

S



Amendment #2  
Contract 20170597

**City of Springfield Contract Tracer Document**

The purpose of this document is to provide continuous responsibility for the custody of **CONTRACTS** during the processing period.

**INSTRUCTIONS:** Upon receipt, please initial and write in the date of receipt. When your department has approved and signed the contract, please initial and date in the forwarding section and deliver to the next department.

DEPARTMENT	DATE RECEIVED		DATE FORWARDED TO NEXT DEPT.	
	Initials	Date	Initials	Date
Community Development	tg	10/2/19	tg	10/2/19
City Comptroller	PK	11.1.19	PK	11.1.19
Law	PK	11.4.19	PK	11.4.19
CAFO	tmm	11.5.19	tmm	11.6.19
Mayor	WJ	11/6/19	WJ	11/6/19
City Comptroller			KL	11.12.19
Community Development				

KB 10/30/19

Vendor No.: 70384    Contract No.: 20170597    Contract Date: 4/26/2017

Contract Amt.: \$0.00    Issue Date: 10/2/19    Renewal Date:

Appropriation Code1: 26451815-530105-64516  
 Appropriation Code2:  
 Appropriation Code3:  
 Appropriation Code4:

Description of Funding Source: CDBG-NDR

Bid No.:                      Requisition No.: 17011526    PO No.: 1701954

Vendor Name: Partners For Healthier Community / Remit #2  
*(Name change to: Partners for Healthier Community dbia Public Health Institute of Western MA)*

Contract Type: AMENDMENT #2

Contract Purpose: Scope of services, name change, budget change, as well as extending the contract expiration to 12/31/2020

Originating Dept.: Office of Disaster Recovery & Compliance

Expiration Date: 12/31/20    Amendment Date: 12/31/2020    Extension Date:

TYPE OF DOCUMENT (Please select at least one):  
 New     Renewal     Amendment #2     Extension

AMENDMENT #2 to CITY CONTRACT #20170597

SUBRECIPIENT PARTNERSHIP AGREEMENT WITH PARTNERS FOR A HEALTHIER COMMUNITY TO ADMINISTER A HEALTHY HOMES OUTREACH AND EDUCATION PROGRAM.

WHEREAS, on or about April 26, 2017, the City of Springfield, Massachusetts, acting by and through its Office of Community Development and Disaster Recovery & Compliance, with the approval of its Mayor (hereinafter referred to as the "City"), entered into an Agreement referred to as City Contract No. 20170597 ("Agreement") with the **Partners for a Healthier Community.**, with an address of **127 State Street, 4<sup>th</sup> Floor, Springfield, Massachusetts** (hereinafter referred to as the "Sub recipient"), to administer a Healthy Homes Outreach and Education Program ("Program"); and

NOW, THEREFORE, the parties hereto agree to amend the Agreement on the following terms and conditions:

- 1) This Amendment #2 is executed pursuant to Article IV, Section (G) of the Agreement.
- 2) Appendix B, Section I and III, the previous general and schedule, shall be replaced with revised general and schedule as detailed in Exhibit A
- 3) Amendment #1, Attachment A, the previous budget shall be replaced with revised budget as detailed in Exhibit B. The total contract amount of \$175,001.00 remains the same.
- 4) Article I, Section (D)(1), Time of Performance, is hereby amended by extending the completion date from August 31, 2019 to December 31, 2020
- 5) Where the parties have agreed to change the name of the Sub-recipient in the Agreement from Partners for a Healthier Community, Inc., to Partners for a Healthier Community, Inc. d/b/a Public Health Institute of Western Massachusetts (PHIWM), the introductory paragraph on page 1 of the Agreement is hereby deleted in its entirety and replaced with the following paragraph:

"Upon execution by all parties, this Agreement, shall be effective as of entered into as of the ----- day of -----, 2017, BY AND BETWEEN Partners for a Healthier Community, Inc. d/b/a Public Health Institute of Western Massachusetts (PHIWM), a not for profit corporation with its principal office and place of business at 127 Street Street, 4th Floor, Springfield, Massachusetts 01103 (hereinafter referred to as the "SUBRECIPIENT"), and the CITY OF SPRINGFIELD, a municipal corporation, duly organized and in existence under the laws of the Commonwealth of Massachusetts, with its principal office and place of business at 36 Court Street, Springfield, Massachusetts 01103, acting by

and through its Office of Community Development and Disaster Recovery and Resilience Department, with the approval of its Mayor (hereinafter referred to as the "CITY")."

- 6) To the extent that this Amendment #2 constitutes an assignment of Partners for a Healthier Communities interest in the Agreement for purposes of Section IX Sub-Section D(1) of the Agreement, the City hereby gives its written consent to such assignment. Upon execution of this Amendment #2 by the duly authorized agents of each party listed on the signature page hereto, all rights, interests, obligations, warranties and covenants of Partners for a Healthier Community in and under the Agreement shall be immediately assigned, transferred and conveyed to Partners for a Healthier Community, Inc. d/b/a Public Health Institute of Western Massachusetts (PHIWM) without further action by any party.
- 7) All other terms and conditions of the Agreement, not amended herein, shall remain the same.

This Agreement is executed by duly authorized agents of each party on the latest date noted below.

**THE SUBRECIPIENT:**

**For Partners for a Healthier Community, Inc. (Assignor)**

By: d/b/a Public Health Institute of Western MA  
Name: Jessica Collins  
Title: Executive Director  
Date signed: 7/30/19

**For Partners for a Healthier Community, Inc. d/b/a Public Health Institute of Western Massachusetts (PHIWM)  
(Assignee)**

By: Jessica Collins  
Jessica Collins, Executive Director  
Date signed: 7/30/19

IN WITNESS WHEREOF, the Borrower and the City have executed this Amendment on this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**SUBRECIPIENT**

By: Jessie Kelly  
Its: Executive Director  
Date: 9/30/19

**CITY OF SPRINGFIELD**

By: Timothy Sheehan  
Timothy Sheehan  
Chief Development Officer

Tina Quagliato Sullivan  
Tina Quagliato Sullivan  
Office of Disaster Recovery

<sup>09-1-19</sup>  
<sup>ma</sup>  
<sup>ma</sup> APPROVED AS TO APPROPRIATION: [Signature]  
City Comptroller, <sup>Deputy</sup>

APPROVED AS TO FORM: [Signature]  
City Solicitor  
Law Department

Reviewed: [Signature]  
Chief Administrative and Financial Officer

APPROVED: [Signature]  
Domenic J. Sarno  
Mayor  
Date Signed 10/6/19

# Exhibit A

## APPENDIX B – SCOPE OF SERVICES

### I. GENERAL

Partners for a Healthier Community, Inc., d/b/a/ Public Health Institute of Western Massachusetts (PHIWM) will be responsible for utilizing \$175,001.00 in CDBG-NDR funding to provide an outreach, referral and education program for the Healthy Homes Program.

All funds will be utilized in a manner satisfactory to the City of Springfield and consistent with the regulations required as a condition of these funds.

PHIWM agrees that the program will include the following:

- 1) PHIWM will be responsible for convening Springfield entities involved with housing, health and healthy homes to increase collaboration and coordination among all entities. In addition, PHIWM staff will conduct 1:1 meetings with stakeholders to update services listing. The full Springfield Healthy Homes Collaborative (SHHC) will have a minimum of six (6) meetings per year.

The Partner will also conduct outreach to community residents, through presentations at other regularly convened meetings (such as neighborhood councils and C3 meetings) with a minimum of 6 presentations meetings per year. There will also be a minimum of one (1) healthy homes training for home inspectors and community health workers held per year. Participants in the collaborative will include Springfield city departments, health care entities, housing entities, landlords and community based organizations. PHIWM will expand that working group to include entities representing the Urban River Watershed District.

- 2) PHIWM will be responsible for developing a shared referral process for Springfield entities engaged in healthy homes or related work. This will include compiling all relevant agencies existing services and, eligibility criteria on the Springfield Healthy Homes website. This effort will include the following tasks:
  - Gathering services and eligibility requirements from SHHC members
  - 
  - Creating materials targeted to service providers, residents and landlords.
  - Provide input and support on Healthy Homes resources for the developing Community Resource Database and support
  - Provide navigation to healthy homes services through regular meetings to discuss cases as well as contact with health care, housing and other service providers and residents.
  - Track meetings and # of cases discussed.

- 3) PHIWM will be responsible for working with entities involved with healthy homes work to create a single or compatible process for data collection and sharing .This will include compiling information on all relevant organizations' existing data and collection methods and development of a coordinated compatible process for organizations to use to collect all information and outcomes. This effort will include the following tasks:
- Gather existing home assessments, housing remediation, and home visit forms currently utilized by SHHC members.
  - Review existing online systems to collect and share outputs and outcomes used by similar collaboratives.
  - Recommendation to the City and SHHC of a joint data collection system based on research findings and through appropriate procurement procedures.
  - Development and implementation of the online data collection system
  - Pilot of the system with a limited test group of SHHC members.
  - Work with other interested SHHC members to gather key data on healthy homes interventions.
  - Report on overall healthy homes interventions gathered in ETO starting in 2019 on a quarterly basis.
  - Regular evaluation and update of the system to ensure it operates as intended.
  - Ongoing effort to expand services.
  - Outreach to providers to increase system awareness and use.
- 4) PHIWM will be responsible for creation and maintenance of a website that holds all healthy homes services available and healthy homes job training opportunities. This will be a comprehensive, user-friendly website that will include a general healthy homes education information and contact form to ask for referrals and support as well as links to the Baystate Health supported Community Resource Database. This website will be accessible to the public. PHIWM will be responsible for all regular maintenance, administration and updating of the website to ensure proper functioning and informational updates. Website content will include the following:
- Residents, health care and housing agency staff will have the ability to request services through contact forms and through links to the Baystate Health Community Resource Database to be developed in 2019.General Healthy Homes information including how to avoid asthma triggers such as mold, pests, poor ventilation, how to prevent falls by elders and other healthy homes concerns.
  - Information on tenant/landlord rights and responsibilities, as well as the process to address code enforcement violations
  - Opportunities for Healthy Homes training for tenants, homeowners, landlords, including job training for community health workers and home inspectors.
  - Information and links to specific housing services available from SHHC members.
- 5) PHIWM will provide all staffing necessary to complete all outreach, education, activities, meetings and trainings. All trainers will be well qualified and appropriately certified in their respective fields.

- 6) PHIWM will be responsible for all coordination between SHHC members, the City and other relevant parties.
- 7) PHIWM will be responsible for reporting all activities, progress and outcomes within the quarterly reports. PHIWM will also be responsible for reporting on expenditures of leveraged funding in their quarterly report.

PHIWM agrees that all expenditure of funds will comply with applicable CDBG-NDR requirements, including those found in Disaster Relief Appropriations Act, 2013 (Public Law 113-2), title I of the Housing and Community Development Act OF 1974 (42 USC 5302 et seq.), The CDBG Program regulations at 24 CFR part 570, the Notice of Funding Availability for HUD's Community Development Block Grant National Disaster Resilience Allocation and any subsequent published amendments (The CDBG-NDR NOFA), and the City of Springfield's CDBG-NDR NOFA Phase I and Phase II Applications.

PHIWM and its' vendors will furnish all staffing and labor related to completion of the plan. PHIWM will procure all goods and services in compliance with local, state and federal procurement requirements, including 2 CFR Part 200.

The City of Springfield will disburse all funding on a reimbursement basis in accordance with applicable local, state and federal regulations. The City of Springfield will monitor progress in accordance with all local, state and federal regulations. Any changes to the schedule must be approved by the City of Springfield in writing.

## **II. LEVERAGE FUNDING**

Partners for a Healthier Community, Inc., agrees that it will contribute \$367,065 in private grant funding as leverage to the project.

Partners for a Healthier Community, Inc., agrees that it will report on leverage expenditures and sources on a quarterly basis in quarterly reports submitted to the City of Springfield.

## **III. SCHEDULE**

In addition to holding mandated minimum meetings listed above. Within the first six (6) months of execution of this agreement PHIWM will complete the following tasks:

- Gather existing home assessments, housing remediation and home visit forms used by SHHC members.DONE
- Review online systems to collect and share outputs and outcomes used by other similar collaborations. DONE
- Make a recommendation to the City regarding a joint data collection system.DONE
- Put together content for the website in both English and Spanish.
- Create print materials to compliment website.DONE
- Create list of outside resources and links for the website.DONE

Within eighteen (18) months of execution of this agreement PHIWM will complete the following tasks:

- Expansion of data collection and referral systems to all agencies and the public.

Within twenty-four (24) months of execution of this agreement, PHIWM will complete the following tasks:

- Final development of online data collection system, with all content updates.
- Will have conducted all regular meetings with the outreach and education committee, outreach to the public and healthy homes training.



## Exhibit B

PHC Amendment #2	Year 1 Budget	Year 2 Budget	Year 3 Budget	Total
Personnel (.5 FTE for 2 years)	17,021.18	28,432.69	28,397.73	73,851.60
Evaluator	5,833.44	4,020.74	-	9,854.18
Fringe Benefits	5,302.22	7,530.03	6,588.26	19,420.51
Community Engagement	-	150.00	600.00	750.00
Asthma Home Visitng	-	-	-	-
Website/Online system	150.00	770.17	1,200.00	2,120.17
Healthy Homes Trainer	3,499.00	-	4,000.00	7,499.00
Dispute Mediatlon	-	-	-	-
Build Health Eval	-	-	-	-
Technical Assistance	-	-	7,000.00	7,000.00
Efforts to Outcomes	4,913.95	6,000.00	4,707.00	15,620.95
Supplies	-	94.38	-	94.38
Meeting Costs	-	-	-	-
Printing and Copying	-	-	400.00	400.00
Travel	5.72	131.36	233.00	370.08
Total Personnel & Program Cost	36,725.51	47,129.37	53,125.99	136,980.87
Indirect 30% (year 1 = 21.62%)	7,943.51	14,138.83	15,937.790	38,020.13
<b>TOTAL:</b>	<b>44,669.02</b>	<b>61,268.20</b>	<b>69,063.78</b>	<b>175,001.00</b>