



FOUNDATION
We help children grow up healthy

33547

August 12, 2014

City of Long Beach

Mr. Patrick H. West, City Manager
c/o Ms. Shawna Stevens, Assistant Coordinator
2525 Grand Avenue
Long Beach, CA 90815

**Re: The Earl B. and Loraine H. Miller Foundation Grant
For Miller Family Health Education Center**

Dear Mr. West:

The Earl B. and Loraine H. Miller Foundation (“Foundation”) has considered your request for a grant of funds from the Foundation for the purpose set forth in your grant application dated April 21, 2014, and received by the Foundation on April 28, 2014, “Application”). The Foundation has approved a grant of funds, in the **amount of, \$80,000** (“Grant”) to be paid to the ***City of Long Beach Department of Health and Human Service*** in accordance with the payment schedule listed below. The payment(s) of the Grant by the Foundation is subject to your acceptance and performance of the following terms and conditions:

1. The City of Long Beach shall use the Grant solely for the purposes set forth in the Application and for no other purpose. This grant is for the period ***(7/1/14 through 6/30/15)***. Any portion of the Grant not expended exclusively for the purposes set forth in the Application shall be returned to the Foundation unless prior written approval for use of the Grant for purposes other than as set forth in the Application is received by the City of Long Beach from the Foundation.
2. The grant payment schedule will be in ***two installments*** as follows:

First payment due upon signed receipt of contract in the amount of \$40,000.

Second payment due on or about February 28, 2015, in the amount of \$40,000.

“Health is a state of

complete physical, mental

and social well-being

and not merely the absence

of disease or infirmity.”

Definition of health
World Health Organization

City of Long Beach

August 12, 2014

Page 2

3. The City of Long Beach will submit two reports to the Foundation on **December 31, 2014 and a final report by April 30, 2015**. Each report shall include a detailed description of the Grant funds expended to the date of the report; the specific use of the expended Grant funds and a general update on the overall activities of the City of Long Beach.
4. The City of Long Beach shall immediately inform the Foundation of any (i) changes in its organization structure; (ii) changes or proposed changes in management and key staff members' (iii) activities that may affect the City of Long Beach's tax-exempt status under the Internal Revenue Code of 1986, as amended and applicable Treasury Regulations, rulings, etc.; (iv) changes in the City of Long Beach's tax exempt status; and (v) material change in the City of Long Beach's financial condition.

If any of the above is not adhered to, your contract may be terminated.

5. The City of Long Beach shall not spend any of the Grant funds to (i) carry on propaganda or otherwise attempt to influence legislation within the meaning of the Internal Revenue Code Section 4945(d)(1) and 4945(e); or (ii) influence the outcome of any specific public election or carry on, directly or indirectly, any voter registration drive within the meaning of Internal Revenue Code Section 4945(d)(2).
6. The City of Long Beach will provide the Foundation with a written receipt promptly upon delivery of each payment of the Grant funds.
7. All materials and/or other means of communication dealing with or describing the activities associated with the use of Grant funds by the City of Long Beach shall acknowledge the Foundation's support. Copies of all such printed materials shall be delivered to the Foundation within a reasonable time after publication.

By accepting the Grant and the terms set forth in this letter, the City of Long Beach confirms, that as of date of its acceptance of the terms and conditions of this letter, the City of Long Beach's tax-exempt status, as shown in the final or advance ruling or determination letter previously delivered to the Foundation, has not changed. In the event the City of Long Beach's tax exempt status changes during the term of this Grant or if the City of Long Beach fails to comply with the conditions set forth above, the Foundation reserves the right to terminate the Grant and recoup any previous payments made to the City of Long Beach pursuant to the Grant. The City of Long Beach further understands that by accepting the Grant and the terms and conditions of this letter, the Foundation is not in any manner obligated to provide any additional funds or support to the City of Long Beach.

City of Long Beach
August 12, 2014
Page 3

Please execute the enclosed copy of this letter and return one signed copy to the Foundation at your earliest convenience and retain the second signed copy for your files.

Very truly yours,

THE EARL B. AND LORAIN H. MILLER
FOUNDATION



Walter M. Florie, Jr.
President and Chief Executive Officer

The terms and conditions of the foregoing letter are hereby accepted by the **CITY OF LONG BEACH**, the Grantee.

CITY OF LONG BEACH
(GRANTEE)

By: Phil Marden **Assistant City Manager**

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

Title: City Manager

Date: 10-2-14

APPROVED AS TO FORM
9/22, 20 14
CHARLES PARKIN, City Attorney
By Linda T. Vu
LINDA T. VU
DEPUTY CITY ATTORNEY

**City of Long Beach Department of Health and Human Services
Health Promotions Programming Expansion**

Funding, Evaluation and Board Governance

Established in 1906, the Long Beach Department of Health and Human Services (DHHS) is one of three city-operated health jurisdictions in the State of California. The department was created to address public health and human service needs in the city. These services focus on the promotion of wellness and the prevention of communicable disease. The DHHS provides locally designed programs tailored to meet the specific needs of the Long Beach community. The DHHS Bureau of Community Health reflects the City's commitment to addressing these needs and population-based health disparities through economic, environmental, and social strategies that improve community wellness. The Bureau consists of three divisions: Homeless Services, Nutrition Services, and Health Promotion.

The mission of the DHHS is "to improve the quality of life by promoting a safe and healthy community in which to live, work and play." This past year, the Department has also created a Statement of Possibility through the development of the DHHS Strategic Plan. The Statement of Possibility describes the DHHS' highest aspirations and what success looks like for the Department. The Bureau of Community Health strives to bring the Statement of Possibility to fulfillment. It states: "The people of Long Beach are healthy, active, feel safe, and experience wellness. The Health and Human Services Department is an innovative, creative organization seeking excellence in all we do. Our employees are engaged, knowledgeable and appreciated. We are viewed by current and future partners at all levels, as THE leader and change agent for achieving the vision of a Healthy Long Beach with a renewed sense of well-being. We have a culture of effective communication and collaboration, sharing knowledge and resources with the whole community."

The DHHS receives funding from federal, state, and other nonprofit agencies in which the department is held to high accountability standards for performance reporting. Funders range from large government agencies to local foundations. The DHHS also reports monthly to the Board of Health and Human Services (Board of Health). The Board of Health is the advisory body for the Health Department, City Council, and City manager on all matters related to City health efforts, funding and administration of the department. The DHHS has also established a strong system to ensure organizational effectiveness by adopting the Public Health Performance Management framework. The Performance Management system includes identifying performance standards and measurements, quality improvement processes and reporting progress to all stakeholders. The system will be used to evaluate and refine DHHS programs to better serve the changing needs of the community.

Background and Need

Over half of all Long Beach youth are overweight or obese and type 2 diabetes is on the rise. In Long Beach, 63.7% of adults are classified as overweight or obese, and 66% of adults report that they do not meet physical activity guidelines or do not participate in

any physical activity (LA County Dept. of Public Health, 2011). Childhood obesity/overweight rates have remained steady yet still high in Long Beach with 47% of 5th, 7th and 9th graders classified as overweight or obese (LBUSD, 2011). Given these statistics for diet related disease, it is imperative to the overall health of Long Beach residents that the Department promotes healthy lifestyles through physical activity and improved nutrition.

Grant Objectives

The Department of Health and Human Services proposes to build upon the success of the 2013-2014 grant period, and expand activities throughout the city. The Health Department is requesting funding from the Earl B. and Loraine H. Miller Foundation to further enhance its health promotion programming through the expansion of the free exercise program for residents in partnership with California State University Long Beach and to develop Learning Gardens at DHHS facilities to educate community members on nutrition and promote healthier lifestyles. Renewal funding for the 2014-2015 grant period will support the following objectives:

OBJECTIVE 1: Enhance and expand the successful Beach Community Wellness, a free exercise program for community members in partnership with the Department of Kinesiology at California State University, Long Beach (CSULB).

The Health Department is proposing to further expand the Beach Community Wellness program initiated during the 2013-2014 grant period. The program was developed based on the successful 100 Citizens Program out of California State University, Northridge (CSUN), and was planned under the guidance of CSULB Kinesiology Professor, Dr. Christine Galvan. It is a free community-based fitness program designed to create a healthier lifestyle for the whole family. The program is led by Wellness Coaches who are CSULB Kinesiology students that teach and lead workouts such as Zumba, Yoga, and Circuit Training. The four goals created for the program are:

1. Increase participants' levels of physical activity
2. Increase participants' knowledge about fitness and wellness
3. Increase participants' knowledge of nutrition
4. Run the program in a FUN, ENGAGING manner

The program began implementation in April 2014 at Houghton Park and has been well attended and growing. Program participants have been engaged and excited about receiving free training by fitness experts, and the CSULB Kinesiology students have been provided with an opportunity to apply their knowledge to improve the well-being in an identified high vulnerability community. The Final Report will include more details regarding the successes of the pilot program, however, initial responses from participants have been extremely positive and have indicated that the program has introduced them to activities (such as yoga) that they would not otherwise have the opportunity to experience.

While Beach Community Wellness is based on the original CSUN 100 Citizens program, it has been tailored to the partners and community in Long Beach. For the 2014-2015 grant period, the DHHS also proposes to further develop the program to

include more components of nutrition education and healthy eating principles, and to integrate CSULB students from other departments to lead sessions on nutrition and overall health promotion. In addition, the Health Department proposes to expand the program to other DHHS sites.

OBJECTIVE 2: Establish a minimum of two Learning Gardens to educate residents about healthy lifestyle choices and reduce the risk of obesity and other chronic diseases.

One proven strategy to combat the obesity epidemic is community gardening or education/training about gardening. Studies have shown an association between gardening and increased fruit and vegetable consumption, even when the gardening activity has occurred in the past (CDC Strategies to Prevent Obesity and CDC Guide to Strategies to Increase the Consumption of Fruits and Vegetables, 2011). The CDC recommends the support and promotion of gardens as an obesity prevention strategy and to increase the consumption of fruits and vegetables. Over 85% of adults in Long Beach do not eat the recommended amount of fruits and vegetables (LA County Health Survey, 2007). Among 5th, 7th, and 9th grade children in Long Beach, 56% reported eating one or less serving of fruit and 77.33% reported eating 2 or fewer servings of vegetables (LBUSD, California Healthy Kids Survey, 2010-2011).

The Health Department proposes to establish a minimum of two Learning Gardens to educate children and adults about healthy lifestyle choices. The Bureau of Community Health currently oversees a highly successful community garden at Martin Luther King Park called The Peace Garden. Staff will utilize the experiences of coordinating The Peace Garden to create smaller Learning Gardens in other parts of the city in order to reach more residents. The department will use the gardens to help improve community members' dietary intake and reduce their risk of obesity and other chronic diseases. While events will be open to greater Long Beach residents, an emphasis will be placed on lower income families. Activities will focus on nutrition education and gardening workshops, as well as be open for individuals to tour independently.

To successfully complete the project, a contractor with garden expertise will be hired to guide the planning and implementation of the gardens. The contractor will provide direct assistance with planning and design of the garden along with the actual construction and initial general maintenance of it. They will also help the department identify other community resources that are available to support garden projects within Southern California. This funding will allow a current DHHS staff member to act as Garden Coordinator and organize the effort. There are also numerous programs within other City departments that the DHHS will partner with, including the Office of Sustainability, the Water Department and the Department of Public Works. Other local potential partners that department staff have identified and will outreach to include local hardware and home improvement stores for in-kind donations, neighborhood high school construction and engineering programs, and the Long Beach City College Horticulture Program.

**City of Long Beach Department of Health and Human Services
Health Promotions Programming Expansion**

2014-2015 Budget

LINE ITEM	REQUEST
Personnel Expenses	
Coordinator (0.25 FTE)	\$20,515
Assistant Coordinator (0.20 FTE)	\$13,530
Fringe Benefits of Coordinator (58%)	\$18,705
Personnel Total	\$52,750
Operating Expenses	
CSULB Kinesiology Department	\$18,000
Learning Garden Contractor	\$6,500
Community Engagement Incentives	\$1,000
Garden Supplies	\$1,300
Printing/Reprographics	\$200
Mileage	\$250
Operating Total	\$27,250
TOTAL BUDGET	\$80,000

BUDGET NARRATIVE

PERSONNEL EXPENSES

Coordinator **\$20,515**

Assistant Coordinator **\$13,530**

DHHS staff will continue to organize, develop and implement the previous and proposed health promotion and wellness activities throughout the City. The Coordinator and Assistant Coordinator will manage the expansion of the Beach Community Wellness program with CSULB and coordinate the planning and creation of the DHHS Learning Gardens.

Fringe Benefits **\$18,705**

Personnel with the City of Long Beach receive benefits at an average rate not to exceed 58% of salary cost. Fringe benefits include FICA, Health and Dental Insurance, Worker's Compensation, Unemployment Insurance, and other miscellaneous costs.

OPERATING EXPENSES

CSULB Kinesiology Department

\$18,000

This funding is the cost during the semester for a portion of a CSULB Kinesiology Professor to coordinate and organize the process for student interns. The CSULB Professor will also assist with the expansion of the Beach Community Wellness program by exploring the utilization of student interns from other departments such as Nutritional Science to enrich the current pilot.

Learning Garden Contractor

\$6,500

The Learning Garden Contractor cost will allow the DHHS to hire a contractor with garden expertise to guide the planning and implementation of the gardens. The contractor will provide direct assistance with design of the garden along with the actual construction and initial general maintenance of it. They will also help the department identify other community resources that are available to support garden projects.

Community Engagement Incentives

\$1,000

Community Engagement Incentives cost will cover the cost of additional exercise equipment for the free classes in partnership with CSULB. It will also enable the Health Department to purchase incentives for community members to encourage participation at exercise classes and Learning Garden activities. These items may include healthy refreshments, pedometers, water bottles, recipe books and seedlings.

Garden Supplies

\$1,300

Garden Supplies funding will cover the purchase of supplies to plan, build and sustain the Learning Gardens. These items may include soil, wood, gardening tools, and plants.

Printing/Reprographics

\$200

This cost will cover printing of promotional and educational materials at outreach events, exercise classes and Learning Garden activities.

Mileage Reimbursement

\$250

Funding for Mileage Reimbursement will cover the cost of mileage for staff to travel by personal car to and from citywide events, meetings and classes. Mileage is reimbursed at a rate of \$.565 per mile, and will cover approximately 37 miles per month.