

FIRST AMENDMENT TO SUBCONTRACT NO. 35790

35790

THIS FIRST AMENDMENT TO SUBCONTRACT NO. 35790 is made and entered, in duplicate, as of January 12, 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 August 13, 2019, by and between LONG BEACH UNIFIED SCHOOL DISTRICT, a California not-for-profit corporation ("Organization"), who address is 1515 Hughes Way, Long Beach, California 90810, and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, the City has received a grant from the California Department of Public Health ("CDPH") called the "CalFresh Healthy Living Program" (locally called the Healthy Active Long Beach Program) which provides Supplemental Nutrition Assistance Program-Education (SNAP-Ed) allowable nutrition education and obesity prevention activities and interventions for low-income Californians; and

WHEREAS, City and Organization (the "Parties") entered into Subcontract No. 35790 (the "Subcontract") whereby Organization agreed to provide these services; and

WHEREAS, the Parties desire to extend the term and 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 3 of the Subcontract is hereby amended to read as follows.

"Section 3. The term of this Subcontract shall be the Operational year beginning on October 1, 2019 and ending on September 30, 2021, including an additional 6-month post-operational period, unless sooner terminated as provided herein. The parties have the option to extend the term for one (1) additional one-year period, at the discretion of the City Manager."

2. Section 4.A of the Subcontract is hereby amended to read as follows.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4665

1 "A. Total disbursements made to Organization under this Subcontract by the
2 City shall not exceed Eighty-Seven Thousand One Hundred Forty-Nine Dollars (\$87,149)
3 for the term of this Subcontract. Upon execution of this Subcontract, the City shall disburse
4 funds payable hereunder in due course of payments following receipt from Organization of
5 billing statements in a form approved by the City showing expenditures and costs identified
6 in Attachment "B".

7 3. Attachment "B" to the Subcontract is hereby amended in accordance
8 with Attachment "B-1", attached hereto and incorporated herein.

9 4. Attachment "C" to the Subcontract is hereby amended in accordance
10 with Attachment "C-1", attached hereto and incorporated herein.

11 Except as expressly modified herein, all the terms and conditions
12 contained in Subcontract No. 35790 are ratified and confirmed and shall remain in full force
13 and effect.

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

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CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

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LONG BEACH UNIFIED SCHOOL
DISTRICT, a California not-for-profit
corporation

By Jill A. Baker
Name Jill A. Baker
Title Superintendent

By _____
Name _____
Title _____

"Consultant"

CITY OF LONG BEACH, a municipal
corporation

By _____
City Manager

"City"

This First Amendment to Subcontract No. 35790 is approved as to form on

_____, 2021.

CHARLES PARKIN, City Attorney

By _____
Deputy

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LONG BEACH UNIFIED SCHOOL DISTRICT, a California not-for-profit corporation

By [Signature]
Name Jill A. Baker
Title Superintendent

By _____
Name _____
Title _____

"Consultant"

CITY OF LONG BEACH, a municipal corporation

By [Signature]
City Manager

"City"

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER

This First Amendment to Subcontract No. 35790 is approved as to form on

May 16, 2021.

CHARLES PARKIN, City Attorney

By [Signature]
Deputy

EXHIBIT "B-1"

X	Position Title	Staff Name	Time Spent on Mgmt./Admin	Time Spent on Direct Delivery	FTE Rate	Annual Salary	Total Funded Salary	Benefit Rate	Total Funded Benefits	Total Admin. Costs	Total Funded Salary and Benefits
1	Health Curriculum Leader	Susan Temple	10.00%	90.00%	0.300	\$105,602.00	\$31,680.60	20.700%	\$6,547.88	\$3,828.85	\$38,238.48
2	Program Coordinator	Vacant	10.00%	90.00%	0.100	\$72,131.14	\$7,213.11	29.520%	\$2,129.31	\$934.24	\$9,342.43
3	Nutrition Site Leads	TBD - 1 per site	5.00%	95.00%	1.000	\$9,187.76	\$9,187.76	20.700%	\$1,903.94	\$555.08	\$11,101.78
X			8.33%	91.67%	1.400		\$48,091.47		\$10,591.13	\$6,913.18	\$58,682.61

[illegible]

Row #	Budget Item	Description and Justification	Cost Per Item	# of Items	Total
1	Office Supplies	Basic office supplies, such as pens, paper, staples, etc. for SNAP-Ed funded staff/SNAP-Ed funded activities.	\$2.00	100	\$280.00
X					\$280.00

Row #	Budget Item	Description and Justification	Cost Per Item	# of Items	Total
1	Food Demonstration Materials	Produce and supplies to conduct HOTM tastings in the NEOP eligible classrooms and for garden based nutrition education activities. HOTM tastings will be conducted in classrooms where approved evidenced based nutrition education curriculum is implemented. Cost is estimated at a cost of \$.14/sample x 10,500 samples per month x 6 months. (33 eligible schools sites).	\$0.14	63,000	\$8,820.00
2	Educational Curriculum & Materials	Cost for purchase of approved education materials and teaching tools. Cost may include materials/supplies identified as necessary to conduct activities included in our selected evidence based curriculum and MyPlate support materials such as tear sheets, brochures, and posters. Cost is estimated at \$500 per school site x 33 sites.	\$500.00	33	\$16,500.00
X					\$25,320.00

Row #	Budget Option	Direct Cost Categories	Indirect Cost Rate	Calculation Method	Total Admin./Program Amount	Total
1	Total Direct Cost		3.150%	LBUSD District Approved IDCR of 3.15% of total direct (SNAP-Ed Eligible) costs.	\$84,487.35	\$2,661.35
X					\$84,487.35	\$2,661.35

Total: \$87,148.70

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LONG BEACH UNIFIED SCHOOL DISTRICT FY21 WORKPLAN (10/1/2020 – 9/30/2021)

Activity: LBDHHS Healthy Active Long Beach/Long Beach Unified School District Nutrition in the Classroom Program

Description: Utilizing pre-approved curriculum, provide evidence-based education in 1st – 3rd – 5th grade classrooms at eligible school sites with an educator actively engaging participants in the learning process through the delivery of an evidence-based curriculum. Fruit and vegetable tasting and complementary material that supports the USDA Dietary Guidelines/MyPlate will be integrated into nutrition education series. Classes will utilize interactive teaching tools and methods designed to increase knowledge of and/or skills in (not just awareness of) healthy eating and active living.

Eligible Sites: LBUUSD K-5 or K-8 Schools where at least 50% of students are eligible for Free and/or Reduced Lunch. Additional grades; beyond 1st – 3rd – 5th – may be added as long as they are eligible school sites. Participating sites must implement curriculum as designed (fidelity) and only participating sites may charge time to the CFHL/Subcontract Budget. Participating sites must also complete a Site Level Assessment Questionnaire (SLAQ) at the start/end of the school year.

Curriculum: Serving Up MyPlate: A Yummy Curriculum (1-6)
Additional CalFresh Healthy Living approved resources (example, MyPlate, SPARK, Harvest of the Month, etc) may also be distributed – but cannot replace – Serving Up MyPlate: A Yummy Curriculum.

Total number reached (youth): at least 11,500

If actual number reached is less than projected, please just provide a brief explanation as part of the year-end summary report. (ex. total number of participating schools or classrooms was less than originally projected in IWP).

Term: 10/1/2020 – 9/30/2021

Evaluation and Reporting:

Process: At the end of each month, enter all activities into PEARS.

Formative: On a quarterly basis, submit quarterly summary report (template provided by LBDHHS Project Director) and any backup documentation (photos, etc) to LBDHHS Project Director or designated LBDHHS CalFresh Healthy Living staff.

Impact/Outcome: Prior to start of intervention, conduct IOE pre-survey assessments in 5th grade classrooms. Surveys to be collected from at least 7 participating school sites – if possible, identify participating sites from different neighborhoods/areas of Long Beach (North – West – Central – East – Downtown). Submit all surveys to LBDHHS for data entry.

In June, before end of school year, conduct IOE post-survey assessments in all classrooms that participated in pre-survey assessments and submit to LBDHHS for data entry and IOE reporting.

10/1/2020

LONG BEACH UNIFIED SCHOOL DISTRICT FY21 WORKPLAN (10/1/2020 – 9/30/2021)

Activity: LBDHHS Healthy Active Long Beach/Long Beach Unified School District Adult Nutrition Education
Description: Distribute and/or utilize pre-approved curriculum and/or education materials, designed to increase knowledge of and/or skills in (not just awareness of) healthy eating and active living, with an effort to reach adults (18-59). Material may be distributed as take-home materials or as part of larger school-based events at eligible school sites (example: Back to School Night, Parent Teacher Conferences, etc). Materials may also be distributed as part of free meal delivery during COVID-19 closures.
Eligible Sites: LBUSD K-12 Schools where at least 50% of students are eligible for Free and/or Reduced Lunch
Curriculum/Educational Resources: Serving Up MyPlate: A Yummy Curriculum (1-6) Handouts, MyPlate Materials, Rethink Your Drink, Harvest of the Month, and additional CalFresh Healthy Living approved resources.
Term: 10/1/2020 – 5/30/2021
Evaluation and Reporting: At the end of each month, enter all activities into PEARS. On a quarterly basis, submit quarterly summary report (template provided by LBDHHS Project Director) and any backup documentation (photos, etc) to LBDHHS Project Director or designated LBDHHS CalFresh Healthy Living staff.

Fiscal and Administrative Requirements and Deadlines
<ol style="list-style-type: none"> 1. Ensure that funds received as part of this Sub Grant Agreement are not used to supplant existing SNAP-Ed (CalFresh Healthy Living) funds or activities and all expenses are approved and allowable. 2. Notify LBDHHS Project Director in writing within ten (10) business days of any events, developments, or changes that could affect the completion of this Work Plan or the Budget approved as part of this Agreement. 3. Follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these federal funds in

10/1/2020

accordance with OMB circulars A-122 and A-133 (for non-profits) or OMB circulars A-87 and A-133 (for State, Local, and Indian Tribal Governments) or OMB circulars A-21 (for Educational Institutions).
<http://www.whitehouse.gov/omb/circulars/>

4. Preparation and submission of quarterly invoices (and backup documentation) to Sophy.Kol@longbeach.gov according to the following schedule:

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

Backup Documentation: Attach invoices, receipts, cancelled checks and other documentation including labor reports, Time Logs, and quarterly worksheets, to supporting the charges. Failure to submit a quarterly invoice and its accompanying documentation within the 30-day period may result in late payment from the City. The City reserves the right to refuse payment of an invoice (a) received more than thirty (>30) days after the Subgrantee provided the services relating to that invoice; (b) including inallocable or ineligible expenses; or (c) for the unauthorized expense of funds requiring written approval for budget changes or modifications.

5. Program activities (Direct, Indirect, and Policy, Systems, and Environmental) inputted into the PEARS system on a monthly basis, with summary reports provided to LHD on a quarterly basis with invoice.
6. As needed, using the provided template submit Budget Adjustment Requests (BAR) that include justification for changes to LHD Project Director on, or before, the following dates:

Budget Adjustment #	Due Date
BAR #1	December 15
BAR #2	March 15
BAR #3	June 15
BAR #4	September 1

7. Participation in trainings and meetings as requested by Party A.
8. Provide LHD with annual proof of insurance certificate and indirect cost rate.
9. Retention of all records supporting the contract for three (3) years after the end of the contract term. This requirement applies to fiscal records, reports and client information. Additionally, Party B agrees to make all records relating to the contract available upon request by Party A, CDPH, CDSS and/or USDA. Any costs that cannot be substantiated by source documentation may be disallowed.
10. Return any funds necessary to repay USDA for any federal audit exceptions in which Party B has not complied with the requirements of this SUB GRANT and applicable state and federal regulations.
11. Documents prepared as part of this sub grant agreement for external release, in print or other media, or via the Internet, must undergo appropriate review and approval by Party A prior to release. Reviews may take up to thirty (30) working days.
12. Materials, whether newly developed or reprinted, must include an appropriate CalFresh Healthy Living acknowledgement/funding statement. Whenever possible, CalFresh Healthy Living and LBDHHS *Healthy Active Long Beach* logos should be displayed prominently on all materials produced with *Sub Grant* funds. This includes flyers, Web pages, PowerPoint presentations, printed publications, or any other documents.



LONG BEACH UNIFIED SCHOOL DISTRICT

Office of the Chief Business & Financial Officer

1515 Hughes Way, Long Beach, CA 90810-1839 • (562) 997-8189- FAX (562) 997-8284

December 21, 2020

Nkeiruka Benson, Director
Division of School Financial Services
Los Angeles County Office of Education
9300 East Imperial Highway, EC 219
Downey, CA 90242-2890

Dear Ms. Benson:

RE: 2020-21 CERTIFICATION OF SIGNATURES AND SIGNATURE AUTHORITIES

Attached is the Certification of Signatures Resolution for the remainder of Fiscal Year 2021 which was approved during the Board of Education meeting on December 15, 2020.

Should you need any further information, please call the Business Office at (562) 997-8189. Thank you.

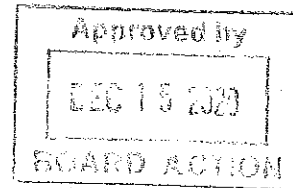
Sincerely,

A handwritten signature in black ink that reads 'Irma Lara-Venegas'. The signature is fluid and cursive.

Irma Lara-Venegas
Senior Executive Secretary

c: Superintendent
Financial Services
Fiscal Services
Purchasing
Human Resource Services

BOARD OF EDUCATION
LONG BEACH UNIFIED SCHOOL DISTRICT



SUBJECT: 2020-21 Certification of Signatures
and Signature Authorities

Enclosure: Yes

CATEGORY: New Business

Reason for Board
Consideration: Action

Business Department

Date: December 15, 2020

Accept the 2020-21 Certification of Signatures and Signature Authorities list for District employees to sign the following documents and authorize submission of the Certification of Signatures form with the Los Angeles County Office of Education.

Signature Authorities for Contracts/Agreements:

Jill Baker, Superintendent of Schools and Secretary to the Board of Education
Yumi Takahashi, Chief Business and Financial Officer
Susan Ginder, Financial Services Officer
Ron Hoppe, Purchasing and Contracts Director
Beth A. Smith, Assistant Purchasing and Contracts Director

Signature Authorities for Notices of Employment:

Jill Baker, Superintendent of Schools and Secretary to the Board of Education
Yumi Takahashi, Chief Business and Financial Officer
Tiffany Brown, Deputy Superintendent
David Zaid, Assistant Superintendent of Human Resource Services

Signature Authorities for Orders for Commercial or Salary Payments:

Yumi Takahashi, Chief Business and Financial Officer
Susan Ginder, Financial Services Officer
Renee Arkus, Executive Director, Fiscal Services
Shawn Bartschi, Assistant Director, Fiscal Services

Signature Authorities for Releases and Settlement Agreements:

Yumi Takahashi, Chief Business and Financial Officer
Susan Ginder, Financial Services Officer
Erin Simon, Assistant Superintendent, School Support Services
Rachel Heenan, Director, School Support Services

Signature Authorities for Documents Requiring Three Signatures:

Diana Craighead

, President, Board of Education

Megan Kerr

, Vice President, Board of Education

Jill Baker, Superintendent of Schools and Secretary to the Board of Education

Yumi Takahashi, Chief Business and Financial Officer

Susan Ginder, Financial Services Officer

Leticia Rodriguez, Secretary to the Superintendent and Asst. Secretary to the Board of Education

Approved:

Approved and Recommended:

Yumi Takahashi

Chief Business and Financial Officer

Dr. Jill A. Baker

Superintendent of Schools

Long Beach Unified School District
DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 16, 2020 to July 19, 2021

In accordance with governing board approval dated December 15, 2020

Signature _____

Clerk (Secretary) of the Board

Typed Name Dr. Jill A. Baker

Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
	DC
TYPED NAME	
Diana Craighead	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
	MK
TYPED NAME	
Megan Kerr	
Vice President of the Board of Trustees/Education	
SIGNATURE	INITIALS
	JB
TYPED NAME	
Juan Benitez	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
	EM
TYPED NAME	
Erik Miller	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
	DWO
TYPED NAME	
Douglas Otto	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
	JB
TYPED NAME	
Dr. Jill A. Baker	
TITLE Superintendent of Schools (effective August 1, 2020)	
SIGNATURE	INITIALS
	TB
TYPED NAME	
Tiffany Brown	
TITLE Deputy Superintendent	
SIGNATURE	INITIALS
	YT
TYPED NAME	
Yumi Takahashi	
TITLE Chief Business & Financial Officer	
SIGNATURE	INITIALS
	DZ
TYPED NAME	
David Zaid	
TITLE Assistant Superintendent, Human Resource Services	
SIGNATURE	INITIALS
	ES
TYPED NAME	
Erin Simon	
TITLE Assistant Superintendent, School Support Services	
SIGNATURE	INITIALS
	SB
TYPED NAME	
Susan Binder	
TITLE Financial Services Officer	
SIGNATURE	INITIALS
	RNA
TYPED NAME	
Renee M. Arkus	
TITLE Executive Director, Fiscal Services	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

DISTRICT

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

Community College Districts: 72000, 85232, and 85233

These approved signatures are valid for the period of: December 16, 2020 to July 19, 2021

In accordance with governing board approval dated December 15, 20 20

Typed Name Dr. Jill A. Baker

FORM NO. 503-804 Rev. 10-10-2013

Long Beach Unified School District
DISTRICT

CERTIFICATION OF SIGNATURES

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These approved signatures are valid for the period of: December 16, 2020 to July 19, 2021

In accordance with governing board approval dated December 15, 2020.

Signature _____

Clerk (Secretary) of the Board

Typed Name Dr. Jill A. Baker

Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Vice President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
Ron Hoppe	
TITLE Director, Purchasing and Contracts	
SIGNATURE	INITIALS
TYPED NAME	
Beth A. Smith	
TITLE Assistant Director, Purchasing and Contracts	
SIGNATURE	INITIALS
TYPED NAME	
Shawn Bartschi	
TITLE Assistant Director, Fiscal Services	
SIGNATURE	INITIALS
TYPED NAME	
Rachel Heenan	
TITLE Director, Student Support Services	
SIGNATURE	INITIALS
TYPED NAME	
Leticia Rodriguez	
TITLE Executive Secretary to the Supt./Board of Education	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS