

**AMENDMENT NUMBER ONE TO COMMUNITY DEVELOPMENT BLOCK GRANT
SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF SAN LEANDRO AND
SERVICE OPPORTUNITY FOR SENIORS (SOS)**

This **Amendment Number One** (“Amendment”) is made by and between the City of San Leandro (“City”) and Service Opportunity for Seniors (SOS) (“Subrecipient”) (together sometimes referred to as the “Parties”) as of June 30, 2020, and amends that certain Community Development Block Grant Subrecipient Agreement (“Agreement”) dated July 1, 2019, between the Parties.

WHEREAS, City and Subrecipient have executed the Agreement, pursuant to which Subrecipient provides meal delivery services to homebound San Leandro senior citizens who are unable to shop for food or prepare meals for themselves. Subrecipient employs staff, who have knowledge of the basic nutritional needs of their clients, the organizational infrastructure and capacity to deliver these services, and is familiar with the regulations and requirements of HUD’s CDBG Program; and

WHEREAS, Subrecipient provides meals to eligible clients, including those impacted by COVID-19, who are residents of the City of San Leandro; and

WHEREAS, the Parties desire to amend the Agreement to extend the term of the Agreement from June 30, 2020 to June 30, 2021; and

WHEREAS, the Parties desire to amend the Agreement to increase the amount of funding provided to Subrecipient to address San Leandro senior citizens impacted by the Alameda County Shelter in Place order that commenced on March 18, 2020 in response to the Coronavirus Pandemic including payment for unanticipated expenses incurred since March 27, 2020.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Section 1.0, “TERM OF AGREEMENT”, of the Agreement is amended to provide that the Agreement shall continue in force and effect until June 30, 2021 instead of June 30, 2020.
2. Section 3.1, “Maximum Amount of CDBG Funds”, of the Agreement is amended to increase the maximum amount of CDBG funds to be provided to Subrecipient by \$15,000 to a total amount of \$44,000.
3. Exhibit A, “Scope of Work” of the Agreement is hereby amended and replaced the revised Scope of Work attached to this Amendment as Exhibit A and incorporated herein.

4. Exhibit B, "Budget" of the Agreement is hereby amended and replaced with the revised Budget, attached to this Amendment as Exhibit B and incorporated herein.

5. All other terms shall remain in full force and effect.

6. This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

The Parties have executed this Amendment as of the date first written above.

CITY OF SAN LEANDRO

Service Opportunity for Seniors (SOS)

Jeff Kay, City Manager

Charlie Deterline, Executive Director

Attest:

Leticia I. Miguel, City Clerk

Approved as to Fiscal Authority:

Finance Director

165-43-224-5120
Account Number

Approved as to Form:

Richard D. Pio Roda, City Attorney

EXHIBIT A

SCOPE OF WORK

Term of Contract: **July 1, 2019 – June 30, 2020 2021**

Agency: Service Opportunity for Seniors (SOS)

Address: 2235 Polvorosa Avenue, Suite 260
San Leandro, CA 94577

Contact Person: ~~Gennie McCabe~~ Charlie Deterline, Executive Director

Phone: 510 582-1263

Project Name: SOS / Meals on Wheels

PROJECT GOALS AND OBJECTIVES

The SOS/Meals on Wheels Program is an uncurtail meal delivery service to homebound seniors, 60 years of age and older, who are unable to shop for food or prepare meals for themselves. By promoting “Basic Nutritional Health”, the program decreases the possibility of premature institutionalization and fosters and supports self-determination, independence, and the dignity of homebound seniors.

MAJOR ACTIVITIES

The Program will maintain meals delivery service levels for two out of the five delivery routes in San Leandro. It will deliver the best nutritional food service of meals on the weekdays, with weekend meals available upon request, to homebound seniors so that these seniors do not forego “basic nutritional needs”.

PERFORMANCE MEASURES

SUBRECIPIENT SHALL, FOR THE TERM OF THE CONTRACT:

1. Serve One Hundred Sixty (160) homebound seniors with daily meals delivery.

TIMELINES

By September 30, 2019, SOS/Meals on Wheels will have accomplished:

Forty (40) homebound seniors served with daily meals delivery.

By December 31, 2019, SOS/Meals on Wheels will have accomplished:

Eighty (80) homebound seniors served with daily meals delivery.

By March 31, 2020, SOS/Meals on Wheels will have accomplished:

One Hundred Twenty (120) homebound seniors served with daily meals delivery.

By June 30, 2020, SOS/ Meals on Wheels will have accomplished:

One Hundred Sixty (160) homebound seniors served with daily meals delivery.

REPORTS AND MISCELLANEOUS

1. Agency must submit the City-provided Quarterly Reports within fifteen (15) days of the end of the each quarter. The Quarterly Reports shall reflect the number of persons served, and shall also include a narrative section. The reports shall be submitted even if there are no specific numbers to report, and the narrative report should describe why no specific numbers are reported.
2. To ensure timely expenditure of HUD funds, Agency must submit monthly reimbursement claims using the City's invoice or comparable form with documentation of claim including copies of time sheets (denoting specific hours for CDBG work performed), payroll stubs, DE3 or employment or contract letter for personnel costs, invoices or billings.
3. Housing Services Division staff will conduct CDBG desk monitoring on an ongoing basis based upon the City's CDBG monitoring plan.
4. Human Services staff and members of the Human Services Commission (HSC) and Housing Services Division staff will conduct at least one (1) monitoring site visit per year.

EXHIBIT B

BUDGET	
Service Opportunity for Seniors (SOS)	
City of San Leandro: CDBG FY 2019-2020	
Personnel Costs:	
Salaries / Wages (4 drivers)	\$25,000
Taxes, Fringe and W.C.	\$3,250
Mileage at \$0.65/Mile	\$750
COVID-19 Emergency Response	
Temporary Staffing	\$5,000
Additional Salaries & Overtime	\$6,576
215 (5-packs) of Shelf-Stable Emergency Meals	\$3,424
TOTAL BUDGETED	\$44,000
TOTAL AMOUNT AWARDED	\$44,000