

OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

FIRST AMENDMENT TO LONG BEACH RECOVERY ACT SERVICES

AGREEMENT NO. 36468

36468

THIS FIRST AMENDMENT TO LONG BEACH RECOVERY ACT SERVICES AGREEMENT NO. 36468 ("First Amendment") is made and entered into, as of July 27, 2023, for reference purposes only, by and between the CITY OF LONG BEACH ("City"), a municipal corporation, with its principal place of business at 411 West Ocean Blvd., Long Beach, California 90802; and EL SOL NEIGHBORHOOD EDUCATIONAL CENTER, a California nonprofit corporation ("Contractor" or "El Sol"), with its principal place of business at 1766 Waterman Ave., San Bernardino, California 92410.

WHEREAS, City selected CONTRACTOR to develop and implement the Promotora/Community Health Champions Training & Technical Assistance program in accordance with City's administrative procedures through a Request for Proposal; and

WHEREAS, City and the CONTRACTOR (together, the "Parties") entered into Agreement No. 36468 (the "Agreement"), in an amount not to exceed One Million Dollars (\$1,000,000) for CONTRACTOR to perform the services outlined in the Scope of Work attached to the Agreement as Exhibit "A," and pursuant to the budget outlined in Exhibit "B," and

WHEREAS, the Parties wish to amend the scope of work and budget;
NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions herein contained, the Parties agree as follows:

1. Section 1 of the Agreement is hereby amended to read as follows:
"1. PROGRAM. The City agrees to provide funding to the CONTRACTOR for the development and implementation of the Promotora/Community Health Champions Training & Technical Assistance program as set forth in Exhibit "A-1" attached hereto and incorporated by this reference."

///

///

OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

- 1 2. Section 3 of the Agreement is hereby amended to read as follows:
- 2 "3. FUNDING AMOUNT, INVOICING, AND METHOD OF PAYMENT.
- 3 Funding shall be expended by CONTRACTOR for authorized eligible expenditures in
4 accordance with the Program budget, delineated in Exhibit "B-1," attached hereto and
5 incorporated by this reference, and the Scope of Work as set forth in Exhibit "A-1." City
6 shall pay CONTRACTOR in due course following receipt from CONTRACTOR and
7 approval by City of invoices and supporting documents showing progress toward
8 milestones, deliverables and services or tasks performed, the name of the Program, and
9 the City number assigned to this Agreement. CONTRACTOR shall certify on the invoices
10 that CONTRACTOR has performed the services in full conformance with this Agreement
11 and is entitled to receive payment."
- 12 3. Section 7 of the Agreement is hereby amended to read as follows:
- 13 "7. REPORTING REQUIREMENTS. CONTRACTOR shall coordinate its
14 performance reporting with City's representative, Maricela de Rivera, 2525 Grand Ave.,
15 Long Beach, CA 90815, Maricela.DeRivera@longbeach.gov. CONTRACTOR shall
16 provide any reports requested by City regarding performance of the Agreement in the form
17 requested by City and they shall be provided in a timely manner as requested by City and
18 as outlined in Exhibit "A-1."
- 19 4. The Scope of Work attached to the Agreement as Exhibit "A" is hereby
20 amended and replaced with Exhibit "A-1", attached hereto and incorporated herein.
- 21 5. The Budget Narrative attached to the Agreement as Exhibit B" is
22 hereby amended and replaced with Exhibit "B-1", attached hereto and incorporated herein.
- 23 6. Except as expressly amended herein, all terms and conditions in
24 Agreement No. 36468 are ratified and confirmed and shall remain in full force and effect.
- 25 ///
- 26 ///
- 27 ///
- 28 ///

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

3 EL SOL NEIGHBORHOOD
4 EDUCATIONAL CENTER, a California
nonprofit corporation

5 August 10, 2023

6 By [Signature]
7 Name Alexander Fajardo
8 Title Executive Director

9 August 10, 2023

10 By [Signature]
11 Name Lopita Mendez
12 Title Chair of The Board

13 "Contractor"

14 CITY OF LONG BEACH, a municipal
15 corporation

16 August 24, 2023

17 By [Signature]
18 City Manager

19 EXECUTED PURSUANT
20 TO SECTION 301 OF
21 THE CITY CHARTER.

22 "City"

23 This First Amendment to Agreement No. 36468 is approved as to form on

24 August 22, 2023.

25 DAWN MCINTOSH, City Attorney

26 By [Signature]
27 MARSHA M. YASUDA, Deputy

OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

EXHIBIT A-1

SCOPE OF WORK

Promotora/Community Health Champion Training and Technical Assistance Provider

There are four components of the scope of work to be performed during the three stages: Training, Technical Assistance, Health Education Materials Development and Program Evaluation.

Programmatic Timeline:

- **Stage 0: Planning Stage** (Up to 2 months prior to CBO contracts)
- **Stage 1: (Months 1-3) Onboarding and Design:** to include training preparation, material content curation, relationship building with cohort awarded community-based organizations (CBOs) (to be chosen and announced by the City), evaluation planning, and creation of reporting templates.
- **Stage 2: (Months 3-6) Core Curriculum and Evaluation Launch:** to include delivery of the core curriculum, planning for additional trainings, designing of community health education materials, providing technical assistance, and launching evaluation and learning communities.
- **Stage 3: (Months 6-12) Additional Training, Implementation, Evaluation Results, and Technical Assistance:** to include continuation of activities from previous stages as well as delivery of six (6) additional trainings and reporting on evaluation activities.

I. Scope of Work

Training	
Components	<p>Provide delivery of a Core Curriculum for P/CHCs. Competencies preferred to be included in the core curriculum include, but are not limited to:</p> <ul style="list-style-type: none">• Communication, interpersonal and relationship building• Service coordination and navigation• Capacity building• Advocacy• Individual and community assessment• Professional skills and conduct• Outreach• Basic knowledge in public health principles and social determinants of health <p>El Sol shall provide delivery of & facilitate six (6) trainings during Stage 3.</p> <ul style="list-style-type: none">• Three (3) required trainings of all P/CHCs from all awarded CBOs to attend; required topics are one per training,<ul style="list-style-type: none">• mental & emotional health• chronic disease & management• communicable diseases (COVID-19)• All CBOs to send at least one (1) P/CHC: three (3) additional trainings focused on cultural literacy/awareness or other health topics:<ul style="list-style-type: none">• one on data collection & evaluation• two to be chosen based on cohort and community needs• Facilitation of Cohort Learning & Networking Spaces<ul style="list-style-type: none">• Frequency & topics based on cohort needs; offered once a quarter, at minimum

EXHIBIT A-1

Implementation & Measurement	<p>Goal 1. Participatory Training</p> <p>To guide CBOs in the development and implementation of a community-driven linguistically and culturally responsive Promotoras/Community Health Champion (CHC) program to a) reduce health equity and b) increase equitable access to services.</p>
Timeline & Deliverables	12/1/2022 - 04/30/2024

Technical Assistance	
Components	<p>El Sol shall provide 140 hours or more of technical assistance to cohort CBOs, to be delivered throughout the entirety of the program timeline.</p> <p>Types of technical assistance anticipated to be provided include, but are not limited to:</p> <ul style="list-style-type: none"> • Recruiting and onboarding Promotora/CHC with CBOs • Supervising and providing professional development for Promotora/CHC • Providing education in CalAIM and opportunities to sustain Promotora/CHC • Other business support
Implementation & Measurement	<p>Goal 2. Technical Assistance</p> <p>To increase CBO's capacity to implement the P/CHC program in order to meet the critical needs of systemically underserved communities while also evaluating the effectiveness of the process through training, practice, and implementation of data and evaluation tools. At least one data set to drafted by each CBO.</p>
Timeline & Deliverables	12/1/2022 - 04/30/2024

Health Education Materials Development	
Components	<p>El Sol shall develop a package of health education materials that cohort CBOs can distribute to the community. The materials should address the three health topic areas covered in the trainings:</p> <ul style="list-style-type: none"> • Mental and emotional health, Chronic disease prevention/management, Communicable disease (COVID-19) • Culturally tailor the education materials and translate the package into Spanish, Khmer, and Tagalog. Collaboration with the City's Language Access Program for reviewing translations for accuracy. • Consult with City subject matter experts on health topic content
Implementation & Measurement	<p>Program Material Development</p> <p>To develop effective linguistically and culturally responsive materials, including curriculum to be used to increase health equity.</p>

EXHIBIT A-1

Timeline & Deliverables	12/1/2022 - 04/30/2024
	<p>Deliverables/Outcomes:</p> <ul style="list-style-type: none"> • Culturally and linguistically responsive educational material (i.e., mental and emotional health; chronic disease prevention and management; and communicable disease). • Increased capacity to identify curriculum needs and develop program materials

Program Evaluation	
Components	<p>El Sol shall develop an evaluation process and conduct assessment activities throughout the Program stages to report on the impact of the training and technical assistance. El Sol shall also provide support to cohort CBOs in evaluating the impact of the Promotora/CHC in the community.</p> <p>Required Evaluation Process:</p> <ul style="list-style-type: none"> • Create goals for overall Training and Technical Assistance (TTA) program and evaluation • In partnership with LBDHHS, develop a data collection, management, and analysis framework • Develop an evaluation process to measure the impact and effectiveness of the TTA program • Create a final outcomes report to be provided to the City <p>Required Program Assessment Activities</p> <ul style="list-style-type: none"> • Design surveys to evaluate increased knowledge, skill, and self-efficacy of Promotora/CHC • Design and administer a survey for Promotora/CHC about the Program at various intervals • Design and provide training to Cohort CBOs to administer a survey to residents about the Program • Assess organizational capacity of cohort CBOs to sustain their Promotora/CHC Program • Develop a data collection template for cohort CBOs to collect and report on program metrics.
Implementation & Measurement	<p>Goal 4. Program Monitoring and Evaluation</p> <p>Evaluate the mobilization of the community and identify factors that contribute to successful CHC and CBO engagement.</p>
Timeline & Deliverables	12/1/2022 - 04/30/2024

EXHIBIT A-1

II. Method of Accountability

El Sol will work with the Program Manager to analyze process variables for data collection which will include:

Performance Metrics	Description/Milestones
<p>Training</p> <p>Number and type of trainings provided</p> <p>Number of P/CHC receiving training; by total number of P/CHC, number per CBO, and by session</p>	<ul style="list-style-type: none"> • Objective 1.1. By month 3, engage with City and up to seven (7) CBOs for outreach and program onboarding, as measured by lists of participants. • Objective 1.2. By month 3, the CHC Capacity Building Partners, will lead the development or adaptation of training modules designed for CHC core curriculum training, as measured by verification of training modules. • Objective 1.3. By month 4, 100% of selected CBO leaders complete a) core CHC curriculum training and b) training for Supervisors and Managers, as measured by participant certificate of completion. • Objective 1.4. By month 9, CBOs (as a group) will reach an initial pilot of 200 underserved individuals to demonstrate ability to reach population in support of the goal that <i>“every individual in Long Beach... has equitable access to preventive healthcare and mental health services,”</i> as measured by participant contact logs. • Objective 1.5. By month 11, 95% of Promotoras/CHCs will participate in 6 additional training sessions (i.e., 3 health topic trainings, 3 trainings on cultural literacy awareness or other health topics), as measured by training completion logs. • Objective 1.6. By month 12, 85% of Promotoras/CHCs report an increase in knowledge in areas such as Promotores Model, community organizing, group facilitation, consensus building, and informal/popular education methodology, as measured by pre-post participant surveys. • Objective 1.7. By month 12, 90% of Promotoras/CHCs report increased capacity to provide culturally appropriate health educational information, deliver health activities, and mobilize the community, as measured by pre-post surveys and field observation.
<p>Technical Assistance</p> <p>Hours and types of technical assistance; number of hours and type provided to each organization</p>	<ul style="list-style-type: none"> • Objective 2.1. By month 3, 100% of CBOs complete baseline Organizational Capacity Assessment (OCA) scale. • Objective 2.2. By month 4, 100% of CBOs report increased in capacity to develop CHC programs and CBO-specific Community Activities Plans/Interventions (contributing to at least one of the LBDHHS goals), as measured by participant surveys. • Objective 2.3. By month 6, CBOs co-design 6 additional training sessions (3 health topic trainings, 3 trainings on cultural literacy awareness or other health topics), as measured by curriculum documentation.

EXHIBIT A-1

	<ul style="list-style-type: none"> • Objective 2.4. By month 9, 100% of CBOs receive at least 25 hours of capacity building technical assistance training, as measured by TA log. • Objective 2.5. By month 11, 100% of CBOs re-assess organizational capacity, as measured by completion of a post OCA. • Objective 2.6. By month 12, 95% of participating CBOs will have improved their organizational capacity to deliver and manage promotoras/CHC-based community health programs, as measured by a change of at least one level on the Organizational Capacity Assessment (OCA) scale.
<p>Health Education Material Development</p>	<ul style="list-style-type: none"> • Objective 3.1. By month 3, CBOs develop and administer program baseline survey to a pilot sample of 200 community members. • Objective 3.2. By month 6, complete the design of the six (6) required Health Topic Training, as measured by completion of training materials. • Objective 3.3. By month 12, 100% of CBOs demonstrate an increased capacity to a) develop training modules, and b) impact their CHCs and communities as measured by an increase in community outreach activities, CHC satisfaction, and self-reported community health knowledge and resource material utilization. • Objective 3.4. By month 12, CBOs deliver program survey to 200 community members. • Objective 3.5. By month 12, CBOs develop or adopt satisfaction surveys, as measured by satisfaction survey results.
<p>Program Evaluation Self-efficacy of P/CHC trained; measured by comparing survey results before trainings begin and after receiving trainings</p>	<ul style="list-style-type: none"> • Objective 4.1. By month 2, develop an evaluation process to assess program and CBO community activities, including goals, data collection and analysis framework. • Objective 4.2. By month 6, CBOs co-design data collection measurement tools and set up monitoring and evaluation systems. • Objective 4.3. By month 10, CBOs will self-report increased understanding of participatory evaluation methods and Empowerment evaluation. • Objective 4.4. By month 11, CBOs administer program endline survey to 200 community members. • Objective 4.5. By month 12, CBOs administer satisfaction surveys to CHCs, as measured by satisfaction survey results. • Objective 4.6. By month 12, participants will report 90% satisfaction with the training, technical assistance, Community Interventions (Community Activities), and material development process, as reported by participant satisfaction survey. • Objective 4.7. By month 12, implement a CHC summit and present the outcomes and impact of the program submitted in an outcome report.

EXHIBIT A-1

The above metrics and progress toward milestones will be included in reports to be submitted to City as follows:

Reporting Schedule	
Report	Due Date
Report 1 December 1 – March 31, 2023	April 17, 2023
Report 2 April 1 – June 30, 2023	July 17, 2023
Report 3 July 1 – September 30, 2023	October 17, 2023
Report 4 October 1 – December 31, 2023	January 17, 2024
Report 5 – Final Report January 1 – April 30, 2024	May 15, 2024

III. Deliverables, Invoices, and Payment Schedule

The City will issue 25% of the award amount upon initiation of the contract.

Future payments will be issued following approval of submitted invoices and proof of deliverables and/or reasonable progress expectations during the invoice period per the below schedule.

Supporting documentation for invoicing shall include, but not be limited to, the following:

Personnel: El Sol personnel cost invoices shall include personnel name, title, number of hours, hourly rate, and amount billed. Other personnel documentations are to be maintained by El Sol for review and/or auditing by the City of Long Beach, for a period of not less than five (5) years.

Non-Personnel: For all purchases, receipts shall be accompanied with the invoice (including subcontractor invoices); events and trainings shall include sign-in sheets, event flyers, training materials, and pictures; copies of invoices are required for subcontractors and consultants; gift card giveaways require preapproval with the City, per CDC guidelines, recipient contact information, signatures of dispersal and receipt, and date. Other non-personnel documentations are to be maintained by the organization for review and/or auditing by the City of Long Beach, for a period of not less than five (5) years.

EXHIBIT A-1

Payment Schedule		
Invoice Due Date	Period Covering	Amount*
Two weeks after execution of contract by City Manager	Execution of contract by City Manager to date of first invoice	\$250,000.00
May 17, 2023	Contract initiation – April 30, 2023	TBD, based on work performed
July 17, 2023	May 1, 2023 – June 30, 2023	TBD, based on work performed
October 17, 2023	July 1, 2023 – September 30, 2023	TBD, based on work performed
January 17, 2024	October 1, 2023 – December 31, 2023	TBD, based on work performed
April 17, 2024	January 1, 2024 – March 31, 2024	TBD, based on work performed
May 15, 2024	April 1, 2024 – May 15, 2024	TBD, based on work performed

***Total Amount Not to Exceed \$1,000,000.**

EXHIBIT B-1

BUDGET NARRATIVE

PERSONNEL EXPENSES:

Executive Director (.35 FTE): Mr. Alexander Fajardo will be responsible for establishing the connection with City leadership, Community Based Organizations (CBO), and Subcontractors; attend to all City Meetings; and bring the most relevant information regarding the CHWs/Ps in California. 588 Hours will be dedicated to the project for a total salary \$36,400.00.

The CHWs/Promotoras Training Center Director (.30 FTE): Ms. Odilia Garcia will oversee daily operations, maintain the CHWs principles, and provide overall project monitoring to ensure timelines all reporting requirements are met. 504 Hours will be dedicated to the project for a total salary of \$23,712.00

Project Coordinator (.70 FTE): Ms. Illiana Garcia will oversee and support the CHWs/Ps Training and CBO Capacity Building; and coordinate with partners and El Sol team on the workplan, to include supervising the program staff on the project. 1,840 Hours will be dedicated to the project for a total salary of \$36,400.00.

CHWs/Facilitator (.50 FTE): Ms. Erica Marroquin will coordinate all of the trainings for the CBOs CHWs/Ps in partnership with Latino Health Access and coordinate all aspects of the health education process to create culturally sensitive materials in different languages. 1,040 hours will be dedicated to the project for a total salary \$28,080.

CHWs/Ps Logistics Coordinator (.50FTE): Ms. Diana Ortiz will coordinate all of the logistics for all aspects of the project (Trainings, Meetings, etc.) and maintain a data-base of all participants. 1,080 hours will be dedicated to the project for a total salary of \$24,960.00.

Project Office Support (1.00 FTE): TBD will support all the operations of the project staff including printing materials and organizing outreach packages for CHWs, Subcontractors, and CBOs; and ordering materials, inventory, etc. 1,680 Hours will be dedicated to this project for a total salary of \$30,400.00

Project Fiscal Analysis (.75 FTE): Ms. Jimenez will oversee all the fiscal requirements, invoices for project staff, Subcontractors, and CBOs; will provide support to all subcontracts in their monthly invoice reports; and will prepare ongoing reports for management, CPA, and funder. 2080 hours will be dedicated to the project for a total salary of \$32,760.00

CHWs/Ps Marketing and Media Support (.80FTE): Ms. Grabielle Lavatai will support CBOs and CHWs by facilitating access to all materials developed in this project, putting these materials in a website or an app that can be used by CBOs and CHWs/Ps. He will also create a marketing strategies toolkit for CBOs and CHWs. 1,240 Hours will be dedicated to this project for a total salary of \$44,928.00.

EXHIBIT B-1

CHWs/Ps Mentors and Coaches: CHWs/Ps Mrs. Montanya will be available to support any CBOs as requested in all of the activities deployed by their team to mentor and coach with the best strategies in the community. 1040 hours will be available for these activities for a total salary of \$23,920.00.

CHWs/Ps Mentors and Coaches: CHWs/Ps Mrs. Brown will be available to support any CBOs as requested in all of the activities deployed by their team to mentor and coach with the best strategies in the community. 1040 hours will be available for these activities for a total salary of \$23,920.00.

Total Salaries: \$305,480.00

Fringe benefits are calculated at 23.5% for all personnel and are comprised of Social Security and Medicare taxes, health insurance, life insurance, and retirement plan contributions. **Total Fringe Benefits: \$71,788.00**

Total Personnel (Salaries & Fringe): \$377,268.00.00

NON-PERSONNEL/OTHER EXPENSES:

EQUIPMENT: 2 Computers and 2 Printers will be purchased to support 2 project staff. An estimate of \$1,000.00 for each item will be allocated for a **total of \$4,000.00**

1 Video Camera will be purchased to record project activities and impact and create promotional and educational videos. A **total of \$1,430.00** will be allocated for this line item.

SUPPLIES: General office supplies, \$700.00 based per month times 10 months for a total of \$7,000.00. The training center provides basic office supplies (printer paper, pens, paper clips, binder clips, staplers) to each employee for project implementation at a cost of \$700/month. **Total Supplies: \$7,000.00**

TRAVEL: Approximately 19,192 miles will be used for local and regional travel. This funding will support travel for the Project staff to travel to various trainings, outreach support sites and in-person meeting. Travel is calculated at the federally reimbursed rate of \$0.625 per mile¹.

Total	Travel:	\$11,995.00
--------------	----------------	--------------------

Total Non-Personnel/Other Expenses: \$24,425

¹ <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

EXHIBIT B-1

SUBCONTRACTING EXPENSES:

TRANSLATION SERVICES: Translation services company will be contracted to support the project and the CBOs in providing translation in different languages, etc. \$10,000 will be allocated to these services. **Total Translation Services: \$10,000.00**

SUBCONTRACTOR LOMA LINDA UNIVERSITY: Loma Linda University will provide 1 FTE evaluator dedicated to this project and 30% of a senior evaluator that will work in collaboration with City of Long Beach staff and CBOs on all evaluation aspects of the project (Training, CBOs, Capacity Building, and Community Impact). Loma Linda University will also provide student support for the entire project. **Total Loma Linda Subcontract Cost: \$125,000.00**

SUBCONTRACTOR LATINO HEALTH ACCESS: LHA will provide 2 FTEs Community Health Workers/Promotoras to support all of the training and support to CBOs in all of the outreach activities; 1 LHA Manager will support all of the Capacity Building sessions and will support in the creation of all of the Health Education Materials. **Total LHA Subcontract Cost: \$200,000.00**

DESIGNER TEAM: Project Designer and artist will be contracted to create all of the marketing the health education activities such as flyers, brochures, media posting, in different languages, etc. and will support the CHW Learning HUB which will contain all of the assessments, documents, and project support for CBOs and CHWs \$60,000.00 will be allocated to these services. **Total Project Designer Cost: \$60,000.00**

CAPACITY BUILDING CONSULTANTS: Consultants will be contracted to support the CBOs based on their assessments (Fund Development, Sustainability, Contracts development with Manage Care Plans, CalAIM Experts, etc). Consultants will work with El Sol and LHA to prepare trainings and provide Technical Assistance for CBOs. **Total for Consultants: \$10,000.00**

AFRICAN AMERICAN AND ASIAN AMERICAN CHWS, MASTER STUDENT STIPENDS: El Sol will bring CHWs/Ps from different backgrounds and ethnicities to participate in the advisory group and the health education group. **Total Stipends: \$15,000.00**

Total Subcontracting Expenses: \$420,000.00

INDIRECT COSTS/OVERHEAD:

EXHIBIT B-1

An indirect cost rate of 21.7% (Indirect Federally Approved) is applied to costs for El Sol Neighborhood Educational Center, including all salaries and wages, fringe benefits, subcontracting expenses, and Non-Personnel Costs.

Indirect Costs Total: \$178,307.00

GRANT GRAND TOTAL: \$1,000,000.00