

AMENDMENT NO. ONE 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 March 22, 2021, by and between the CITY OF LONG BEACH, a municipal corporation, and Help Me Help You (Vendor).

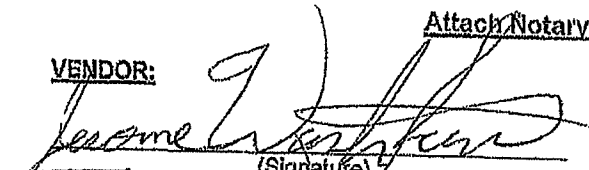
Contract No. 35767 is amended by mutual agreement of the parties and as indicated below by a check or other mark preceding the appropriate amendment:

- 1. No change to term.
- 2. Extending Performance Period to end May 30, 2021, as reflected on the Scope of Work, attached hereto as Exhibit "A-1.
- 3. Adding \$17,476.31 for a total contract amount not to exceed \$138,296.27 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:


(Signature)
Jerome Washington
(Print / Type Name)

President / Vice President / Secretary / Treasurer
(circle one)

VENDOR:


(Signature)
Jenette Avalon
(Print / Type Name)

President / Vice President / Secretary / Treasurer
(circle one)

THE CITY OF LONG BEACH:

By: Dorinda F. Johnson
City Manager

Approved as to form:
CHARLES PARKIN, City Attorney

By: Steph J. Anderson
Deputy 4/19/21

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER

Exhibit "A-1"

Scope of Work - Amendment No. One

Meal & Grocery Delivery

November 19, 2020 – May 30, 2021

This scope of work is between Help Me Help You (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.

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. 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"> • Market to current partners and caseworkers (to include the MSC, CES, and COC partners), Hospitals and Senior facilities. • Social Media posts • Create brochure/flyers to distribute 	<ul style="list-style-type: none"> • Send email blast to current partners, approximately 1,000 caseworkers. Conduct outreach to all facilities within a 25 mile (within the city of Long Beach) radius to establish new relationships and support enrollment from November – December 2020. • Weekly posts on Instagram, Twitter, and Facebook ongoing during contract period.

		<ul style="list-style-type: none"> • Distribute 1,000 brochures and flyers to partners and local community organizations by December 30, 2020.
Enrollment	<ul style="list-style-type: none"> • Screen for eligibility and track enrollment • Add new enrollees to food service program on an ongoing basis as funding allows. 	<ul style="list-style-type: none"> • Plan to enroll 250 clients by 1/1/2021. Delivery reports will be submitted daily • Continue with ongoing enrollments with plan to enroll 400 clients by 4/16/21 Clients will be enrolled into the food delivery program within 24 hours.
Food/Meal Delivery	<ul style="list-style-type: none"> • Deliver groceries weekly to enrolled eligible Long Beach residents. • Refer ineligible to other programs and hot line the City's Long Beach Resource Line. 	<ul style="list-style-type: none"> • Weekly delivery will take place. Each driver has an initial goal of delivering 50 groceries per day. • At intake clients will be assessed and referred to other programs and the hotline if necessary ongoing during the contract period. • Delivery stats will be recorded daily, weekly, and monthly. Monthly stats will be turned in to the City.

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 \$138,296.27 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 March 19, 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-1"

UPDATED BUDGET

		Original	Amended
Personnel Expenses	Drivers, food handling, enrollment	\$74,400	\$79,756.63
	Subtotal	\$74,400	\$79,756.63
Program Expenses	Food Costs	\$20,000	\$34,352.91
	Staff Travel	\$13,333.32	\$3,365.68
	Food Safety Training	\$333.32	\$20.00
	Marketing costs	\$5,666.68	\$11,840.00

CITY OF
LONG BEACH

			\$2,375.51
	Technology costs (food tracking system, customer data base, driver communication)	\$1,333.32	
	Subtotal	\$40,666.64	\$51,954.10
Administrative (5% cap)	Administrative/Overhead	\$5,753.32	\$6,585.54
	Subtotal	\$ 5,753.32	\$6,585.54
	Total	\$120,819.96	138,296.27