

35770

AMENDMENT NO. ONE TO CONTRACT NO. 35770

RE Amendment to CARES Act Grant Agreement Contract No. 35770 for the provision of Meal and Food Delivery for the City of Long Beach

This Amendment to Contract No. 35770 is made and entered as of March 18, 2021, by and between the CITY OF LONG BEACH, a municipal corporation, and One in Long Beach dba The LGBTQ Center (Vendor).

Contract No. 35770 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 May 30, 2021, as reflected in the Scope of Work, attached hereto as Exhibit "A-1".
- 3. Adding \$17,500 for a total contract amount not to exceed \$122,582 as reflected in Exhibits "A-1" and "B-1", 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:

Stella Ursua
(Signature)
Stella Ursua
(Print / Type Name)
President / Board Chair
President / Vice President / Secretary / Treasurer
(circle one)

VENDOR:

[Signature]
(Signature)
John A Newell
(Print / Type Name)
Vice President / Vice Chair
President / Vice President / Secretary / Treasurer
(circle one)

THE CITY OF LONG BEACH:

By Danda J. Saturn
City Manager

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER

Approved as to form:
CHARLES PARKIN, City Attorney

By July J. Anderson 4/1/21

Exhibit "A-1"

Scope of Work - Amendment No. One

Meal & Grocery Delivery

November 19, 2020 – May 30, 2021

This scope of work is between One in Long Beach (Contractor) and the City of Long Beach (City).

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.

One in Long Beach (Contractor) 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 or bi-weekly delivery at minimum.

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. Information can be self-reported without further documentation unless otherwise stated.

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.

The City will support outreach efforts on behalf of Contractor with distribution of City-produced materials for promotion of this service. 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"> • Fliers • Social media posts • Community outreach to CBO's and nonprofit partners. 	<ul style="list-style-type: none"> • 300 fliers to be distributed monthly totaling in 1500 fliers distributed in the award period. • 6 social media posts to be shared per month. • Outreach to 20 partner organizations by January 31st 2021.

Enrollment	<ul style="list-style-type: none"> • Enroll participants on a rolling basis. 	<ul style="list-style-type: none"> • 100 people enrolled by December 1st 2020. • 200 people enrolled by March 1st 2021.
Food/Meal Delivery	<ul style="list-style-type: none"> • Weekly food distribution • Monthly distribution of special food items to 250 (ethnic food items, olive oil, seasonal food items, items needed to prepare provided recipes for demonstration) • Holiday meal distribution 	<ul style="list-style-type: none"> • Have 20 distribution dates providing 250 food bags to older adults per distribution. • Provide 250 food bags of specialty food items per month, 1000 bags for the award period. • Have two holiday meal distributions providing precooked meals for 100 individuals for each distribution, totaling in 200 people served in the award period.

III. City Responsibilities

City staff will also provide reporting templates to the Contractor for the monthly and final report.

The City will appoint an employee to liaise between CONTRACTOR and the City of Long Beach to administer the grant. The City will provide \$122,562 in funding for the delivery of services through cost reimbursement with monthly invoicing and final payment method.

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 May 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 adjust services to stay within the overall program funding allocation. 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-1”

BUDGET

Category 1 per person: Custom Instacart Order	Maximum \$200/month (\$50/week)
Category 2 per person: AIDS Food Store Food Bags:	\$96/month (\$24/week)
Indirect Overhead Expenses	5% of program expenses
Total Program Budget	\$122,562

Previous Contract Budget: \$105,062

Amended Contract Budget: \$122,562