITY OF NEW ORLEANS
AND
CLUTCH CONSULTING GROUP, LLC
FOR
RFP 2988 | HOMELESS REDUCTION PLAN**

THIS FIRST AMENDMENT (the “**First Amendment**”) is made and entered into by and between the City of New Orleans, represented by LaToya Cantrell, Mayor (the “**City**”), and Clutch Consulting Group, LLC, represented by Mandy Chapman Semple, Managing Partner (the “**Contractor**”). The City and the Contractor may sometimes each be referred to as a “**Party**,” and collectively, as the “**Parties**.” The Amendment shall be effective July 1, 2025 (the “**Effective Date**”).

RECITALS

WHEREAS, on July 12, 2023, and effective July 1, 2023, the City and the Contractor entered into a professional services agreement to provide services to the unhoused population, such as housing assistance, case management and additional resources (the “**Agreement**”); and

WHEREAS, on July 1, 2025, the City and the Contractor, each having the authority to do so, desire to enter this First Amendment to extend the duration of the Agreement, increase compensation, and update essential provisions;

NOW THEREFORE, the City and the Contractor each having the authority to do so, amend the agreement as follows:

1. Duration: Pursuant to Article IV Section B of the Original Agreement, The First Amendment will extend the term of the Agreement for one year from July 1, 2025, to June 30, 2026.

2. Compensation. The compensation described in Article IV Section A is increased by \$454,320.00, from \$738,900 to a total amount not to exceed \$1,193,220. The \$454,320.00 added under this agreement shall be paid in accordance with the proposed payment plan in Exhibit A – Proposal for Expanded Technical Assistance, attached and incorporated herein (“**Exhibit A**”). However, all payments will be made based on invoices submitted by the Contractor for completed work as discussed in Articles I and III of the Agreement.

3. Services. Article I – The Contractor’s Obligations shall be amended to include:

a. Under the term of the First Amendment, the Contractor shall provide all services outlined in its “Proposal for Expanded Technical Assistance” (Exhibit A).

4. Convicted Felon Statement. The Subrecipient swears that it complies with City Code § 2-8(c). No Contractor principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

5. Non-Solicitation Statement: The Subrecipient swears that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Amendment. The Subrecipient has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Amendment.

6. **Prior Terms Binding:** Except as otherwise provided by this Amendment, the terms and conditions of the Agreement remain in full force and effect.

7. **Electronic Signature and Delivery.** The Parties agree that a manually signed copy of this Amendment and any other document(s) attached to this Amendment delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Amendment.

[SIGNATURES CONTAINED ON NEXT PAGE]

[The remainder of this page is intentionally left blank]

IN WITNESS WHEREOF, the City and the Contractor, through their duly authorized representatives, execute this Agreement.

CITY OF NEW ORLEANS

BY: _____
LATOYA CANTRELL, MAYOR

Executed on this _____ of _____, 2025

FORM AND LEGALITY APPROVED:
Law Department

By: _____

Printed Name: _____

CITY OF NEW ORLEANS, CITY COUNCIL

BY: _____
CITY COUNCIL PRESIDENT

CLUTCH CONSULTING GROUP, LLC

BY: _____
MANDY CHAMPAN SEMPLE, MANAGING PARTNER

FEDERAL TAX I.D.

[EXHIBIT A CONTAINED ON NEXT PAGES]

Proposal for Expanded Technical Assistance (July 2025 - June 2026)

Prepared for City of New Orleans - OHSS

June 4, 2025

Proposed Activities

Activity 1: Inner Core Closure

Jul - Dec 2025 Closure Maintenance Planning and Implementation Coaching

Clutch will assist OHSS and partners to prepare a comprehensive zone closure plan for the inner core, define all closure maintenance activities and workflows, timeline, and support partner briefings to close the inner core to sleeping. In support of closure, Clutch will coach OHSS staff to prepare and implement a coordinated outreach plan and the deployment of rapid response street outreach teams, closure teams, and complex case team.

Activities include:

- Weekly planning and coaching calls
- Partner briefings
- Planning materials and slide decks

Cost: \$3,750/month

Activity 2: Accelerating Exits from Shelter

Jul - Dec 2025 Accelerated Shelter Flow Project Manager

Clutch will provide up to a full FTE of project management capacity and associated subject matter experts to support the daily management activities required to meet shelter exit targets. This project manager will operate as an embedded member of the OHSS team and take direction directly from the OHSS Director and Deputy Director. Daily activities will include:

- Shelter roster management
- Facilitation of daily/weekly briefings
- Maintaining timely and accurate data tracking
- Coordinating with nonprofit partners to support accelerated exits
- Negotiating barriers to implementation success
- Participation in OHSS internal coordination and planning meetings
- Facilitating the test of diversion and rapid exit solutions
- Working with other Clutch staff to prepare the rapid exit model and workflows
- Overseeing the test of the rapid exit solutions

Cost: \$15,000/month

Jul - Mar 2026 Diversion/Rapid Exit Subject Matter Expertise and Coaching

Clutch will provide targeted subject matter expertise and coaching to OHSS staff and providers to develop a new diversion and rapid exit program model, test the model, secure funding to scale the model, support the creation of an implementation work group and implementation plan to integrate diversion and rapid exit practices at appropriate entry points. Activities will include:

- Weekly coaching of OHSS staff to facilitate work group meetings
- Weekly work group prep and participation
- Preparation of program model, planning materials, implementation plan and other associated materials to support implementation.

Cost: \$5,040/month

Activity 3: Central Command and Sustainability

Jul - Dec 2025 Family & Youth Planning Activities

Clutch, in partnership with OHSS, will facilitate a planning process with family and youth providers, including system modeling analysis (if data is available), to prepare plans to reach and sustain system equilibrium. Clutch will host monthly onsite work sessions with staff and partners to complete the process. Activities include:

- Monthly work sessions
- Planning journal
- Plan framework and copy
- Slide deck of results

Cost: \$15,675/month

Jul - Jun 2026 Sustainable Funding Plan & Communications

Clutch, in partnership with OHSS, will prepare an investment map for homeless services to assist in the preparation of a plan to sustain funding and maintain an effective end to unsheltered homelessness. This will include preparing materials for the upcoming legislative session and supporting local leaders as they pursue sustainable revenue strategies. Activities include:

- Investment mapping
- Sustainable funding plan
- Performance dashboard and communications
- Copy for legislative engagement
- Slide decks and other materials to support socialization and communications
- Facilitation and participation in communications and leadership work group
- Weekly leadership team meetings and coaching calls

Cost: \$12,100 /month

Activity 4: Stabilization Coaching

Jul - Jun 2026	Housing Stabilization Support and Training
<p>Clutch will support OHSS to facilitate a weekly stabilization meeting with case managers as part of an active management structure to account for delivery, support capacity building and anticipate challenges. Activities include:</p> <ul style="list-style-type: none"> - Weekly prep meetings with staff - Participation in weekly stabilization work group meetings - Training support as needed to OHSS and providers - Problem solving and subject matter expertise 	
Cost: \$1,835/month	

Jul - Mar 2026	Healthcare Leadership Work Group
<p>Clutch, in partnership with OHSS and Public Health, will host regular healthcare leadership work group meetings to create solutions for complex cases, reliable pathways to higher levels of care, coordinated discharge planning and other healthcare coordination activities. Clutch will equip OHSS staff to take on specific coordination roles throughout the process. Activities include:</p> <ul style="list-style-type: none"> - Weekly coaching and prep calls - Workflows and tracking materials - Coordination meetings 	
Cost: \$3,910/month	

Estimated Cost of Activities

Costs will be billed at a flat rate inclusive of time and travel. Any deviation from the proposed activities may affect the billing structure and will be negotiated at the time of modification.

Activity	Cost
Activity 1: Inner Core Closure	
- Closure Maintenance Planning and Implementation Coaching	\$ 22,500
Activity 2: Accelerating Exits from Shelter	
- Accelerated Shelter Flow Project Manager	\$ 90,000
- Diversion/Rapid Exit Subject Matter Expertise and Coaching	\$ 45,360
Activity 3: Central Command and Sustainability	
- Family & Youth Planning Activities	\$ 94,050
- Sustainable Funding Plan & Communications	\$145,200
Activity 4: Stabilization Coaching	
- Housing Stabilization Support and Training	\$ 22,020
- Healthcare Leadership Work Group	\$ 35,190
Total Cost	\$454,320

Contact: Mandy Chapman Semple, mcs@clutchconsultinggroup.com, 713-897-1528

Payment Schedule

Month	Activity 1	Activity 2	Activity 3	Activity 4	Monthly Total
Jul-25	\$3,750	\$20,040	\$27,775	\$5,745	\$57,310
Aug-25	\$3,750	\$20,040	\$27,775	\$5,745	\$57,310
Sep-25	\$3,750	\$20,040	\$27,775	\$5,745	\$57,310
Oct-25	\$3,750	\$20,040	\$27,775	\$5,745	\$57,310
Nov-25	\$3,750	\$20,040	\$27,775	\$5,745	\$57,310
Dec-25	\$3,750	\$20,040	\$27,775	\$5,745	\$57,310
Jan-26		\$5,040	\$12,100	\$5,745	\$22,885
Feb-26		\$5,040	\$12,100	\$5,745	\$22,885
Mar-26		\$5,040	\$12,100	\$5,745	\$22,885
Apr-26			\$12,100	\$1,835	\$13,935
May-26			\$12,100	\$1,835	\$13,935
Jun-26			\$12,100	\$1,835	\$13,935
				Total	\$454,320

Calendar No. (Rev)
(Exp)

Name Andrew Sensi Ext. 8635
Person responsible for routing

**CHECK SHEET TO BE USED FOR
CLEARING ORDINANCES, MOTIONS, AND RESOLUTIONS
BEFORE SUBMISSION TO COUNCIL CLERK**

The originating agency shall attach a copy of each proposed ordinance, motion, or resolution to the check sheet for processing in the sequence indicated after preparing a synopsis. The detailed memorandum of explanation shall also be attached to this check sheet.

SYNOPSIS OF DOCUMENT: This is an amendment of a professional service agreement.

The amendment adds one year to the term and compensation is increased by \$454,320 to a total amount not to exceed \$1,193,220.

- 1. Nathaniel Fields
Department Head
- 2. [Signature]
Department of Law
- 3. [Signature]
Chief Administrative Officer
- 4. [Signature]
Director of Council Relations
- 5. _____
Initials of Sponsoring Council Member

COUNCIL ACTION

Council Members Present: _____

Absent: _____

AMENDMENTS:

FINAL ADOPTION:

_____ **MOVED:** _____
 _____ **2ND:** _____
 _____ **YEAS:** _____
 _____ **NAYS:** _____
 _____ **ABSENT:** _____
 _____ **RECUSED:** _____

7. _____
Reviewed by the Chief Administrative Officer after adoption by the City Council and prior to the Mayor's signature.



LEGISLATIVE SUMMARY

TO ACCOMPANY MOTIONS

BEFORE SUBMISSION TO CLERK OF COUNCIL

Requesting Department or Agency: Office of Homeless Services and Strategies

Name of Contact Person: Nathaniel Fields

Telephone Number: 504.658.4148

Email Address: nathaniel.fields@nola.gov

Initials of Sponsoring Councilmember(s): _____

DETAILED SYNOPSIS OF THE MOTION

Please generally describe the purpose, intent, and effect of the proposed motion.

To approve an amendment to a Professional Service Agreement with Clutch Consulting LLC.

Clutch will continue to assist in the development and implementation of a plan to reduce street

homelessness and increase affordable housing in the city. This extension is for an additional year

If the Motion is to appoint an individual to a City Board or Commission, please follow the procedures set forth in Rule 15 of the Council Rules and Regulations.

REQUESTED ADOPTION DATE: _____