



# CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

33588

## Standard Subgrant Agreement Amendment

Contract Number: 13-20015

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

**Community Action Partnership (Party B)**

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**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, 2014, and terminates September 30, 2015.

**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 <sup>st</sup> Quarter	Oct. 1-Dec. 31	Jan 30	30 days
2 <sup>nd</sup> Quarter	Jan. 1-March 31	April 30	30 days
3 <sup>rd</sup> Quarter	April 1-June 30	July 30	30 days
4 <sup>th</sup> Quarter	July 1 – Sept. 30	Oct 30	30 days

The maximum amount payable under this Subgrant Agreement is \$95,000.00

### 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 B).
2. Furnish project management, contract administration and fiscal control services, including but not limited to:

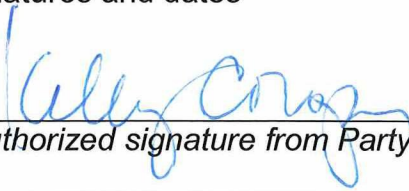
Quarter	Period	Due Date
1 <sup>st</sup> Quarter	Oct. 1 – Dec. 31	Jan 30
2 <sup>nd</sup> Quarter	Jan. 1 – March 31	April 30
3 <sup>rd</sup> Quarter	April 1 – June 30	July 30
4 <sup>th</sup> Quarter	July 1 – Sept. 30	Oct. 30

**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, 2014 to September 30, 2015. 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

10-14-14

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
[Authorized signature from Party B]

Darick J. Simpson  
Executive Director  
Community Action Partnership

10/2/14

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
[Contract Signatory Signature]      Assistant City Manager

EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

Patrick H. West  
City Manager, City of Long Beach

10-23-14

\_\_\_\_\_  
Date

APPROVED AS TO FORM

10/16, 20 14  
\_\_\_\_\_  
CHARLES PARKIN, City Attorney

By   
\_\_\_\_\_  
LINDA T. VU  
DEPUTY CITY ATTORNEY

**Exhibit A**  
**Subgrantor Budget Justification**  
**LB Community Action Partnership**

### Sub Staffing D

**Prime Grantee Name:** City of Long Beach Department of Health and Human Services  
**Grant Number:** 13-20015  
**Sub Grant D Name:** Long Beach CAP

Budget Adjustment		Position Title <small>* Job Descriptions for each position can be found on the Job Descriptions tab.</small>	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, Benefits and Wages, Federal Dollars only	Budget Adjustment Justification
Action	Last Amt Approved			% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery							
1		2 Administrative Coordinator	TBD	100.00%	0.00%	0.05	\$68,948.40	\$3,447.42	10.000%	\$344.74	\$3,792.16	
2		9 Coordinator of Other Program (e.g., Teen program, Healthy Start, etc.)	TBD	80.00%	20.00%	0.2	\$38,000.10	\$7,600.02	10.000%	\$760.00	\$8,360.02	
3		28 Promotora	TBD	10.00%	90.00%	3	\$7,800.00	\$23,400.00	5.000%	\$1,170.00	\$24,570.00	
4								\$0.00		\$0.00	\$0.00	
5								\$0.00		\$0.00	\$0.00	
<b>Totals:</b>				<b>190.00%</b>	<b>110.00%</b>	<b>3.25</b>	<b>\$114,748.50</b>	<b>\$34,447.44</b>		<b>\$2,274.74</b>	<b>\$36,722.18</b>	

**Definition and basis for calculations of benefit rate(s):** Payroll taxes, medical/dental benefits and workers comp. costs.



**Sub D Budget Justification**

Contractor Name: City of Long Beach Department of Health and Human Services  
 Contract Number: 13-20015  
 Sub Contractor D Name: LB CAP

Budget Adjustment		Operating Expenses						
Action	Last Amt Approved	Budget Item	Description/Justification	Unit Cost	Quantity	FTE	Total	Budget Adjustment/Justification
		Printing	The cost for printing program brochures and marketing material (\$500), signs/banners (500) USDA approved reproducible material such as recipe cards, MyPlate 10-Tips Series, and other educational handouts(\$1,000).	\$2,000.00	1.00	1.00	\$2,000.00	
		Office Supplies	Cost for office supplies to conduct SNAP-Ed eligible activities. Calculated at \$12 per month x 12 months x 3.25 FTE	\$12.00	12.00	3.25	\$468.00	
						1.00	\$0.00	
						1.00	\$0.00	
<b>Total Operating Expenses:</b>							<b>\$2,468.00</b>	

Budget Adjustment		Travel and Per Diem													
Action	Last Amt Approved	Travel/Position Title	Location	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles	Reg. Fee	Other	Total	Budget Adjustment/Justification
		Mileage to/from SNAP-Ed eligible sites to conduct allowable activities. Calculated for 3.2 FTE x 25 miles per week x 12 weeks. (Coordinator and Peer Educators)		1	1						960.00			\$537.60	
														\$0.00	
														\$0.00	
														\$0.00	
<b>Total Travel and Per Diem:</b>														<b>\$537.60</b>	

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

Budget Adjustment		Other Costs						
Action	Last Amt Approved	Budget Item	Description/Justification	Unit Cost	Quantity	Misc.	Total	Budget Adjustment/Justification
		Food demo and supplies	Food to conduct healthy cooking demonstrations and food tasting for SNAP-Ed eligible individuals. Cost estimated at \$2.00 per sample x 250 samples	\$2.00	250.00	1.00	\$500.00	
		Nutrition and Physical Education Materials.	Nutrition and physical education materials used as part of LHD activities targeted to SNAP-Ed eligible individuals. Education material includes Network approved books, brochures, activity sheets, teaching tools and visuals, videos and games for conducting classes. Est. 550 pieces @ \$2 per person	\$2.00	550.00	1.00	\$1,100.00	
						1.00	\$0.00	
						1.00	\$0.00	
<b>Total Other Costs:</b>							<b>\$1,600.00</b>	

Budget Adjustment		Indirect Costs				
Action	Last Amt Approved	Calculation Method	%	\$ of Method	Total	Budget Adjustment/Justification
			10.0000%	\$36,722.18	\$3,672.22	
<b>Total Indirect Costs:</b>					<b>\$3,672.22</b>	

<b>Total Budget:</b>					<b>\$45,000.00</b>	
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**Exhibit B**  
**Subgrantor Work Plan**  
**LB Community Action Partnership**

**Work Plan  
Community Action Partnership  
10/1/2014 – 9/30/2015**

**Activity #1: Reports, Training, Invoicing, and Grant Requirements**

1. Complete and submit all mandatory documentation such as monthly Progress Reports, Event Summary Reports, completed Education Administrative Reporting System (EARS), and quarterly invoices.
2. Attend and/or Participate in *NEOP*-sponsored meetings and trainings that relate to Peer to Peer Deliverables. Also participate in quarterly LHD Partners Meetings.
3. Reference the United States Department of Agriculture (USDA) regulations and guidelines to ensure all activities are allowable and appropriately documented.
4. Submit any documents produced for use with this grant to Long Beach Health Department (LBHD) Project Director for review and approval at least two weeks prior to use/distribution.



**Activity #2: Peer to Peer (Healthy Active Long Beach Champions)**

1. Recruit and train at least 3 Peer Educators from SNAP-Ed eligible neighborhoods.
  - Use USDA approved lessons and material to train peer educators
  - Partner with Local Health Department (LBDHHS Healthy Active Long Beach) so that Peer Educators can participate in retail, faith based, Policy Systems and Environmental Change (PSE), and/or community activities.
  - Participate in peer to peer related trainings offered by LHD's Technical Resource Center team
2. Peer Educators (Champions) will promote and conduct at least 10 nutrition education class series and/or community events using USDA approved lessons and material to reach a minimum of 100 unduplicated SNAP-Ed-eligible adults/families.
  - Classes to be conducted at pre-approved SNAP-Ed eligible sites.
  - Peer educators may also participate in LDH activities related to PSE and CX3 deliverables.
3. Peer Educators (Champions) will participate in the LBDHHS Healthy Active Long Beach Kids in the Kitchen (March, 2015) and Fruit and Veggie Party (September, 2015).