

OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4511

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THIRD AMENDMENT TO AGREEMENT NO. 36266

36266

THIS THIRD AMENDMENT TO AGREEMENT NO. 36266 is made and entered, as of December 27, 2022, for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on May 21, 2019, by and between LONG BEACH NONPROFIT PARTNERSHIP, INC. dba THE NONPROFIT PARTNERSHIP, a California nonprofit organization ("Contractor"), with a place of business at 4900 East Conant Street, Building 02, Suite 225, Long Beach, CA 90808, and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, City and Contractor (the "Parties") entered into Agreement No. 36266 (the "Agreement") whereby Contractor agreed to provide organizational and leadership development engaging the City's youth and emerging adults and youth-serving organizations in grant funded projects; and

WHEREAS, the Parties entered into a First Amendment to add \$100,000, extend the term to December 31, 2022 and attach an updated budget for the period beginning August 1, 2022; and

WHEREAS, the Parties entered into a Second Amendment to increase the contract amount by \$10,000, and

WHEREAS, the Parties currently desire to amend the scope and the budget, increase the aggregate contract amount, and extend the term to December 31, 2023;

NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions herein contained, the Parties agree as follows:

1. Section 1.A. of the Agreement is hereby amended to read as follows
 - A. Contractor shall furnish specialized services more particularly described in Exhibit "A-1", attached to the Agreement and incorporated by this reference, in accordance with the standards of the profession, and City shall pay for these services in the manner described below, not to exceed Four Hundred and Twenty Thousand Dollars (\$420,000), at the rates or charges shown in Exhibit "B",

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1 attached to the Agreement and incorporated by this reference.”

2 2. Section 2. of the Agreement is hereby amended to read as follows.

3 “2. TERM. The term of this Agreement shall commence at midnight on
4 April 1, 2022, and shall terminate at 11:59 p.m. on December 31, 2023, unless sooner
5 terminated as provided in this Agreement, or unless the services or the Project is
6 completed sooner. The City shall have the option to extend the term for one (1) additional
7 one-year period, at the discretion of the City Manager. This Agreement shall not be
8 extended past May 21, 2024 without authorization of the City Council.

9 3. The Scope of Work in Exhibit “A” to the Agreement is hereby amended
10 in accordance with Exhibit “A-1”, attached hereto and incorporated by this reference.

11 4. The Budget in Exhibit “B-2” to the Agreement is hereby amended in
12 accordance with Exhibit “B-3”, attached hereto and incorporated by this reference.

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IN WITNESS WHEREOF, the Parties have caused this document to be duly executed with all formalities required by law as of the date first stated above.

LONG BEACH NONPROFIT PARTNERSHIP, INC. dba THE NONPROFIT PARTNERSHIP, a California nonprofit organization

1/9, 2023

By Todd C. Hallinger
Name Todd Hallinger
Title Board Chair

Jan 9, 2023

By Michelle Boy
Name Michelle Boyer
Title Executive Director

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

"Contractor"

CITY OF LONG BEACH, a municipal corporation

February 17, 2023

By Linda J. Jakum
City Manager

"City"

This Third Amendment to Agreement No. 36266 is approved as to form on

February 6, 2023

DAWN MCINTOSH, City Attorney

By [Signature]
Deputy

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EXHIBIT "A-1"

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

SCOPE OF WORK (includes a description of goals, expected outcomes, objectives, process outputs, and activities to measure impact)

This proposal addresses two scopes of work to support the City of Long Beach's efforts to disburse Measure US funds. In order to help the City realize its objective of equitable and community-driven grant awards and disbursements, TNP proposes the following scopes of work to support mini grants and midsize grants. SOW A- Youth 100 Grants and SOW B- MidSize Grants.

SOW A- Youth 100

BACKGROUND: The intent of this project is to provide formal and informal grassroots organizations and groups serving youth residing in communities most impacted by crime, COVID-19, poverty and chronic health conditions with funding opportunities that will galvanize local neighborhood-level activities that will lead to an increase in social connectedness, access to education, youth and health services, and youth development opportunities. With the intention of supporting meaningful engagement and investments driven by local youth, the individual grants will range from \$500 to \$2,000. Central to the decision-making for grants is the Youth Advisory Council convened by the City of Long Beach Office of Youth Development. These youth will review and decide on the winning grant proposals. TNP will provide a structure for the design of grant applications and dissemination of grant funds. Moreover, TNP will collect reports from grantees after the completion of funded projects.

These funded projects will focus on serving youth, ages 8-24, who reside in communities most impacted by crime, COVID-19, poverty and chronic health conditions.

SCOPE OF WORK:

TNP will provide the following grant management support:

- Working in collaboration with the City of Long Beach to do outreach to help promote the grant program.
- Integrate the grant application questions identified by youth and host the mini grants application. This will be preceded by coordinating with an interpretation and translation firm to ensure that the application is made available in English, Spanish, Tagalog and Khmer.
- Design grant announcements and work collaboratively with City staff to broadcast throughout the City.
- Collect grant applications (on a rolling basis) and share/review with members of the Funding Committee for award selection.
- Participation as needed in the Youth Advisory Council convenings for decision-making on grants. TNP will provide notifications to the grant applicants. Funding will be sent out within a week of approvals by the Council.
- Develop grant agreement and securely keep all applications from participating grantees
- Disburse up to \$100,000 in grant awards
- Collect grant evaluations at the end of the project period

Goal #1: To provide greater resources for summer programs to City youth residing in communities most impacted by crime, COVID-19, poverty and chronic health conditions as well as provide leadership strengthening opportunities to youth on the Youth Advisory Council.

Objective: Disburse \$100,000 to 50-200 small grants ranging from \$500-\$2,000 to small community groups and organizations.

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

Outcome: The City's youth and community groups (namely youth and community leaders, Neighborhood Associations, Student & Parent Associations, Nonprofits, Small Businesses, Youth-focused groups/clubs, grassroots organizations) are motivated through the engagement of summer programming.

The program will run from March through September 2023, with final reporting due to the City of Long Beach in December 2023. Youth 100 grant activities will take place between June-September 2023.

A timetable for these activities is shown below:

Month	Activity	Deliverable
January 2023	Develop grant application with any additional guidelines from the Youth Advisory Council and Office of Youth Development.	1. Draft written grant criteria (initial development of final grant application) 2. Co-develop grant selection procedures
February 2023	1. Grant will be released by February 15, 2023, and multipronged outreach begins – (Youth connected organizations, ECE Committee, Long Beach nonprofits, Neighborhood Associations, Student & Parent Associations, small businesses, social media) 2. Develop application review schedule with Youth Advisory Council and Office of Youth Development	1. Grant application 2. Promotional announcements 3. Calendar of review sessions for grant applications
March 2023	Grant applications due- March 22, 2023	Grant applications to be sent to Youth Advisory Council and Office of Youth Development
March – May 2023	1. Youth Advisory Council awards grant applications	1. Grant agreements for grantees provided on a rolling basis

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

	2. Grant disbursements start	2. payment disbursement start
June – September 2023	Grant projects are implemented. TNP to collect grant reporting requirements (available through a portal to grantees as soon as their project is complete)	
October 2023	Grant projects are wrapping up; final feedback from grantees collected.	
December 2023	TNP presents evaluation summary to City of Long Beach	Summarized project evaluations including photos and quotes.

SOW B- MidSize Grants/Public Budgeting Process

BACKGROUND: Guided by key goal areas and principles identified in the City of Long Beach Strategic Plan for Youth and Emerging Adults, the City is committed to uplifting the quality of life for youth in the City. The MidSize grants are intended to promote and expand enriching summer activities and programs in the City for 2023.

SCOPE OF WORK: This scope of work specifically addresses (1) designing and overseeing a participatory budgeting process (Participatory Budgeting- PB); (2) Hosting grant applications; (3) contracting for grants; (4) grant distribution; (5) distribution and collection of grant reports.

In the Participatory Budgeting process, TNP will provide the following:

- Working with youth advisory committee, develop a grant application for the midsize grants;
- Connect to Participatory Budgeting Project/ Stanford website to launch a Long Beach voting site and host applications and videos;
- Launch the application for midsize grantees;
- Support the public voting process;
- Award midsize grants to successful applicants;

In grants administration, TNP will provide the following:

- Together with the Office of Youth Development and the Youth Advisory Council, design a grant application to distribute midsize grants. This grant program can support collaborative projects as well.
- The distribution of these funds will involve a co-design of the grant application process with the City, development of a grant agreement, and check disbursement for all awards.

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

- The grant-funded activities will run from June-September 2022.
- Grantees will participate in an end-of Summer '23 Youth Festival in a variety of ways such as hosting a booth/information table or sitting in as part of a discussion panel to showcase their work, among other ways.
- A short survey will be administered upon completion of this grant program.
- Grantee organizations will engage in meetings facilitated by the Office of Youth Development (OYD) City Staff.

Goal #1—Support the City’s mid-size grant program by administering a \$250,000 grant program.

Objective: Award grants for summer activities to nonprofits in the City of Long Beach

Outcome: Grantees visibly contribute to the achievement of the goals and strategies identified in the City’s Strategic Plan for Youth and Emerging Adults.

Goal #2—Engage community members in the participatory budget process

Objective: Work with outreach and engagement partners to increase knowledge about the Participatory Budgeting Process and assist community members to vote.

Outcome 1: 200+ Community Members vote in the Participatory Budgeting Process

A timetable for these activities is shown below:

Month	Activity	Deliverable
January 2023	Develop grant application with any additional guidelines from the Youth Advisory Council and Office of Youth Development.	1. Draft written grant criteria (initial development of final grant application) 2. Identify criteria for voting website
February 2023	1. Grant application released by February 3, 2023 2. Begin development of PBStanford voting website	1. PBStanford website ready for voting to commence
March 2023	1. Grant application closes- March 3, 2023 2. Translation of submitted videos 3. Integration of grant application materials and videos in the PB Stanford website	

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

	4. Begin marketing and outreach for the voting process.	
April 2023	Voting Opens – April 3, 2023	
	Voting Closes – April 28, 2023	
May 2023	<ol style="list-style-type: none"> 1. Certification of results 2. Awarding of grants 	<ol style="list-style-type: none"> 1. Post about voting results 2. Create grant agreements with organizations 3. Distribute funds
June – September 2023	<ol style="list-style-type: none"> 1. Grant projects are implemented. TNP to collect grant reporting requirements (available through a portal to grantees as soon as their project is complete) 2. Annual Youth Community Festival in September 	<ol style="list-style-type: none"> 1. Grantee survey to capture achievements, challenges, stories.
October 2023	Grant projects are wrapping up; report information collected and assembled.	Grantee survey to capture achievements, challenges, stories.
December 2023	TNP presents evaluation summary to City of Long Beach	Summarized project evaluations including photos and quotes.

EXHIBIT "B-3"

Budget for RFQ HE18-099 PART II—Youth 100 and Youth Fund Partners Program (2023)

BUDGET

Revised as of 12/15/2022

Expense Line Items	Total	Notes
Grant Disbursement	\$ 350,000	Grant awards for Youth 100 will range from \$ 500-\$ 2,000 Disbursement with 50-200 grants awarded. Total: \$ 100,000. Grant awards for Youth Fund Partners Program MidSize Grants. Total: \$ 250,000.
Public Engagement	\$ 15,675	Working with subcontractors, TNP will ensure that outreach and engagement events and activities are held to support the Participatory Budgeting process. This line item includes PB co-design of program, coordination and event facilitation, surveys, online data collection and any other voting follow-up needed. Hosting applicant videos; interpretation and translation.
Program Management and Coordination	\$ 25,000	Program Management to co -design program materials, plan Management and Coordination distribution, meeting facilitation, surveys, online data collection, and any other follow-up needed to contribute to the marketing/ outreach of grant announcements, collection of evaluations and post - meeting follow-up. Attendance at regularly scheduled contract monitoring meetings and report submission.
<i>direct expenses</i>	<i>\$ 390,675</i>	
Administration and bookkeeping	\$ 29,325	This line item is calculated at 7.5% of direct expenses. These funds will cover associated bookkeeping costs, shared expenses associated with insurance, office software and licenses, administration, additional coordination.
TOTAL:	\$ 420,000	

BUDGET NARRATIVE

GRANT DISBURSEMENT: Youth100 Project Grants. The Youth Fund 100 will fund \$ 100,000 in youth and community projects to support City of Long Beach youth. Up to 100 projects will be selected with a funding range of \$ 500 to \$2,000. Total awards: \$ 100,000. **Youth Fund Partners Program (MidSize Grants).** This organizational grant program will fund \$ 250,000 grants to Long Beach youth -serving organizations. These projects will engage local youth and advance the Long Beach Youth Strategic Plan and will be funded through a Participatory Budgeting process. Total awards: \$ 250,000. The grand total for this line item: \$350,000. Direct grant funds account for 78% of this contract.

PUBLIC ENGAGEMENT: Working with a group of subcontractors (local organizations with relationships and connections with youth programs, community groups and schools), TNP will oversee targeted engagement events and activities that will include: outreach to schools, youth groups, clubs, neighborhood groups, and faith -based groups among a diverse cross section of the City to enable the Participatory Budgeting (PB) process. The expenses in this line item include: (1) community outreach and

engagement (2) setting up pop-up centers for people to vote in person (3) hosting applicant/project videos online (4) translation/interpretation at community events and for online materials (5) printing costs for outreach materials. Amount: \$15,675 which represents 3.7% of this contract.

PROGRAM MANAGEMENT AND COORDINATION: This line item captures a myriad of program management activities such as setting up and monitoring contracts with subcontractors, co-designing and overseeing the PB outreach and engagement strategies, monitoring public feedback/perceptions about the process, coordinate with Public Budgeting organization, providing administrative support to launch, collect and report on grant applications/agreements/evaluations. Moreover, TNP staff will provide regular updates to Office of Youth Development staff and other subcontractors, as needed. Estimated staff hours for two, 0.20 FTE staff and a part-time Participatory Budgeting Fellow that will assist in coordination of the PB process. Amount: \$ 25,000 which represents 6% of this contract.

ADMINISTRATION: This line item captures the administrative/ operations and bookkeeping expenses for grant distribution (payment disbursement, invoicing, record keeping, related follow-up); shared costs for general liability insurance and back- office systems/ software to track expenses and program activities. Calculated at 8% of direct costs. Amount: \$ 29,325 which represents 7% of this contract.