

THIS MODIFICATION AGREEMENT ("Modification Agreement") dated this 22<sup>nd</sup> day of June, 2018, between the City of New York acting through the Department of Social Services of the Human Resources Administration ("Department" or "HRA"), having an office located at 150 Greenwich Street, New York, NY 10007, the Department for the Aging ("DFTA") having an office located at 2 Lafayette Street, New York, New York 10007, and the Department of Health and Mental Hygiene ("DOHMH"), having an office located at Gotham Center, 42-09 28<sup>th</sup> Street, Queens, NY 11101 (collectively, the "Parties").

**WITNESSETH:**

**WHEREAS**, the New York State Department of Health ("SDOH") awarded funds to Public Health Solutions ("PHS") to provide outreach, education, and enrollment services for the disabled, aged and blind communities in New York through the Facilitated Enrollment for the Aged, Blind and Disabled Program (the "Program"); and

**WHEREAS**, PHS entered into subcontracting agreements with each party whereby the Parties agreed to provide services required by the Program; and

**WHEREAS**, the Parties entered into a Cooperative Agreement (the "Agreement") to support the Agreement and coordinate their respective roles in administering the Program; and

**WHEREAS**, the term of the Agreement was for one (1) year from April 1, 2015 through March 31, 2016, with five (5) automatic and consecutive one (1) year renewal periods; and

**WHEREAS**, the Parties now wish to modify the Agreement to update the scope of services and terms of payment for the period of April 1, 2018 through March 31, 2019; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto have agreed and do hereby agree as follows:

1. Except as modified herein or modified previously, all of the covenants, terms and conditions of the Agreement shall remain unchanged, and are hereby ratified and confirmed as in full force and effect.

2. MODIFICATION OF SCOPE OF SERVICES

A. Article 2, Scope of Services, Section 1, is hereby modified to state the following :

1. *DOHMH shall:*

- i. *Place four (4) FTE experienced facilitated enrollers at high priority sites (i.e. DFTA sites, DOHMH Health Centers and other*

- Community-Based partner sites) to assist clients who are age 65 and older, certified blind and/or disabled, with the application process for public health insurance.*
- ii. Provide a Supervising Facilitated Enroller (0.6 FTE) to provide back-up and surge capacity at sites, technical assistance to FEs with non-routine application assistance issues, and assist with logistical issues.*
  - iii. Ensure that FEs are trained and certified in accordance with NYSDOH FE-ABD training guidelines, and are proficient in PHS' FE-ABD Electronic Application System for submitting application to HRA and tracking program data.*
  - iv. Assure timely access and effective in-person assistance to the target population by co-locating with DFTA sites, established DOHMH Health Center sites, and other Community-Based partner sites.*
  - v. Schedule home visits as needed in order to assist applicants with mobility issues.*
  - vi. Screen applicants and provide objective information on public health insurance options.*
  - vii. Help complete applications for health insurance and provide quality review prior to submission to HRA.*
  - viii. Provide services in accordance with a Site Schedule to be approved by PHS.*
  - ix. Report the number of people DOHMH submits and enrolls in the program as enrollment information is available in PHS' FE-ABD Electronic Application System (Bluemark MAPSng™) and for applications submitted through the NYSOH, provide NYSOH data to reflect the number of applications submitted, the number of outreach activities conducted at each DOHMH and partnered site, and the number of special events held at each DOHMH and partnered site, on the dates listed, and as further described, in Exhibit 2 of this Modification Agreement.*

B. Article 2, Scope of Services, Section 2, is hereby modified to state the following:

2. *DFTA shall:*

- i. Identify and provide four (4) high priority DFTA senior center sites for effective outreach and enrollment of the target population.*
- ii. Provide a dedicated space with desks and chairs for the FEs to assist with completing applications. DFTA shall ensure that the designated space has a waiting area as space will allow, lockable storage space including filing cabinets, and that have workstations that are private and equipped with adequate office supplies.*

- iii. *Provide referrals to the high priority senior centers at other surrounding senior centers, and, as feasible, allows DOHMH facilitated enrollers to provide enrollment assistance as these other centers and other proximate sites.*
- iv. *Coordinate with its senior centers and Naturally Occurring Retirement Communities Supportive Service Program to facilitate education, outreach and referral information to seniors and their families about facilitated enrollers.*
- v. *Provide services in accordance with a Site Schedule to be approved by PHS.*
- vi. *Submit "FE ABD Expenditure Reports" and Intra-City invoices to HRA, as further described in Section 3 of this Modification Agreement, below.*

C. Article 2, Scope of Services, Section 3, is hereby modified to state the following:

3. *HRA shall:*

- i. *Appoint a Consumer Assistance Coordinator to work with HRA's Medicaid program and grantees in the New York City region along with their subcontracted entities and enrollment staff to facilitate an efficient and effective process for the delivery and processing of applications submitted to HRA.*
- ii. *Convent with participants and other City Agencies that serve the target population to develop and deliver improved enrollment services and outreach activities.*
- iii. *Build effective referral pathways through 311 and other New York City agencies, including HRA's Medicaid Office.*
- iv. *Hire a part-time Outreach Coordinator to facilitate planned activities at enrollment sites and consult with the FEs and the Consumer Assistance Coordinator to develop the best strategy and approach for the target communities. The Outreach Coordinator will: help plan, schedule, promote and implement outreach activities and special events as needed and will co-lead informational training sessions at the sites; further expand the reach of the program into the community through targeted outreach to potential beneficiaries served by Community- and Faith-Based Organizations; participate in partner meetings, outreach workgroup meetings and calls to troubleshoot and discuss project progress and; contribute to the preparation of reports.*
- v. *Identify additional enrollment opportunities at other City venues and train agency staff members who interface with the target population to develop integrated referral networks.*

- vi. *Provide technical assistance and convene meetings to facilitate quality improvement activities and identify processes and methods for improving the FE-ABD program.*
- vii. *Receive funds from PHS and distribute them to DFTA and DOHMH in accordance with the Budget, subject to PHS approval.*
- viii. *Develop promotional materials to be approved by PHS.*

### **3. MODIFICATION OF TERMS OF PAYMENT**

A. Article 3, Terms of Payment is hereby modified to add the following:

- F. *The total amount not-to-exceed for the period of April 1, 2018 through March 31, 2019 is \$501,265.00, subject to the availability of funding, which shall be allocated as delineated in the Budget attached hereto as **Exhibit 1** and incorporated by reference. In no event shall the total amount under this agreement exceed \$501,265.00 for the Year Four Budget Period ("BP4"). In no event shall the individual amount for each budget line under this agreement exceed its allocated budget for the Year Four Budget Period ("BP4"). The total amount not to exceed for each renewal period shall be subject to the amount budgeted for each Budget Period by PHS.*
- G. *DFTAs shall submit "FE ABD Expenditure Report" with accompanying IntraCity invoice to [diopa@dss.nyc.gov](mailto:diopa@dss.nyc.gov) with a CC to [perevral@dss.nyc.gov](mailto:perevral@dss.nyc.gov) expensing for active sites during each service period at \$1.250.00 per site per quarter. Invoice submission deadlines are detailed in the attached **Exhibit 3**.*

**[SIGNATURE PAGE FOLLOWS]**

Z- Modification  
HRA DOHMH DFTA  
Facilitated Enrollment  
05/12/17

IN WITNESS WHEREOF, the parties have duly executed this Modification Agreement on the date first above written.

CITY OF NEW YORK  
DEPARTMENT OF SOCIAL SERVICES  
HUMAN RESOURCES ADMINISTRATION

By [Signature]  
Name [Signature]  
Title [Signature]  
Date 6/22/18

CITY OF NEW YORK  
DEPARTMENT FOR THE AGING

By [Signature]  
Name **STEVEN FOO**  
Title **GENERAL COUNSEL**  
Date 6-7-2018

CITY OF NEW YORK  
DEPARTMENT OF HEALTH AND MENTAL  
HYGEINE

By [Signature]  
Name Assunta S. Rozza  
Title Deputy Commissioner, Finance  
Date 5/29/18

Z- Modification  
HRA DOHMH DFTA  
Facilitated Enrollment  
05/12/17

STATE OF NEW YORK )

: SS:

COUNTY OF NEW YORK)

On this 22<sup>nd</sup> day of June, 2018, before me personally came Vincent Gallo, to me known and known to me to be \_\_\_\_\_ of the HUMAN RESOURCES ADMINISTRATION/DEPARTMENT OF SOCIAL SERVICES of the CITY OF NEW YORK, the person described in and who executed the foregoing instrument, and she/he acknowledged to me that she/he executed the same for the purpose therein mentioned.

*Sharon James-Leonce*  
NOTARY PUBLIC  
SHARON JAMES-LEONCE  
Commissioner of Deeds  
City of New York No. 2-13026  
Certificate Filed in New York County  
Commission Expires May 01, 2020

STATE OF NY )  
:SS:  
COUNTY OF NY )

On this 7 day of June, 2018, before me personally came STEVEN KO, to me known, who, being by me duly sworn, did depose and say that she/he <sup>resides</sup> resides at 2 Lafayette St. NYC 10007, that she/he is the General Counsel of NYC DIST FOR THE AGING, the corporation described in and which executed the above instrument; and that she/he signed her/his name thereto by order of the board of directors of said corporation.

CONCETTA F. RICHES  
Commissioner of Deeds  
City of New York No. 5-1711  
Certificate Filed in New York County  
Commission Expires April 1, 2019

*Concetta F. Riches*  
NOTARY PUBLIC

STATE OF )  
  ) :SS:  
COUNTY OF Queens )

On this 20<sup>th</sup> day of May 2016, before me  
personally came Assunta RORZA, to me known, who,  
being by me duly sworn, did depose and say that she/he resides at  
42-09 26<sup>th</sup> Street LIC NY 11101, that she/he is the  
Deputy Commissioner of  
DOHMH, the corporation  
described in and which executed the above instrument; and that she/he signed her/his name thereto  
by order of the board of directors of said corporation. agency

**FRANK LANE**  
Notary Public, State of New York  
No. 01LA5014224  
Qualified in Queens County  
Commission Expires November 03, 2017  
2021

Frank Lane  
NOTARY PUBLIC

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## **Exhibit 1**



**Exhibit 1 - FE ABD Program  
Year Four Budget**

New York State Department of Health				
Facilitated Enrollment for the Aged, Blind and Disabled Program				
SUBCONTRACTOR ONLY				
Year Four Budget Proposal				
April 1, 2018 - March 31, 2019				
Lead Agency Name: Public Health Solutions				
Contract Number: C-029904				
Subcontractor Name: HRA/ DOH/ DFTA				
PERSONAL SERVICES				
Title and Staff Name	FE # FTEs	Non-FE # FTEs	Annual Salary	12 Month Budget
Consumer Assistance Coordinator - Lisbeth Pereyra		1.00	\$ 88,950	\$ 66,950
Senior Facilitated Enrollment Staff - Clara Rochez	0.40		\$ 50,362	\$ 18,000
Senior Facilitated Enrollment Staff - Marie Jean	0.20		\$ 75,618	\$ 13,500
Senior Facilitated Enrollment Staff - Alejandra Tovar	0.40		\$ 50,480	\$ 18,000
Senior Facilitated Enrollment Staff - Esther Ovalles	0.40		\$ 50,480	\$ 18,000
Senior Facilitated Enrollment Staff - Nancy Mendez	0.40		\$ 50,362	\$ 18,000
Senior Facilitated Enrollment Staff - Marvella Liburd	0.40		\$ 54,389	\$ 20,000
Senior Facilitated Enrollment Staff - Natalya Kagno/Lobatenko	0.20		\$ 50,480	\$ 8,000
Senior Facilitated Enrollment Staff - Paula Barbier	0.40		\$ 50,480	\$ 18,000
Senior Facilitated Enrollment Staff - Kettly Moise	0.40		\$ 50,480	\$ 18,000
Senior Facilitated Enrollment Staff - Shang Wen Lin	0.60		\$ 50,362	\$ 27,000
Senior Facilitated Enrollment Staff - Miledy Diaz	0.20		\$ 50,362	\$ 9,000
Senior Facilitated Enrollment Staff Supervisor - Suzanne Lewis	0.60		\$ 75,679	\$ 45,051
Outreach Coordinator - Shauna Patrick (new)		0.50	\$ 30,000	\$ 30,000
<b>Subtotal FTEs and Salaries</b>	<b>4.60</b>	<b>1.50</b>		\$ 327,601
<b>Fringe Benefits (50.11%)</b>				\$ 149,078
<b>SUBTOTAL PERSONAL SERVICES</b>				\$ 476,679
NON-PERSONAL SERVICES				
Travel				
Equipment				
Space, Property, Rent (Contractual Services - 4 DFTA Sites)				\$ 20,000
Utilities (Supplies and Translation)				\$ 4,686
Operating Expenses				
Expense 1				
Expense 2				
Expense 3				
Expense 4				
Expense 5				
Expense 6				
Expense 7				
<b>Total Operating Expenses</b>				
Other				
Other 1				
Other 2				
Other 3				
Other 4				
<b>Total Other</b>				
<b>SUBTOTAL NON-PERSONAL SERVICES</b>				\$ 24,686
<b>TOTAL SUBCONTRACTOR BUDGET</b>				\$ 501,265

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## Exhibit 2

## **Exhibit 2 - FE ABD Program**

### **DOHMH Expenditure and Progress Reporting Deadlines for Year 4**

<b>Period covering:</b>	<b>Reports due to HRA by:</b>
April 1 <sup>st</sup> – April 30 <sup>th</sup>	Thursday, May 10 <sup>th</sup> , 2018
May 1 <sup>st</sup> – May 31 <sup>st</sup>	Friday, June 8 <sup>th</sup> , 2018
June 1 <sup>st</sup> – June 30 <sup>th</sup>	Tuesday, July 10 <sup>th</sup> , 2018
July 1 <sup>st</sup> – July 31 <sup>st</sup>	Friday, August 10 <sup>th</sup> , 2018
August 1 <sup>st</sup> – August 31 <sup>st</sup>	Monday, September 10 <sup>th</sup> , 2018
September 1 <sup>st</sup> – September 30 <sup>th</sup>	Wednesday, October 10 <sup>th</sup> , 2018
October 1 <sup>st</sup> – October 31 <sup>st</sup>	Friday, November 9 <sup>th</sup> , 2018
November 1 <sup>st</sup> – November 30 <sup>th</sup>	Monday, December 10 <sup>th</sup> , 2018
December 1 <sup>st</sup> – December 31 <sup>st</sup>	Thursday, January 10 <sup>th</sup> , 2019
January 1 <sup>st</sup> – January 31 <sup>st</sup>	Friday, February 8 <sup>th</sup> , 2019
February 1 <sup>st</sup> – February 28 <sup>th</sup>	Friday, March 8 <sup>th</sup> , 2019
March 1 <sup>st</sup> – March 31 <sup>st</sup>	Wednesday, April 10 <sup>th</sup> , 2019

Please submit the following to [diopa@dss.nyc.gov](mailto:diopa@dss.nyc.gov) with a CC to [pereyral@dss.nyc.gov](mailto:pereyral@dss.nyc.gov):

- FE-ABD Expenditure Report with accompanying IntraCity invoice
- FE-ABD Monthly Staff Hours (with staff hourly pay rate)
- FE-ABD Monthly Progress Report
- Site List

If there is no expenditure or progress to report for a particular period, please send an e-mail stating so by the deadline outlined above.

HRA OCHIA will submit the compiled reports to PHS by the 15<sup>th</sup> of each month.

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### Exhibit 3

### **Exhibit 3 - FE ABD Program**

#### **DFTA Quarterly Reporting Deadlines for YR 4 2018-2019**

<b>DFTA Senior Centers Service Period:</b>	<b>DFTA Invoice to HRA due by:</b>
April, May, June	Tuesday, July 10 <sup>th</sup> , 2018
July, August, September	Wednesday, October 10 <sup>th</sup> , 2018
October, November, December	Thursday, January 10 <sup>th</sup> , 2019
January, February, March	Wednesday, April 10 <sup>th</sup> , 2019

Please submit "FE ABD Expenditure Report" with accompanying IntraCity invoice to [diopa@dss.nyc.gov](mailto:diopa@dss.nyc.gov) with a CC to [pereyral@dss.nyc.gov](mailto:pereyral@dss.nyc.gov) expensing for active sites during the service period.

HRA OCHIA will submit the compiled reports to PHS by the 15<sup>th</sup> of each month.