



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**  
Director

**MUNTU DAVIS, M.D., M.P.H.**  
County Health Officer

**MEGAN McCLAIRE, M.S.P.H.**  
Chief Deputy Director

**JEFFREY D. GUNZENHAUSER, M.D., M.P.H.**  
Director, Disease Control Bureau

**MARIO J. PÉREZ, M.P.H.**  
Director, Division of HIV and STD Programs

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**34949**

**AMENDMENT NUMBER: 3**

December 10, 2020

Kelly Colopy, Director, Department of Health & Human Services  
City of Long Beach  
2525 Grand Avenue  
Long Beach, California 90815

Dear Ms. Colopy:

**SUBJECT: CHANGE NOTICE TO CONTRACT NUMBER PH-003492 WITH CITY OF LONG BEACH**

On January 1, 2018, City of Long Beach entered into contract number PH-003492 with the County of Los Angeles Department of Public Health (DPH) for the provision of HIV and STD Prevention Services.

The Director of DPH authorizes the budget modification for Schedule 3, which has been replaced by Schedule 3.1 as outlined in the attached, effective on the date of execution.

This Contract change is permitted by Paragraph 8. ALTERATION OF TERMS/AMENDMENTS, Subparagraph 8.D, which states:

“8.D. Notwithstanding Paragraph 7.A., hereby corrected to read as 8.D. Notwithstanding Paragraph 8.A., in instances where the County's Board of Supervisors has delegated authority to the Director to amend this Contract to permit modifications to or within budget categories within each budget, as reflected in Exhibit C, and corresponding adjustment of the scope of work tasks and/or activities and/or allow for changes to hours of operation, changes to service locations, and/or correction of errors in the Contract's terms and conditions, a written Change Notice shall be signed by the Director and Contractor, as authorized by the County's Board of Supervisors. The executed Change Notice shall be incorporated into and become part of this Contract.”

Upon execution and return by City of Long Beach, of three (3) originals of this Change Notice, it will be signed by the Director of the Division of HIV and STD Programs (DHSP) and incorporated into Contract Number PH-003492. All other terms and conditions of the Contract remain unchanged and in full effect.


This Change Notice format has been approved by County Counsel.

If you have any questions, please contact Monique Collins, DHSP Contract Administration, at (213) 351-1115.

NOTED AND APPROVED BY:

DEPARTMENT OF PUBLIC HEALTH

CITY OF LONG BEACH

By   
\_\_\_\_\_  
Mario J. Perez, Director  
Division of HIV and STD Programs

By Linda J. Jakum for  
Signature

Thomas B. Modica  
Print Name

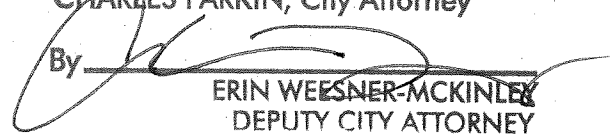
Title City Manager  
(Affix Corporate Seal)

MJP:mk

Attachment

APPROVED AS TO FORM

December 17, 2020  
CHARLES PARKIN, City Attorney

By   
ERIN WEESNER-MCKINLEY  
DEPUTY CITY ATTORNEY  
for Taylor Anderson

AMENDMENT NUMBER: 3

## SCHEDULE 3.1

\*SCHEDULE 3.1 REPLACES SCHEDULE 3

## CITY OF LONG BEACH

## HIV AND STD PREVENTION SERVICES

|  | <u>Budget Period</u><br>January 1, 2020<br>Through<br>December 31, 2020 |
|--|---|
| <b><u>Salaries</u></b>                         |   |
| <b><u>Full-Time</u></b>                        |   |
| Licensed Vocational Nurse II                   | \$ 29,844   |
| Community Program Specialist IV                | \$ 87,819   |
| Public Health Professional II                  | \$ 13,063   |
| Health Educator II                             | \$ 61,247   |
| Community Program Specialist III               | \$ 34,130   |
| Health Educator II                             | \$ 45,935   |
| Health Educator II                             | \$ 49,951   |
| Medical Assistant II                           | \$ 2,024  |
| Medical Assistant II                           | \$ 46,101   |
| <b>Subtotal Full-Time Salaries</b>             | <b>\$ 370,114</b>   |
| <b>Total Full-Time Benefits</b>                | <b>\$ 210,965</b>   |
| <b>Total Full-Time Salaries &amp; Benefits</b> | <b>581,079</b>  |
| <b><u>Travel</u></b>                           |   |
| Local Mileage                                  | \$ 2,834  |
| Parking Fee Costs                              | \$ 585  |
| <b>Total Travel</b>                            | <b>\$ 3,419</b>   |
| <b><u>Equipment</u></b>                        |   |
|  | \$ 0  |
| <b><u>Supplies</u></b>                         |   |
| Incentives                                     | \$ 5,000  |
| Office Supplies                                | \$ 5,791  |
| Condoms/Lubricants                             | \$ 1,784  |
| <b>Total Supplies</b>                          | <b>\$ 12,575</b>  |
| <b><u>Other</u></b>                            |   |
| Laboratory                                     | \$ 8,759  |
| Treatment                                      | \$ 1,787  |
| Office Equipment                               | \$ 3,203  |
| <b>Total Other</b>                             | <b>\$ 13,749</b>  |
| <b><u>Consultants/Subcontracts</u></b>         |   |
|  | \$ 0  |
| <b><u>Indirect Costs</u></b>                   |   |
|  | \$ 27,150   |
| <b>TOTAL PROGRAM BUDGET</b>                    | <b>\$ 637,972</b>   |

During the term of this Contract, any variation to the above budget must be executed through a Change Notice which is signed by the Division of HIV and STD Programs' Director and Contractor. Funds shall only be utilized for eligible program expenses. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH**  
**DIVISION OF HIV AND STD PROGRAMS**  
**HIV/STD PREVENTION SERVICES**  
**CITY OF LONG BEACH**  
**CONTRACT PH-003492, SCHEDULE 3.1**  
**January 1, 2020 through December 31, 2020**

BUDGET MODIFICATION

**FINANCE REVIEWED**

*NP*

BY: \_\_\_\_\_ DATE: 12/3/20 *rfj*

| A. PERSONNEL   | MONTHLY SALARY | # OF MOS.  | FTE   | APPROVED BUDGET   | CHANGE           | REVISED BUDGET    | ADMIN % | ADMIN DOLLARS    |
|--|----------------|------------|-------|-------------------|------------------|-------------------|---------|------------------|
| <b>Full-Time Staff</b>   |                |            |       |                   |                  |                   |         |                  |
| 1 PHA III (K. Brown)   | \$6,398.32     | 0          | 1.000 | \$ 75,274         | \$ (75,274)      | \$ 0              | 0%      | \$ 0             |
| 2 LVN II -TBH (7/2020)   | \$4,974.00     | 6          | 1.000 | 0                 | 29,844           | 29,844            | 0%      | 0                |
| 3 CPS IV (S. Alvarado)   | \$7,318.25     | 12         | 1.000 | 71,618            | 16,201           | 87,819            | 5%      | 4,391            |
| 4 PHP II (M.Crump)   | \$7,257.12     | 12         | 0.150 | 4,269             | 8,794            | 13,063            | 0%      | 0                |
| 5 CPS V (S.Kong)   | \$7,794.44     | 0          | 0.050 | 4,356             | (4,356)          | 0                 | 100%    | 0                |
| 6 HE II (R. Rivas)   | \$5,103.92     | 12         | 1.000 | 60,046            | 1,201            | 61,247            | 0%      | 0                |
| 7 CPS III (A. Sok)   | \$6,771.83     | 12         | 0.420 | 9,934             | 24,196           | 34,130            | 50%     | 17,065           |
| 8 HE II (TBH-4/2020)   | \$5,103.89     | 9          | 1.000 | 0                 | 45,935           | 45,935            | 0%      | 0                |
| 9 HE II (C. Moore)   | \$5,203.23     | 12         | 0.800 | 51,413            | (1,462)          | 49,951            | 0%      | 0                |
| 10 MA II (H. Perez 1/23/2020)                                  | \$3,679.11     | 1          | 0.550 | 16,712            | (14,688)         | 2,024             | 0%      | 0                |
| 11 MA II ( I. Castro 2/2020)                                   | \$4,191.00     | 11         | 1.000 | 0                 | 46,101           | 46,101            | 0%      | 0                |
| 12 HE I (B. Davis)   | \$3,235.33     | 0          | 1.000 | 38,824            | (38,824)         | 0                 | 0%      | 0                |
| 13 Outreach Worker I (A. Perez)                                | \$2,758.25     | 0          | 0.700 | 23,169            | (23,169)         | 0                 | 0%      | 0                |
| <b>Subtotal Full-Time Salaries</b>                             |                |            |       | <b>\$ 355,615</b> | <b>\$ 14,499</b> | <b>\$ 370,114</b> |         | <b>\$ 21,456</b> |
| Full-Time Employee Benefits @ 57.00%                           |                |            |       | <b>224,962</b>    | <b>(13,997)</b>  | <b>210,965</b>    |         | <b>12,230</b>    |
| <b>Total Full-Time Salaries &amp; Benefits</b>                 |                |            |       | <b>\$ 580,577</b> | <b>\$ 502</b>    | <b>\$ 581,079</b> |         | <b>\$ 33,686</b> |
| <b>Part-Time Staff</b>   |                |            |       |                   |                  |                   |         |                  |
| 1 N/A  |                |            |       | \$ 0              | \$ 0             | \$ 0              |         | \$ 0             |
| 2 N/A  |                |            |       | 0                 | 0                | 0                 |         | 0                |
| <b>Subtotal Part-Time Salaries</b>                             |                |            |       | <b>\$ 0</b>       | <b>\$ 0</b>      | <b>\$ 0</b>       |         | <b>0</b>         |
| Full-Time Employee Benefits @                                  |                |            |       | 0                 | 0                | 0                 |         | 0                |
| <b>Total Part-Time Salaries &amp; Benefits</b>                 |                |            |       | <b>\$ 0</b>       | <b>\$ 0</b>      | <b>\$ 0</b>       |         | <b>\$ 0</b>      |
| <b>Total Part-Time &amp; Part-Time Salaries &amp; Benefits</b> |                |            |       | <b>\$ 0</b>       | <b>\$ 0</b>      | <b>\$ 0</b>       |         | <b>\$ 0</b>      |
| <b>B. TRAVEL</b>   |                |            |       |                   |                  |                   |         |                  |
| 1 Local Staff Travel (reimbursed at \$0.55 per mile)           |                |            |       | \$ 3,003          | \$ (169)         | \$ 2,834          | 5%      | \$ 142           |
| 2 Parking Fee Costs  |                |            |       | 585               | 0                | 585               | 5%      | 29               |
| <b>Total Travel</b>  |                |            |       | <b>\$ 3,588</b>   | <b>\$ (169)</b>  | <b>\$ 3,419</b>   |         | <b>\$ 171</b>    |
| <b>C. EQUIPMENT</b>  |                |            |       |                   |                  |                   |         |                  |
|  |                |            |       | \$ 0              | \$ 0             | \$ 0              | 0%      | \$ 0             |
| <b>D. SUPPLIES</b>   |                |            |       |                   |                  |                   |         |                  |
| 1 Incentives   |                |            |       | \$ 5,000          | 0                | \$ 5,000          | 0%      | \$ 0             |
| 2 Office Supplies  |                |            |       | 3,956             | 1,835            | 5,791             | 40%     | 2,316            |
| 3 Condoms/Lubricants   |                |            |       | 0                 | 1,784            | 1,784             | 0%      | 0                |
| <b>Total Supplies</b>  |                |            |       | <b>\$ 8,956</b>   | <b>\$ 3,619</b>  | <b>\$ 12,575</b>  |         | <b>\$ 2,316</b>  |
| <b>E. OTHER</b>  |                |            |       |                   |                  |                   |         |                  |
| 1 Xerox MFD  |                |            |       | \$ 2,636          | \$ (2,636)       | \$ 0              | 50%     | \$ 0             |
| 2 Laboratory   |                |            |       | 9,759             | (1,000)          | 8,759             | 0%      | 0                |
| 3 Treatment  |                |            |       | 1,787             | 0                | 1,787             | 0%      | 0                |
| 4 Office Equipment   |                |            |       | 0                 | 3,203            | 3,203             | 0%      | 0                |
| 5 Utilities  |                |            |       | 0                 | 0                | 0                 | 0%      | 0                |
| 6 Rent   |                |            |       | 0                 | 0                | 0                 | 0%      | 0                |
| <b>Total Other</b>   |                |            |       | <b>\$ 14,182</b>  | <b>\$ (433)</b>  | <b>\$ 13,749</b>  |         | <b>\$ 0</b>      |
| <b>F. CONSULTANTS/SUBCONTRACTS</b>                             |                |            |       |                   |                  |                   |         |                  |
| 1 N/A  |                |            |       | \$ 0              | \$ 0             | \$ 0              | 0%      | \$ 0             |
| 2 N/A  |                |            |       | 0                 | 0                | 0                 | 0%      | 0                |
| <b>Total Consultant</b>  |                |            |       | <b>0</b>          | <b>0</b>         | <b>0</b>          |         | <b>0</b>         |
| <b>G. INDIRECT COSTS*</b>                                      |                |            |       |                   |                  |                   |         |                  |
|  | 5.283%         | 4.672% New |       | \$ 30,669         | \$ (3,519)       | \$ 27,150         | 100%    | \$ 27,150        |
| <b>TOTAL BUDGET</b>  |                |            |       | <b>\$ 637,972</b> | <b>\$ 0</b>      | <b>\$ 637,972</b> |         | <b>\$ 63,323</b> |

\*\* Administrative Costs Cap [10% of Total Budget] =

\$63,797

\*\* Administrative Costs =

\$63,323

9.93%

\* Indirect Costs: NICRA Required - Maximum of 15% of Salaries and EB

revised 2/25/16