

Three

AMENDMENT NO. TWO TO CONTRACT NO. 35767 35767

RE: Amendment to CARES Act Grant Agreement Contract No. 35767 for the provision of Meal and Food Delivery for the City of Long Beach

This Amendment to Contract No. 35767 is made and entered as of July 9, 2021, by and between the CITY OF LONG BEACH, a municipal corporation, and Help Me Help You (Vendor).

Contract No. 35767 is amended by mutual agreement of the parties and as indicated below by a check or other mark preceding the appropriate amendment:

- 1. No change to term.
- 2. Extending Performance Period to end September 30, 2021 as reflected on the Scope of Work, attached hereto as Exhibit "A-3".
- 3. Adding \$56,994 for a total contract amount not to exceed \$195,290.27 as reflected in Exhibits "A-3" and "B-3", attached hereto and incorporated herein.
- 4. The price for certain items shall be increased as shown on Exhibit "A", which is attached hereto and incorporated herein by this reference.
- 5. The price for certain items shall be decreased as shown on Exhibit "A", which is attached hereto and incorporated herein by this reference.
- 6. The discount offered to the City is increased by ___ %
- 7. The items or locations identified on Exhibit "B", which is attached hereto and incorporated herein by this reference, are hereby deleted from the Contract.
- 8. The items or locations identified on Exhibit "B", which is attached hereto and incorporated herein by this reference, are hereby added to the Contract.
- 9. Current permits, licenses, insurance and other required information are attached as Addendum No. 1.

Except as expressly amended above, all terms and conditions in this Contract are ratified and confirmed and remain in full force and effect. Executed with all formalities required by law as of the date first stated above.

Attach Notary if Out-of-State Vendor

VENDOR:

Jerome Washington
 (Signature)
JEROME WASHINGTON
 (Print / Type Name)
PRESIDENT
 President / Vice President / Secretary / Treasurer
 (circle one)

VENDOR:

Jeanette Ayala
 (Signature)
JEANETTE AYALA
 (Print / Type Name)
T
 President / Vice President / Secretary / Treasurer
 (circle one)

THE CITY OF LONG BEACH:

By: *Linda F. Johnson*
 City Manager

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER

Approved as to form:
 CHARLES PARKIN, City Attorney
 By: *July J. Wilson*
 Deputy 7/28/21

Exhibit "A-3"

Scope of Work - Amendment No. Three

Meal & Grocery Delivery

July 9, 2021– September 30, 2021

This scope of work is between Help Me Help You (Contractor) and the City of Long Beach (City) during the extension period from July 9, 2021 – September 30, 2021.

I. Overview of Service Responsibilities

The overarching objective in this Scope of Work (Scope) is to ensure that residents of Long Beach have the access to the nutritious foods needed to maintain their health and wellbeing during COVID-19. The strategies identified here include efforts to maximize reach to communities most impacted by COVID-19.

Services under this Scope must specifically serve older adults (aged 60 and over), adults aged 50-59 with underlying health conditions, and/or those who are COVID-19 positive or COVID-19 exposed.

Help Me Help You agrees to implement all activities in this Scope. To support populations disproportionately impacted by COVID-19, CONTRACTOR will partner with the priority population to conduct program outreach and enrollment, and provide food and meal delivery.

II. Services to be Performed

Contractor will conduct the following three program elements:

- Program outreach, eligibility screening, and enrollment;
- Product procurement, packaging; and
- For grocery delivery, CONTRACTOR will provide weekly delivery

Contractor will conduct outreach and engagement within the target population(s) to reduce the impact of food insecurity during COVID-19. Enrollment must be based on the following criteria. Participants must complete an attestation form to confirm eligibility.

1. Aged 60 years or older
2. Aged 50- 59 years old with underlying health condition that poses significant risk for severe illness or death from COVID-19 as identified with one of the following health conditions:

- i. Cancer
 - ii. Chronic Obstructive Pulmonary Disease
 - iii. Serious Cardiovascular Disease (Heart Failure, Coronary Artery Disease, Cardiomyopathies)
 - iv. Immunocompromised state from solid organ transplant
 - v. Severe obesity (BMI > 30)
 - vi. Diabetes -Type 2
 - vii. Chronic Kidney Disease
 - viii. Sickle Cell Disease
3. Tested positive for COVID-19 or were exposed to COVID-19 as documented by a state/local public health official or medical health professional will be allowed temporary enrollment for a period up to 4 weeks.
- AND also meet both of the following:
 - Difficulty preparing or obtaining meals. This includes difficulty obtaining groceries and preparing fresh, nutritious meals.
 - Reside in the City of Long Beach.

Contractor may experience variations in enrollment during the contract period. Contractor will adjust services to stay within overall program funding allocation.

Program Area	Implementation	Deliverables and Timeline
Community Outreach and Engagement	<ul style="list-style-type: none"> • Continue program promotion through social media and flyers. 	<ul style="list-style-type: none"> • Weekly posts on Instagram, Twitter, and Facebook ongoing through 9/30/21.
Enrollment	<ul style="list-style-type: none"> • Assess eligibility and add new enrollees to food service program on an ongoing basis as funding allows. • Refer clients to other food resources for long-term food security needs. 	<ul style="list-style-type: none"> • Program Coordinator will screen for eligibility and track enrollment during the contract period. • During the contract period clients will be assessed and referred to other programs and the Long Beach Resource Line if necessary.

Food/Meal Delivery	<ul style="list-style-type: none"> • Deliver groceries weekly to enrolled eligible Long Beach residents through 9/30/21. 	<ul style="list-style-type: none"> • Weekly delivery will take place through 9/30/21 reaching an average of 400 clients. • Delivery stats will be recorded daily, weekly, and monthly. Monthly stats will be turned in to the City.
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III. City Responsibilities

City staff will also provide reporting templates to the Contractor for the monthly and final report. The City staff will provide an attestation form to document eligibility of program participants.

The City will appoint an employee to liaise between CONTRACTOR and the City of Long Beach to administer the grant. The City will provide an additional \$56,994 in funding for the delivery of services from July 9, 2021 – September 30, 2021 through cost reimbursement with monthly invoicing.

IV. Sub-Recipient Monitoring and Tracking

CONTRACTOR shall track program metrics internally on a weekly basis and provide monthly program metric updates to the City. CONTRACTOR is also required to submit monthly financial expenditures to the City. At contract closeout, CONTRACTOR shall submit the metrics met to date, a brief narrative explaining successes and barriers, and funds expended to date. The awarded organizations will be receiving support and communication with City staff throughout the process so that problems can be solved early. Any funds that may not be expended may be redirected to other non-profit(s) if metrics are not being met or funds are not being expended according to the plan.

Invoices shall be submitted to the City on a monthly basis. Services conducted after September 30, 2021 shall not be reimbursed under this agreement unless both parties agree to extend the contract. Invoices shall include a maximum of 5% for administrative expenses.

The City will track fund expenditures to ensure subcontractors expend funds according to proposed budgetary timelines. In the case that a subcontractor is not efficiently spending down their grant, this tracking process allows for the reallocation of funds to another subcontractor when necessary. CONTRACTOR will report on the metrics below:

Metric	Schedule
Total # of people served	Monthly
Demographic details of those served (age, race/ethnicity, zip code of residence)	Monthly
Eligibility category for enrollment	Monthly
# of food bags/boxes delivered	Monthly

Exhibit B-3

Program Budget July 9, 2021 – September 30, 2021

Personnel Expenses	Drivers, food handling, enrollment	\$30,680
	Subtotal Personnel	\$30,680
Program Expenses	Food Costs	\$19,500
	Staff Travel/Fuel Expense	\$2,000
	Marketing costs	\$1,500
	Technology costs (food tracking system, customer data base, driver communication)	\$600
	Subtotal Program	\$23,600
Administrative (5 % cap)	Administrative/Overhead	\$2,714
	Subtotal Indirect	\$2,714
Total		\$56,994.00

Original Program Total Contract Budget: \$120,819.96

Amendment No. One Total Contract Budget: \$138,296.27

Amendment No. Three Total Contract Budget: \$195,290.27