



Amendment No. 3  
to  
Agreement No. CT 4700 20051500675  
for  
Social Services  
between  
**AUSTIN PUBLIC EDUCATION FOUNDATION**  
**DBA**  
**AUSTIN ED FUND**  
and the  
**CITY OF AUSTIN**

*(COVID-19 Economic Recovery and Caregiver Meals Program)*

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Six Hundred Thousand dollars (\$600,000)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (May 21, 2020 – Aug. 31, 2020)	n/a	\$ 1,319,350
Amendment No. 1: Extend Agreement to 9/15/2020 and Add Funds to Agreement (May 21, 2020 – Sept. 15, 2020)	\$ 1,000,000	\$ 2,319,350
Amendment No. 2: Extend Agreement to 12/30/2020 and Add Funds to Agreement (May 21, 2020 – Dec. 30, 2020)	\$ 369,728	\$ 2,689,078
Amendment No. 3: Add Funds to Agreement	\$600,000	\$ 3,289,078

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

**Exhibit A.1 -- Program Work Statement for Deliverables** is deleted in its entirety and replaced with a new **Exhibit A.1 -- Program Work Statement for Deliverables**. [Revised 10/8/2020]

- 4.0 MBE/WBE goals were not established for this Agreement.
- 5.0 Based on the criteria in the City's Living Wage Resolution No. 20160324-020, the Living Wage requirement does not apply to this Agreement.
- 6.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government,

as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

**7.0** All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

**GRANTEE**

Signature: 

AUSTIN PUBLIC EDUCATION  
FOUNDATION DBA AUSTIN ED FUND  
Michelle Wallis, Executive Director  
4000 S IH 35 Frontage Rd.  
Austin, TX 78704

Date: October 8, 2020

**CITY OF AUSTIN**

Signature: 

City of Austin  
Purchasing Office  
PO Box 1088  
Austin, TX 78767

Date: 10/12/2020

## Program Work Statement

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### Overview and Purpose

The City of Austin is providing funding to local school districts to partner with business to prepare caregiver meals and support economic recovery efforts as well as fill the gap of food insecurity created by COVID 19. The costs for these expenses will be submitted by the City of Austin for reimbursement under the CARES Act.

### Statement of Work

Through this agreement with the Austin Public Education Foundation, dba Austin Ed Fund, the Austin Independent School District (Austin ISD) will partner with local vendors impacted by the COVID 19 pandemic to provide caregiver meals. Austin ISD projects serving up to 6,000 meals per day at a cost of \$5/meal for the months of May through December 2020. The AISD meal delivery program provides two meals per day for caregivers of AISD students at 22 sites. Starting mid-August when school resumes, Austin Ed Fund projects to expand caregiver meals to at least 40 sites.

As of October 5, the model for meal delivery will adjust to align with the change for student curbside meal distribution. Effective Thursday, October 8, caregiver meals will be distributed on Thursdays, which will include 2 meals per day for up to 7 days per week (14 meals).

The Austin Ed Fund will provide the City of Austin the required documentation establishing the economic impact of the program on local vendors. Austin Ed Fund will demonstrate that local vendors would have had to dismiss staff or reduce staff hours without the Caregiver Meals program funding.

Meals for caregivers will be prepared by local, third party vendors and distributed at Austin ISD curbside and bus stop meal delivery sites. Caregiver meals will be available only to the adults accompanying children or with documentation of the children they are picking meals up for. If the parent does not have documentation, the child must be present to receive a meal.

To maintain a safe physical distance, at curbside sites, parents will tape the documentation to their car window or dash so staff may review through the glass. At bus stops sites, parents will place the documentation on the table for staff to review.

Changes may be made to this Work Statement based on need and when mutually agreed upon between Austin Ed Fund and Austin Public Health in writing.

The total contract amount is \$3,289,078, which is approximately 627,800 caregiver meals. Austin Public Education Foundation will submit payment requests weekly based on actual expenses incurred and paid the previous week. As of October 2, 2020, the agency has billed APH \$2,574,402. The difference between the amount already billed and the total contract amount is the additional funding that the agency will bill weekly in amounts to be determined.

### Contract Deliverables

Deliverable Description	Due	Supporting Documentation Required	Payment Amount	Fund %
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**Program Work Statement**

1	A. Economic Recovery B. Distribution Sites C. Safety Protocols	05/26/2020	A. Brief summary of all local vendors that will provide caregiver meals. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum. - # of employees prior to COVID-19 - negative financial impact of COVID-19 - anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract. B. List of all schools where caregiver meals will be distributed including percentage of students eligible for SNAP benefits based on most recent report. C. Policy and Procedures for safe meal distribution	140,000.00	5.44
2	A. Insurance B. Reconciliation C. New expenses	06/03/2020	A. Certificate of Insurance with required coverages B. Reconciliation of the expenses paid with the original \$140K with number of caregiver meals provided by campus C. Invoices for additional expenses not covered by the \$140K with number of caregiver meals provided by campus	141,400.00	5.49
3	New expenses for the week of June 1st to June 5th	06/10/2020	For the week of June 1st to June 5th Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	155,965.00	6.06
4	New expenses for the week of June 8th to June 12th	06/17/2020	For the week of June 8th to June 12th  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	136,200.00	5.29
5	New expenses for the week of June 15th to June 19th	06/24/2020	For the week of June 15th to June 19th  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	133,200.00	5.17

**Program Work Statement**

6	New expenses for the week of June 22nd to June 26th	07/01/2020	For the week of June 22nd to June 26th  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	129,800.00	5.04
7	New expenses for the week of June 29th to July 3rd	07/08/2020	For the week of June 29th to July 3rd  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	123,300.00	4.79
8	New expenses for the week of July 6th to July 10th	07/15/2020	For the week of July 6th to July 10th  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	0.00	0.00
9	New expenses for the week of July 13th to July 17th	07/22/2020	For the week of July 13th to July 17th  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	124,150.00	4.82
10	New expenses for the week of July 20th to July 24th	07/29/2020	For the week of July 20th to July 24th  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	121,440.00	4.72
11	New expenses for the week of July 27th to July 31st	08/05/2020	For the week of July 27th to July 31st  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.	120,950.00	4.70
12	A) New expenses for the week of August 3 to 7  B) Expenses for program administration	08/12/2020	For the week of August 3 to 7  A) Invoices for expenses incurred and paid  Report with the number of caregiver meals provided by campus.  B) Financial documentation of expenses incurred and paid for program administration (up to \$5000)	124,847.00	4.85

**Program Work Statement**

13	A) New expenses for the week of August 10 to 14	08/19/2020	For the week of August 10 to 14	119,150.00	4.63
	B) Updated Economic Recovery Impact Information, if applicable		A) Invoices for expenses incurred and paid		
	C) Updated distribution sites		Report with the number of caregiver meals provided by campus		
			B) If there are changes or additions to the employees or hired workers at local vendors providing meals, provide a summary of the changes. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum - # of employees prior to COVID 19 - negative financial impact of COVID 19 - anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract		
			C) List of sites where caregiver meals distributed including percentage of students eligible for SNAP benefits based on most recent report for remainder of the program		
14	New expenses for the week of August 17 to 21	08/26/2020	For the week of August 17 to 21	204,350.00	7.94
			Invoices for expenses incurred and paid		
			Report with the number of caregiver meals provided by campus.		
15	New expenses for the week of August 24 to 28	09/02/2020	For the week of August 24 to 28	180,600.00	7.02
			Invoices for expenses incurred and paid		
			Report with the number of caregiver meals provided by campus.		
16	New expenses for the week of August 31 to September 4	09/09/2020	For the week of August 31 to September 4	183,000.00	7.11
			Invoices for expenses incurred and paid		
			Report with the number of caregiver meals provided by campus		

**Program Work Statement**

17	New expenses for the week of September 7 to 11	09/16/2020	For the week of September 7 to 11  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided per campus	130,500.00	5.07
18	A) New expenses for the week of September 14 to 18  B) Economic Impact Update  C) Distribution Sites update	09/23/2020	For the week of September 14 to 18 A) Invoices for expenses incurred and paid Report with the number of caregiver meals provided by campus B) If there are changes or additions to the employees or hired workers at local vendors providing meals, provide a summary of the changes. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum - # of employees prior to COVID 19 - negative financial impact of COVID 19 - anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract  C) List of sites where caregiver meals distributed including percentage of students eligible for SNAP benefits based on most recent report for remainder of the program	152,750.00	5.93
19	New expenses for the week of September 21 to 25	09/30/2020	For the week of September 21 to 25  Invoices for expenses incurred and paid  Report with the number of caregiver meals provided per campus	152,800.00	5.94
20	New expenses for the week of September 28 to October 2	10/07/2020	For the week of September 28 to October 2  Invoices for expenses incurred and paid  Report with number of caregiver meals provided per campus	0.00	0.00

**Program Work Statement**

21	A) New expenses for the week of October 5 to 9  B) Economic Impact Update  C) General Ledger detail report	10/14/2020	A) For the week of October 5 to 9, Invoices for expenses incurred and paid, Report with the number of caregiver meals provided by campus.  B) If there are changes or additions to the employees or hired workers at local vendors providing meals, provide a summary of the changes. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum - # of employees prior to COVID 19 - negative financial impact of COVID 19 - anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract  C) General ledger from grantee financial management system identifying use of all funds	0.00	0.00
22	A) New expenses for the week of October 12 to 16  B) Updated insurance certificate and coverages	10/21/2020	A) For the week of October 12 to 16  Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus  B) Insurance COI	0.00	0.00
23	New expenses for the week October 19 to 23	10/28/2020	For the week of October 19 to 23  Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus	0.00	0.00
24	New expenses for the week October 26 to 30	11/04/2020	For the week of October 26 to 30 Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus	0.00	0.00
25	New expenses for the week November 2 to 6	11/11/2020	For the week of November 2 to 6 Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus	0.00	0.00



**Program Work Statement**

26	New expenses for the week November 9 to 13	11/18/2020	For the week of November 9 to 13 Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus	0.00	0.00
27	A) New expenses for the week of November 16 to 20 B) Final Report C) General Ledger for use of all funds	11/25/2020	A) For the week of November 16 to 20, Invoices for expenses incurred and paid, Report with the number of caregiver meals provided by campus. B) Final Report summarizing: - Economic Impact - Number of employees retained - Number of employees hired - Total number of caregiver meals distributed C) General ledger detail report from grantee financial management system documenting use of all contract funds.	0.00	0.00
				<b>2,574,402.00</b>	<b>100.01</b>