

FIRST AMENDMENT TO AGREEMENT NO. 35983

35983

THIS FIRST AMENDMENT TO AGREEMENT NO. 35983 is made and entered, in duplicate, as of August 25, 2021 for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on May 21, 2019, by and between THE NONPROFIT PARTNERSHIP, a California nonprofit organization ("Consultant"), with a place of business at 4900 East Conant Street, Building 02, Suite 225, Long Beach, California 90808, and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, City requires specialized services requiring unique skills to be performed in connection with providing training and technical assistance support to 30 City of Long Beach nonprofits ("Project"); and

WHEREAS, City and Consultant (the "Parties") entered into Agreement No. 35983 (the "Agreement") whereby Consultant agreed to provide these services; and

WHEREAS, the Parties desire to amend the scope of work and budget;

NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions herein contained, the Parties agree as follows:

1. Section 1. A. of the Agreement is hereby amended to read as follows.

"Contractor shall furnish specialized services more particularly described in Exhibit "A-1", attached to this Agreement and incorporated by this reference, in accordance with the standards of the profession, and City shall pay for these services in the manner described below, not to exceed Eighty-Five Thousand Six Hundred Dollars (\$85,600) annually, at the rates or charges shown in Exhibit "B-1"."

2. Exhibit "A" to Agreement 35983 is hereby amended and replaced with Exhibit "A-1", attached hereto and incorporated herein.


3. Exhibit "B" to Agreement 35983 is hereby amended and replaced with


OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Lona Beach, CA 90802-4664

1 Exhibit "B-1", attached hereto and incorporated herein.

2 4. Except as expressly modified herein, all of the terms and conditions
3 contained in Agreement No. 35983 are ratified and confirmed and shall remain in full force
4 and effect.

5 IN WITNESS WHEREOF, the parties have caused this document to be duly
6 executed with all formalities required by law as of the date first stated above.

7 THE NONPROFIT PARTNERSHIP, a
8 California nonprofit organization
9 Sept. 2, 2021, 2021 By 
10 Name Jose F. Olgun
11 Title Sec.

12 Sept. 2, 2021, 2021 By 
13 Name Derek Wratford
14 Title President

"Consultant"

15 CITY OF LONG BEACH, a municipal
16 corporation
17 September 10, 2021 By Debra J. Jakum
18 City Manager

"City" EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER

19 This First Amendment to Agreement No. 35983 approved as to form on
20 September 8, 2021.

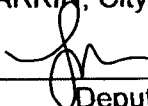
21
22 CHARLES PARKIN, City Attorney
23 By 
24 Deputy

EXHIBIT “A-1”

Scope of Work & Staff Qualifications for RFQ HE18-099 PART II- Capacity Building Trainings

SCOPE OF WORK (includes description of goals, expected outcomes, objectives, process outputs, and activities to measure impact)

The scope of work below was developed as a result of input provided by the staff of the City of Long Beach Department of Health and Human Services (DHHS). Based on feedback from the City's grantee organizations thus far, DHHS staff indicated that the top needs among these grantees include fund development/grant writing, social media management and board development. By and large, these organizations are small to mid-size agencies with a range of operating budgets. This proposal will serve up to 30 organizations through training and technical assistance support. Approximately 10 of these organizations are grantees of the Office of Youth Development through the City's Department of Health and Human Services. The term of this project will run from July to September 30, 2021.

While this proposal specifically focuses on board development, grant writing and social media training, The Nonprofit Partnership (TNP) can provide capacity building in other areas should the need arise to explore other topics such as Equity Diversity Inclusion, strategic planning, leadership coaching, team building, HR consulting support and financial acumen among others.

Informing this work is an approach to focus on organizations from communities that have been traditionally underserved and are working to overcome structural barriers and inequities. This initiative is funded through the City's Racial Reconciliation funds and thus will serve organizations that demonstrate expertise in serving Black, Indigenous People of Color communities. Nonprofits to be engaged in capacity building efforts may include reentry, youth services, gang prevention/intervention, community and family violence prevention. The training and technical assistance activities in this scope of work will all be accessible in three languages: English, Spanish and Khmer.

A survey and report will be administered by an independent evaluator to measure each participant's experience in training and TA support. The evaluator's scope of work includes data synthesis and development of a summary report that will be provided to DHHS.

Description of Activities: This project will provide training and technical assistance support to 30 City of Long Beach nonprofits. The training components will entail provision of three courses: (1) a multi-session course to develop grant writing skills, (2) a course targeting boards of directors to establish and strengthen an understanding of best practices in nonprofit governance and 3) a course on content creation for social media. In addition to these three courses, TNP will also offer a bank of technical support (or TA) hours for organizations that need guidance as they undergo the PlanetBids submissions. Moreover, we will work with a videographer to produce an instructional video that will walk nonprofits through the City's procurement process. This video will be offered in three languages (English-Spanish-Khmer voice over and transcription).

The paragraphs below offer more detail into each of these areas of work:

Organizational Needs Assessment: The staff of DHHS' Community Impact Division have developed a survey that they are administering to their grantee organizations. TNP has provided additional questions for consideration by the Community Impact team as they continue to administer this survey. For organizations outside of the cohort group of grantees, TNP will develop a questionnaire that will capture information about each applicant's immediate needs, their preference for training, and information about their organizational size (operating budget). Working in collaboration with consultants, TNP will ensure

Scope of Work & Staff Qualifications for RFQ HE18-099 PART II- Capacity Building Trainings

that the courses are designed to meet the needs of program participants. The intake process, which includes reviewing questionnaire information and following-up with a quick interview, will help us determine this. We will serve up to 30 organizations.

Output/deliverable: A needs assessment questionnaire template; a summary of questionnaire findings.

Grant Writing Certificate Course: The online course is designed to expand the knowledge of grant writing and to put these new skills to practice. The objective is to help nonprofit professionals understand all of the components of a grant proposal and, in particular for small organizations, to assess their readiness for proposal submission. The course will also focus on elements that are typically part of the City of Long Beach's proposals. This will be particularly helpful to those nonprofits that will submit proposals through PlanetBids in the near future. Each class component will present grant readiness, application components and grant budgets from the perspective of a seeker of both foundation and City of Long Beach grants. The class material will cover the City's Procurement Requirements such as insurance certificates and endorsements. The general session topics are outlined below (session topics are subject to change based on feedback/needs of program participants):

- Grant Readiness/Prospect Identification
- Grant Application Components (Parts I & II)
- Grant budgets
- Grant Seeking Tips

Participants will get access to Foundation Directory Online (FDO) for two weeks prior to the start of the class through the end of the course. FDO is the most comprehensive search engine for grant prospect research. Class materials will be translated to Spanish and Khmer. Simultaneous interpretation will also be offered in both languages. To ensure that up to 30 organizations are served through this course, TNP will offer the course twice, limiting enrollment to 2 or 3 participants per agency each time the course is offered.

Goal: To expand the knowledge and practice of writing grant proposals to private foundations and to the City of Long Beach for 30 nonprofits.

Outcomes of the course: This workshop will help up to 30 participants at each session to (1) learn about the different types of grant funding; (2) learn about the components of a grant application, (3) learn the basics of grant research; and (4) get practical tips and handouts to deepen understanding of the grant seeking and submission process.

Output/deliverables: Course materials; course evaluations; Zoom video recording.

The ABCs of Board Governance: This course is designed to develop and strengthen board leadership. Through applied learning, theory and best practices, participants will develop their strengths and help shape a stronger nonprofit sector. Open to all levels of board leadership and executive directors, each organization may participate in teams with a minimum of 1 executive director or executive manager and 1 board member, with up to 3 board members included in the reservation. Total instruction time for this course will be 4 hours, divided into two, 2-hour sessions. To ensure that up to 30 organizations are served through this course, TNP will offer the course twice. As this course will be offered in-person, we will limit enrollment to an acceptable number of participants based on Dept. of Health standards in the City of Long

Scope of Work & Staff Qualifications for RFQ HE18-099 PART II- Capacity Building Trainings

Beach. If stricter orders are enforced, severely limiting the number of people we can convene, we may need to offer the course online. If this happens, budget adjustments will be made. Elements of this class will include:

- Class can be taught in-person, at a facility to be offered by the City of Long Beach. This course will follow safety protocols, observing sanitary procedures and physical spacing requirements which may impact the maximum number of enrollees. Light refreshments will be offered.
- Course handouts will be available to all participants.
- Each session will encourage a robust group Q&A session with the instructor.
- Materials will be translated as needed; interpretation available as needed.

Goal: To develop deeper understanding of the practices of effective nonprofit boards.

Outcomes of the course: The objectives of this course include: (1) understand and integrate board roles and responsibilities; (2) understand the stages of board development; (3) have knowledge on what effective board leadership skills look like; (4) how strong governance leads to a stronger nonprofit sector.

Output/deliverables: Course materials; course evaluations; Zoom video recording, if held online.

TRAINING: Social Media for Nonprofits. This online course is designed to engage questions from participants about best practices in social media management for their nonprofit, as well as include a description of innovative tools to design and manage postings. The course will focus on the amount of “content” that an organization can develop and the tools to use. The instructor will walk participants through simple apps, tools and techniques to create a library of content for organizations to use on various platforms. This 2-hour online course will be offered twice to accommodate several participants from each agency, ensuring service for up to thirty nonprofits.

Goal: Participants will understand the connection between “standing out” on social media and audience engagement with the application of techniques and tools.

Outcomes of the course: This course will help 30 nonprofits to (1) identify concise but effective strategies to get clear messages across; (2) gain familiarity with the myriad of tools (free or low-cost) that help nonprofit organizations; and (3) understand the importance of video content to provide a compelling narrative of organizations.

Output/deliverables: Course materials; course evaluations; Zoom video recording.

Technical Assistance (TA) for PLANETBIDS: In preparation of future funding opportunities from the City of Long Beach, a bank of TA hours will allow applicants to access help with the vendor process as required by the City, PLANET BIDS application preparation and submission, and general questions about the process. Each applicant will have a limit of up to 3 hours of TA support through this program. In addition to providing direct TA assistance, templates (offering examples of organizational budgets, program budgets and goal/objectives) will be provided to those who need help in developing these to satisfy application requirements. Separate from the intake process for training, we will establish an easy to access and intake form that will quickly capture the specific application submission needs from each applicant. TNP will quickly assess and connect the requesting organization to a TA consultant who will connect with the applicant quickly via email and/or telephone.

Scope of Work & Staff Qualifications for RFQ HE18-099 PART II- Capacity Building Trainings

To achieve this, TNP will assemble a group of consultants who are experienced in grant writing, application submission and budget development, to provide experienced guidance through the PlanetBids process. These consultants will also provide templates for budgets (organizational, program) and mission/goals/objectives where needed. We also plan on featuring general examples of Insurance Certificates that may be requested by the City. The consultants will be available to help guide through questions and narrative portions of the application. Long Beach nonprofits will not need to register in any of the aforementioned training courses to participate in PlanetBids TA support.

Goal: To provide quick access to TA consultants to troubleshoot questions or doubts with the PlanetBids grant submission process.

Outcomes: (1) All requests will be addressed through direct application assistance or through access to templates or instructional videos. (2) Participants will have confidence in submitting an application through PlanetBids.

Output/deliverables: Intake roster that will capture the type and volume of requests.

Mini Grants: The City of Long Beach wishes to acknowledge the time that nonprofits are taking to participate in capacity building activities by providing grants to those that fully complete a course. These funds will go directly to support general operations for these nonprofits. Each participating organization will receive \$100 per completed course. Participating organizations are eligible to receive up to \$300 as there will be three separate courses offered. TNP will coordinate the delivery of these grants with each participating organization directly.

FAQ Session: Procurement Process City of Long Beach: A 1-hour, virtual meeting focused on reviewing the FAQ as these relate to risk management requirements, primarily focusing on outlining insurance requirements. To help boost a nonprofit applicant's chances of understanding well these requirements (the various types of insurance certificates, endorsements), this session will cover the different types of requirements that are asked of contractors. The session, to be provided on a Zoom platform, will also be recorded. Materials (PPT presentation) will be translated to two languages (Spanish/Khmer) and the meeting will feature live interpretation (Spanish/Khmer).

Goal: To provide a clearly outlined presentation that identifies the City's requirements.

Outcomes: (1) participants will understand what to expect of the procurement process and what type of certifications and endorsements they will need to produce.

Output/deliverables: Video recording /summary of participant feedback.

VIDEO: The City of Long Beach Procurement Process for Nonprofits: A professionally produced video with running time of up to 20 minutes will be produced to walk viewers through the City's procurement process. The video will clearly illustrate the steps of how to prepare, how to navigate, and how to submit proposals through PlanetBids. Videos will include HD video, titles and royalty free music. This video will

Scope of Work & Staff Qualifications for RFQ HE18-099 PART II- Capacity Building Trainings

be produced with motion graphics, professional voice-overs, and transcriptions. Multilingual captioning, translation and voice over for English, Spanish and Khmer. The videographer will also work with a nonprofit fund development specialist to storyboard and co-design script to ensure the end-product takes into account the specific needs of under-resourced nonprofits, to include a focus on procurements requirements that these organizations will need to be aware of.

Goal: To produce a video that effectively describes the various steps of the City’s procurement process as it impacts nonprofits.

Outcomes: (1) Three videos, one in English/Spanish/Khmer voiceover, will align to the City’s language-access intent, (2) Positive feedback about the clarity of the message and its practical application to nonprofit applicants.

Output/deliverables: Translated/transcribed video files.

Timeline

PHASE	Description	Months	Activity Lead
	Design program with City of LB staff input	July 2021	TNP with City of Long Beach input
	Design and launch intake form for training requests; initiate needs assessment	July 2021	TNP
	Initiate course enrollment process	July to August 2021	TNP
	Contract with videographer to initiate pre-production of instructional video	July 2021	TNP
	ABC’s of Board Development	August 2021	TNP
	Grant Writing Course	August 2021 to September 2021 (4-6 sessions)	TNP
	Social Media Course	August 2021 to September 30, 2021	TNP
	Video: enters production phase	August-September 2021	TNP
	PlanetBids TA Support	September 2021	TNP
	Video: Post-production and delivery	September 2021	TNP
	FAQ Session	September 2021	TNP/City of Long Beach
	Project Evaluation	September 2021	Evaluator

STAFF QUALIFICATIONS

Scope of Work & Staff Qualifications for RFQ HE18-099 PART II- Capacity Building Trainings

The Nonprofit Partnership (TNP) has worked with numerous nonprofits throughout its 28-year history, primarily serving the Greater Long Beach region. We provide affordable access to high-quality services that are updated and relevant covering programming and resources that focus on building the capacity of our local community organizations by promoting collaborative opportunities, enhanced resource development, networking opportunities, custom support services and year-round educational seminars and workshops.

Understanding that the focus of this project aims to serve communities that have been disproportionately impacted by systems that have perpetuated structural barriers and inequities, the capacity building activities described in the section above will serve organizations that are predominantly serving Black, Indigenous, Latina/o/X and People of Color communities. As such our training and technical assistance will provide interpretation and translation where needed. TNP makes every effort to tap into the expertise of a diverse array of nonprofit consultants.

Leading various efforts of this initiative will be this core group of TNP staff members:

Carolina Quezada, Senior Program Manager: In the late 1990's, Carolina began a career in the nonprofit sector, working for a community-based organization with a strong emphasis on educational and neighborhood services. For the next ten years, her work focused on grant writing, program management, and administration in the nonprofit sector. In 2009, she moved to the Midwest to complete a two-year fellowship in philanthropy. Joining the grant making team at the Iowa West Foundation allowed Carolina to look at organizational challenges and effectiveness from a different perspective. While living in the Omaha/Council Bluffs metropolitan area, she became the Executive Director of the Latino Center of the Midlands and remained there for five-and-a-half years. Carolina joined the team at TNP in 2017 and serves as the project manager for all consulting and customized projects and has, in her capacity at TNP, co-designed and managed cohort programs and both managed and contributed to the diagnosis, contract management, and evaluation of dozens of nonprofit consulting projects.

Christina Kreachbaum, Program Manager: Christina has been working in the nonprofit sector for over 20 years. Primarily working in the social service field, she served in several areas including: volunteer management, community engagement and outreach, fundraising, resource development, grant writing and evaluation, supervision, and self-care. Logging over 5,000 hours providing trainings and presentations, she now works to shape our education programming. She brings a passion for helping nonprofit organizations build connections with other agencies to collaborate on projects and address the community's needs with a unified focus. Holding a Bachelor's of Arts in Education from California State University, Long Beach, she is also a proud graduate of TNP's Emerging Leaders Program. In her capacity as Program Manager, Christina oversees TNP training and convening activities, working closely with affiliate consultants to ensure the best learning and engagement outcomes for nonprofit professionals.

Ariana Kennedy, Operations Manager: Ariana comes to The Nonprofit Partnership after dedicating over a decade to working for several cities in public administration, contract management, social media campaigns and marketing, community relations, and budgeting. She held 11 certifications from FEMA in Emergency Management and holds a Bachelor's of Arts in Politics from Occidental College as well as a Master's in Public Administration from California State University, Long Beach. Her commitment to the nonprofit sector was instilled early on as she

Scope of Work & Staff Qualifications for RFQ HE18-099 PART II- Capacity Building Trainings

hails from a family steeped in service-driven efforts. In her capacity as Operations Manager, Ariana directly supports all accounting processes, ensuring that accounts receivable and payable are running efficiently.

Madison Hokans-Csurilla, Program Coordinator: With a Bachelor's of Science in Psychology and Child Studies from Santa Clara University, and as a first-generation college student, Madison has built her career around the belief that everyone deserves the opportunity to reach their full potential. As a research fellow, she conducted a social impact study for a social enterprise that focused on women's economic empowerment in Africa. She then entered the realm of nonprofits with the Jesuit Volunteer Corps where she served as a volunteer coordinator at a nonprofit that empowers asylum seekers in Washington, D.C. Madison comes to TNP with a passion to help organizations succeed in making their best impact. In her capacity as Program Coordinator, Madison ensures that all consulting and coaching rosters are updated regularly, communication with coaching and consulting clients are frequent and clear, and she provides logistics and meeting support for in-person and on-line meetings and sessions.

EXHIBIT “B-1”

Budget for RFQ HE18-099 PART II- Capacity Building Trainings

BUDGET

Expense Line Items	Cost per Line Item	Notes
Needs Assessment	\$1,650	TNP staff to assess the training and TA needs of participating organizations.
TRAINING: Grant Writing Course	\$ 13,350	An online, 5-session course offered twice, to accommodate multiple participants from up to 30 organizations. Costs include interpretation and simultaneous translation for up to two languages.
TRAINING: ABC'S of Board Development	\$6,325	One in-person course held over two days, for up to 30 organizations. Course offered twice. Costs include interpretation and simultaneous translation for up to two languages, on-site logistics and refreshments.
TRAINING: Social Media for Nonprofits	\$5,100	An online course offered twice, to accommodate multiple participants from up to 30 organizations. Costs include interpretation and simultaneous translation for up to two languages.
Planet Bids Technical Assistance	\$10,700	A maximum of 3 hours ea. of TA for nonprofit applicants submitting through PlanetBids. Estimated support for 30 nonprofits.
FAQ Session: City of Long Beach Procurement Process	\$1,475	1-hour, virtual meeting focused on reviewing FAQ on the City's Procurement process as it impacts nonprofits. 1-hour, transcribed video.
Mini grants/participation incentives	\$9,000	Grants provided to participating organizations; calculated at \$100 for each organization, per workshop; \$300 for each organization for workshops with 3 or more sessions. For up to 30 organizations. Grants to support general operations.
VIDEO: The City of Long Beach Procurement Process for Nonprofits	\$20,000	Instructional video (up to 20 minutes) on City's procurement process. Multilingual voiceover, translation, captioning in Spanish and Khmer.
Project Coordination	\$8,500	Coordinates class and TA enrollment throughout, provides quick Q&A to

Budget for RFQ HE18-099 PART II- Capacity Building Trainings

		applicants about the courses and 'match making' to TA consultants.
Evaluation	\$2,500	To evaluate effectiveness of training and TA services
<i>Subtotal</i>	<i>\$ 78,600</i>	
Administrative Expenses	\$7,000	Administrative overhead for bookkeeping, insurance (8.9%)
<i>Subtotal</i>	<i>\$7,000</i>	
TOTAL:	\$85,600	

NARRATIVE

Needs Assessment and Co-design. TNP will design an intake form that will measure the training needs of each organization that applies to this capacity building program. To serve up to 30 organizations, we are planning for approximately 50 hours in total. This will be devoted to making assessments and light counseling on additional resources the organization may want to consider. Approximately 5 hours will be set aside for some co-design with affiliate consultants to ensure that classes are designed to meet the intent of this capacity building program.

Fees: \$1,650

TRAINING: Grant Writing Course will be provided over Zoom. The fees include program coordination to ensure all participants have a positive and engaging experience. The fees included here also take into account that the course will be made available two times, to ensure that there is capacity to serve 30 organizations. As we are intending to provide this course over Zoom, we included program coordination fees to ensure that all participants have a positive and engaging classroom experience. Translation and interpretation services, planned for the Spanish and Khmer speakers in the group, accounts for 52% of the subtotal.

Fees: \$13,350

TRAINING: The ABCs of Board Governance. The course is planned to be delivered in-person at a location designated by DHHS staff. We anticipate, however, that if limitations for in-person meetings are once again imposed by the City, we will shift to an online format. Similar to the Grant Training class, Board Governance will be offered twice to accommodate as many as 30 individuals at a time, given the indoor convening restrictions. Designed to offer 4 hours of instruction and facilitated time over the course of 2 days, each session will build in networking time to allow board members and leaders from various organizations to get to know more about each other. Training fees makes up 40% of the fee; meeting support and in-person logistics make up 16%; translation and interpretation (Spanish & Khmer) account for 44%.

Fees: \$6,325

TRAINING: Social Media for Nonprofits. The course is designed to engage the questions from participants about best practices in social media management for their nonprofit, as well as include a description of

Budget for RFQ HE18-099 PART II- Capacity Building Trainings

innovative tools to design and manage postings. The same course will be offered twice to accommodate several participants from each agency, ensuring service to up to thirty nonprofits. Training fees make up 46% of the cost; Zoom meeting support and logistics 4%; translation and interpretation (Spanish & Khmer) account for 50%.

Fees: **\$5,100**

Technical Assistance for PLANETBIDS: Preparing for the application support requests from Long Beach Nonprofits, a bank of TA hours will allow applicants to access help with the vendor process as required by the City, PLANET BIDS application preparation and submission, and general questions about the process. Applicants will have a limit of up to 3 hours of TA support through this program. In addition to providing direct TA assistance, templates (offering examples of organizational budgets, program budgets and goal/objectives) will be provided to those who need more support in developing these to satisfy application requirements. The hours of direct TA support to applicants constitute 67% of the fee; template development is 9%; translation of these templates to Spanish and Khmer is 23% of the fee.

Fees: **\$10,700**

FAQ Session: Procurement Process City of Long Beach: A 1-hour, virtual meeting focused on reviewing the FAQ as these relate to risk management requirements, primarily focusing on outlining insurance requirements. The session will be provided on a Zoom platform and will invite registration from those wishing to learn more about the City's requirements. Materials (PPT presentation) will be translated to two languages (Spanish/Khmer) and the meeting will feature live interpretation (Spanish/Khmer). Video will be recorded and transcribed in two languages. Interpretation, translation and transcription factors as 91% of the fees.

Fees: **\$1,475**

MINI GRANTS: Participation Incentives for Nonprofits: The City of Long Beach wishes to acknowledge the time that nonprofits are taking to participate in capacity building activities by providing grants to those that fully complete a course. These funds will go directly to support general operations for these nonprofits. Each participating organization will receive \$100 per completed course. Participating organizations are eligible to receive up to \$300 as there will be three separate courses offered. TNP will coordinate the delivery of these grants with each participating organization directly.

Cost: up to **\$9,000**; all to be paid to participating organizations directly.

VIDEO: The City of Long Beach Procurement Process for Nonprofits: A professionally produced video with running time of up to 20 minutes and the option of 2-3 short and consecutive, instructional videos. The videos will clearly walk applicants through how to prepare, how to navigate, and how to submit proposals through Planet Bids. Videos will include HD video, titles and royalty free music. This video will be produced with motion graphics, professional voice-overs, and transcriptions. Multilingual captioning, translation and voice over for English, Spanish and Khmer. Approximately 7% of the costs involve hiring a fund development specialist to storyboard and co-design script with the video producer ensuring the end product takes into account the specific needs of under-resourced nonprofits. *These costs can be negotiated depending on the desired quality and length of the video. An alternative to consider is a Zoom-based video recording walking participants through the process.*

Budget for RFQ HE18-099 PART II- Capacity Building Trainings

Fees: \$20,000

PROJECT COORDINATION: Project coordination will primarily involve program coordination with the City of Long Beach, in particular events involving planning for in-person events. The cost and development of online forms for assessment and class registration, as well as TA support registration and follow-up. Development of marketing materials and graphics to help promote these classes and services will also be included in this body of work. Coordination with the DHHS personnel for overall implementation activities.

Fees: \$8,500

EVALUATION of training and technical assistance: An independent evaluator will be hired to administer a survey that will measure each participant's experience in training and Technical Assistance support. The evaluator's scope of work includes data synthesis and development of a summary report that will be provided to the DHHS.

Fees: \$2,500

ADMINISTRATIVE EXPENSES: Calculated at 8.9% of expense item totals, administrative expenses will primarily cover bookkeeping expenses (coordinating accounts receivable/payable, check distribution), a portion of auditing fees, general liability insurance expenses and software licensing among other costs.

Fees: \$7,000