



CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Standard Subgrant Agreement Amendment

Contract Number: 13-20015

33564

This is a Subgranting Agreement of the California Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

between

City of Long Beach Department of Health and Human Services (Party A)

and

City Fabrick (Party B)

I. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

i. SUBGRANT AGREEMENT Term

The term of this Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences October 1, 2015, and terminates September 30, 2016.

ii. Party A Responsibilities

Party A shall undertake the following activities during the duration of the SUBGRANT term:

1. Promptly reimburse allowable expenses according to the terms and conditions set forth in this Subgrant Agreement according to the following schedule:

Quarter	Period	Due Date	Reimbursement
1 st Quarter	Oct. 1-Dec. 31	Jan 30	30 days*
2 nd Quarter	Jan. 1-March 31	April 30	30 days*
3 rd Quarter	April 1-June 30	July 30	30 days*
4 th Quarter	July 1 – Sept. 30	Oct 30	30 days*

The maximum amount payable under this Subgrant Agreement is \$127,000 (FFY14-16)

*30 days after invoice and all backup documents are received.

iii. Party B Responsibilities

Party B shall undertake the following activities during the duration of the Subgrant Agreement term:

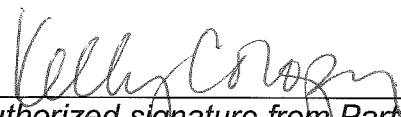
1. Deliverables and activities as outlined in the Work Plan (Exhibit A).
2. Submit Invoice and Backup Documents for expenses approved in the Subgrant Budget Justification (Exhibit B)

All other terms and conditions shall remain the same.

X. Effective Date and Signature

This SUBGRANT AGREEMENT AMENDMENT shall be effective upon the signature of Party A and Party B authorized officials. It shall be in force from October 1, 2015 to September 30, 2016. Party A and Party B indicate agreement with this SUBGRANT AGREEMENT AMENDMENT by their signatures.

Signatures and dates

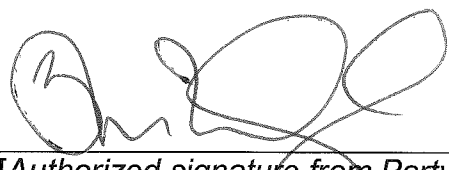


[Authorized signature from Party A]

Kelly Colopy
Director, Long Beach Department of
Health and Human Services

10.30.15

Date



[Authorized signature from Party B]

Brian Ulaszewski
Executive Director, LEED AP
City Fabrick

10/30/15

Date



[Contract Signatory Signature]

Patrick H. West
City Manager, City of Long Beach

12/4/15

Date

Assistant City Manager

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

APPROVED AS TO FORM


Nov. 6, 20 15
CHARLES PARKIN, City Attorney
By 
GARY J. ANDERSON
PRINCIPAL DEPUTY CITY ATTORNEY

Exhibit A
Workplan
City Fabrick

**FFY16 Workplan_ Healthy Active Long Beach_ City Fabrick
10/1/2015 – 9/30/2016**

Objective: By September 30, 2016, conduct at least four community workshops to identify opportunities for improved mobility and increase physical activity levels in SNAP-Ed eligible neighborhoods. Increase environmental supports in SNAP-Ed eligible neighborhoods to encourage safe active transport. (at least 50 unduplicated reached via workshops and 25,000 reached via environmental supports).

Activity Number	Activity Description	Time Frame/ Quarter	Backup Documentation
1	Meet bi-monthly with CX3 Pedestrian Team (City Fabrick, Health Department, Public Works, and Planning) to plan and develop workshops.	1 st – 4 th Quarters	Monthly Progress Report Photos
2	Using approved flyers/material, promote workshops in eligible neighborhoods and/or with target groups.	1 st – 4 th Quarters	Monthly Progress Report Material Photos
3	Using the CX3 Pedestrian Plan/Toolkit and approved supplemental material, conduct at least 4 community workshops. Workshops will target community leaders and/or SNAP-Ed eligible community members from the CX3 neighborhoods and will include direct/indirect nutrition education activities. <i>We will continue to work closely with our Community Development/Planning Department, City Mobility Officer and Public Works Departments to plan and implement the workshops. Community feedback will be provided to them to assist in the implementation of the projects and priority areas identified in our CX3 Pedestrian Plan and to shape the direction of the plan as it moves forward. The workshops and toolkit will also serve as a guide to assist community groups/leaders/residents who want to work together to implement walkability programs/changes.</i>	1 st – 4 th Quarters	Photos Agenda Sign in sheet Monthly Progress Report

Activity Number	Activity Description	Time Frame/ Quarter	Backup Documentation
4	Design and/or coordinate use of existing signage or other approved environmental supports to promote safe active transport. All signage must be pre-approved by CDPH/NEOP.	1 st – 4 th Quarters	ATF Photos RE-AIM Report Forms
5.	Participate in quarterly LHD Partner Meetings.	1 st -4 th Quarters	Monthly Progress Reports Agendas

NEOP Approved Educational Materials and Resources (additional materials not listed below must be pre-approved)

Name	Curriculum or Supplemental Resource
MyPlate Resource Handouts	Supplemental Resource
NEOP Developed Material (Brochures, Handouts, etc.)	Supplemental Resource

Evaluation and Report Activities

	Activity Description	Time Frame/Quarter
1	On a monthly basis, complete and submit progress reports and backup documents for all SNAP-Ed activities conducted including annual RE-AIM report information.	Monthly starting in 12/5/2015
2	On a monthly basis, complete and submit JV (invoice) and supporting backup documents for all SNAP-Ed activities conducted.	1 st – 4 th Quarters

Exhibit B
Budget Justification
City Fabrick

Sub Staffing C

City of Long Beach Department of Health and Human Services
13-20015
City Fabrick

Prime Grantee Name:
Grant Number:
Sub Grant C Name:

Budget Adjustment	Action	Position Title * Job Descriptions for each position can be found on the Job Descriptions tab.	Position Names	Description of Job Duties		FTEs charged to SNAP-Ed	Total Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Benefits *Total SNAP-Ed Salary X Benefit Rate	SNAP-Ed Salary, Wages, Federal Dollars only	Budget Adjustment Justification	
				% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery								
1		2 Administrative Coordinator	Brian Ulaszewski	75.00%	25.00%	0.1	\$70,711.88	\$7,071.19	18.0000%	\$1,272.81	\$8,344.00		
2		16 Graphic Illustrator	Baktaash Sorkhabi	95.00%	5.00%	0.05	\$2,000.00	\$2,600.00	18.0000%	\$468.00	\$3,068.00		
Totals:							170.00%	30.00%	0.15	\$122,711.88	\$9,671.19	\$1,740.81	\$11,412.00

Definition and basis for calculations of benefit rate(s):

Payroll taxes, workers comp, retirement benefits, and medical/dental calculated at 18% per FTE.

Sub C Budget Justification

Prime Grantee Name: City of Long Beach Department of Health and Human Services
 Grant Number: 13-20015
 Sub Grant C Name: City Fabrick

Operating Expenses

Budget Adjustment	Last Amt Approved	Budget Item	Description/Justification	Unit Cost	Quantity	FTE	Total	Budget Adjustment Justification
		Office Supplies	cost for office supplies include paper, pencils, ink toner, etc. for LHD staff conducting NEOP funded activities. The cost is calculated at \$24.5 per month X 12 months x 2 budgeted staff.	\$24.50	12.00	2.00	\$588.00	
		Printing	Cost for printing CX3 Pedestrian Plan documents (4,000), USDA/NEOP approved material/resources, approved event flyers, signs/banners, and approved walking/ped promotion materials (6,000)	\$10,000.00	1.00	1.00	\$10,000.00	Increased from \$6,588 to 10,588 due to savings in Sub A budget
Total Operating Expenses:							\$10,588.00	

Travel and Per Diem

Budget Adjustment	Last Amt Approved	Travel/Position Title	Location	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles	Reg. Fee	Other	Total	Budget Adjustment Justification
														\$0.00	
Total Travel and Per Diem:													\$0.00		

Sub Grant(s)

Budget Adjustment	Last Amt Approved	Name	Description/Justification	Total	Budget Adjustment Justification
		A		\$0.00	
Total Sub Grant(s):				\$0.00	

Other Costs

Budget Adjustment	Last Amt Approved	Budget Item	Description/Justification	Unit Cost	Quantity	Misc.	Total	Budget Adjustment Justification
		Outdoor Marketing	Cost includes approved outdoor marketing (utility wraps, signage, etc.) to promote walking/safe active transport in CX3/SNAP-Ed eligible neighborhoods, (4000) Cost also small display holders to be placed in schools/parks/community centers to hold pedestrian promotion/education materials (1000)	\$5,000.00	1.00	1.00	\$5,000.00	Increased from \$4,000 to 5,000 due to savings in Sub A budget
Total Other Costs:							\$5,000.00	

Indirect Costs

Budget Adjustment	Last Amt Approved	Calculation Method	%	\$ of Method	Total	Budget Adjustment Justification
			0.0000%		\$0.00	
Total Indirect Costs:					\$0.00	
Total Budget:					\$27,000.00	