

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

1 RFP, if applicable, and the terms and conditions of the GRANTEE's application, and any
2 amendments thereto as may be approved by the CITY, are incorporated herein by
3 reference; and

4 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
5 conditions in this Agreement, the CITY and the GRANTEE agree as follows:

6 1. PROJECT. The CITY agrees to provide funding to the GRANTEE to
7 support older adults by conducting outreach and delivering education, including plans for
8 communication strategies over multiple platforms such as phone, email, social media, radio
9 and printed handouts, to diverse older adult communities with a focus on Asian/Pacific
10 Islander, specifically Filipino, residents in Long Beach during COVID-19 ("Project"). The
11 Project description is attached to this Agreement as Exhibit "A" and incorporated herein by
12 reference.

13 2. GRANT FUNDS. The GRANTEE hereby acknowledges and agrees
14 that the CITY's total contribution for the GRANTEE's approved project shall not exceed
15 Twenty Thousand Dollars (\$20,000). It is expressly understood and agreed that in no event
16 will the CITY's total contribution exceed this amount.

17 3. METHOD OF PAYMENT. The CITY shall make available to the
18 GRANTEE upon or after the effective date of this Agreement a total amount of Twenty
19 Thousand Dollars (\$20,000).

20 4. PERFORMANCE PERIOD; FUND APPLICATION. Funding has been
21 authorized for eligible expenditures related to the Project incurred between March 1, 2020
22 and December 30, 2020. The performance period for this grant is March 1, 2020 to
23 December 30, 2020. All expenditures must be incurred, and all services must be provided
24 within the performance period. CITY will not be obligated to reimburse expenses incurred
25 after the performance period, and GRANTEE will be obligated to repay CITY for any funds
26 received but not expended within the performance period. All funds not expected to be
27 expended by December 30, 2020 shall be returned to the CITY by December 10, 2020,
28 unless otherwise negotiated in writing in advance between the parties. Funding shall be

1 expended for authorized eligible expenditures in accordance with the Project budget,
2 delineated in the Project submittal attached hereto and incorporated by reference as
3 Exhibit "B". When required to do so in writing, the GRANTEE shall repay the CITY for any
4 amounts disbursed that the CITY determines were not used for authorized purposes, or
5 were used in violation of Federal, State, or City statutes, regulations or guidelines. The
6 CITY may also withhold such amounts from any allowable reimbursement request of the
7 GRANTEE.

8 5. COORDINATION AND ORGANIZATION.

9 A. GRANTEE shall coordinate its performance with CITY's
10 representative, if any, named in Exhibit "C", attached to this Agreement and
11 incorporated by this reference. GRANTEE shall advise and inform CITY's
12 representative of the work in progress on the Project in sufficient detail so as to
13 assist CITY's representative in making presentations and in holding meetings on the
14 Project.

15 B. The parties acknowledge that a substantial inducement to CITY
16 for entering this Agreement was and is the reputation and skill of GRANTEE's key
17 employee, named in Exhibit "D" attached to this Agreement and incorporated by this
18 reference. CITY shall have the right to approve any person proposed by GRANTEE
19 to replace that key employee.

20 6. COMPLIANCE. This Agreement is funded by a Coronavirus Relief
21 Funds (CRF) Federal Subaward obtained by the CITY. GRANTEE shall comply with any
22 and all applicable State, City and Federal statutes, regulations, codes, directives and
23 guidelines related to the performance of this Agreement, including any statutory law related
24 to contracting with the State of California.

25 7. AUDIT AND RECORD REQUIREMENTS. The GRANTEE shall follow
26 all generally accepted accounting procedures and practices and shall maintain books,
27 records, documents, and other evidence which sufficiently and properly account for the
28 expenditure of funds. The books, records and documents shall be subject at all reasonable

1 times to inspection, reviews, or audits by the CITY in order that the Project, management,
2 and fiscal policies of the GRANTEE may be evaluated to assure the proper and effective
3 expenditure of public funds. Additionally:

4 A. Cooperation with Monitoring, Audits, and Records
5 Requirements. All records and expenditures are subject to, and GRANTEE agrees
6 to comply with, monitoring and/or audits conducted by the United States Department
7 of Treasury's Inspector General, the Office of the Auditor of the State of California,
8 and the City Department of Finance. The GRANTEE shall maintain under Generally
9 Accepted Accounting Principles (GAAP) or Government Accounting Standards
10 Board (GASB) principles, adequate records that ensure proper accounting for all
11 costs and performances related to this Agreement.

12 B. Single Audit Requirements. Any Grantee expending \$750,000
13 or more in federal funds in a fiscal year may be subject to Single Audit Requirements
14 in 2 CFR, Part 200, Subpart F – Audit Requirements, at [https://www.ecfr.gov/cgi-](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
15 [bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

16 C. Requirement to Address Audit Findings. If any audit,
17 monitoring, investigations, review of awards, or other compliance review reveals any
18 discrepancies, inadequacies, or deficiencies which are necessary to correct in order
19 to maintain compliance with this Agreement, applicable laws, regulations, or the
20 GRANTEE's obligations hereunder, the GRANTEE agrees to propose and submit
21 to CITY a corrective action plan to correct such discrepancies or inadequacies within
22 twenty-five (25) calendar days after the GRANTEE's receipt of the findings.

23 D. The GRANTEE shall maintain appropriate audit trails to provide
24 accountability for all expenditures of grant funds, reporting measures, and funds
25 received from CITY under this Agreement. Audit trails maintained by the GRANTEE
26 will, at a minimum, identify the supporting deficiencies. If no corrective action is
27 taken, the CITY may take such action authorized by this Agreement and/or by law,
28 including termination.

1 8. TERMINATION. The CITY may, in its sole discretion, terminate this
2 Agreement for convenience or otherwise, without recourse, liability or penalty against
3 CITY, upon written notice to GRANTEE. Additionally:

4 A. In the event GRANTEE fails to perform or comply with an
5 obligation or a term, condition or provision of this Agreement, the CITY may notify
6 the GRANTEE in writing of the delay or nonperformance, and if not cured in five (5)
7 working days, the CITY may terminate this Agreement in its entirety, or any part
8 thereof, or the CITY may, upon written notice to GRANTEE, terminate this
9 Agreement for cause, without further notice or opportunity to cure. Such notification
10 will state the effective date of termination, and if no effective date is specified, the
11 effective date will be the date of the notification.

12 B. CITY and GRANTEE may mutually agree to terminate this
13 Agreement. CITY in its sole discretion will determine if, as part of the agreed
14 termination, GRANTEE is required to return any or all the disbursed grant funds.

15 C. Termination is not an exclusive remedy but will be in addition
16 to any other rights and remedies provided in equity, by law, or under this Agreement,
17 including those remedies listed at 2 C.F.R. 200.207 and 2 C.F.R. 200.338 –200.342.
18 Following termination by CITY, GRANTEE shall continue to be obligated to CITY for
19 the return of grant funds in accordance with applicable provisions of this Agreement.
20 In the event of termination under this section, CITY's obligation to reimburse
21 GRANTEE is limited to allowable costs incurred and paid by the GRANTEE prior to
22 the effective date of termination, and any allowable costs determined by CITY in its
23 sole discretion to be reasonable and necessary to cost-effectively wind up the
24 Agreement. Termination of this Agreement for any reason or expiration of this
25 Agreement shall not release the parties from any liability or obligation set forth in
26 this Agreement that is expressly stated to survive any such termination or expiration.

27 D. Notwithstanding any expiration or termination of this
28 Agreement, the rights and obligations pertaining to the grant, cooperation and

1 provision of additional information, return of grant funds, audit rights, records
2 retention, public information, and any other provision implying survivability shall
3 remain in effect after the expiration or termination of this Agreement.

4 9. RECAPTURE OF FUNDS. The discretionary right of CITY to
5 terminate this Agreement for convenience notwithstanding, CITY shall have the right to
6 terminate the Agreement and to recapture, and be reimbursed for any payments made by
7 CITY: (i) that are not allowed under applicable laws, rules, and regulations; or (ii) that are
8 otherwise inconsistent with this Agreement, including any unapproved expenditures. In
9 addition, if the State of California determines for any reason that CITY must repay
10 Coronavirus Relief Funds provided to GRANTEE, GRANTEE shall reimburse the CITY for
11 the repayment.

12 10. AUTHORITY TO WITHHOLD MONEY DUE OR PAYABLE. The CITY
13 may withhold such amounts due or to become payable under this Agreement to the
14 GRANTEE as may be necessary to protect the CITY against liability or to satisfy the
15 obligations of the GRANTEE to the CITY.

16 11. REPRESENTATIONS BY GRANTEE. By acceptance of this
17 Agreement, the GRANTEE makes all the statements, representations, warranties,
18 guarantees, certifications and affirmations included in this Agreement. If applicable, the
19 GRANTEE will comply with the requirements of 31 USC § 3729, which set forth that no
20 Grantee of federal payments shall submit a false claim for payment. If any of the
21 statements, representations, certifications, affirmations, warranties, or guarantees are
22 false or if the GRANTEE signs or executes the Agreement with a false statement or it is
23 subsequently determined that the GRANTEE has violated any of the statements,
24 representations, warranties, guarantees, certifications or affirmations included in this
25 Agreement, then CITY may consider this act a possible default under this Agreement and
26 may terminate or void this Agreement for cause and pursue other remedies available to
27 CITY under this Agreement and applicable law. False statements or claims made in
28 connection with CITY grants may result in fines, imprisonment, and debarment from

1 participating in City, state or federal grants or contracts, and/or other remedy available by
2 law, potentially including the provisions of 38 USC §§ 3801-3812, which details the
3 administrative remedies for false claims and statements made.

4 12. CONFLICT OF INTEREST SAFEGUARDS. The GRANTEE will
5 establish safeguards to prohibit its employees from using their positions for a purpose that
6 constitutes or presents the appearance of personal or organizational conflict of interest or
7 personal gain, whether for themselves or others, particularly those with whom they have
8 family, business, or other ties. The GRANTEE will operate with complete independence
9 and objectivity without actual, potential, or apparent conflict of interest with respect to its
10 performance under this Agreement.

11 13. FRAUD, WASTE, AND ABUSE. The GRANTEE understands that
12 CITY does not tolerate any type of fraud, waste, or misuse of funds. CITY's policy is to
13 promote consistent, legal, and ethical organizational behavior, by assigning responsibilities
14 and providing guidelines to enforce controls. Any violations of law or standards of ethical
15 conduct will be investigated, and appropriate actions will be taken. The GRANTEE
16 understands and agrees that misuse of award funds may result in a range of penalties,
17 including suspension of current and future funds, suspension or debarment from federal,
18 state, and City grants, recoupment of monies provided under an award, and civil and/or
19 criminal penalties.

20 14. CERTIFICATION REGARDING LOBBYING. By entering into this
21 Agreement, GRANTEE is certifying:

22 A. No Federal appropriated funds have been paid or will be paid,
23 by or on behalf of the GRANTEE, to any person for influencing or attempting to
24 influence an officer or employee of an agency, a Member of Congress, an officer or
25 employee of Congress, or an employee of a Member of Congress in connection with
26 the awarding of any Federal contract, the making of any Federal grant, the making
27 of any Federal loan, the entering into of any cooperative agreement, and the
28 extension, continuation, renewal, amendment, or modification of any Federal

1 contract, grant, loan, or cooperative agreement.

2 B. If any funds other than Federal appropriated funds have been
3 paid or will be paid to any person for influencing or attempting to influence any officer
4 or employee of any agency, a Member of Congress, an officer or employee of
5 Congress, or an employee of a Member of Congress in connection with this Federal
6 contract, grant, loan or cooperative agreement, the undersigned shall complete and
7 submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance
8 with its instructions.

9 C. The GRANTEE shall require that the language of this
10 certification be included in the award documents for all subawards at all tiers
11 (including subcontracts, subgrants, and contracts under grants, loans, and
12 cooperative agreements) and that all subrecipients shall certify and disclose
13 accordingly.

14 D. This certification is a material representation of fact upon which
15 reliance was placed when this transaction was made or entered into. Submission of
16 this certification is a prerequisite for making or entering into this transaction imposed
17 by 31 U.S.C. Sec. 1352 (as amended by the Lobbying Disclosure Act of 119). Any
18 person who fails to file the required certification shall be subject to a civil penalty of
19 not less than \$10,000 and not more than \$100,000 for each such failure. The
20 GRANTEE certifies or affirms the truthfulness and accuracy of each statement of its
21 certification and disclosure, if any. In addition, GRANTEE understands and agrees
22 that the provisions of 31 U.S.C. Sec. 3801 et seq. apply to this certification and
23 disclosure, if any.

24 15. SEVERABILITY. If any provisions of this Agreement are rendered or
25 declared illegal for any reason, or shall be invalid or unenforceable, such provision shall be
26 modified or deleted in such manner so as to afford the party for whose benefit it was
27 intended the fullest benefit commensurate with making this Agreement, as modified,
28 enforceable, and the remainder of this Agreement and the application of such provision to

1 other persons or circumstances shall not be affected thereby, but shall be enforced to the
2 greatest extent permitted by applicable law.

3 16. AMBIGUITIES. To the extent the terms and conditions of this
4 Agreement do not address a particular circumstance or are otherwise unclear or
5 ambiguous, such terms and conditions are to be construed consistent with the general
6 objectives, expectations and purposes of this Agreement and in all cases, according to its
7 fair meaning. The parties acknowledge that each party and its counsel have reviewed this
8 Agreement and that any rule of construction to the effect that any ambiguities are to be
9 resolved against the drafting party shall not be employed in the interpretation of this
10 Agreement. Any vague, ambiguous or conflicting terms shall be interpreted and construed
11 in such a manner as to accomplish the purpose of the Agreement.

12 17. CLEAN AIR ACT. The following is only applicable if the amount of the
13 contract exceeds \$150,000: (1) GRANTEE agrees to comply with all applicable standards,
14 orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401
15 et seq.; (2) GRANTEE agrees to report each violation to ATG and understands and agrees
16 that the ATG will, in turn, report each violation as required to assure notification to the
17 Federal Emergency Management Agency, and the appropriate Environmental Protection
18 Agency Regional Office; and (3) GRANTEE agrees to include these requirements in each
19 subcontract exceeding \$150,000 financed in whole or in part with federal assistance
20 provided by this Agreement.

21 18. CONTRACT PROVISIONS UNDER FEDERAL AWARDS. All
22 contracts made by a GRANTEE under a federal award must contain the provisions outlined
23 in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit
24 Requirements for Federal Awards, Appendix II to Part 200 Contract Provisions for Non-
25 Federal Entity Contracts Under Federal Awards.

26 19. INSURANCE.

27 A. As a condition precedent to the effectiveness of this
28 Agreement, GRANTEE shall procure and maintain, at GRANTEE's expense for the

1 duration of this Agreement, from insurance companies that are admitted to write
2 insurance in California and have ratings of or equivalent to A:V by A.M. Best
3 Company or from authorized non-admitted insurance companies subject to Section
4 1763 of the California Insurance Code and that have ratings of or equivalent to A:VIII
5 by A.M. Best Company, the following insurance:

6 (a) Commercial general liability insurance (equivalent in scope to
7 ISO form CG 00 01 11 85 or CG 00 01 10 93) in an amount not less than
8 \$1,000,000 per each occurrence and \$2,000,000 general aggregate. This
9 coverage shall include but not be limited to broad form contractual liability,
10 cross liability, independent contractors liability, and products and completed
11 operations liability. CITY, its boards and commissions, and their officials,
12 employees and agents shall be named as additional insureds by
13 endorsement (on CITY's endorsement form or on an endorsement
14 equivalent in scope to ISO form CG 20 10 11 85 or CG 20 26 11 85), and
15 this insurance shall contain no special limitations on the scope of protection
16 given to CITY, its boards and commissions, and their officials, employees
17 and agents. This policy shall be endorsed to state that the insurer waives
18 its right of subrogation against CITY, its boards and commissions, and their
19 officials, employees and agents.

20 (b) Workers' Compensation insurance as required by the California
21 Labor Code and employer's liability insurance in an amount not less than
22 \$1,000,000. This policy shall be endorsed to state that the insurer waives
23 its right of subrogation against CITY, its boards and commissions, and their
24 officials, employees and agents.

25 (c) Professional liability or errors and omissions insurance in an
26 amount not less than \$1,000,000 per claim.

27 (d) Commercial automobile liability insurance (equivalent in scope
28 to ISO form CA 00 01 06 92), covering Auto Symbol 1 (Any Auto) in an

1 amount not less than \$500,000 combined single limit per accident.

2 B. Any self-insurance program, self-insured retention, or
3 deductible must be separately approved in writing by CITY's Risk Manager or
4 designee and shall protect CITY, its officials, employees and agents in the same
5 manner and to the same extent as they would have been protected had the policy
6 or policies not contained retention or deductible provisions.

7 C. Each insurance policy shall be endorsed to state that coverage
8 shall not be reduced, non-renewed or canceled except after thirty (30) days prior
9 written notice to CITY, shall be primary and not contributing to any other insurance
10 or self-insurance maintained by CITY, and shall be endorsed to state that coverage
11 maintained by CITY shall be excess to and shall not contribute to insurance or self-
12 insurance maintained by GRANTEE. GRANTEE shall notify CITY in writing within
13 five (5) days after any insurance has been voided by the insurer or cancelled by the
14 insured.

15 D. If this coverage is written on a "claims made" basis, it must
16 provide for an extended reporting period of not less than one hundred eighty (180)
17 days, commencing on the date this Agreement expires or is terminated, unless
18 GRANTEE guarantees that GRANTEE will provide to CITY evidence of
19 uninterrupted, continuing coverage for a period of not less than three (3) years,
20 commencing on the date this Agreement expires or is terminated.

21 E. GRANTEE shall require that all sub-grantees used by
22 GRANTEE in the performance of these services maintain insurance in compliance
23 with this Section unless otherwise agreed in writing by CITY's Risk Manager or
24 designee.

25 F. Prior to the start of performance, GRANTEE shall deliver to
26 CITY certificates of insurance and the endorsements for approval as to sufficiency
27 and form. In addition, GRANTEE shall, within thirty (30) days prior to expiration of
28 the insurance, furnish to CITY certificates of insurance and endorsements

1 evidencing renewal of the insurance. CITY reserves the right to require complete
2 certified copies of all policies of GRANTEE and sub-grantees, at any time.
3 GRANTEE shall make available to CITY 's Risk Manager or designee all books,
4 records and other information relating to this insurance, during normal business
5 hours.

6 G. Any modification or waiver of these insurance requirements
7 shall only be made with the approval of CITY's Risk Manager or designee. Not more
8 frequently than once a year, CITY's Risk Manager or designee may require that
9 GRANTEE, sub-grantees change the amount, scope or types of coverages required
10 in this Section if, in his or her sole opinion, the amount, scope or types of coverages
11 are not adequate.

12 H. The procuring or existence of insurance shall not be construed
13 or deemed as a limitation on liability relating to GRANTEE's performance or as full
14 performance of or compliance with the indemnification provisions of this Agreement.

15 20. INDEMNITY.

16 A. GRANTEE shall indemnify, protect and hold harmless CITY, its
17 Boards, Commissions, and their officials, employees and agents ("Indemnified
18 Parties"), from and against any and all liability, claims, demands, damage, loss,
19 obligations, causes of action, proceedings, awards, fines, judgments, penalties,
20 costs and expenses, arising or alleged to have arisen, in whole or in part, out of or
21 in connection with (1) GRANTEE's breach or failure to comply with any of its
22 obligations contained in this Agreement, including any obligations arising from the
23 Project's compliance with or failure to comply with applicable laws, including all
24 applicable federal and state labor requirements including, without limitation, the
25 requirements of California Labor Code section 1770 et seq. or (2) negligent or willful
26 acts, errors, omissions or misrepresentations committed by GRANTEE, its officers,
27 employees, agents, sub-grantees, or anyone under GRANTEE's control, in the
28 performance of work or services under this Agreement (collectively "Claims" or

1 individually "Claim").

2 B. In addition to GRANTEE's duty to indemnify, GRANTEE shall
3 have a separate and wholly independent duty to defend Indemnified Parties at
4 GRANTEE's expense by legal counsel approved by CITY, from and against all
5 Claims, and shall continue this defense until the Claims are resolved, whether by
6 settlement, judgment or otherwise. No finding or judgment of negligence, fault,
7 breach, or the like on the part of GRANTEE shall be required for the duty to defend
8 to arise. CITY shall notify GRANTEE of any Claim, shall tender the defense of the
9 Claim to GRANTEE, and shall assist GRANTEE, as may be reasonably requested,
10 in the defense.

11 C. If a court of competent jurisdiction determines that a Claim was
12 caused by the sole negligence or willful misconduct of Indemnified Parties,
13 GRANTEE's costs of defense and indemnity shall be (1) reimbursed in full if the
14 court determines sole negligence by the Indemnified Parties, or (2) reduced by the
15 percentage of willful misconduct attributed by the court to the Indemnified Parties.

16 D. The provisions of this Section shall survive the expiration or
17 termination of this Agreement.

18 21. LAWS AND REGULATIONS. The GRANTEE shall be responsible for
19 being fully informed of all City, state and federal laws, ordinances, codes, rules and
20 regulations, which in any manner may affect this Agreement and the performance thereof.

21 22. REMEDIES NOT EXCLUSIVE. The express provision herein of
22 certain measures that may be exercised by the CITY for its protection shall not be
23 construed to preclude the CITY from exercising any other or further legal or equitable right
24 to protect its interests.

25 23. JURISDICTION/VENUE. This Agreement shall be construed in
26 accordance with the laws of the State of California, and the venue for any legal actions
27 brought by any party with respect to this Agreement shall be the County of Los Angeles,
28 State of California for state actions and the Central District of California for any federal

1 actions. GRANTEE shall cause all work performed in connection with construction of the
2 Project to be performed in compliance with (1) all applicable laws, ordinances, rules and
3 regulations of federal, state, county or municipal governments or agencies (including,
4 without limitation, all applicable federal and state labor standards, including the prevailing
5 wage provisions of sections 1770 et seq. of the California Labor Code); and (2) all
6 directions, rules and regulations of any fire marshal, health officer, building inspector, or
7 other officer of every governmental agency now having or hereafter acquiring jurisdiction.

8 24. GRANTEE'S FAILURE TO COMPLY WITH ALL REQUIREMENTS
9 AND CONTRACTUAL OBLIGATIONS. The GRANTEE's failure to comply with any and all
10 of the conditions of this Agreement, referenced herein and made a part hereof, may result
11 in the denial or rejection of future funding to the GRANTEE from the CITY.

12 25. ASSIGNMENT. The GRANTEE may not assign rights or duties under
13 an award, or subcontract delivery of services, without the prior written consent of the CITY.
14 Such consent shall not relieve the GRANTEE of liability in the event of default by its
15 assignee.

16 26. CONSTRUCTION OF CONTRACT. The masculine shall be deemed
17 to embrace and include the feminine and the singular shall be deemed to embrace and
18 include the plural whenever required in the context of this Agreement.

19 27. NON-DEBARMENT REQUIREMENTS. The GRANTEE certifies, and,
20 if the CITY, State of California or the United States Federal government requires shall
21 further certify that neither they nor their principals are presently debarred, suspended,
22 proposed for debarment, declared ineligible, or voluntarily excluded by the State of
23 California or the United States Federal government at the time of submitting a proposal,
24 and hereby certifies and will further certify that the GRANTEE shall immediately notify the
25 CITY should their debarment status change anytime during the performance period.

26 28. TAX IMPLICATIONS AND CONSEQUENCES. The CITY makes no
27 representations as to the tax consequences associated with the disbursement of CRF
28 funds related to this agreement, and any determination related to this issue is the sole

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1 responsibility of the GRANTEE. GRANTEE acknowledges consulting with its own tax
2 advisors or tax attorneys regarding this transaction or having had an opportunity to do so
3 prior to signing this agreement. GRANTEE acknowledges the CITY cannot provide advice
4 regarding the tax consequences or implications of the CRF funds disbursed to GRANTEE
5 under the terms of this agreement.

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

8 THE FILIPINO MIGRANT CENTER, a
9 nonprofit corporation organized under the
10 laws of the State of California

11 November 13, 2020

By MW
Name Romeo Hebron, Jr.
Title Executive Director

13 _____, 2020

By _____
Name _____
Title _____

15 "GRANTEE"

16 CITY OF LONG BEACH, a municipal
17 corporation

18 November 16, 2020

By Linda F. Jahn
City Manager
EXECUTED PURSUANT
TO SECTION 301 OF
"CITY" THE CITY CHARTER

21 This Agreement is approved as to form on Nov 16, 2020.

23 CHARLES PARKIN, City Attorney

24 By [Signature]
Deputy

28

EXHIBIT "A"

Scope of Work Agreement

Older Adult Supports

November 9, 2020 – December 30, 2020

This scope of work is between the Filipino Migrant Center (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 older adults have the supports and tools needed to maintain their health and wellbeing during COVID-19. The strategies identified here include efforts to maximize reach to the most vulnerable older adult communities.

Services under this Scope must specifically serve older adults aged 60 and over. The grant period for eligible expenditures will close on December 30, 2020 as outlined in the CARES Act.

The Filipino Migrant Center 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 community outreach and education
- Provide programming or services to reduce social isolation or loneliness

II. Services to be Performed

Contractor will conduct outreach and deliver education to older adults, tailoring or creating materials for diverse older adult communities with a focus on Asian/Pacific Islander, specifically Filipino, residents in West Long Beach. Activities include plans for communication strategies over multiple platforms such as phone, email, social media, radio and printed handouts.

Community outreach and education must focus in these areas:

1. Programs or services available that prioritize older adults
2. Prevention of elder fraud and abuse
3. Information to help maintain health and safety during COVID-19

In addition to the to the materials created for the focus areas, Contractor will support with distribution of City-produced materials for promotion of services and resources available through CARES Act funding. The City-produced materials must be distributed electronically (e.g. email, social media, etc.) and/or telephonically no more than once weekly. Additionally, Contractor will be expected to physically distribute no more than one handout or similar document per month during the grant period.

Contractor will conduct outreach and engagement with older adults to reduce the impact of loneliness and social isolation during COVID-19. Contractor will offer support services or programming that aim to improve mental health and quality of life for older adults in order to reduce the impact of social isolation or loneliness.

Program Area	Implementation	Deliverables and Timeline
Community Outreach and Education	<ul style="list-style-type: none"> • Weekly phone calls (in groups and individually) • Direct mail • Flyering at local Filipino businesses to Staff and volunteers will wear masks, have hand sanitizer, and always adhere to social distancing guidelines 	<p>6 weekly phone calls (3 in Nov. 2020, 3 in Dec. 2020);</p> <p>3 direct mailings to a total of 100 people (1 in Nov., 2 in Dec.);</p> <p>Distribute 500 flyers (100 flyers over 5 different days: 2 in Nov., 3 in Dec.)</p>
Social Isolation and Loneliness	<ul style="list-style-type: none"> • Wellness phone calls and case management • Virtual Senior Walking Club and Social Group • Engage in meetings with the Long Beach Aging Services Collaborative (Bi-weekly) 	<p>Conduct wellness phone calls and case management for 15 seniors in Walking Club;</p> <p>Convene 6 virtual meetings of Walking Club (3 in Nov., 3 in Dec.)</p> <p>Attend bi-weekly meetings of the Long Beach Aging Services Collaborative</p>

III. City Responsibilities

The City will provide Contractor with additional outreach content for distribution electronically or with handouts. 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 \$20,000 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 and invoices to the City. At contract closeout, Contractor shall submit the metrics met to date, a brief narrative of program impact, 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.

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. Services conducted after December 30, 2020 shall not be reimbursed under this agreement. Invoices shall include a maximum of 5% for administrative expenses.

Contractor will report on the metrics below:

Community Outreach and Education

The number of materials distributed.	Monthly
The approximate number of residents reached.	Monthly
The method of outreach	Monthly
The priority populations included in outreach	Monthly
The content of materials as it relates to the three focal areas	Close-out Report
Information on program impact from recipients of services for final report	Close-out Report

Social Isolation and Loneliness

The type and frequency of activities performed.	Monthly
The approximate number of residents reached.	Monthly
The priority populations reached including demographic information such as age, race/ethnicity, and zip code of residence when able	Monthly
Information on program impact from recipients of services for final report	Close-out Report

EXHIBIT "B"

Budget Document – Filipino Migrant Center
Older Adults Supports, CARES 2020

Scope 2

Personnel Expenses	Executive Director, Direct Services Coordinator, Community Organizers	\$7,875
	Subtotal	\$7,875
Program Marketing	Printing, Postage	\$1,200
	Marketing, Travel	\$450
	Subtotal	\$1,650
Administrative (5% cap)	Indirect/Overhead (5%)	\$475
	Subtotal	\$475
Total		\$10,000

Scope 3

Personnel Expenses	Executive Director, Direct Services Coordinator, Community Organizers	\$7,875
	Subtotal	\$7,875
Program Marketing	Printing, Postage	\$350
	Marketing, Travel	\$400
	Technology for virtual programming and participant incentives	\$900
	Subtotal	\$1,650
Administrative (5% cap)	Indirect/Overhead (5%)	\$475
	Subtotal	\$475
Total		\$10,000

EXHIBIT “C”

City’s Representative:

Cynthia Howell, Healthy Aging Center
Coordinator

EXHIBIT “D”

Grantee’s Key Employee:

Romeo Hebron