



Paige McInnis
Harris County Purchasing Agent

May 27, 2025

Commissioners Court
Harris County, Texas

RE: Job No. 220162

Members of Commissioners Court:

Please approve the attached Order(s) authorizing the County Judge to execute the attached Second Amendment to the Agreement(s) for the following:

Description: Reducing Food Insecurities for Harris County Public Health Services
Vendor(s): Houston Food Bank
Amount: \$2,947,682 previously approved funds for the term 01/10/2023 - 06/30/2025
0 additional funds for the extended term 07/01/2025 - 09/30/2025
\$2,947,682

Reviewed By: • Harris County Purchasing • Public Health Services

The Second Amendment extends term of the Agreement and updates the Budget in the Best and Final Offer (Exhibit B) and the Statement of Work (Exhibit G) at no cost to the County.

Sincerely,

Paige McInnis
Purchasing Agent

GGZ
Attachment(s)
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA JUNE 12, 2025



**SECOND AMENDMENT TO THE SUBRECIPIENT AGREEMENT BETWEEN
HARRIS COUNTY AND HOUSTON FOOD BANK**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Second Amendment to the Agreement is made and entered into by and between Harris County (the “County”), a body corporate and politic under the laws of the State of Texas, acting by and through Harris County Public Health (the “Department”), and Houston Food Bank (“Subrecipient”), a Texas non-profit entity created pursuant to the laws of Texas. The County and Subrecipient are referred to herein collectively as the “Parties” and individually as a “Party.”

Recitals

On January 10, 2023, the Parties entered into a Subrecipient Agreement (the “Agreement”) wherein Subrecipient agreed to address food insecurity evidenced and exacerbated by the COVID-19 pandemic through a multi-faceted approach that will expand capacity, expand operations, and expand partnerships to connect people to programs for more equitable food access and develop overarching food systems to increase local food supply in the County (the “Services”) under the *Houston Food Bank Expanding Capacity, Operations, and Partnerships (ECOP)* Project.

On November 12, 2024, the Parties amended the Agreement for the first time (the “First Amendment”) to extend the term of the Agreement, reduce the amount of grant funds appropriated, update the budget contained in the Best and Final Offer (Exhibit B), update the Federal Award Identification Table (Exhibit E), and update the Statement of Work (Exhibit G).

The Parties now desire to amend the Agreement for the second time (the “Second Amendment”) to update the budget contained in the Best and Final Offer (Exhibit B) due to a reallocation of funds between Subrecipient’s subcontractors and to update the Statement of Work (Exhibit G).

NOW, THEREFORE, upon and in consideration of the mutual promises and covenants contained herein and for other valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Terms

1) CONTRACT CONSTRUCTION

This Second Amendment shall be governed by the Agreement and the First Amendment, which are incorporated by reference as though fully set forth word for word.

2) TERM

The Term of the Agreement is hereby amended to extend until September 30, 2025.

3) BUDGET – EXHIBIT B

The budget in the Best and Final Offer (Exhibit B) of the Agreement is deleted in its entirety and replaced with the budget attached hereto as Exhibit B and incorporated herein by reference to reflect a reallocation of funds between Subrecipient's subcontractors. There is no change in the Limitation of Appropriation.

4) STATEMENT OF WORK – EXHIBIT G

The Statement of Work (Exhibit G) of the Agreement is deleted in its entirety and replaced with the Statement of Work attached hereto as Exhibit G and incorporated herein by reference.

5) ORDER OF PRECEDENCE

In the event of any conflict between the terms and provisions of this Second Amendment, or any portion thereof, and the terms and provisions of any other part or portion of the Agreement or the First Amendment, this Second Amendment shall control.

All other terms and provisions of the Agreement shall remain in full force and effect as originally written and subsequently amended.

6) EXECUTION, MULTIPLE COUNTERPARTS

This Second Amendment may be executed in several counterparts. Each counterpart is deemed an original. All counterparts together constitute one and the same instrument. Each Party warrants that the undersigned is a duly authorized representative with the power to execute this Second Amendment.

HOUSTON FOOD BANK

DocuSigned by:
By: Brian Greene
Name: Brian Greene
Title: President & CEO
Date: 5/21/2025

HARRIS COUNTY

By: _____
LINA HIDALGO
COUNTY JUDGE
Date: _____

APPROVED AS TO FORM:
CHRISTIAN D. MENEFE
COUNTY ATTORNEY

By: Manasi Tahiliani

Manasi Tahiliani

Assistant County Attorney

C.A.O File No: 25GEN0853

EXHIBIT B

Updated budget in Best and Final Offer

(follows behind)

Strategy 1 Expanding Capacity							
Budget Category	Strategic Outcome alignment & Deliverables	Wage	Fringe	Original Budget Total	Amended Budget Total (Nov. 2024)	Amended Budget Total (Mar. 2025)	Notes/Changes
	Personnel						
Procurement Manager \$6916.66 monthly pay @ 25% x 24 months	The Procurement Manager will be responsible for identifying qualifying hyperlocal food providers (such as farmers and producers), securing partnership agreements, and developing a process for pairing these farmers' goods to be distributed to Harris County food distribution.	\$41,500	\$8,715	\$50,215	\$50,215	\$50,215	
	Supplies						
Food purchases from hyperlocal, small, minority farmers, and food producers @ 1.30 per lb. averag	The key deliverable is increasing access to culturally relevant and nutritious foods by expanding the purchase of a variety of produce, that will then be delivered through partners to underserved communities. The deliverable will be the purchase of 320,512 lbs. of food @ \$1.30 per/lb.			\$500,000	\$401,739	\$477,428	Budget Amendment to reallocate the remaining \$75,689 from Plant It Forward to Houston Food Bank (Strategy 1 - Food Purchases)
Strategy 1 Total		\$41,500	\$8,715	\$550,215	\$451,954	\$527,643	
Strategy 2 Expanding Operations							
Budget Category	Strategic Outcome alignment & Deliverables	Wage	Fringe	Original Budget Total	Amended Budget Total (Nov. 2024)	Amended Budget Total (Mar. 2025)	Notes
Nutrition Education Supervisor \$4,786 monthly pay x 24 months @ 50%	Will deliver action items to Nutrition Education team to integrate food and nutrition literacy programming into health partners, higher education partners, and pantry partners within Harris County. Will create a follow up plan with internal and external partners to obtain feedback on implementation, make changes, and report out	\$57,431	\$12,061	\$69,492	\$69,492	\$69,492	
Health Promotion Specialist \$3,750 x 24 months x 50%	Will identify opportunities and collaborate with School Partnership Lead and Community Development team to implement innovative & equitable food prescription redemption strategies based on community voice (school markets, expanding into PS network existing pantries)	\$45,000	\$9,450	\$54,450	\$54,450	\$54,450	
Benefits Assistant	This position will be responsible for expanding existing benefit assistance (SNAP, Medicaid, etc.) within the targeted zip codes to ensure gaps are addressed.	\$28,155	\$5,913	\$34,068	\$34,068	\$34,068	
Community Engagement Supervisor \$4,416.68 monthly pay x 24 months X 50%	The Community Engagement Coordinator will engage 10 target zip codes to secure 15 to 25 people in each zip code to meet three times within the first year. This position will identify participants, coordinate the focus group events, take notes, and conduct any necessary follow up with participants.	\$55,416	\$11,637	\$67,053	\$67,053	\$67,053	
Community Development Specialist \$3,500 monthly x 24 x 25%	This position will also support recruitment and advertisement to neighbors and coordinate neighborhood based meeting logistics.	\$42,000	\$8,820	\$50,820	\$50,820	\$50,820	
School Partnerships Lead	The purpose for the School Partnerships Lead is to coordinate a gateway of alternative programming to help us fight child hunger and improve the livelihoods of students in need. This role is responsible for partnering with middle and high schools implementing the Houston Food Bank's School Market (school based markets that are located on the grounds of the school to provide easy and accessible access to food) and sister programming (programs that are a branch of the school market program)	\$21,804	\$4,579	\$26,383	\$26,383	\$26,383	
Grants and Compliance Manager \$3900 monthly pay x 24 months x 25%	The focus of this position is to manage financial reporting and compliance for grants.	\$23,400	\$4,914	\$28,314	\$36,786	\$36,786	
Accounting Analyst \$3,900 monthly pay x 24 months x 100%	It is an administrative role responsible for managing invoices through subgrants and tabulating and tracking of the Houston Food Bank expenses. They will ensure the agreement is compliant and in line with the GAAP Accounting Principles along with governing agency agreements.	\$93,600	\$19,655	\$113,255	\$113,255	\$113,255	
Subtotal Labor Expense		\$366,806	\$77,029	\$443,835	\$452,307	\$452,307	
Travel	Local travel was calculated using the federal GSA for mileage reimbursement. Mileage will be reimbursed using HFB Portwall location as the starting point to the desired destination through an established protocol. Mileage reimbursement is for HFB staff members that are listed in the above category, under salary for the duration of the grant.			\$3,956	\$3,956	\$3,956	
Subtotal Travel				\$3,956	\$3,956	\$3,956	
Translation Assistance	-			\$5,000			
	The key deliverable is facilitation of written and in person communication (during focus groups) by and with HFB staff to ensure a variety of community members can actively and meaningfully participate in the decisions that affect HFB services in their communities.						
Lived Experience Compensation	Key deliverables include resident participation in year 1 community engagement forums to: gather knowledge about lived experiences, map assets and identify gaps in services, and utilize the information gained to help increase access to food and services including the Community Assistance Program, Food Prescription, Food Scholarship and the Benefit Enrollment Center.			\$45,000	\$45,000	\$45,000	
Subtotal Other				\$50,000	\$45,000	\$45,000	
Strategy 2 Total		\$366,806	\$77,029	\$497,791	\$501,263	\$501,263	

		Strategy 3 Expanding Partnerships					Notes
Budget Category	Strategic Outcome alignment & Deliverables	Wage	Fringe	Original Budget Total	Amended Budget Total (Nov.2024)	Amended Budget Total (Mar. 2025)	
Partner Capacity Manager \$4,404.18 monthly pay x 24 months X 25%	The Partner Capacity Manager will be responsible for: •Managing the competitive grant process, evaluating grant applications, compliance and subrecipient outcome reporting. •Working with subrecipients to ensure they are on track with deliverables. •Working with HFB Accounting to ensure timely submission of proof of payments and receipts of documentation for reimbursement. •Supporting grant management and reporting throughout all three Strategies.	\$26,424	\$5,549	\$31,973	\$31,973	\$31,973	
Partner Capacity Specialist \$4,583.15 monthly pay x 24 months X 25%	The Partner Capacity Specialist will assist with the competitive grant process and work with grantees to ensure they are on track with deliverables. This will involve direct communication with grantees, monitoring and tracking outcomes, and serving as a liaison to other HFB services and potential external collaborations.	\$28,068	\$4,953	\$33,021	\$33,021	\$33,021	
Subtotal Labor Expense		\$54,492	\$10,502	\$64,994	\$64,994	\$64,994	
Partner Network Infrastructure Grant	The Partner Infrastructure grant will expand the ability of awarded partners to distribute nutritious food to more community members within targeted zip codes and provide services that address long-term food insecurity. Grant awards will be for \$15,000 to support upgrading/constructing Food for Change markets and the purchase of warehouse equipment such as pallet jacks, shelving and refrigerators, which will enable awardees to move and store food more efficiently and safely.			\$225,000	\$180,000	\$180,000	
Partner Hub Grant	The Partner Hub grant will expand the ability of awarded partners to both directly distribute nutritious food to more community members and support the ability of smaller partners (spokes) to distribute on a scheduled/weekly redistribution basis. Grants awards will aid in improving storage and redistribution processes through sizable investments of \$75,000, and may be used for facility renovation, sizable warehouse equipment and refrigeration such as walk-in freezers, forklifts and other equipment/renovations that would increase efficiency and capacity to directly serve the targeted communities and support spokes that directly serve the target communities.			\$300,000	\$375,000	\$375,000	
Supplemental Labor Support	The Supplemental labor will expand the ability of awarded partners to offer wrap- around navigation services to neighbors within the targeted communities. These services might include providing application assistance and referrals to neighbors for state public benefit programs, e.g., SNAP, Medicaid, CHIP, TANF, crisis care and outreach. Outreach might include connecting neighbors to non-state benefits like utility, rent and/or housing assistance, clothing donations, health services, job training, food pantries, education resources, or other needs. Funds for Supplemental Labor subrecipients may support up to 75% of salary and fringe expenses, not to exceed more than \$64,000 for full- and part-time supplemental labor. Awardees may hire a new navigation worker, increase an existing part-time navigation worker to full-time, or reassign existing worker for wrap around navigation services. HFB will provide training support for partners hiring new positions.			\$512,000	\$237,771	\$237,771	
				\$ 1,101,994.00	\$ 857,765.00	\$ 857,765.00	
SUBAWARDS							
Brighter Bites	Detailed breakdown provided below			\$750,000	\$ 631,500.00	\$ 631,500.00	
Target Hunger	Detailed breakdown provided below			\$450,000	\$ 378,900.00	\$ 378,900.00	
Plant It Forward	Detailed breakdown provided below			\$150,000	\$ 126,300.00	\$ 50,611.00	
Strategy 3 Total				\$ 2,451,994.00	\$ 1,994,465.00	\$ 1,918,776.00	Budget Amendment to reallocate the remaining \$75,689 from Plant It Forward to Houston Food Bank (Strategy 1 - Food Purchases)
HFB ARPA Grant Total				\$ 3,500,000.00	\$ 2,947,682.00	\$ 2,947,682.00	
SUBAWARD DETAIL							
Plant It Forward					Amended Budget Total (Nov.2024)	Amended Budget Total (Mar. 2025)	
CEO (2.5 hours per week)	This position is responsible for administration & reporting for the grant, liaising with partners, managing personnel and partially fulfilling the role of the Enterprise Programs Director which is currently vacant and will not be filled for the duration of the rest of grant				\$3,946		Effective 3/1/25, Houston Food Bank has terminated the subrecipient agreement with Plant It Forward due to subrecipient's inability to comply with contract terms and conditions. HFB is requesting to reallocate the remaining \$75,689 funds from Plant It Forward to Houston Food Bank (Strategy 1 – Food Purchases) to be used for the purchase and distribution of additional fresh produce.
Food Hub Coordinator/Trainer (10 hours per week @ \$25/hour)	Managing procurement of produce from farmers and liaising with them; planning distribution and education activities with partners to drive demand from beneficiaries and executing on them and training Food Hub Associate & Driver on various aspects of Food Hub operations and the project.				\$9,625		
Food Hub Associate (12 hours per week @ \$22/hour) -	Sorting and packing produce at the Food Hub, managing driver's delivery routes and schedules, managing volunteers to help with packing and distribution events; table/represent PIF at food distribution sites, and help with food education activities/events				\$10,164		
Part Time(25 hours per week) Enterprise Programs Director \$541.66 monthly pay x 24 months	This position is responsible for administration of the grant as well as recordkeeping and personnel management.	\$13,000	\$1,300	\$14,300	\$6,072		
Vacant – Part Time(5 hours per week @ \$20/hr) Delivery Driver	Helping Associate with sorting/packing, and then delivering food to distribution locations	\$2,340	\$234	\$2,574	\$5,390		
Labor Subtotal		\$15,340	\$1,534	\$16,874	\$35,187	\$7,892	
Food	PIF will focus on culturally appropriate produce grown and distributed by local farmers. Over 253,000 servings of fresh produce distributed over 2 years.			\$100,000	\$56,913	\$10,719	
Mileage (\$0.67/mile) for delivery	Reimbursement for fuel on delivery vehicle				\$1,250		

Supplies	PIF will print 9,000 information cards for food recipients. These cards will describe Plant It Forward farms, farming practices, produce outlets and SNAP EBT / Double Up Food Bucks offerings				\$1,126	\$1,000	
Capacity Building	Eight One-time grants of \$4,000 will be awarded to hyperlocal food producers to apply towards equipment/inputs to increase farm productivity				\$32,000	\$32,000	\$32,000
Plant It Forward ARPA Grant Total		\$15,340	\$1,534	\$150,000	\$126,300	\$50,611	
Target Hunger					Amended Budget Total (Nov. 2024)	Amended Budget Total (Mar. 2025)	
Budget Category	Detailed Description	Wage	Fringe	Total			
NEW: Asst. Director of Food Service (\$4,333.33/month) 80% of time over grant period	Responsible for: soliciting donors to increase funding, ordering food, implementing new Flowtrac Inventory System, training and supervising all warehouse staff, and other duties as assigned.	\$79,800	\$14,364	\$94,164	\$61,733	\$61,733	
Warehouse Clerk (\$3,120/month) 50% of time over grant period	Responsible for: ensuring integrity of various food orders based on receipt of product, fulfilling and processing orders, accepting incoming shipments and donations, processing and logging incoming shipments and donations into Flowtrac Inventory System, assisting in general organization of the warehouse and distribution preparation, and other duties as assigned.	\$37,500	\$6,750	\$44,250	\$42,347	\$42,347	
Warehouse Worker (\$2,773.33 /month)25% of time over grant period	Responsible for warehouse loading and unloading, order review and delivery, forklift operations, program deliveries and donation pickup, inventory product review, and other duties as assigned.	\$16,700	\$3,006	\$19,706	\$29,109	\$29,109	
Director of Food Services (\$6,583.33/month) 15% of time over grant period	Responsible for: onboarding and management of Assistant Director of Food Services, providing oversight and strategic support for Houston Food Bank ARPA grant, evaluation of services offered in targeted zip codes, and other duties as assigned.	\$23,700	\$4,266	\$27,966	\$28,928	\$28,928	
NEW: Client Outreach Manager (\$3,666.66/month) 80% of time over grant period	Responsible for creating and implementing outreach strategy, recruiting members of the Community Advisory Board (CAB), organizing monthly meetings and communicating regularly with CAB, attending three or more outreach events per week, implementing client survey efforts, working with Target Hunger team members and partners to increase client recruitment efforts and awareness, and other duties as assigned.	\$67,500	\$12,150	\$79,650	\$69,083	\$69,083	
Data Manager (\$3,033.33/month)25% of time over grant period	Responsible for: ensuring client data accuracy as it pertains to client files, USDA guidelines, and compliance, maintaining data quality and data integrity in all data systems, troubleshooting Apricot database program problems as needed, and other duties as assigned	\$18,200	\$3,276	\$21,476	\$18,937	\$18,937	
Program Manager (\$4,291.66/month)20% of time over grant period	Responsible for: onboarding and managing the Client Outreach Manager and the Education Food Fair Coordinator, providing oversight and strategic support for the Houston Food Bank ARPA grant, and other duties as assigned.	\$20,600	\$3,708	\$24,308	\$31,205	\$31,205	
Educational Food Fair Coordinator (\$3,120/month) 25% of time over grant period	Responsible for: using client survey results to secure new partners, researching new potential partners, establishing and maintaining relationships with new partners, and other duties as assigned.	\$18,800	\$3,384	\$22,184	\$802	\$802	
Office Manager (\$3,776.66/month) 10% of time over grant period	Responsible for: overseeing timesheet tracking, time allocation reports, etc., creating operating procedures as needed, submitting timely reports and reimbursements via HFB for Harris County ARPA grant, and other duties as assigned.	\$9,100	\$1,638	\$10,738	\$6,382	\$6,382	
Communication Coordinator (\$3,750/month) 5% of time over grant period	Responsible for: creating and updating collateral material for new outreach efforts, updating website and social media with new information, and other duties as assigned.	\$4,500	\$810	\$5,310	\$13,966	\$13,966	
CEO (\$11,166.66/month)5% of time over grant period	Responsible for: providing oversight and strategic support for the leadership team, working with CFO and Office Manager, as needed, to ensure HFB ARPA grant compliance, attending press conferences, announcements, and other collaborative opportunities with HFB staff, liaising with Board of Directors and CAB, as needed, and other duties as assigned	\$13,400	\$2,412	\$15,812	\$16,742	\$16,742	
Labor Subtotal		\$309,800	\$55,764	\$365,564	\$319,234	\$319,234	
Lived Experience Compensation (10 combined)	Key deliverables include 10 residents participating over the course of two years @ a stipend of \$200 per month for advisory board participation			\$24,000	\$11,000	\$11,000	
Travel	Mileage 2 Staff 100 miles/month x 24 months for Client Outreach Manager & Food Fair Coordinator \$5.85/mile			\$1,404	\$76	\$76	
Equipment	Flow Trac is an inventory management system that will allow for better tracking of goods; funding for additional slots in Apricot client data management system that records demographics; Survey Monkey monthly costs to start collecting information from clients on service preferences			\$33,720	\$37,630	\$37,630	
Data Consultant	\$25 per hour for consultants who will provide end user support and data management training for current and new, design and run database forms, and complete reports for HFB ARPA grant, as well as other duties as assigned.			\$6,250	\$5,950	\$5,950	
Contractual Bookkeeper	Responsible for: overseeing timesheet tracking, time allocation reports, etc., creating operating procedures as needed, submitting timely reports and reimbursements via HFB for Harris County ARPA grant, and other duties as assigned.				\$3,500	\$3,500	
Marketing Materials	Materials will be for Client Services outreach efforts and may include: printing of postcards, flyers; postage; client giveaways/incentives; banners/signage and branded materials for outreach events			\$19,062	\$1,510	\$1,510	
		\$0	\$0	\$84,436	\$59,666	\$59,666	
Target Hunger ARPA Grant Total		\$309,800	\$55,764	\$450,000	\$378,900	\$378,900	

Brighter Bites					Amended Budget Total (Nov.2024)	Amended Budget Total (Mar. 2025)	
Budget Category	Detailed Description	Wage	Fringe	Total			
Regional Director \$85,000 @ 5%	Responsible for maintaining relationships with produce vendors and funders, facilitating all grant reporting requirements, establishing and maintaining relationships with schools and - - distribution sites, supervising project staff on a day to day basis, overseeing nutrition events, coordinating staff and school trainings, and facilitating the purchase of all necessary supplies	\$8,500	\$1,955	\$10,455	\$10,455	\$10,455	
2 Senior Program Managers@ 20%	Responsible for coordinating logistics with sites, training teachers on nutrition education implementation, monitoring site performance and resolving issues, and conducting recipe demonstrations	\$48,000	\$11,040	\$59,040	\$59,040	\$59,040	
2 Coordinators@100%	Responsible for setting up produce bagging and distribution, leading produce bagging on site, and checking families into distributions.	\$200,000	\$46,000	\$246,000	\$246,000	\$246,000	
Senior Operations Coordinator @20	Responsible for conducting produce purchasing in Houston and managing Brighter Bites staff in HFB warehouse	\$22,000	\$5,060	\$27,060	\$27,060	\$27,060	
Grants Administrator @ 20%	Responsible for supporting grant administration including invoices and tracking of deliverables.	\$22,000	\$5,060	\$27,060	\$27,060	\$27,060	
School Year Associates	Part time positions that help at school sites with produce sorting and bagging. Six associates at \$18/hr. for 3,600 hours over the two year grant period.	\$73,440	\$0	\$73,440	\$73,440	\$73,440	
VP of Finance and Human Resources @10%	Responsible for overseeing grant finances including budget allocation.				\$30,000	\$30,000	
Labor Subtotal		\$373,940	\$69,115	\$443,055	\$473,055	\$473,055	
Contractual	Yearly software costs for Twilio texting service used to send weekly messages to families about distribution details. The total cost allocated to this grant is derived from 10% of the total cost of the app to account for additional users.			\$21,115	\$16,645	\$16,645	
Supplies	Costs include produce and recipe cards for families; materials such as produce, seasonings, preparation equipment, and serving materials for demonstrations (i.e., cutting boards, knives, - bowls), purchase of bags used for packing produce distributed to families; t shirts for produce bagging volunteers, and other materials include dry erase markers, tape, directional signage.			\$56,550	\$4,500	\$4,500	
Produce	Estimating 20 pounds of produce per family per distribution, with 20% of pounds purchased at \$0.50 /Pound, with 16 distributions at each of 12 sites during the school year and 6 distributions at each of 6 sites during the summer per year.			\$126,000	\$126,000	\$126,000	
Education Materials	Materials for nutrition education lessons with program participants.			\$26,000	\$300	\$300	
Travel	Estimating \$30 travel per distribution, with 16 distributions at each of 12 sites during the school year and 6 distributions at each of 6 sites during the summer per year			\$13,680	\$11,000	\$11,000	
Brighter Bites ARPA Grant Total		\$373,940	\$69,115	\$750,000	\$631,500	\$631,500	

EXHIBIT G

Updated Statement of Work

(follows behind)

Scope of Services

Services Performed By:	Services Performed For:
Houston Food Bank 535 Portwall St. Houston, Texas 77029 (713) 547-8602	Harris County Public Health 1111 Fannin St. Houston, TX 77002

Project Period

Project Title: Expanding Capacity, Operations, and Partnerships (ECOP) Project C.

Duration: Services are expected to commence in January 2023, and shall continue through April 2025, to wrap up June 2025 in alignment with the full contract term.

Project Organization and Resources

Project Organization: Houston Food Bank (from here on ‘HFB’ in this document)

Point of Contact: Brian Greene – President & Chief Executive Officer, bgreene@houstonfoodbank.org

Partners: HFB will partner with following three organizations/sub grantees: Target Hunger, Plant it Forward (PIF), Brighter Bites

Definitions

For the purpose of this SOW and ECOP Project, HFB shall define following terms as given below:

- **Hyperlocal:** Items raised, produced, aggregated, stored, processed, or distributed in the locality or region where the final product is marketed to consumers.
- **Socially Disadvantaged Group:** A group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.
- **Socially Disadvantaged Farmer or Rancher:** Food producer who is a member of a Socially Disadvantaged Group.

Program Activities and Deliverables

HFB together with its Partners shall conduct following Activities:

1. Expanding Capacity:

Year	Activity
Year 1	<ul style="list-style-type: none">• Secure relationships with a minimum of 10 HUB-certified vendors with an emphasis on hyperlocal, small, minority farmers, and food producers within the county.• Assess capacity needs of partner organizations in targeted zip codes to determine the optimal receiving and storage needs for the receipt of acquired foods.

	<ul style="list-style-type: none"> • Purchase and distribute food in targeted zip codes, hyperlocal vendors, and coordination of direct delivery to targeted partner locations.
Year 2	<ul style="list-style-type: none"> • Continue purchase and distribute food in targeted zip codes, hyperlocal vendors, and coordination of direct delivery to targeted partner locations. • Develop a Local food acquisition toolkit to forge a sustainability plan for vendors and the communities they have served.

2. Expanding Operations:

Year	Activity
Community Engagement: Lived Experience	
Year 1	<ul style="list-style-type: none"> • Initiate community engagement strategy to coordinate, plan, and promote engagement opportunities to residents and partnering organizations. within the targeted zip codes. <ul style="list-style-type: none"> - Part 1 shall consist of neighborhood forums and resident engagement. -Part 2 shall consist of additional neighborhood forums for the purpose of asset mapping and gap Identification. • Compensate the participating residents and leverage translation services for written and in-person communication. • Data walk with residents to ensure information captured is accurate.
Year 2	<ul style="list-style-type: none"> • Support the sustainable transition of resident voices to program and service partners to aid in successful community integration. • Host the close-out event focused on building cross-community relationships and demonstration of sustainable efforts with key partners and residents.
Community Assistance Program (CAP) and Benefit Enrollment Center (BEC)	
Year 1	<ul style="list-style-type: none"> • Identify and engage key organizations serving priority zip codes • Identify host sites within zip codes to layer community centered navigation services alongside nutritious food distribution.
Year 2	<ul style="list-style-type: none"> • Build capacity at partner sites through train the trainer models to sustain and improve SNAP and benefit enrollment opportunities within target zip codes at existing network partner locations.
Food for Change (FFC) Program	
Year 1	<ul style="list-style-type: none"> • Upgrade/construct five FFC markets within identified zip codes. • Provide food insecurity training to 50% of existing partners. • Introduce nutrition education components into programming with 30% of existing partners. • Implement nutrition education to existing programs to increase food and nutrition literacy for participants receiving food prescriptions or food scholarships • Increase brick & mortar markets and purchase and supplying a variety of produce and culturally relevant foods in markets • Collect utilization and outcome data monthly from participating partners through surveys of food insecurity status, fruit and vegetables consumption and tradeoff mitigation (food and medical care, food and rent, etc.).
Year 2	<ul style="list-style-type: none"> • Ensure stable utilization of new FFC markets. Creation and implementation of sustainable distribution program models. Analyze partner data sharing for outcomes.

	<ul style="list-style-type: none"> Collect and analyze the utilization and outcome data monthly from participating partners through surveys of food insecurity status, fruit and vegetables consumption and tradeoff mitigation (food and medical care, food and rent, etc.).
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3. Expanding Partnerships

Year	Activity
HFB Partner Network Infrastructure Grants, Partner Hub Grants, Supplemental Labor Support	
Year 1	<ul style="list-style-type: none"> Work with partner organizations to establish specific capacity needs. Increase efficiencies of the partner network to enable them to expand reach and serve more neighbors in need. Procure and distribute capacity building equipment, resources, knowledge, and funds within underserved zip codes/communities.
Year 2	<ul style="list-style-type: none"> Continue procurement and fund distribution to build partner capacity. Assist community partners in their ability to expand and communicate future needs. Increase capacity of network partners enabling them to provide healthier and more nutritious foods into the community.
Target Hunger (Sub-grantee)	
Year 1	<ul style="list-style-type: none"> Recruit and hire two new staff members, an Outreach Manager and an Assistant Director of Food Services. Create an overall outreach strategy for Target Hunger which will include: the revitalization of the CAB and recruitment of five engaged members from across Target Hunger's 10-zip code service area; tactics to drive new client outreach and engagement; and plans to coordinate data capture to better understand needs and evaluate impact. Assistant Director of Food Services shall support new and more efficient logistics protocols in Target Hunger's warehouse and satellite distribution sites. Director of Food Services shall evaluate two-zip codes in service area using data and community feedback within one-year of hiring both new positions. The assessments shall guide Year 2 strategies.
Year 2	<ul style="list-style-type: none"> Continue to implement Target Hunger's outreach strategy and make refinements based on feedback from the CAB and community. Optimize expanded food distribution logistics and operations as a result of growing client numbers from outreach efforts.
Plant It Forward (Sub-grantee)	
Year 1	<ul style="list-style-type: none"> Employ two staff members, an Enterprise Programs Director and Delivery Driver. The Enterprise Programs Director will be responsible for administration, record keeping, and personnel management related to the grant. PIF shall purchase and distribute local culturally appropriate produce to food access partners in targeted zip codes. PIF shall distribute one-time grants totaling \$32,000 to at least eight New American producers to apply towards equipment and relevant activities build capacity and increase productivity.
Year 2	<ul style="list-style-type: none"> Continue to implement PIF's strategy and make refinements based on feedback from food access partners, including onboarding new ones such as, Living Waters International Apostolic Ministries. PIF will employ four staff members, a Food Hub Trainer, Food Hub Associate, Delivery Driver and its CEO.

	<ul style="list-style-type: none"> Optimize expanded food distribution logistics and operations as a result of growing client numbers from outreach efforts.
Brighter Bites (Sub-grantee)	
Year 1	<ul style="list-style-type: none"> Support twelve site expansions such as schools, early childhood centers, and camps. Brighter Bites will also provide six hundred vouchers (\$15,000) to solidify family access to fresh fruits and vegetables beyond the program.
Year 2	<ul style="list-style-type: none"> Support twelve additional site expansions and provide six hundred additional produce vouchers (\$15,000).

- Communication and Outreach Plan**

HFB shall submit and implement detailed communication and outreach plan utilizing various tools channels and methods to increase general awardees and promote services and special projects including

- Social media targeted outreach: an annual engagement level of more than 135,000 (13.1k likes, shares, comments per month)
- Website spotlights, Newsroom, blogs with an annual reach of more than 735,000 page views per year
 - Press Releases/Media Alerts: announcing initiatives, partnerships, milestones, events, general awareness, and targeted outreach based on zip codes • Advertise services: can be zip code specific, timing has been Spring and can be adjusted as needed
 - Accessibility through website language translator: Spanish, Vietnamese, Chinese • Materials, news interviews, and social media (Facebook, Instagram, YouTube, Twitter, and LinkedIn (translated as needed)
- Partner collaborative efforts: providing tools (fliers, talking points) to promote via onsite, social media, website (translated as needed)
- Program staff: providing tools (fliers, info sheets, and talking points) to help foster relationships, creating loyalty (translated as needed)
 - Dedicated telephone call center
 - Online food pantry locator maps to help find the nearest food assistance • A Community Resource Center for appointment-based curbside food pick up • An HFB app to find pantries, schedule appointments and learn about other programs
- Chatbot on Facebook: increasing response time and customer services for inquiries
 - External knowledge base: enhancing the search function on our website

HFB will also submit:

- Detailed Program Design
- Marketing Collateral, if created
- Evaluation Plan
- Project Plan with Monthly Milestones
- Projected/Forecasted Budget by Month

Budget

Budget for the three program components follows; budget detail is incorporated at the end of this SOW.

Strategy	Strategy 1	Strategy 2	Strategy 3	Total
Theme	Capacity	Operations	Partnership	All
Funding	\$527,643	\$501,263	\$1,918,776	\$2,947,682

Goals and Performance Targets

- **Expanding Capacity**
 - Purchase and distribute additional \$477,428 of food and serve an additional 306,043 meals during the 2-year proposal period.
- **Expanding Operations:**
 - Community Engagement: Ensure a minimum of fifteen residents from each priority zip code are engaged over the course of a year through community engagement activities to ensure (1) the resources and services mobilized meet neighborhood needs, (2) make quantifiable impact and (3) permit for resident involvement.
 - CAP & BEC: Increase the number of individuals who are eligible to access state benefit assistance by 40% within a two-year timeframe to reduce the rate of food insecurity within households that are eligible for state and federal benefits.
 - FFC: Expand the neighbors served through the Food Rx and Food Scholarship programs by 30% over the duration of the grant to serve a total of 6,995 households by the end of Grant Year 2.
- **Expanding Partnership**
 - Houston Food Bank Partner Network Infrastructure Grants, Partner Hub Grants, and Supplemental Labor Support: Provide an estimated 11,520,000 additional nutritious meals to the community (5,760,000/year)
 - Target Hunger (sub-grantee) serve an additional 36,000 households during the 2-year proposal period (18,000 per/year).
 - Brighter Bites (Sub Grantee) support the expansion of twenty-four program sites and provide 1,200 produce vouchers to families to serve an additional 3,200 households throughout the grant cycle (1,600 per year).
 - Plant It Forward (sub-grantee) serve an additional 334,000 fresh produce servings throughout the grant cycle (167,000 fresh produce servings per year) and serve an additional 696 families per year (1,392 families total throughout the grant period).
 - Effective 3/1/25, Houston Food Bank has terminated the subrecipient agreement with Plant It Forward due to subrecipient's inability to comply with contract terms and conditions. HFB is requesting to reallocate the remaining \$75,689 funds from Plant It Forward to Houston Food Bank (Strategy 1 – Food Purchases) to be used for the purchase and distribution of additional fresh produce.

Reporting Requirements

Detailed reporting requirements will be jointly developed and agreed upon within 60 days of the effective date of this contract.

HFB's Monthly Reporting Requirements will include:

- Key Performance Indicators
- Milestone Statuses and Project Plan updates
- Monthly Narrative describing progress, challenges & risks, opportunities, and next steps

HFB's Quarterly Reporting Requirements will include:

- Granular Program Data
- Award Data by Recipient, if applicable

HFB's Annual Reporting Requirements will include:

- *Annual Report* or *Final Report* summarizing overall activities and progress, performance vs. goals, challenges, risks, lessons learned, and plans for the subsequent year, if applicable
- *Mid-term Equity Reflections* and/or *Final Equity Reflections* as applicable

Contractor Responsibilities

- HFB agrees to abide by the ARPA Equity Framework and strive to incorporate equity considerations throughout the project.
- HFB agrees to participate in and support third-party evaluation efforts, if applicable.

Any changes to this Scope of Services shall be agreed upon by Harris County.

Compliance and Monitoring

This project's funding source is the American Rescue Plan Act of 2021, State and Local Fiscal Recovery Fund (SLFRF), and any funded program/project and its expenditures are expected to align and ensure compliance with ARPA legislation, 2 CFR 200 Uniform Guidance, and U.S. Department of the Treasury specific SLFRF guidance such as the Final Rule, FAQs, and its Compliance and Reporting Guidance along with Harris County governing rules for subrecipients and contractors. HFB will be contacted to develop a tailored Compliance and Monitoring Plan. HFB will gather, and report data and documentation as required for federal compliance monitoring.

Close Out

HFB shall have fulfilled its obligations when the following occurs:

- HFB accomplishes the Activities described within this SOW, including delivery to Client of all materials and reports listed herein, and the Client accepts such activities and materials without unreasonable objections.

ORDER OF COMMISSIONERS COURT
Authorizing execution of an Amendment to the Agreement

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____, with all members present except _____.

A quorum was present. Among other business, the following was transacted:

**ORDER AUTHORIZING EXECUTION OF A SECOND AMENDMENT TO THE
AGREEMENT BETWEEN HARRIS COUNTY AND HOUSTON FOOD BANK**

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that County Judge Lina Hidalgo is hereby authorized to execute for and on behalf of Harris County a Second Amendment to the Subrecipient Agreement with Houston Food Bank to update the budget contained in the Best and Final Offer (Exhibit B) due to a reallocation of funds between Subrecipient’s subcontractors and to update the Statement of Work (Exhibit G), at no cost to the County. The Second Amendment is incorporated as though fully set forth herein word for word.

All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.