

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

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FIRST AMENDMENT TO AGREEMENT NO. 36448

**36448**

THIS FIRST AMENDMENT TO AGREEMENT NO. 36448 is made and entered into, in duplicate, effective as of February 27, 2023, for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on October 18, 2022, by and between INTERVAL HOUSE, a California nonprofit corporation ("Contractor"), with its principal place of business at 6615 E. Pacific Coast Highway, Suite 170, Long Beach, California 90803, and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, City and Contractor (the "Parties") entered into Agreement No. 36448 (the "Agreement") whereby Contractor agreed to develop and implement the Health Equity Community Project: COVID-19 Education and Vaccination Outreach program; and

WHEREAS, the Parties desire to amend the Scope of Work and Budget to the Agreement to reallocate funds in order to include a gift card incentive for participants;

NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions herein contained, the Parties agree as follows:

1. The Scope Work attached to the Agreement as Exhibit "A" is hereby amended and replaced with Exhibit "A-1", attached hereto and incorporated herein.
2. The Budget attached to the Agreement as Exhibit "B" is hereby amended and replaced with Exhibit "B-1," attached hereto and incorporated herein.
3. Except as expressly modified herein, all of the terms and conditions contained in Contract No. 36448 are ratified and confirmed and shall remain in full force and effect.


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IN WITNESS WHEREOF, the Parties hereto have caused these presents to be duly executed with all the formalities required by law on the respective dates set forth opposite their signatures.

INTERVAL HOUSE, a California nonprofit corporation

March 1, 2023

By   
Name Carol Williams  
Title Executive Director

\_\_\_\_\_, 2023

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

**EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.**

"Contractor"

CITY OF LONG BEACH, a municipal corporation

3/7/23, 2023

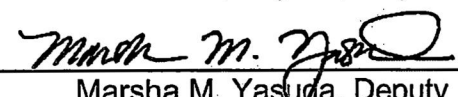
By   
City Manager

"City"

This First Amendment to Agreement No. 36448 is approved as to form

on March 6, 2023.

DAWN MCINTOSH, City Attorney

By   
Marsha M. Yasuda, Deputy

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EXHIBIT "A-1"

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**EXHIBIT A-1  
Scope of Work**

<b>Project Activity</b>	<b>Health Equity Community Projects: COVID-19 Education and Vaccination Outreach</b>
<b>Contractor</b>	<b>Interval House (Hereinafter referred to as “Contractor”)</b>

**I. Project Summary**

The City of Long Beach (City), Department of Health and Human Services (Health Department), is partnering with community organizations to implement Health Equity Community Projects aimed at addressing the systemic racism and pre-existing conditions that created the inequitable differences in COVID-19 hospitalizations, as well as to address the impact of the COVID-19 pandemic in the most at-risk, historically underserved, and under-resourced communities. Funding will be provided for the implementation of key activities for the communities most impacted by COVID-19.

**II. Goals**

Goals of this Program include the following:

- Reduce COVID-19 health disparities, ensuring no further exacerbation in unequal experience related to COVID-19 hospitalizations.
- Engage communities disproportionately impacted by COVID-19 and invest in improving the social determinants of health and mitigating historical inequities.
- Connect communities disproportionately impacted by COVID-19 to fundamental services and resources that will support their recovery and build resilience for the future.

**III. Scope of Work**

<b>SERVICE</b>	<b>IMPLEMENTATION and MEASUREMENT</b>	<b>TIMELINE</b>
Develop, review, update, and finalize COVID-19 outreach and educational materials	Interval House will develop, review, update, and finalize COVID-19 outreach and educational materials that center cultural responsiveness for communities of color and immigrant communities in Long Beach.	1/1/23 – 3/31/23  Quarter 1 milestone: Finalize work descriptions for consultants, onboard consultants, and finalize educational materials.

<p>COVID-19 Outreach and Education</p>	<p>1) 900 individuals will receive accurate up-to-date information on COVID-19 through outreach activities with community members (e.g., hosting community workshops and Q&amp;A sessions, assistance with scheduling vaccine/testing appointments, etc.) to disseminate COVID-19 educational materials and promote vaccination/testing for unvaccinated residents and those with increased exposure.</p> <p>2) 360 individuals will receive support with scheduling appointments to complete COVID-19 vaccinations</p> <p>3) Provide systems navigation for COVID-19 related supports. 900 individuals will increase their awareness on the Long Beach Resource Line and other COVID-19 related healthcare, mental health, basic needs, mainstream benefits, temporary shelter, permanent housing, and other support services.</p> <p>4) Provide gift card incentives for 100 individuals who participate in COVID-19 and health education workshops and schedule a COVID-19 vaccination or booster appointment.</p> <p><b>Submit Tools and Documentation:</b></p> <ul style="list-style-type: none"> <li>• Copies of educational materials</li> <li>• Attendance/service log (date/time and attendee)</li> <li>• Pre and post surveys and/or tests from attendees</li> <li>• Event pictures</li> <li>• Incentives Log</li> <li>• Receipts for gift cards</li> </ul>	<p>1/1/23-12/31/23</p> <p>Quarters 2-4 milestone: reach 150-300 individuals <u>each quarter</u> through COVID-19 education and vaccination outreach.</p> <p>Quarters 2-4 milestone: Provide 15-25 gift card incentives each quarter for individuals who participate in COVID-19 education workshops and make an appointment for a vaccination or booster.</p>
<p>Participate in the quarterly convenings with the Multicultural Health Council</p>	<p>Will participate in the Health Department's Multicultural Health Council on a quarterly basis. Participation will support Chronic Disease Prevention activities, informing culturally-competent service delivery and improving health outcomes in the community.</p> <p><b>Submit Tools and Documentation:</b></p> <ul style="list-style-type: none"> <li>• Track the number of meetings attended</li> </ul>	<p>1/1/23-12/31/23</p> <p>Quarters 1-4 milestones: <u>each quarter</u>, record 3-5 best practices, challenges, successes, and/or new methods of providing culturally-</p>

	<ul style="list-style-type: none"> <li>• Record information about best practices, challenges, successes, and new methods of providing culturally- and linguistically-competent services</li> <li>• Collect materials for distribution to the community to improve health education and outreach efforts</li> <li>• Track the number of partnerships strengthened and/or created through the Council.</li> </ul>	<p>and linguistically-competent services learned from the quarterly convenings.</p> <p>Quarter 4 milestone: strengthen partnerships with at least two other organizations.</p>
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**IV. Performance Metrics**

Several metrics will track the allocation of funds, the degree to which the services were implemented as planned, and program participation. Contractor will communicate any discrepancies in subrecipient reporting to the City representative for immediate follow-up and prompt resolution. Contractor will work with community members to determine service reach, frequency, and impact. Contractor will provide a cumulative report to the City representative to share the fund’s impact on the community in Long Beach. Contractor will work with the City representative to analyze process variables for data collection which will include:

<b>Direct Service Metrics</b>	<b>Description</b>
Number of people served	Report the number of people served. These should be unduplicated counts where possible. Include number of people served, location of residence or event, and demographic information such as age, race/ethnicity, gender, sexual orientation.
Type of resource/referral/education	Report the types of resources, referrals or education provided to the community served.
Number and type of incentives disseminated	Report the number and type of incentives disseminated along with justification to promote healthy behavior change. Please see Incentive Log for more instructions.
Qualitative Report: Completed by Organization using Quarterly Report template provided by the City.	Complete narrative responses using the reporting template provided by the City. Provide supplemental pictures or materials produced for the program via email to City representative with report and invoice.

## V. Deliverables, Invoices and Payment Schedule

City will issue payments according to the payment schedule below. Following the initial advance payment, the following payments will be made contingent upon progress toward milestones, completion of reporting, and participation in required contract management meetings to be held at the discretion of the City's Program Manager.

<b>Deliverables</b>	<b>Invoices Due</b>	<b>Payout</b>
Recruitment and training of staff	25% Advance	\$33,750
Quarter 1 Report and Invoice for services provided during January 1, 2023 – March 31, 2023	April 17, 2023	\$25,312.50
Quarter 2 Report and Invoice for services provided during April 1, 2023 – June 30, 2023	July 17, 2023	\$25,312.50
Quarter 3 Report and Invoice for services provided during July 1, 2023 – September 30, 2023	October 17, 2023	\$25,312.50
Quarter 4 Final Report and Invoice for services provided during October 1, 2023 – December 31, 2023	January 17, 2023	\$25,312.50

LBRA INCENTIVES LOG										
DATE	PURPOSE	JUSTIFICATION	INCENTIVE TYPE	LAST 5 DIGIT OF EARLY (N.I.C. #)	AMOUNT	STAFF NAME	STAFF SIGNATURE	CLIENT NAME	CLIENT SIGNATURE	EXAMPLE
1/27/2022	Walk around the block for 25 minutes 3x per week to reduce risk of chronic illnesses	Tier 1 - Precontemplation and Contemplation (Stages 1 and 2 of TTM)	Grocery Gift Card	-55555	\$25	John Doe		George Washington		



EXHIBIT "B-1"

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EXHIBIT "B-1"

**Applicant: Interval House**

**Budget Contact Name & Phone: Thyda Duong (562) 594-9492**

Please submit a separate cost proposal for each project (if more submitting more than one project)

**Project Name: Interval House COVID-19 Education and Vaccination Outreach**

**Project Dates: 1/1/2023 - 12/31/2023**

COST NARRATIVE	Updated Budget as of 1.1.23
<b>PERSONNEL EXPENSES</b> - Hourly time for staff directly supporting this project. For any personnel cost, back up documentation will be required.	
<i>*Personnel Expenses include fringe benefits*</i>	
<i>Example – Personnel: 1.0 FTE Program Coordinator to support program development and implementation</i>	
.05 FTE Project Director - Maintains overall supervision of program; ensures progress toward all project goals and objectives; and leads strategic partnerships to increase culturally appropriate outreach and engagement. Will serve as liaison and point of contact for City of Long Beach and key community stakeholders.	\$ 6,750
1.15 FTE Community Educators (3 positions; bilingual) - Conduct COVID-19 education and vaccination outreach, including multilingual workshops/outreach events, appointment scheduling, and systems navigation using culturally affirming strategies.	\$ 78,477
<b>Staff Benefits (Total salaries x 21%)</b>	<b>\$ 17,900</b>
<b>Total Personnel</b>	<b>\$ 103,127</b>
<b>NON-PERSONNEL/OTHER EXPENSES</b>	
<i>Example - Mileage: 50 miles per month x 12 months x \$0.585 per mile = \$351</i>	
<b>Client Incentives</b> - Gift cards to community members for participation in health education workshops and scheduling a COVID-19 vaccination (\$100/client x 100 clients)	\$ 10,000
<b>Community Engagement Advisor</b> (\$80/hour x 120 hours) Provide updated training and guidance on community mobilization, culturally affirming outreach and engagement strategies, and updated resources to ensure strong outreach, advocacy and coordinated response to best reach our targeted communities.	\$ 9,600
<b>Total Non-Personnel/Other Expenses</b>	<b>\$ 19,600</b>
<b>SUBTOTAL EXPENSES (excluding Indirect/Overhead)</b>	<b>\$ 122,727</b>
<b>INDIRECT/OVERHEAD EXPENSE (10% of Expenses)</b>	<b>\$ 12,273</b>
<b>TOTAL EXPENSES (Personnel + Non-Personnel/Other + Indirect Costs)</b>	<b>\$ 135,000</b>



*...on the strength of beautiful new wings we will soar!*

**INTERVAL HOUSE**  
Crisis Shelters & Centers for Victims of Domestic Violence

**INTERVAL HOUSE**  
**RESOLUTION OF THE GOVERNING BOARD**

**WHEREAS:**

Interval House, a non-profit corporation, is eligible and to apply for grants or funding from federal, state, county, city or private entities during the 2022-2023 fiscal year;

**RESOLVED THAT:**

1. The Board of Directors of Interval House hereby authorizes Carol Anne Williams, Executive Director, to apply for any grants or funding applications in accordance with the program statute, regulations and all requirements.
2. If the grant or funding application is approved, the Board of Directors authorizes Carol Anne Williams, Executive Director, to sign contracts and amendments, modifications, and extensions with the funding agency on behalf of Interval House's Board of Directors.
3. If the grant or funding application is approved, the Board of Directors of Interval House hereby authorizes the use of funds for eligible activities in the manner presented in the application as approved and in accordance with the program statute and the contracts.

PASSED AND ADOPTED at a regular Board of Directors meeting of Interval House this twenty-second (22<sup>nd</sup>) day of June 2022 by the following vote:

**AYES: 13**

**ABSTENTIONS: 0**

**NOES: 0**

**ABSENT: 2**

Donna Melody  
Donna Melody, President of the Board

6/22/2022  
Date