

FFY 2009

CALIFORNIA STATE PLAN

**SECTION D
ATTACHMENTS**

**Budget Summary Attachments
Local Project Budget Justifications**

July 15, 2008

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SECTION D

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1. Local Incentive Awardees (LIAs)

A. Children and Families Commissions (First 5 Commissions)

1. Madera County Children and Families Commission - First 5

B. City Governments

1. Manila Community Services District
2. Montclair, City of

C. Colleges/Universities - Public

1. East Los Angeles College
2. Los Angeles Trade Technical College
3. University of California, San Diego, The Regents of the (Division of Community Pediatrics)

D. County Offices of Education

1. Alameda County Office of Education (Coalition)
2. Alameda County Office of Education (Rock La Fleche Community School)
3. Fresno County Office of Education
4. Humboldt County Office of Education
5. Kern County Superintendent of Schools
6. Los Angeles County Office of Education
7. Merced County Office of Education
8. Napa County Office of Education
9. Orange County Superintendent of Schools (ACCESS)
10. Orange County Superintendent of Schools (Coalition)
11. Shasta County Office of Education
12. Sonoma County Office of Education
13. Tulare County Office of Education

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1. California Rural Indian Health Board, Inc.
2. Native American Health Center, Inc.
3. Southern Indian Health Council, Inc.
4. United Indian Health Services, Inc.

F. Local Public Health Departments - Cities & Counties

1. Alameda County Health Care Services Agency
2. Berkeley, City of, Health and Human Services Department
3. Contra Costa Health Services (Community Wellness and Prevention Program)
4. Imperial County Public Health Department
5. Long Beach, City of, Department of Health & Human Services
6. Marin County Health and Human Services

7. Monterey County Health Department
8. Orange, County of, Health Care Agency
9. Pasadena, City of, Public Health Department
10. Riverside, County of, Community Health Agency
11. San Bernardino, County of, Department of Public Health
12. San Francisco, City and County of, Department of Public Health
13. San Joaquin County Public Health Services
14. San Mateo County Health Services Agency
15. Santa Barbara County Public Health Department
16. Santa Clara, County of, Public Health Department
17. Shasta County Health and Human Services Agency, Public Health Branch
18. Solano County Health and Social Services Department
19. Stanislaus County Health Services Agency
20. Tulare, County of, Health and Human Services Agency
21. Ventura County Public Health Department
22. Yolo, County of

G. Parks and Recreation Agencies

1. Duarte, City of, Parks and Recreation Department
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1. ABC Unified School District
2. Alhambra Unified School District
3. Alisal Union School District
4. Berkeley Unified School District
5. Calistoga Joint Unified School District
6. Compton Unified School District
7. Del Norte Unified School District
8. Downey Unified School District
9. El Monte City School District
10. Elk Grove Unified School District
11. Fresno Unified School District
12. Greenfield Union School District
13. Hawthorne School District
14. Huntington Beach Union High School District
15. Kernville Union School District (Family Resource Center)
16. Lamont School District
17. Long Beach Unified School District
18. Los Angeles Unified School District
19. Madera Unified School District
20. Monrovia Unified School District
21. Montebello Unified School District
22. Mount Diablo Unified School District (After School Program)
23. Newport-Mesa Unified School District
24. Orange Unified School District
25. Pasadena Unified School District
26. Rosemead School District
27. San Francisco Unified School District
28. Santa Ana Unified School District
29. Santa Clarita Valley School Food Services Agency

30. Santa Cruz City School District
31. Ukiah Unified School District
32. Vaughn Next Century Learning Center
33. Ventura Unified School District
34. Visalia Unified School District

I. University of California Cooperative Extension (UCCE)

1. University of California, The Regents of the, on behalf of the Cooperative Extension in Alameda County (Child and Youth Nutrition Program)
2. University of California, The Regents of the, Cooperative Extension of Alameda County (Family and Consumer Services)

2. Non-Profit Organizations

3. California Association of Food Banks (Nutrition Education)
4. California State University, Chico, Research Foundation (SCNAC)
5. Central Valley Health Network
6. San Francisco General Hospital Foundation (Chinatown Public Health Center)

3. Special Local Projects

J. Local Food and Nutrition Education Projects (LFNE)

1. Alameda County Community Food Bank
2. CANGRESS
3. Children's Council of San Francisco
4. Community Alliance with Family Farmers
5. Community Services Planning Council
6. East Bay Asian Youth Center
7. Ecology Center (Farm Fresh Choice)
8. Health Education Council
9. Natividad Medical Foundation
10. New Economics for Women
11. Pacific Coast Farmers Market Association
12. People's Grocery
13. South East Asia Community Alliance
14. Trust for Conservation Innovation, Project #1
15. Trust for Conservation Innovation, Project #2
16. University of Southern California (Keck Diabetes Prevention Initiative)
17. Urban Resource Systems, Inc. (Urban Sprouts School Gardens)

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1. Local Incentive Awardees

LOCAL PUBLIC HEALTH DEPARTMENTS

Alameda County Health Care Services Agency

Berkeley, City of, Health and Human Services Department

Contra Costa Health Services (Community Wellness and Prevention Program)

Imperial County Public Health Department

Long Beach, City of, Department of Public Health

Marin County Health and Human Services

Monterey County Health Department

Orange County Health Care Agency

Pasadena, City of, Public Health Department

Riverside, County of, Community Health Agency

San Bernardino, County of, Department of Public Health

San Francisco, City and County of, Department of Public Health

San Joaquin County Public Health Services

San Mateo County Health Services Agency

Santa Barbara County Public Health Department

Santa Clara County Public Health Department

Shasta County Health and Human Services Agency, Public Health Branch

Solano County Health and Social Services Department

Stanislaus County Health Services Agency

Tulare, County of, Health and Human Services Agency

Ventura County Public Health Department

Yolo, County of

BUDGET COVER SHEET
FFY 2009

Organization: San Joaquin County Public Health Services				
Contract Number: 08-85155				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	43,754	44,691	937	2.14%
Fringe Benefits	25,290	25,831	541	2.14%
Subcontractors	20,439	21,378	939	4.60%
Contracts/Grant Agreements	-		0	-
Operating	750	837	87	11.60%
Non-Capital Equipment Supplies			0	0.00%
Building Space			0	0.00%
Maintenance			0	0.00%
Other Costs	531	2,661	2,130	401.13%
Materials			0	-
Travel	64	66	2	3.13%
Equipment & Other Capital			0	-
Indirect Costs	4,375	4,469	94	2.15%
Total State Share	95,203	99,933	4,730	4.97%
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	19,491	18,746	-745	-3.82%
Fringe Benefits	11,526	10,835	-691	-5.99%
SubContracts	9,128	9,660	532	5.83%
Contracts/Grants/Agreements		-	-	-
Operating	98	101	3	3.06%
Non-Capital Equipment Supplies		-	-	-
Building Space		-	-	-
Maintenance	-	-	-	-
Other Costs	3,374	6,231	2,857	84.68%
Materials	-	-	-	-
Travel	1,540	2,025	485	31.49%
Equipment & Other Capital	-	-	-	-
Indirect Costs	1,994	1,875	-119	-5.99%
Total Federal Share	47,151	49,472	2,321	4.92%

Fringe Benefit rates have skyrocketed between the contract negotiations.

Indirect Costs: The rate has dropped

Personnel Salaries: Budget has dropped due to personnel attrition

Travel and Per Diem: As a large amount of Travel is mileage, mileage reimbursement rates

Subcontracts: Fine tuning of the budget based on last year's collaboration with this

Other Costs: Increased participation in FSNE reach for activities such as Walk to School, Back to School, Harvest of the Month; Duplicating also increased

**BUDGET JUSTIFICATION
 FFY 2009**

A PERSONNEL SALARIES:							
1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
STATE SHARE POSITIONS							
1. Name: Shené Bowie Title: Administrator (Program Director)	78,312	0.020	2.0000%	0.0000%	1,566		1,566
2. Name: Tina Orallo Title: Project Coordinator	44,055	0.743	20.0000%	54.3000%	32,733		32,733
3. Name: Brenda Marin Title: Community Outreach Worker	35,710	0.291		29.1000%	10,392		10,392
FEDERAL SHARE POSITIONS							
1. Name: Tina Orallo Title: Project Coordinator	44,055	0.149		14.9100%		6,569	6,569
2. Name: Brenda Marin Title: Community Outreach Worker	35,710	0.291		29.1000%	-	10,392	10,392
3. Name: Lim Leang Title: Community Outreach Worker	35,710	0.050		5.0000%		1,786	1,786
SUBTOTAL					\$ 44,691	\$ 18,746	\$ 63,436
Project Coordinator (S2 and F1)	Coordinate program staff and nutrition education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farmworker organizations and community organizations.						
Community Outreach Worker/Community Liaison (S3, F2 and F3)	Conducts nutrition education, physical activity promotion interventions in the community setting. Works with CBOs to increase the reach of nutrition education interventions to FSNE eligibles.						
Administrator (e.g., Director of Programs) S1	Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.						
B. FRINGE BENEFITS:							
State Share:	\$ 44,691				\$ 25,831		\$ 25,831
Federal Share:	\$ 18,746					\$ 10,835	\$ 10,835
Includes payroll taxes and medical/dental benefits at 57.8% of salaries							
SUBTOTAL					\$ 25,831	\$ 10,835	\$ 36,666
C. OPERATING EXPENSES:							
State Share:							
Office Supplies-paper, pens, copy machine supplies to be used to support 100% Network Activities (approx. \$14.80 per month per FTE X 12 months X 1.57 FTE)					\$ 279		\$ 279
Telephone: calls to school districts; calls to Sacramento to be used to support 100% Network Activities. (approx. \$29.6 per month per X 12 Months X 1.57 FTE)					\$ 558		\$ 558
Federal Share:							
Postage:meeting notices for up to 6 schools/teachers x 4 districts x 10 meetings x .42 per unit to be used to support 100% Network Activities.						\$ 101	\$ 101
SUBTOTAL					\$ 837	\$ 101	\$ 938
D. EQUIPMENT EXPENSES:							
State Share:							
Federal Share:							
SUBTOTAL					\$ -	\$ -	\$ -

**BUDGET JUSTIFICATION
 FFY 2009**

				State Share Total Dollars	Federal Share Total Dollars	Total Dollars
E. TRAVEL AND PER DIEM:						
State Share:						
One (1) Network-sponsored skill training, TBA: 100mi.@.505=\$51 Registration \$15 X 1 = \$15				\$ 66		\$ 66
Federal Share:						
Mileage reimbursement for local travel to intervention sites 670 miles per year @.505/mile.: Proj. Coord. And Comm. Outreach Workers					\$ 338	\$ 338
Annual Network Conference: 100 miles X 2 days (200mi.@.505/mi=\$101); \$175 registration x 3 people (Administrator, Project Coordinator, and Community Outreach Worker)=\$525					\$ 626	\$ 626
Regional Collaborative trainings or meetings: 100mi.@.505/mi x 4 trips					\$ 202	\$ 202
CCLHDN Annual meeting: 2 individuals (shared room and mileage) hotel=\$340 dbl occupancy:auto travel 302 mi.@.505=\$153; Registration: \$150x2=300; Total = \$768 (Administrator and Project Coordinator)					\$ 793	\$ 793
One Regional SHAPE Meeting: 100mi.@.505 mi= \$51, Registration \$15					\$ 66	\$ 66
SUBTOTAL				\$ 66	\$ 2,025	\$ 2,091
F. SUBCONTRACTORS:						
State Share:						
Manteca Unified School District				\$ 21,378		\$ 21,378
Federal Share:						
Manteca Unified School District					\$ 9,660	\$ 9,660
SUBTOTAL:				\$ 21,378	\$ 9,660	\$ 31,038
G. OTHER COSTS:						
State Share:						
Printing for Network Educational Materials (nutrition education and to support cooking demonstrations) approx. 401 x 7 months x .10 ea.				\$ 281		\$ 281
HOTM Teacher Newsletter (35 x .24 x 7 months=59), Parent Newsletter (984 x .20 x 7 months=1378), and childrens activity handout for participating schools (990 x .10 x 7 months=693) (Printing for other qualifying Unified School Districts other than the subcontractor)				\$ 2,130		\$ 3,000
Printing/Duplicating: (cost incurred by large scale copying through outside vendor for Stockton Unified School District Walk to School and cooking demonstrations) approx. 2,500 x .10/per unit				\$ 250		\$ 250
Federal Share:						
Food For Cooking Demonstations at Community Centers and Organizations (\$50 X 15 Classes) approx. 20 participants per class					750	750
Printing/Duplicating as follows:						
CNN HOTM Teacher Newsletter (36 X .72 X 7 months)					181	181
CNN HOTM Parent Newsletter (1500 X .24 X 7)					2,520	2,520
CNN HOTM children's activity handout (1200 x .20 x 7 months)					1,680	1,680
Nutrition Education Materials required for the delivery of critical program services: for distribution to students, families, and FSNE community members at school events, qualifying community events, and educational activities. All reinforcement and/or promotional items will receive approval by CDPH prior to purchase. *Expenditures on nutrition education reinforcement items or promotional items must have prior CDPH approval and must comply with all State and Federal safety requirements with respect to production including Prop 65 requirements for lead content. (approx. 275 x 4)					1,100	
SUBTOTAL				2,661	6,231	8,892
				Direct Cost Subtotal:	\$ 95,464	47,597
H. INDIRECT COSTS:						
State Share:						
10% of State Share Salaries					4,469	4,469
Federal Share:						
10% of Federal Share Salaries					1,875	1,875
SUBTOTAL:				4,469	1,875	6,344
TOTAL						
				\$ 273,552.00	154%	22%
				132%	99,933	49,472
						149,406

PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administration	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars	
STATE SHARE POSITIONS								
1. Name: Elementary Recreation Leaders - Multiple Staff (3) Title: .00811 / 22,733 / 3 ppl	68,199	0.0243		2.4300%	553		553	
2. Name: Elementary Teachers - Multiple Staff (36) Title: .00403 / 65,604 / 36 ppl	2,361,744	0.1451	11.5200%	2.9900%	9,518		9,518	
3. Name: Food Service Staff - Multiple (12) Title: .004166 / 29,242 / 12 ppl	350,904	0.0500		5.0000%	1,462		1,462	
4. Name: Nutritional Services Coordinator - Multiple Staff (4) Title: .00625 / 50,190 / 4 ppl	200,760	0.0250	0.4000%	2.1000%	1,255		1,255	
5. Name: Recreation Coordinator Karen DeGeorge	37,636	0.0250	2.0000%	0.5000%	941		941	
6. Name: Principal - Multiple Staff (3) .004 / 112,000 / 3 ppl	336,000	0.0120	0.3330%	0.8670%	1,344		1,344	
7. Name: Mary Tolan-Davi Nutritional Services Director (Project Coordinator)	102,256	0.0120	1.0000%	0.2000%	1,227		1,227	
FEDERAL SHARE POSITIONS								
1. None							-	
SUBTOTAL		\$ 3,457,499	0.2934	15.2530%	14.0870%	\$ 16,300	\$ -	\$ 16,300

Project Coordinator (S7)	Coordinate program staff and nutrition education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations
Food Service Worker (e.g., Director, Manager, Asst, Server, Cook) S3 and S4	Assists with planning and preparing healthy food taste tests in the school setting in conjunction with classroom based nutrition education intervention. Works with teachers to increase student, teacher and parent knowledge of the importance of consuming fruits and vegetables
Recreation Leader (S1 and S5)	Mentors and trains staff on integration of physical activity into nutrition education interventions. Coordinates one-time physical activity demonstrations. Chooses nutrition and physical activity resources to distribute with nutrition education intervention materials
Teacher (preK-12 Classroom, PE, Speech, etc.) S2	Coordinates, facilitates, modifies, develops, and demonstrates lessons on nutrition and promotes physical activity for students and their families. Supports nutrition education program goals through promotion; local, regional, and statewide collaboration.
School Administrator (e.g., Principal, Superintendent) S6	Provides oversight and coordination of the nutrition education conducted in participating classrooms of all schools.

FRINGE BENEFITS:

State Share:

Federal Share:

Includes payroll taxes and medical/dental benefits at approximately 31.16% of salaries (\$16,300)

SUBTOTAL

State Share Total Dollars	Federal Share Total Dollars	Total Dollars
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\$ 5,079		\$ 5,079
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OPERATING EXPENSES:

State Share:

Federal Share:

SUBTOTAL

\$ -	\$ -	\$ -
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EQUIPMENT EXPENSES:

State Share:

Federal Share:

SUBTOTAL

\$ -	\$ -	\$ -
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TRAVEL AND PER DIEM:

State Share:

Federal Share:

Mileage reimbursement for local travel 200 miles per year @.505/mile.: 150 mi

Annual Network Conference (120 miles X .505 X 2 days X 2 people)=242 + \$175 registration X 2 people)=350 (Recreation Leader and Project Coordinator)

Regional Shape Meetings (120 miles X .505 X 1 Meetings=61) + Registration (\$15 X 1 meetings X 2 people=30) (Recreation Leader and Project Coordinator)

SUBTOTAL

	76	76
	592	592
	91	91
\$ -	\$ 759	\$ 759

SUBCONTRACTORS:

State Share:

Federal Share:

SUBTOTAL:

\$ -	\$ -	\$ -
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State Share Total Dollars	Federal Share Total Dollars	Total Dollars
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OTHER COSTS:

State Share:

Federal Share:

Display Boards with carrying case (\$344 ea X 3) to be used 100% for nutrition education activities (replacement for shelf life of 1 year)	1,032	1,032
Hula Hoops - Nutrition Olympics - to be used for Nutrition Education events (53.92 per dozen X 6)	324	324
Potato Sacks - Nutrition Olympics (34.55 X 6) to be used 100% for nutrition education activities	207	207
Food - Harvest of the Month (288 boxes X \$15.75), to be used for taste testing.	4,536	4,536
Food- Taste testing for nutrition events not to exceed \$2.50 per person (approx. 84 people).	211	211
Printing/Duplicating:		
Handouts for Nutrition Activities during Walk to School, Back to School, Nutrition Olympics (2600 for 3 sites X .10)	260	260
Nutrition Education information on backside of school lunch menu (2789 menus X .18 X 2 Quarters X 30%)	301	301
Nutrition Support Materials for 32-36 Teachers to be used in Classroom in conjunction with HOTM (approx. 36 x 38.36)	1,381	1,381
Cooking Cart Supplies such as Plastic plates , apple corer, and Storage Boxes		
Plastic plates (Reusable for each student, 1 case per each site @ 21.00 ea)	63	63
Blenders 10@46.00 that will be used among 36 teachers and 3 sites	460	460
Apple Corer (\$8.40x15) these are heavy duty corers to withstand wear and tear	126	126

SUBTOTAL:

\$ -	\$ 8,901	\$ 8,901
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INDIRECT COSTS:

State Share:

Federal Share:

SUBTOTAL:

-		
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TOTAL

\$ 3,457,499.00	29%	15%	14%	\$ 21,378	\$ 9,660	\$ 31,038
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Memorandum of Understanding (MOU)

Subcontractor

Between

San Joaquin County Public Health Services

and

Manteca Unified School District

For

Shasta Elementary School

Lincoln Elementary School

Lathrop Elementary School

This Subcontractor MOU is an agreement between San Joaquin County Public Health Services and Manteca Unified School District (Shasta Elementary School, Lincoln Elementary School, and Lathrop Elementary School) to participate in the implementation of nutrition education and physical activities for students.

I. Purpose & Scope

The purpose of this Subcontractor MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation and planning of nutrition education and physical activities during the **“Harvest of the Month”** events at Shasta Elementary School, Lincoln Elementary School, and Lathrop Elementary School in October 2008.

In particular, this Subcontractor MOU is intended to collaborate and partner with Shasta Elementary School, Lincoln Elementary School, and Lathrop Elementary School in delivery of uniform messages targeting key schools about nutrition and physical activity.

The goal of *Network for a Healthy California* project is to encourage the consumption of the recommended amounts of fruits and vegetables and increase daily physical activity among food stamp eligible residents in San Joaquin County.

The **“Harvest of the Month”** events are fun and educational and incorporate nutrition activities involving children, schools, teachers, and administrators at the site. During these events, students are provided with the tools and resources to they need to have hands-on opportunities to explore, taste, and learn about the importance of eating fruits and vegetables. The strength of **“Harvest of the Month”** events lie in their ability to reach students in a variety of settings and where they are able to be most impacted, including the classroom, cafeteria, home, and community.

II. Background

San Joaquin County Public Health Services is a local health department within the Health Care Services Agency, serving the FSNE eligible residents within the County jurisdiction. Nutrition education and promotion interventions are population-based, reaching communities, school, and individuals facing the greatest health risks.

The *Network for a Healthy California* project in San Joaquin County will link with the schools, including Manteca Unified School District (Shasta Elementary School, Lincoln Elementary School, and Lathrop Elementary School) to enhance schools (classroom and cafeteria) and public health FSNE efforts to improve the eating and physical activity behaviors of the FSNE eligible residents especially at the schools, community and neighborhood - level. The project will reach all ethnic groups by featuring and incorporating nutrition activities into the “**Harvest of the Month**” events.

Manteca Unified School District utilizes a depth or breadth of resources and expertise to provide comprehensive health services in their surrounding community. San Joaquin County Public Health Services and Manteca Unified School District will have partnership and collaboration in this year 2008 – 2009 nutrition and physical activity grant in expanding the health programs that are available for the District’s students. It will be important to strengthen this partnership into formal agreements to maximize resources and increase nutrition and physical activity program efficiency within community, school partners, and other key stakeholders. This would include parents, teachers, and school administrators that play a more meaningful role in supporting children’s health.

III. **Public Health Services Responsibilities under this Subcontractor MOU**

San Joaquin County Public Health Services shall undertake the following Activities:

- Assist the Recreation Coordinator in promoting the “**Harvest of the Month**” event in October 2008. Publish nutrition activities on their School Day event list.
- Work with the school to distribute nutrition information take-home packets to the parents.
- Review information and activity plans with the Recreation Coordinator and the planning committee in promoting “**Harvest of the Month**” at Shasta Elementary School, Lincoln Elementary School, and Lathrop Elementary School.
- Receive and maintain records from the Recreation Coordinator and school staff about “**Harvest of the Month**” activities.
- Comply with rules and regulations of the school, such as attending meetings to pull together and organize the event during the planning phase of “**Harvest of the Month.**”
- Assist in the event planning of “**Harvest of the Month**” events with the Recreation Coordinator.
- Provide nutrition and promotion materials such as recipe cards or books, t-shirts, pens, zipper pulls, and tote bags at the event, including October’s “**Harvest of the Month**” newsletter.
- Contact nutrition education partners (Children’s Power Play!) to include nutrition activities.

IV. Manteca Unified School District Responsibilities Under this Subcontractor MOU

Scope of Work Manteca Unified School District

Subcontractor agrees to provide the following services and to comply with the following terms and conditions:

- Deliver and notify the local media (newspaper or radio) of the nutrition activities and events.
- Promote activities and events to the parents, teachers, and students. Put nutrition posters at the cafeteria, classrooms, and in the surrounding community.
- Provide the school sites to implement activities and events.
- Identify people who want to participate in the planning of the nutrition education activities
- Develop the “Harvest of the Month” flier with the Public Health Services staff and teachers.
- Provide Network “Harvest of the Month” menu slick to students each month. The newsletter includes taste testing and food demonstration information.
- Provide “Harvest of the Month” educator newsletters to teachers at participating school sites.
- Conduct monthly “Harvest of the Month” classroom lessons and “Harvest of the Month” food demonstrations to their students at participating qualifying school sites.

Terms and Conditions:

1. Additional incorporated Exhibits - The following documents and any subsequent updates are not attached, but are incorporated herein and made a part hereof by this reference. These documents may be updated periodically by the County, as required by program directives. The County shall provide the Subcontractor with copies of said documents and any periodic updates thereto, under separate cover. The County will maintain on file, all documents referenced herein and any subsequent updates.
 - 1) Local Incentive Award Program Guidelines Manual
 - 2) State Department of Health Services’ Cancer Prevention and Nutrition Section Program Letters and any revisions thereto.
2. The Subcontractor shall comply with the guidelines for the development of all education materials as outlined in the Local Incentive Award Program Guidelines Manual. In particular, the Contractor shall comply with the following State requirements:
 - A. Submit any news release related to this contract to the County for State review prior to its release.

B. Subcontractor shall ensure that the California Department of Public Health (CDPH) and the United States Department of Agriculture (USDA) are clearly identified as sponsor or support organization on all published material relating to the contract.

C. When producing audio and/or visual materials, not previously developed, the Subcontractor will acknowledge CDPH and USDA support in the following manner:

English:

“A message from the California Department of Public Health funded by the Food Stamp Program of the U.S. Department of Agriculture.”

Spanish:

“Patrocinado por el Departamento de Servicios de Salud de California y auspiciado por el Programa de Cupones de Alimentos del Departamento de Agricultura de los Estados Unidos.”

D. The CDPH and USDA’s name shall be placed prominently on all other products generated by the Contractor as a result of the contract, with appropriate credit given for funding.

E. The Subcontractor agrees to abide by the guidelines set for usage of the *Network* mark. Guidelines will be sent to the Subcontractor as a Program Letter.

F. The Subcontractor agrees to cooperate with the State in the collection of data related to evaluation of program effectiveness as requested in the manner, format, and timeline prescribed by the State. Data shall include, at a minimum, demographic description of the population served and items to measure program effectiveness.

G. The Subcontractor agrees to cooperate with the State in the review and, when appropriate, the field-testing of statewide evaluation instruments newly developed education materials.

3. Subcontractor shall obtain County prior approval of the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop or conference conducted pursuant to this contract and of any reimbursable publicity or educational materials to be made available for distribution. The Subcontractor shall acknowledge the support of the State whenever publicizing the work under this agreement in the media. This provision does not apply to necessary staff meeting or training sessions held for the staff of the Contractor or Subcontractor to conduct routine business matters.

4. Scope of Work Revision Requirements:

- A. The Subcontractor, the State or the County may propose informal changes or revisions to the activities, tasks, deliverables and/or performance time frames specified in the Scope of Work, provided such changes do not alter the overall goals and basic purpose of the agreement.
 - B. Informal SOW changes may include the substitution of specified activities or tasks; the alteration or substitution of contract deliverables and modifications to anticipated completion/target dates.
 - C. Informal SOW changes processed hereunder, shall not require a formal agreement amendment, provided the Subcontractor's annual budget does not increase or decrease as a result of the informal SOW change.
 - D. All informal SOW changes and revisions must be submitted to the County Contract Manager in writing and are subject to prior written approval by the County.
5. See the following pages for a detailed description of the services to be performed by the Subcontractor. Services performed are in addition to those provided by the Subcontractor's existing nutrition education and physical activity promotion program(s), and are funded by the Subcontractor using non-federal funds as outlined in the Local Share Budgets attached herein as Exhibit 2.

V. **Effective Date and Signature**

This Subcontractor MOU shall be effective upon the signature of San Joaquin County Public Health Services and Manteca Unified School District (Shasta Elementary School, Lincoln Elementary School, and Lathrop Elementary School) with their authorized officials. It shall be in force from October 1, 2008 to September 30, 2009.

San Joaquin County Public Health Services and Manteca Unified School District will indicate agreement with this Subcontractor MOU by their signatures.



6/6/2008

William Mitchell, MPH
Director
San Joaquin County Public Health Services

Date



6/5/08

Dr. Catherine Nichols-Washer
Superintendent
Manteca Unified School District

Date

Memorandum of Understanding (MOU)

Between

San Joaquin County Public Health Services

and

Lodi Unified School District

This MOU is an agreement between San Joaquin County Public Health Services and Lodi Unified School District (Partner) to participate in the implementation of nutrition education and physical activities for students.

I. Purpose & Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation and planning of nutrition education and physical activities at Lodi Unified School District during the 2008-2011 school years.

In particular, this MOU is intended to collaborate and partner with Lodi Unified School District in the delivery of uniform messages targeting key schools about nutrition and physical activity.

The goal of *Network for a Healthy California* project is to encourage the consumption of the recommended amounts of fruits and vegetables and increase daily physical activity among food stamp eligible residents in San Joaquin County.

At least three annually specified schools in the district will complete activities in one of the following areas: Harvest of the Month, Children's Power Play Afterschool activities, and/or Walk-to-School with Nutrition Education. These events and activities are fun and educational and incorporate nutrition activities involving children, schools, teachers, and administrators at the site. During these events, students are provided with the tools and resources they need to have hands-on opportunities to explore, taste, and learn about the importance of eating fruits and vegetables and daily activity. The strength of these events and activities lie in their ability to reach students in a variety of settings and where they are able to be most impacted, including the classroom, cafeteria, home, and community.

II. Background

San Joaquin County Public Health Services is a local health department within the Health Care Services Agency, serving the FSNE eligible residents within the County jurisdiction. Nutrition education and promotion interventions are population-based, reaching communities, school, and individuals facing the greatest health risks.

The *Network for a Healthy California* project in San Joaquin County will link with the schools, including Lodi Unified School District to enhance efforts to improve the eating and physical activity behaviors of the FSNE eligible residents especially at the school, community, and neighborhood level. These projects are specifically tailored to reach all ethnic groups by design.

Lodi Unified School District utilizes a depth of resources and expertise to provide comprehensive health services in their surrounding community. San Joaquin County Public Health Services and Lodi Unified School District will have partnership and collaboration from October 2008 – September 2011. During this time nutrition and physical activity programming will be implemented and available for the District students. It will be important to strengthen this partnership to maximize resources and increase nutrition and physical activity program efficiently within community, school partners, and other key stakeholders. This would include parents, teachers, and school administrators that play a more meaningful role in supporting their children's health.

III. Public Health Services Responsibilities under this MOU

San Joaquin County Public Health Services shall undertake the following Activities:

- Participate in school health fairs and activities that reach Food Stamp Nutrition Education eligible population and promote the consumption of fruits and vegetables by conducting taste testing and distribution of nutrition education materials and reinforcement items that promote healthy eating and physical activity.
- Provide ongoing technical assistance and support to school district teachers and staff.
- Order promotional items and educational materials for school districts.
- Provide Program Coordinator with completed evaluation and participation forms from the project activities.
- Assist the Program Coordinator in promoting and implementing nutrition and physical activity events.

Activities specific to the planning and implementation of "Harvest of the Month" events:

- Contact the Program Coordinator of Lodi Unified School District to determine which schools and classes will participate in "Harvest of the Month".
- Assist in the development of the "Harvest of the Month" planning committee.
- Schedule "Harvest of the Month" nutrition education in the school calendar.
- Utilize input from the planning committee on "Harvest of the Month", identify other existing research based educational materials to integrate into the "Harvest of the Month" nutrition education sessions.
- Provide an in-service training to the teachers about "Harvest of the Month"
- Schedule and provide monthly check-in with program coordinator about "Harvest of the Month" activities in the Lodi Unified School District.

Activities specific to the planning and implementation of “Children’s Power Play”
Afterschool activities:

- Contact the Program Coordinator of Lodi Unified School District to determine which schools and classes will participate in “Children’s Power Play” Afterschool activities.
- Participate in “Children’s Power Play” campaign facilitator/partner training.
- Secure a partnership agreement with the *Network for a Health California- “Children’s Power Play”* Campaign, Gold Country Region.
- Provide annual lessons from the afterschool “Children’s Power Play” Campaign curriculum resource kit to students.
- Train community residents to become advocacy leaders in nutrition and physical activity or education.
- Schedule and provide monthly check-in with program coordinator about “Harvest of the Month” activities in the Lodi Unified School District.

Activities specific to the planning and implementation of “Walk-to-School”:

- Contact the Program Coordinator of Lodi Unified School District to determine which schools and classes will participate in “Walk-to-School”.
- Conduct event preparatory activities including identifying participants for the planning of nutrition education activities and publicizing activities on the “Walk-to-School Day” event list.
- Conduct meetings to organize volunteers.
- Participate in State teleconferences to receive technical assistance.
- Schedule and provide monthly check-in with program coordinator about “Harvest of the Month” activities in the Lodi Unified School District.

III. Lodi Unified School District Responsibilities under this MOU

Lodi Unified School District shall undertake the following activities:

- Select a project to implement through completion. Notify San Joaquin County Public Health Services staff regarding switching projects 6 months before implementation to ensure timely preparation and address of technical assistance needs.
- Deliver and notify the local media (newspaper or radio) of the nutrition activities and events.
- Promote activities and events to the parents, teachers, and students. Put nutrition posters at the cafeteria, classrooms, and in the surrounding community.
- Provide the school sites to implement activities and events.
- Identify people who want to participate in the planning of the nutrition education activities.

Activities specific to the planning and implementation of “Harvest of the Month” events:

- Develop the “Harvest of the Month” flier with the Public Health Services staff and teachers.
- Provide Network “Harvest of the Month” menu slick to students each month. The newsletter includes taste testing and food demonstration information.
- Provide “Harvest of the Month” educator newsletters to teachers at participating school sites.
- Conduct monthly “Harvest of the Month” classroom lessons and “Harvest of the Month” food demonstrations to their students at participating qualifying school sites.

Activities specific to the planning and implementation of “Children’s Power Play” Afterschool activities:

- Participate in “Children’s Power Play” Campaign facilitator/partner training.
- Complete “Children’s Power Play” evaluation forms.
- Assist in the identification of advocacy leaders in nutrition and physical activity education.

Activities specific to the planning and implementation of “Walk-to-School Day” event:

- Publish nutrition activities on the “Walk-to-School Day” event list.
- Participate in the preparation of the “Walk-to-School Day” event including publicizing the event in the surrounding community.

V. **It is mutually understood and agreed by and between the Parties that:**

This agreement may be modified by mutual written agreement of both parties. For purposes of *Network for a Healthy California*, the modification will be subject to approval by the California Department of Public Health- Cancer Prevention and Nutrition Section.

This agreement may be terminated without cause by either party by giving thirty (30) calendar days advanced written notice to the other party. Such notification shall state the effective date of termination and include any final performance requirements.

VI. **Funding Requirements**

This MOU does not include the reimbursement of funds between the two parties. None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

Memorandum of Understanding (MOU)
Between
San Joaquin County Public Health Services
and
Tracy Unified School District

This MOU is an agreement between San Joaquin County Public Health Services and Tracy Unified School District (Partner) to participate in the implementation of nutrition education and physical activities for students.

I. Purpose & Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation and planning of nutrition education and physical activities at Tracy Unified School District during the 2008-2011 school years.

In particular, this MOU is intended to collaborate and partner with Tracy Unified School District in the delivery of uniform messages targeting key schools about nutrition and physical activity.

The goal of the *Network for a Healthy California* is to encourage the consumption of the recommended amounts of fruits and vegetables and increase daily physical activity among food stamp eligible residents in San Joaquin County.

At least three annually specified schools in the district will complete activities in one of the following areas: Harvest of the Month, Children's Power Play Afterschool activities, and/or Walk-to-School with Nutrition Education. These events and activities are fun and educational and incorporate nutrition activities involving children, schools, teachers, and administrators at the site. During these events, students are provided with the tools and resources they need to have hands-on opportunities to explore, taste, and learn about the importance of eating fruits and vegetables and daily activity. The strength of these events and activities lie in their ability to reach students in a variety of settings and where they are able to be most impacted, including the classroom, cafeteria, home, and community.

II. Background

San Joaquin County Public Health Services is a local health department within the Health Care Services Agency, serving the FSNE eligible residents within the County jurisdiction. Nutrition education and promotion interventions are population-based, reaching communities, school, and individuals facing the greatest health risks.

The *Network for a Healthy California* project in San Joaquin County will link with the schools, including Tracy Unified School District to enhance efforts to improve the eating and physical activity behaviors of the FSNE eligible residents at the school, community, and neighborhood level. These projects are specifically tailored to reach all ethnic groups by design.

Tracy Unified School District utilizes a depth of resources and expertise to provide comprehensive health services in their surrounding community. San Joaquin County Public Health Services and Tracy Unified School District will have partnership and collaboration from October 2008 – September 2011. During this time nutrition and physical activity programming will be implemented and available for the District students. It will be important to strengthen this partnership to maximize resources and increase nutrition and physical activity program efficiently within community, school partners, and other key stakeholders. This would include parents, teachers, and school administrators that play a more meaningful role in supporting their children's health.

III. Public Health Services Responsibilities under this MOU

San Joaquin County Public Health Services shall undertake the following Activities:

- Participate in school health fairs and activities that reach Food Stamp Nutrition Education eligible population and promote the consumption of fruits and vegetables by conducting taste testing and distribution of nutrition education materials and reinforcement items that promote healthy eating and physical activity.
- Provide ongoing technical assistance and support to school district teachers and staff.
- Order promotional items and educational materials for school districts.
- Provide Program Coordinator with completed evaluation and participation forms from the project activities.
- Assist the Program Coordinator in promoting and implementing nutrition and physical activity events.

Activities specific to the planning and implementation of "Harvest of the Month" events:

- Contact the Program Coordinator of Tracy Unified School District to determine which schools and classes will participate in "Harvest of the Month".
- Assist in the development of the "Harvest of the Month" planning committee.
- Schedule "Harvest of the Month" nutrition education in the school calendar.
- Utilize input from the planning committee on "Harvest of the Month", identify other existing research based educational materials to integrate into the "Harvest of the Month" nutrition education sessions.
- Provide an in-service training to the teachers about "Harvest of the Month"
- Schedule and provide monthly check-in with program coordinator about "Harvest of the Month" activities in the Tracy Unified School District.

Activities specific to the planning and implementation of “Children’s Power Play” Afterschool activities:

- Contact the Program Coordinator of Tracy Unified School District to determine which schools and classes will participate in “Children’s Power Play” Afterschool activities.
- Participate in “Children’s Power Play” campaign facilitator/partner training.
- Secure a partnership agreement with the *Network for a Healthy California* - “Children’s Power Play” Campaign, Gold Country Region.
- Provide annual lessons from the afterschool “Children’s Power Play” Campaign curriculum resource kit to students.
- Train community residents to become advocacy leaders in nutrition and physical activity or education.

Activities specific to the planning and implementation of “Walk-to-School”:

- Contact the Program Coordinator of Tracy Unified School District to determine which schools and classes will participate in “Walk-to-School”.
- Conduct event preparatory activities including identifying participants for the planning of nutrition education activities and publicizing activities on the “Walk-to-School Day” event list.
- Conduct meetings to organize volunteers.
- Participate in State teleconferences to receive technical assistance.

III. Tracy Unified School District Responsibilities under this MOU

Tracy Unified School District shall undertake the following activities:

- Select at least one of the three projects to implement through completion. Notify San Joaquin County Public Health Services staff regarding switching projects 6 months before implementation to ensure timely preparation and address of technical assistance needs.
- Deliver and notify the local media (newspaper or radio) of the nutrition activities and events.
- Promote activities and events to the parents, teachers, and students. Put nutrition posters at the cafeteria, classrooms, and in the surrounding community.
- Provide the school sites to implement activities and events.
- Identify people who want to participate in the planning of the nutrition education activities.

Activities specific to the planning and implementation of “Harvest of the Month” events:

- Develop the “Harvest of the Month” flier with the Public Health Services staff and teachers.
- Provide Network “Harvest of the Month” menu slick to students each month. The newsletter includes taste testing and food demonstration information.
- Provide “Harvest of the Month” educator newsletters to teachers at participating school sites.
- Conduct monthly “Harvest of the Month” classroom lessons and “Harvest of the Month” food demonstrations to their students at participating qualifying school sites.

Activities specific to the planning and implementation of “Children’s Power Play” Afterschool activities:

- Participate in “Children’s Power Play” Campaign facilitator/partner training.
- Complete “Children’s Power Play” evaluation forms.
- Assist in the identification of advocacy leaders in nutrition and physical activity education.

Activities specific to the planning and implementation of “Walk-to-School Day” event:

- Publish nutrition activities on the “Walk-to-School Day” event list.
- Participate in the preparation of the “Walk-to-School Day” event including publicizing the event in the surrounding community.

V. **It is mutually understood and agreed by and between the Parties that:**

This agreement may be modified by mutual written agreement of both parties. For purposes of *Network for a Healthy California*, the modification will be subject to approval by the California Department of Public Health- Cancer Prevention and Nutrition Section.

This agreement may be terminated without cause by either party by giving thirty (30) calendar days advanced written notice to the other party. Such notification shall state the effective date of termination and include any final performance requirements.

VI. **Funding Requirements**

This MOU does not include the reimbursement of funds between the two parties. None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

Memorandum of Understanding (MOU)

Between

San Joaquin County Public Health Services

and

San Joaquin County Office of Education

This MOU is an agreement between San Joaquin County Public Health Services and San Joaquin County Office of Education (Partner) to participate in the implementation of nutrition education and physical activities for students.

I. Purpose & Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation and planning of standard-based nutrition education and physical activities at San Joaquin County Office of Education during the 2008-2011 school years.

In particular, this MOU is intended to collaborate and partner with San Joaquin County Office of Education in the delivery of uniform messages targeting key schools about nutrition and physical activity.

The goal of the *Network for a Healthy California* is to encourage the consumption of the recommended amounts of fruits and vegetables and increase daily physical activity among food stamp eligible residents in San Joaquin County.

At least three annually specified schools in the district will complete activities in one of the following areas: Harvest of the Month, Children's Power Play Afterschool activities, and/or Walk-to-School with Nutrition Education. These events and activities are fun and educational and incorporate nutrition activities involving children, schools, teachers, and administrators at the site. During these events, students are provided with the tools and resources they need to have hands-on opportunities to explore, taste, and learn about the importance of eating fruits and vegetables and daily activity. The strength of these events and activities lie in their ability to reach students in a variety of settings and where they are able to be most impacted, including the classroom, cafeteria, home, and community.

II. Background

San Joaquin County Public Health Services is a local health department within the Health Care Services Agency, serving the FSNE eligible residents within the County jurisdiction. Nutrition education and promotion interventions are population-based, reaching communities, school, and individuals facing the greatest health risks.

The *Network for a Healthy California* project in San Joaquin County will link with the schools services offered under San Joaquin County Office of Education, at least 2 specified rural school districts to enhance efforts to improve the eating and physical activity behaviors of the FSNE eligible residents especially at the school, community, and neighborhood level. These projects are specifically tailored to reach all ethnic groups by design.

San Joaquin County Office of Education utilizes a depth of resources and expertise to provide comprehensive health services in their surrounding community. San Joaquin County Public Health Services and San Joaquin County Office of Education will have partnership and collaboration from October 2008 – September 2011. During this time nutrition and physical activity programming will be implemented and available for the District students. It will be important to strengthen this partnership to maximize resources and increase nutrition and physical activity program efficiently within community, school partners, and other key stakeholders. This would include parents, teachers, and school administrators that play a more meaningful role in supporting their children's health.

III. Public Health Services Responsibilities under this MOU

San Joaquin County Public Health Services shall undertake the following Activities:

- Participate in school health fairs and activities that reach Food Stamp Nutrition Education eligible population and promote the consumption of fruits and vegetables by conducting taste testing and distribution of nutrition education materials and reinforcement items that promote healthy eating and physical activity.
- Provide ongoing technical assistance and support to school district teachers and staff.
- Order promotional items and educational materials for school districts.
- Provide Program Coordinator with completed evaluation and participation forms from the project activities.
- Assist the Program Coordinator in promoting and implementing nutrition and physical activity events.

Activities specific to the planning and implementation of "Harvest of the Month" events:

- Contact the Program Coordinator of San Joaquin County Office of Education to determine which schools and classes will participate in "Harvest of the Month".
- Assist in the development of the "Harvest of the Month" planning committee.
- Schedule "Harvest of the Month" nutrition education in the school calendar.
- Utilize input from the planning committee on "Harvest of the Month", identify other existing research based educational materials to integrate into the "Harvest of the Month" nutrition education sessions.

- Provide an in-service training to the teachers about “Harvest of the Month”
- Schedule and provide monthly check-in with program coordinator about “Harvest of the Month” activities in the San Joaquin County Office of Education.

Activities specific to the planning and implementation of “*Children’s Power Play*” Afterschool activities:

- Contact the Program Coordinator of San Joaquin County Office of Education to determine which schools and classes will participate in “*Children’s Power Play*” Afterschool activities.
- Participate in “Children’s Power Play” campaign facilitator/partner training.
- Secure a partnership agreement with the *Network for a Healthy California - “Children’s Power Play” Campaign, Gold Country Region.*
- Provide annual lessons from the afterschool “Children’s Power Play” Campaign curriculum resource kit to students.
- Train community residents to become advocacy leaders in nutrition and physical activity or education.

Activities specific to the planning and implementation of “Walk-to-School”:

- Contact the Program Coordinator of San Joaquin County Office of Education to determine which schools and classes will participate in “Walk-to-School”.
- Conduct event preparatory activities including identifying participants for the planning of nutrition education activities and publicizing activities on the “Walk-to-School Day” event list.
- Conduct meetings to organize volunteers.
- Participate in State teleconferences to receive technical assistance.

III. San Joaquin County Office of Education Responsibilities under this MOU

San Joaquin County Office of Education shall undertake the following activities:

- Promote activities and events to the parents, teachers, and students. Put nutrition posters at the cafeteria, classrooms, and in the surrounding community.
- Provide the school sites to implement activities and events.
- Identify people who want to participate in the planning of the nutrition education activities.
- Share nutrition related data with SJC Public Health Services.

Activities specific to the planning and implementation of “Harvest of the Month” events:

- Provide information about the Harvest of the Month to after school staff.

Activities specific to the planning and implementation of “*Children’s Power Play*” Afterschool activities:

- Participate in “*Children’s Power Play*” Campaign facilitator/partner training.
- Complete “*Children’s Power Play*” evaluation forms.
- Assist in the identification of advocacy leaders in nutrition and physical activity education.

Activities specific to the planning and implementation of “Walk-to-School Day” event:

- Publish nutrition activities on the “Walk-to-School Day” event list.
- Participate in the preparation of the “Walk-to-School Day” event including publicizing the event in the surrounding community.

V. **It is mutually understood and agreed by and between the Parties that:**

This agreement may be modified by mutual written agreement of both parties. For purposes of *Network for a Healthy California*, the modification will be subject to approval by the California Department of Public Health- Cancer Prevention and Nutrition Section.

This agreement may be terminated without cause by either party by giving thirty (30) calendar days advanced written notice to the other party. Such notification shall state the effective date of termination and include any final performance requirements.

VI. **Funding Requirements**

This MOU does not include the reimbursement of funds between the two parties. None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

VII. **Record Retention**

All records supporting the MOU and related activities for three years after the end of the contract term must be maintained. Additionally, San Joaquin County Office of Education agrees to make all records relating to the contract available upon request by San Joaquin County Public Health Services, the Network, and/or USDA.

VIII. **Effective Date and Signature**

This MOU shall be effective upon the signature of San Joaquin County Public Health Services and San Joaquin County Office of Education with their authorized officials. It shall be in force from October 1, 2008 to September 30, 2011

San Joaquin County Public Health Services and San Joaquin County Office of Education will indicate agreement with this MOU by their signatures.

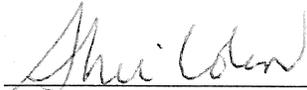
 5/29/2008

William Mitchell, MPH

Date

Director

San Joaquin County Public Health Services



Sheri Coburn, Ed.D, RN, MSN

Date

Director of Comprehensive Health

San Joaquin County Office of Education



Memorandum of Understanding (MOU)

Between

San Joaquin County Public Health Services

and

Manteca Unified School District

This MOU is an agreement between San Joaquin County Public Health Services and Manteca Unified School District (Partner) to participate in the implementation of nutrition education and physical activities for students.

I. Purpose & Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation and planning of standard-based nutrition education and physical activities at Manteca Unified School District during the 2008-2011 school years.

In particular, this MOU is intended to collaborate and partner with Manteca Unified School District in the delivery of uniform messages targeting key schools about nutrition and physical activity.

The goal of the *Network for a Healthy California* is to encourage the consumption of the recommended amounts of fruits and vegetables and increase daily physical activity among food stamp eligible residents in San Joaquin County.

At least three annually specified schools in the district will complete activities in one of the following areas: Harvest of the Month, Children's Power Play Afterschool activities, and/or Walk-to-School with Nutrition Education. These events and activities are fun and educational and incorporate nutrition activities involving children, schools, teachers, and administrators at the site. During these events, students are provided with the tools and resources they need to have hands-on opportunities to explore, taste, and learn about the importance of eating fruits and vegetables and daily activity. The strength of these events and activities lie in their ability to reach students in a variety of settings and where they are able to be most impacted, including the classroom, cafeteria, home, and community.

II. Background

San Joaquin County Public Health Services is a local health department within the Health Care Services Agency, serving the FSNE eligible residents within the County jurisdiction. Nutrition education and promotion interventions are population-based, reaching communities, school, and individuals facing the greatest health risks.

The *Network for a Healthy California* project in San Joaquin County will link with the schools, including Manteca Unified School District to enhance efforts to improve the eating and physical activity behaviors of the FSNE eligible residents especially at the school, community, and neighborhood level. These projects are specifically tailored to reach all ethnic groups by design.

Manteca Unified School District utilizes a depth of resources and expertise to provide comprehensive health services in their surrounding community. San Joaquin County Public Health Services and Manteca Unified School District will have partnership and collaboration from October 2009 – September 2011. During this time nutrition and physical activity programming will be implemented and available for the District students. It will be important to strengthen this partnership to maximize resources and increase nutrition and physical activity program efficiently within community, school partners, and other key stakeholders. This would include parents, teachers, and school administrators that play a more meaningful role in supporting their children's health.

III. Public Health Services Responsibilities under this MOU

San Joaquin County Public Health Services shall undertake the following Activities:

- Participate in school health fairs and activities that reach Food Stamp Nutrition Education eligible population and promote the consumption of fruits and vegetables by conducting taste testing and distribution of nutrition education materials and reinforcement items that promote healthy eating and physical activity.
- Provide ongoing technical assistance and support to school district teachers and staff.
- *Network* PHS staff will provide HOTM newsletters and produce.
- Order promotional items for school districts.
- Provide Program Coordinator with completed evaluation and participation forms from the project activities.
- Assist the Program Coordinator in promoting and implementing nutrition and physical activity events.

Activities specific to the planning and implementation of "Harvest of the Month" events:

- Contact the Program Coordinator of Manteca Unified School District to determine which schools and classes will participate in "Harvest of the Month".
- Assist in the development of the "Harvest of the Month" planning committee.
- Schedule "Harvest of the Month" nutrition education in the school calendar.

- Utilize input from the planning committee on “Harvest of the Month”, identify other existing research based educational materials to integrate into the “Harvest of the Month” nutrition education sessions.
- Provide an in-service training to the teachers about “Harvest of the Month”
- Schedule and provide monthly check-in with program coordinator about “Harvest of the Month” activities in the Manteca Unified School District.

Activities specific to the planning and implementation of “Children’s Power Play” Afterschool activities:

- Contact the Program Coordinator of Manteca Unified School District to determine which schools and classes will participate in “Children’s Power Play” Afterschool activities.
- Participate in “Children’s Power Play” campaign facilitator/partner training.
- Secure a partnership agreement with the *Network for a Healthy California* - “Children’s Power Play” Campaign, Gold Country Region.
- Provide annual lessons from the afterschool “Children’s Power Play” Campaign curriculum resource kit to students.
- Train community residents to become advocacy leaders in nutrition and physical activity or education.

Activities specific to the planning and implementation of “Walk-to-School”:

- Contact the Program Coordinator of Manteca Unified School District to determine which schools and classes will participate in “Walk-to-School”.
- Conduct event preparatory activities including identifying participants for the planning of nutrition education activities and publicizing activities on the “Walk-to-School Day” event list.
- Conduct meetings to organize volunteers.
- Participate in State teleconferences to receive technical assistance.

III. Manteca Unified School District Responsibilities under this MOU

Manteca Unified School District shall undertake the following activities:

- Select one of the three projects to implement through completion. Notify San Joaquin County Public Health Services staff regarding switching projects 6 months before implementation to ensure timely preparation and address of technical assistance needs.
- Deliver and notify the local media (newspaper or radio) of the nutrition activities and events.
- Promote activities and events to the parents, teachers, and students. Put nutrition posters at the cafeteria, classrooms, and in the surrounding community.

- Provide the school sites to implement activities and events.
- Identify people who want to participate in the planning of the nutrition education activities.

Activities specific to the planning and implementation of “Harvest of the Month” events:

- Develop the “Harvest of the Month” flier with the Public Health Services staff and teachers.
- Provide Network “Harvest of the Month” menu slick to students each month. The newsletter includes taste testing and food demonstration information.
- Provide “Harvest of the Month” educator newsletters to teachers at participating school sites.
- Conduct monthly “Harvest of the Month” classroom lessons and “Harvest of the Month” food demonstrations to their students at participating qualifying school sites.

Activities specific to the planning and implementation of “*Children’s Power Play*” Afterschool activities:

- Participate in “*Children’s Power Play*” Campaign facilitator/partner training.
- Complete “*Children’s Power Play*” evaluation forms.
- Assist in the identification of advocacy leaders in nutrition and physical activity education.

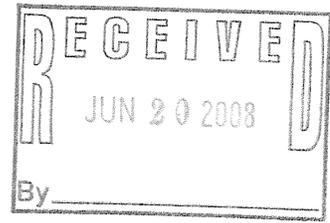
Activities specific to the planning and implementation of “Walk-to-School Day” event:

- Publish nutrition activities on the “Walk-to-School Day” event list.
- Participate in the preparation of the “Walk-to-School Day” event including publicizing the event in the surrounding community.

V. **It is mutually understood and agreed by and between the Parties that:**

This agreement may be modified by mutual written agreement of both parties. For purposes of *Network for a Healthy California*, the modification will be subject to approval by the California Department of Public Health- Cancer Prevention and Nutrition Section.

This agreement may be terminated without cause by either party by giving thirty (30) calendar days advanced written notice to the other party. Such notification shall state the effective date of termination and include any final performance requirements.



Memorandum of Understanding (MOU)

Between

San Joaquin County Public Health Services

and

Stockton Unified School District

This MOU is an agreement between San Joaquin County Public Health Services and Stockton Unified School District (Partner) to participate in the implementation of nutrition education and physical activities for students.

I. Purpose & Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation and planning of standards based nutrition education and physical activities at Stockton Unified School District during the 2008-2011 school years.

In particular, this MOU is intended to collaborate and partner with Stockton Unified School District in the delivery of uniform messages targeting key schools about nutrition and physical activity.

The goal of the *Network for a Healthy California* is to encourage the consumption of the recommended amounts of fruits and vegetables and increase daily physical activity among food stamp eligible residents in San Joaquin County.

At least three annually specified schools in the district will complete activities in one of the following areas: Harvest of the Month, Children's Power Play Afterschool activities, and/or Walk-to-School with Nutrition Education. These events and activities are fun and educational and incorporate standards based nutrition activities involving children, parents, teachers, and administrators at the school site. During these events, students are provided with the tools and resources they need to have hands-on opportunities to explore, taste, and learn about the importance of eating fruits and vegetables and daily activity. The strength of these events and activities lie in their ability to reach students in a variety of settings (before, during and after school) and where they are able to be most impacted, including the classroom, cafeteria, home, and community.

II. Background

San Joaquin County Public Health Services is a local health department within the Health Care Services Agency, serving the Food Stamp Nutrition Education (FSNE) eligible residents within the County jurisdiction. Nutrition education and promotion interventions are population-based, reaching communities, school, and individuals facing the greatest health risks.

The *Network for a Healthy California* project in San Joaquin County will link with the schools, including Stockton Unified School District to enhance efforts to improve the eating and physical activity behaviors of the FSNE eligible residents especially at the school, community, and neighborhood level. These projects are specifically tailored to reach all ethnic groups by design.

Stockton Unified School District utilizes a depth of resources and expertise to provide comprehensive health services in their surrounding community. San Joaquin County Public Health Services and Stockton Unified School District will have partnership and collaboration from October 2008 – September 2011. During this time standards based nutrition education and physical activity programming will be implemented and available for the District students. In order to maximize resources and efficiently increase the nutrition and physical activity programs in the schools, the partnership between Public Health and Stockton Unified will need to involve key stakeholders from the schools and community, including parents, teachers, and school administrators.

III. Public Health Services Responsibilities under this MOU

San Joaquin County Public Health Services shall undertake the following Activities:

- Participate in school health fairs and activities that reach Food Stamp Nutrition Education eligible population and promote the consumption of fruits and vegetables by conducting taste testing and distribution of standards based nutrition education materials and reinforcement items that promote healthy eating and physical activity.
- Provide ongoing technical assistance and support to school district teachers and staff.
- Order promotional items and educational materials for school districts.
- Provide District Program Coordinator with completed evaluation and participation forms from the project activities.
- Assist the District Program Coordinator in promoting and implementing nutrition and physical activity events.

Activities specific to the planning and implementation of “Harvest of the Month” events:

- Contact the District Program Coordinator of Stockton Unified School District to determine which schools and classes will participate in “Harvest of the Month”.
- The *Network* PHS staff will provide produce as necessary.
- Assist in the development of the “Harvest of the Month” planning committee.

- Schedule “Harvest of the Month” nutrition education in the school calendar.
- Utilize input from the planning committee on “Harvest of the Month”, identify other existing research based educational materials to integrate into the “Harvest of the Month” nutrition education sessions.
- Provide an in-service training to the teachers about “Harvest of the Month”
- Schedule and provide monthly check-in with District Program Coordinator about “Harvest of the Month” activities in the Stockton Unified School District.

Activities specific to the planning and implementation of “*Children’s Power Play*” Afterschool activities:

- Contact the District Program Coordinator of Stockton Unified School District to determine which schools and classes will participate in “Children’s Power Play” Afterschool activities.
- Participate in “*Children’s Power Play*” campaign facilitator/partner training.
- Secure a partnership agreement with the *Network for a Healthy California - “Children’s Power Play” Campaign*, Gold Country Region.
- Provide lessons from the afterschool “*Children’s Power Play*” Campaign curriculum resource kit to students.
- Train community residents to become advocacy leaders in nutrition and physical activity or education.

Activities specific to the planning and implementation of “Walk-to-School”:

- Contact the District Program Coordinator of Stockton Unified School District to determine which schools and classes will participate in “Walk-to-School”.
- Conduct event preparatory activities including identifying participants for the planning of standards based nutrition education activities and publicizing activities on the “Walk-to-School Day” event list.
- Conduct meetings to organize volunteers.
- Participate in State teleconferences to receive technical assistance.

III. Stockton Unified School District Responsibilities under this MOU

Stockton Unified School District shall undertake the following activities:

- Select at least one of the three projects to implement through completion each year and provide the school sites to implement activities and events.
- Notify San Joaquin County Public Health Services staff regarding switching Projects 6 months before implementation to ensure timely preparation and Address of technical assistance needs.
- Assign a District Program Coordinator to assist in planning and implementing standards based nutrition education and physical activity events.

- Notify the local media (newspaper or radio) of the nutrition activities and events.
- Promote activities and events to the parents, teachers, and students. Put nutrition posters at the cafeteria, classrooms, and in the surrounding community.
- Provide the school sites to implement activities and events.
- Identify people who want to participate in the planning of the standards bases nutrition education activities.

Activities specific to the planning and implementation of “Harvest of the Month” events:

- Develop the “Harvest of the Month” flier with the Public Health Services staff and teachers.
- Provide Network “Harvest of the Month” menu slick to students each month. The newsletter includes taste testing and food demonstration information.
- Provide “Harvest of the Month” educator newsletters to teachers at participating school sites.
- Conduct monthly “Harvest of the Month” classroom lessons and “Harvest of the Month” food demonstrations to their students at participating qualifying school sites.

Activities specific to the planning and implementation of “*Children’s Power Play*” Afterschool activities:

- Participate in “*Children’s Power Play*” Campaign facilitator/partner training.
- Complete “*Children’s Power Play*” evaluation forms.
- Assist in the identification of advocacy leaders in nutrition and physical activity education.

Activities specific to the planning and implementation of “Walk-to-School Day” event:

- Plan and implement nutrition activities on the “Walk-to-School Day” event list.
- Participate in the preparation of the “Walk-to-School Day” event including publicizing the event in the surrounding community.

- V. **It is mutually understood and agreed by and between the Parties that:**
 This agreement may be modified by mutual written agreement of both parties. For purposes of *Network for a Healthy California*, the modification will be subject to approval by the California Department of Public Health - Cancer Prevention and Nutrition Section.

BUDGET COVER SHEET
FFY 2009

Organization: San Mateo County Health Services Agency				
Contract Number: 06-55115				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$222,750	\$229,432	\$ 6,682	0.03
Fringe Benefits	\$82,418	\$84,890	\$ 2,472	0.03
Subcontractors	\$0	\$0	\$ -	
Contracts/Grant Agreements			\$ -	
Operating	\$31,700	\$24,322	\$ (7,378)	
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$1,000	\$1,036	\$ 36	
Materials			\$ -	
Travel	\$1,407	\$1,419	\$ 12	0.01
Equipment & Other Capital	\$0	\$0	\$ -	
Indirect Costs	\$45,775	\$47,148	\$ 1,373	0.03
Total State Share	\$385,050	\$388,247	\$ 3,197	0.01
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$94,580	\$100,255	\$ 5,675	0.06
Fringe Benefits	\$34,995	\$37,094	\$ 2,099	0.06
SubContracts	\$0	\$0	\$ -	
Contracts/Grants/Agreements			\$ -	
Operating	\$27,200	\$27,170	\$ (30)	
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$12,354	\$4,302	\$ (8,052)	-0.65
Materials			\$ -	
Travel	\$3,930	\$4,700	\$ 770	0.00
Equipment & Other Capital	\$0	\$0	\$ -	
Indirect Costs	\$19,436	\$20,602	\$ 1,166	0.00
Total Federal Share	\$192,495	\$194,123	\$ 1,628	0.01

**Budget Justification
FFY 2009 Plan**

Contractor: San Mateo County Health Services Agency
Contract No.: 06-55115

A PERSONNEL SALARIES:										
1. Name and Position Title			2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars	
STATE SHARE POSITIONS										
1.	Name:	Lydia Guzman , MPH, RD								
	Title:	Project Coordinator (Dietitian)	76,995.00	1.00		100%	\$76,995			\$76,995
2.	Name:	Ann Garret, MS, RN								
	Title:	Project Coordinator (Community Program Specialist III)	82,570.00	0.30		30%	\$24,771			\$24,771
3.	Name:	Heather Salas, RD								
	Title:	Dietitian	76,995.00	0.25		25%	\$19,249			\$19,249
4.	Name:	Sylvia Velasquez								
	Title:	Nutrition Educator (Community Worker II)	51,567.00	0.50		50%	\$25,784			\$25,784
5.	Name:	Sandra Rodriguez								
	Title:	Nutrition Educator (Community Worker II)	51,567.00	0.50		50%	\$25,784			\$25,784
6.	Name:	Diana Miranda								
	Title:	Nutrition Educator (Community Worker II)	51,567.00	0.50		50%	\$25,784			\$25,784
7.	Name:	Ana Klanjac								
	Title:	Nutrition Educator (Community Worker II)	51,567.00	0.50		50%	\$25,784			\$25,784
8.	Name:	Eliana Schultz								
	Title:	Administrator	102,537.00	0.0515	5.15%		\$5,281			\$5,281
FEDERAL SHARE POSITIONS										
1.	Name:	Gloria Cahuich								
	Title:	Program Assistant (Community Program Specialist I)	56,967.00	1.00		100%		\$56,967		\$56,967
2.	Name:	Sabrina Boyce								
	Title:	Nutrition Educator (Community Worker II)	43,288.00	1.00		100%		\$43,288		\$43,288
SUBTOTAL			645,620.00	5.6015	5.15%	555%	\$229,432	\$100,255	\$329,687	
Position Description:										
StateShare Positions:										

**Budget Justification
FFY 2009 Plan**

Contractor: San Mateo County Health Services Agency
Contract No.: 06-55115

1) Project Coordinator				Coordinate program staff and nutrition education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition curriculum and education materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and expand our existing community outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and healthy active lifestyles.										
Dietician				Oversees and supervises the nutrition education program including project administration, project coordination, the development of the nutrition education component and materials and other nutrition and physical activity promotion programs.										
2) Nutrition Educator				Provides nutrition education to the FSNE eligible population. Specific duties include: one-on-one general nutrition education, delivery of general nutrition education in a classroom or group setting, staffing health fairs and other community or promotional events where nutrition education messages are delivered, distribution of linguistically and culturally appropriate nutrition education materials, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reports and tracking system.										
3) Administrator				Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.										
Federal Share Positions:														
Program Assistant				Assists the Project Coordinator with nutrition education program planning and development. Under the direction of Project Coordinator, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education and physical activity targeted to FSNE eligible.										
Nutrition Educator				Provides nutrition education to the FSNE eligible population. Specific duties include: one-on-one general nutrition education, delivery of general nutrition education in a classroom or group setting, staffing health fairs and other community or promotional events where nutrition education messages are delivered, distribution of linguistically and culturally appropriate nutrition education materials, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reports and tracking system.										
												State Share Total Dollars	Federal Share Total Dollars	Total Dollars

**Budget Justification
FFY 2009 Plan**

Contractor: San Mateo County Health Services Agency
Contract No.: 06-55115

B. FRINGE BENEFITS:	Fringe benefits increase affected by additional personnel and increase in medical costs		\$84,890	\$37,094	\$121,984
State Share:	Includes payroll taxes and medical/dental benefits at 37% of salaries				
Federal Share:	Includes payroll taxes and medical/dental benefits at 37% of salaries				
		SUBTOTAL:	\$84,890	\$37,094	\$121,984
C. OPERATING EXPENSES:	No change from previous fiscal year.				
State Share:					
	Office Supplies: (paper, folders, labels, printer cartridges)		\$396		
	- \$33/month x 12 months = \$396				
	Telephone: (two phones)		\$1,392		
	- \$116/month x 12 months = \$1,392				
	Photocopying: (Educational and promotional materials)		\$420		
	- 1,009 copies/month x \$.035/copy = \$35; \$35 x 12 months = \$420				
	Postage: (Promotional Materials (3N and Breastfeeding))		\$400		
	- 1,025 copies x \$.39 = \$400				
	Computers: (Connection and Technical Support)		\$3,000		
	- Technical Support for 2 computers \$120/month = \$1,440				
	- Network Connection for 2 computers \$102/month = \$1,224				
	- Printer \$26/month = \$312				
	Office Space:		\$18,714		
	120 sq. ft. @ \$3.25/sf/mth = \$390/mth x 12 mth = \$4,680/yr.				
	- 3.5 FTE Nutrition Staff: 465 sq. feet @ \$26.395/sq. ft. = \$12,234				
	- Storage Space \$150/month = \$1800				
Federal Share:					
	Office Supplies: (paper, folders, labels, printer cartridges)			\$1,500	
	Printing:			\$11,970	
	- Six Issues @ 3,000 copies/issue of Teen Spa Newsletter (18,000) and six issues @ 4,000 copies/issue of El Arco Iris (24,000). 18,000 + 24,000 = 42,000 issues x \$.285/issue = \$11,970				
	Photocopying: (Educational and promotional materials)			\$2,000	
	- 57,143 copies x \$.035/copy = \$2,000				
	Postage			\$11,700	
	- Six issues of Teen Newsletter (2,000 copies mailed/issue) and six issues of El Arco Iris (3,000 copies mailed/issue) (6 x 5,000) x \$.39 = \$11,700				
		SUBTOTAL:	\$24,322	\$27,170	\$51,492
D. EQUIPMENT EXPENSES:	NONE				
State Share:	NONE		\$0	\$0	\$0
Federal Share:	NONE				
		SUBTOTAL:	\$0	\$0	\$0

**Budget Justification
FFY 2009 Plan**

Contractor: San Mateo County Health Services Agency
Contract No.: 06-55115

							State Share Total Dollars	Federal Share Total Dollars	Total Dollars
E.	TRAVEL AND PER DIEM:		Increase in Federal Share due to Childhood Obesity Statewide Conference Scheduled this year.						
	Prior to attending any non-Network sponsored trainings, including those in the budget justification, contractor will submit a Non-Network Sponsored Travel Request form to the Contract and Program Managers for								
	State Share:								
	Type:	# of Staff	Total Miles	Mileage cost @ \$1.485/mile	Per Diem (incl. Lodging) *	Reg. Fees	Total		
	Continuing Nutrition Education								
		2	80	\$39	\$300	\$400	\$739	\$739	
	Nutritional Updates (2 classes), attended by Project Coordinator								
	-Class 1: 40 miles + Registration Fee of \$170 + Per Diem of \$150								
	-Class 2: 20 miles + Registration Fee of \$145								
	Breastfeeding Update (1 class), attended by Project Coordinator								
	-20 miles + Registration Fee of \$85 + Per Diem of \$150 *(\$40/per diem + \$110 hotel)								
	Mileage for SOW								
		2	1403	\$680	\$ -	\$ -	\$680	\$680	
	-Project Coordinator 1153 miles								
	-Dietitian 250 miles								
	Federal Share:								
	Type:	# of Staff	Total Miles	Mileage cost @ \$1.485/mile	Per Diem (incl. Lodging)	Reg. Fees	Total		
	Annual Network Conference								
		3	280	\$136	\$450	\$300	\$886	\$886	
	-Staff Member: Project Coordinator:								
			Miles: 180						
			Reg Fee \$100						
			Per Diem 2 x \$150 = \$300						
	-Staff Member: Administrator:								
			Miles: 100						
			Reg Fee \$100						
			Per Diem \$150						
	-Staff Member: Program Assistant:								
			Reg Fee \$100						
	Regional Collaborative Meetings								
		1	350	\$170			\$170	\$170	
	-Staff Member: Project Coordinator: 29 Miles x 12 trips = 350								

**Budget Justification
FFY 2009 Plan**

Contractor: San Mateo County Health Services Agency
Contract No.: 06-55115

Federal Share:																	
1	Publications: For the Purchase of nutrition reference books and computer graphics needed for developing educational and promotional materials for classes and producing newsletters and bulletins										\$302						
2	Food and supplies for food demonstrations (approximate average cost per person is \$1.25/person/session, 30 persons/session = 106 food demonstrations)										\$4,000						
										\$1,036	\$4,302	\$5,338					
H. INDIRECT COSTS:	Indirect Costs increase affected by overall budget increase																
State Share:										\$47,148							
	15% of personnel cost (salaries and benefits combined). Includes part of the expenses of key administrative personnel in Public Health (e.g. Contract Manager, Fiscal Officer, Accountant, and Director) and payroll services, janitorial services, insurance, and audit expenses.																
Federal Share:											\$20,602						
	15% of personnel cost (salaries and benefits combined). Includes part of the expenses of key administrative personnel in Public Health (e.g. Contract Manager, Fiscal Officer, Accountant, and Director) and payroll services, janitorial services, insurance, and audit expenses.																
										SUBTOTAL:	\$47,148	\$20,602	\$67,750				
										TOTAL:	645,620.00	560%	5%	555%	\$388,247	\$194,123	\$593,365
*Expenditures on nutrition education items or promotional items must have prior California Dept. of Public Health approval and must comply with all State and Federal requirements with respect to production including Prop. 65 requirements for lead content.																	

**Network for a Healthy California
QUARTERLY TIME STUDY REQUEST FORM**

Return this form to your Network Contract Manager by fax or mail

Date: 7/2/08 Contract #: 06-55115

Contractor Name: San Mateo County Health Department

Contract Term: _____

Project Coordinator: Lydia Guzman Phone (650) 573-2025

1) Check one box only (two separate request forms must be filled out if you want staff on both the State and Federal Share budgets to complete a time study).

State Share [] Federal Share and/or special projects (e.g., Regional Networks, Faith-Based, Local Food and Nutrition Education, etc.)

2) Fill in the chart below. Indicate the month of each quarter you plan to sample for each year of your contract term. Please use the following guidelines when selecting the sampling months:

- The same month cannot be used each quarter. For example, the first month of each quarter cannot be used. Instead, the sample month should vary each quarter (e.g., the 1st month of 1st Qtr, 2nd month of 2nd Qtr, 3rd month of 3rd Qtr and 1st month of 4th Qtr would be acceptable if the months represent the quarters in which they fall.)
- The sampling months should vary from year to year.
- The month used for each quarter must be a valid representation of the entire quarter. Where this is not possible, you may opt to use a weekly time log for that quarter. In this case, write "weekly time log" in the box for that quarter.

Quarter	Year 1 (200 - 200)	Year 2 (200 - 200)	Year 3 (2008 - 2009)
Qtr1 (Oct-Dec)			Oct
Qtr2 (Jan-Mar)			Feb
Qtr3 (Apr-June)			June
Qtr4 (July-Sept)			July

3) Please attach a list of the names and titles of staff members who will use the time study. Personnel listed should have fairly evenly distributed activities across the quarters you will sample. (Note: these names and titles should correspond with your budget justification.)

Signature of Project Coordinator: Lydia Guzman

Date: 7/2/08

Approved by:

Mary Carroll 7/3/08

Signature of Authorized CPNS Staff

San Mateo County Health Dept.

Staff that will be using Quarterly Time Study Request Form

Ann Garrett
Sylvia Velasquez
Ann Klanjac
Rosa Vigil
Diana Miranda

NETWORK QUARTERLY TIME STUDY

Check one box only.

<input type="checkbox"/> State Share (Non-Network Funds)	Total Hours for Quarter:
<input type="checkbox"/> Federal Share (Network Activities) and other special projects (e.g., Regional Networks, faith-based, etc.)	

Employee Name	Employee #	Title	Phone #	Location	Due Date	Turn in to: (name of Project Coordinator)
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Allowable Categories (See page 2 for Allowable Activities)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Child/Student Nutrition Education in a Classroom Setting																																
Child/Student Nutrition Education Outside a Classroom Setting, (as a component of a structured program)																																
Adult Nutrition Education In Classroom, Group, or Individual Settings																																
Nutrition Education at Special Events																																
Physical Activity Promotion (as a component of a broader nutrition education intervention)																																
Nutrition Education Project Evaluation																																
Nutrition Promotion Activities																																
Staff Training/Professional Development																																
Administrative Tasks Related to the Network Contract																																
Other activities (please list--see page 2 for additional space)																																
Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off next to the hours)																																
TOTAL HOURS																																

INSTRUCTIONS:

1. Mark either the "Federal Share" or "State Share" box at the top of the form. (Note: LIAs must use a separate form for documenting Federal vs. State Share activities. Regional Networks, local food & nutrition education projects, faith-based, and other special projects should check "Federal Share").
2. Enter the amount of time spent performing each type of activity in the column for that day. (Note: Study must be completed on a daily basis for the entire study month. In addition, documented time must be from the Allowable Activities listed on page 2 of this form.)
3. Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time or paid holiday time earned per the organization's policies. These types of earnings must be prorated by the FTE budgeted in the contract -e.g., if a .50FTE employee takes a week vacation, that employee would record 4 hours of vacation time per day on the time study for that week (.50FTE x 40 hours/5 days).
4. Record all of your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75).
5. At the end of each day, total each column in the "TOTAL HOURS" box at the bottom of the column.
6. At the end of the month, total all boxes in each row and record the sum in the "TOTAL" column at the right margin. Then total the amounts in the right-hand column and record the sum in the box at the bottom-right corner. (Note: The sum of the far-right column must equal the sum of the bottom row.)
7. Multiply the total hours for the month by 3 and enter this amount into the "TOTAL HOURS FOR QUARTER" box at the top of the form. Enter your hourly, daily, or monthly rate of pay, as applicable.
8. Sign and date your time study, and give it to your supervisor for signature.

Employee Signature (required)* _____ Date _____ Employee Pay Rate \$ _____/hour/day/month
 (circle one)

Supervisor/Designee (required)* _____ Date _____

* I certify that documented time above is from Allowable Activities listed on page 2 of this form.

BUDGET COVER SHEET
FFY 2009

Organization: Santa Barbara County Public Health Department				
Contract Number: 08-85157				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$137,707	\$424,776	\$287,069	208.46%
Fringe Benefits	\$48,197	\$132,814	\$84,616	175.56%
Subcontractors	-	-	-	-
Contracts/Grant Agreements			-	-
Operating	-	-	-	-
Non-Capital Equipment Supplies			-	-
Building Space			-	-
Maintenance			-	-
Other Costs	-	-	-	-
Materials			-	-
Travel	-	-	-	-
Equipment & Other Capital	-	-	-	-
Indirect Costs	\$48,874	\$83,352	\$34,478	70.54%
Total State Share	\$234,779	\$640,941	\$406,163	173.00%
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$158,234	\$165,945	\$7,711	4.87%
Fringe Benefits	\$55,382	\$58,081	\$2,699	4.87%
SubContracts	-	-	-	-
Contracts/Grants/Agreements			\$0	
Operating	\$4,252	\$3,051	-\$1,201	-28.25%
Non-Capital Equipment Supplies			-	
Building Space			-	
Maintenance			-	
Other Costs	\$3,825	\$7,148	\$3,323	86.88%
Materials			-	
Travel	\$6,342	\$6,187	-\$155	-2.44%
Equipment & Other Capital	\$1,400	-	-\$1,400	-100.00%
Indirect Costs	\$56,160	\$54,371	-\$1,789	-3.18%
Total Federal Share	\$285,595	\$294,783	\$9,188	3.22%

PERSONNEL SALARIES:									
1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. STATE SHARE Total Dollars	7. Federal Share Total Dollars	8. Total Dollars	
STATE SHARE POSITIONS									
1.	Name: Tor Hargens Title: Accountant	\$74,491	0.1500	15.00%		\$11,174		\$11,174	
2.	Name: Scott McCann Title: Administrator	\$109,644	0.3000	30.00%		\$32,893		\$32,893	
3.	Name: Wrenette Hole Title: Nutrition Educator	\$62,464	0.2500		25.00%	\$15,616		\$15,616	
4.	Name: Ilda Nelson Title: Nutritionist	\$71,418	0.0500		5.00%	\$3,571		\$3,571	
5.	Name: Meg Beard Title: Nutritionist	\$81,982	0.5000		50.00%	\$40,991		\$40,991	
6.	Name: Lisa Marasco Title: Nutrition Educator	\$70,542	0.5000		50.00%	\$35,271		\$35,271	
7.	Name: Nancy Newton Title: Nutrition Educator	\$56,070	0.5000		50.00%	\$28,035		\$28,035	
8.	Name: Jeri Waite Title: Nutrition Educator	\$23,840	0.5000		50.00%	\$11,920		\$11,920	
9.	Name: Georgene Lowe Title: Project Coordinator	\$91,458	0.0173	1.73%		\$1,583		\$1,583	
10.	Name: Rosabelle Calangan Title: Health Educator	\$40,539	0.1918		19.18%	\$7,777		\$7,777	
11.	Name: Sandra Cardona Title: Health Educator	\$40,539	0.1918		19.18%	\$7,777		\$7,777	
12.	Name: Alana Ramirez Title: Health Educator	\$40,539	0.1918		19.18%	\$7,777		\$7,777	
13.	Name: Josefa Rios Title: Health Educator	\$40,539	0.1918		19.18%	\$7,777		\$7,777	
14.	Name: Gail Vargas Title: Health Educator	\$40,539	0.1918		19.18%	\$7,777		\$7,777	
15.	Name: Diana Cronin Title: Health Educator	\$40,539	0.1918		19.18%	\$7,777		\$7,777	
16.	Name: Marilyn Zellot Title: Administrator	\$72,800	0.1000	10.00%		\$7,280		\$7,280	
17.	Name: Priscilla Hernandez Title: Project Coordinator	\$50,000	1.0000		100.00%	\$50,000		\$50,000	
18.	Name: Andre Vallejo Title: Health Educator	\$37,440	1.0000		100.00%	\$37,440		\$37,440	
19.	Name: Jojo Wahlstrom Title: Health Educator	\$31,200	0.5000		50.00%	\$15,600		\$15,600	
20.	Name: Dean Jensen Title: Teacher	\$90,230	0.1250		12.50%	\$11,279		\$11,279	
21.	Name: Brad Hufschmid Title: Teacher	\$90,230	0.0120		1.20%	\$1,085		\$1,085	
22.	Name: Tiare Dodson Title: Teacher	\$90,230	0.1130		11.30%	\$10,194		\$10,194	
23.	Name: Lauren Minadeo Title: Teacher	\$90,230	0.0048		48.00%	\$434		\$434	
24.	Name: Patty Flores Title: Teacher	\$90,230	0.0543		5.43%	\$4,902		\$4,902	

1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
25.	Name: Julie Grimes Title: Teacher	\$90,230	0.0024		0.24%	\$217		\$217
26.	Name: Vacant Title: Teacher	\$90,230	0.0337		3.37%	\$3,037		\$3,037
27.	Name: Stephanie Bagish Title: Teacher	\$90,230	0.0058		0.58%	\$521		\$521
28.	Name: Susette McCormick Title: Teacher	\$90,230	0.0144		1.44%	\$1,301		\$1,301
29.	Name: Patty Aguilar Title: Teacher	\$90,230	0.0144		1.44%	\$1,301		\$1,301
30.	Name: Verity Allen Title: Teacher	\$90,230	0.0385		3.85%	\$3,470		\$3,470
31.	Name: Christina Mavaro Title: Teacher	\$90,230	0.0096		0.96%	\$868		\$868
32.	Name: Leanne Patterson Title: Teacher	\$90,230	0.0346		3.46%	\$3,123		\$3,123
33.	Name: Lidiana Portales Title: Teacher	\$90,230	0.0096		0.96%	\$868		\$868
34.	Name: Liz Dumpis Title: Teacher	\$90,230	0.0096		0.96%	\$868		\$868
35.	Name: Susan Ashlock Title: Administrator	\$110,115	0.0500	5.00%		\$5,506		\$5,506
36.	Name: Megan McEwen Title: Teacher	\$72,800	0.0292		2.92%	\$2,126		\$2,126
37.	Name: Marlen Valencia Title: Teacher	\$72,800	0.0292		2.92%	\$2,126		\$2,126
38.	Name: Karina Sanchez Title: Teacher	\$72,800	0.0292		2.92%	\$2,126		\$2,126
39.	Name: Kate Jenkins Title: Teacher	\$72,800	0.0292		2.92%	\$2,126		\$2,126
40.	Name: Linda Wilson Title: Teacher	\$72,800	0.0292		2.92%	\$2,126		\$2,126
41.	Name: Chris McGuirt Title: Teacher	\$72,800	0.0292		2.92%	\$2,126		\$2,126
42.	Name: Kristy Hoyt Title: Teacher	\$72,800	0.0292		2.92%	\$2,126		\$2,126
43.	Name: Elvia Lucatero Title: Teacher	\$72,800	0.0292		2.92%	\$2,126		\$2,126
44.	Name: Gary Winning Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
45.	Name: ZoAnn Summers Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
46.	Name: Araceli Contreras Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
47.	Name: Josefina Guerro Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
48.	Name: Alison Throop Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
49.	Name: Maggie Flores Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
50.	Name: Rosalie Hardoin Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560

1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
51.	Name: Nikki Dabney Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
52.	Name: Charlene Doty Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
53.	Name: Monserrat Capdevila Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
54.	Name: Edna Trujillo Title: Teacher	\$54,080	0.0288		2.88%	\$1,560		\$1,560
55.	Name: Nancy Weiss Title: Food Service Worker	\$83,200	0.0433		4.33%	\$3,600		\$3,600
FEDERAL SHARE POSITIONS								
1.	Name: Susan Horne Title: Project Coordinator	\$72,150	1.0000		100.00%		\$72,150	\$72,150
2.	Name: Susan Klucker Title: Project Coordinator	\$72,150	1.0000		100.00%		\$72,150	\$72,150
3.	Name: Jessica St John Title: Health Educator	\$72,150	0.3000		30.00%		\$21,645	\$21,645
SUBTOTAL		\$4,017,084	9.944240041	61.73%	980.19%	\$424,776	\$165,945	\$590,721
POSITION DESCRIPTIONS:								
Accountant: State Share #1		Serves as internal auditor and controller. Assists with processing purchase orders, invoices, preparation of vouchers for payment as related to the Network program, as well as monitoring the budgets.						
Administrator (e.g., Director of Programs): State Share #2, 16		Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.						
Food Service Worker (e.g., Director, Manager, Asst, Server, Cook): State Share #55		Assists with planning and preparing healthy food taste tests in the school setting in conjunction with classroom based nutrition education intervention. Works with teachers to increase student, teacher and parent knowledge of the importance of consuming more servings of fruits and vegetables and being active daily. Compiles documentation on taste testing activities and all reporting required for nutrition grants. In some cases, supervises staff that carry out activities.						
Health Educator (including Health Aide, Health Promotion Instructor, etc.): State Share #10-15, 18-19, Federal Share #3		Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and health benefits of proper nutrition and physical activity.						
Nutritionist/Nutrition Educator/Nutrition Aide: State Share #3-8		Provides nutrition education to the FSNE eligible population. Specific duties include: one-on-one general nutrition education, delivery of general nutrition education in a classroom or group setting, staffing health fairs and other community or promotional events where nutrition education messages are delivered, distribution of linguistically and culturally appropriate nutrition education materials, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reporting and tracking systems.						
Project Coordinator: State Share #9, 17, Federal Share #1,2		Coordinate program staff and nutrition education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition curriculum and educational materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and expand our existing community outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and healthy active lifestyles.						
Teacher (preK-12 Classroom, PE, Speech, etc.): State Share #20-54		Coordinates, facilitates, modifies, develops, and demonstrates lessons on nutrition and promotes physical activity for students and their families. Supports nutrition education program goals through promotion; local, regional, and statewide collaboration; and close coordination with the Registered Dietitian to train staff.						

							State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:									
State Share:									
Santa Barbara County Public Health Dept. (SBCPHD) Includes payroll taxes and medical/dental benefits at approx. 35% of salaries \$179,471							\$ 62,815	\$	62,815
Santa Barbara County Schools (Includes payroll taxes and medical/dental benefits at approx. 56.15711% of salaries) \$48,245							\$ 27,093	\$	27,093
Diabetes Resource Center (Includes payroll taxes and medical/dental benefits at approx. 20.02175% of salaries) \$110,320							\$ 22,088	\$	22,088
Santa Barbara School District (Includes payroll taxes and medical/dental benefits at approx. 23.99741% of salaries) \$86,751							\$ 20,818	\$	20,818
Federal Share:									
Santa Barbara County Public Health Dept. (SBCPHD) Includes payroll taxes and medical/dental benefits at approx. 35% of salaries-\$165,945								\$ 58,081	\$ 58,081
SUBTOTAL FRINGE							\$ 132,814	\$ 58,081	\$ 190,895
SUBTOTAL Salaries and Fringe							\$ 557,589	\$ 224,026	\$ 781,615
C. OPERATING EXPENSES:									
State Share:							0		0
Federal Share:									
Communications									
Telephone, voice mail and fax (for the two full-time staff, approximately \$38.79 per staff X 12 months) based on historical usage data							\$ 931	\$	931
Postage for nutrition education newsletters and evaluations (approximately 487 items at \$.41 per item)							\$ 200	\$	200
Duplicating supplies for general office needs for minutes, reports, workplans, surveys (approx. \$35/month based on historical usage data)							\$ 420	\$	420
Office Supplies - Paper, folders, calendars, pens, printer cartridges and film (approximately \$125 per month based on historical usage data)							\$ 1,500	\$	1,500
(All Operating expenses will be used 100% for nutrition education purposes.)									
SUBTOTAL:							0	\$ 3,051	\$ 3,051
D. EQUIPMENT EXPENSES:									
State Share:									
Federal Share:									
SUBTOTAL:							\$ -	\$ -	\$ -
E. TRAVEL AND PER DIEM:									
State Share:									
Federal Share:									
2 Project Coordinators (1.0 FTE each) and Administrator McCann to attend 2 trainings including the Annual Network Conference & 2 professional trainings related to the scope of work that require air fare and overnight stays, Childhood Obesity Conference*, additional meetings as required for appointed positions at state meetings									
Trainings will be submitted for approval prior to registration.							\$ 5,460	\$	5,460
(\$160 per flight per person)-Annual Network Conf (2 ppl), Childhood Obesity Conf. (3 ppl), Network Skills Training (2 ppl), CCLHDN (1 person), CX3 (2 Workshops, 2 ppl)									
Air Fare: 1440									
Per Diem: 620 (\$40 per day per person, average 2 day stay per training)									
Lodging: 2140 (\$89 per night per person for 12 trips and 2 nights per trip)									
Registration: 900 (\$150 per person)									
Rental cars/taxis: 360 (\$36 per day for 5 trips, 2 days per trip)									
*Childhood Obesity Conference and CCLHDN will be prorated for Administrator based on content once agenda is issued.									
Mileage for private auto and motor pool charges for all above listed staff to attend nutrition education meetings, trainings, Gold Coast Collaborative meetings and functions, and nutrition education classes (mileage to be reimbursed at the DPA rate of \$.505 per mile). 120 miles/month x 12 months x 0.505 cents/mile							\$ 727	\$	727
SUBTOTAL:							\$ 6,187	\$	6,187
F. SUBCONTRACTORS:									
State Share:									
Federal Share:									
SUBTOTAL:							0	0	0

						State Share Total Dollars	Federal Share Total Dollars	Total Dollars	
G.	OTHER COSTS:								
	State Share:								
	Federal Share:								
	Nutrition Education materials including Harvest of the Month newsletters and other printed items (approx. 1000 x .30/item)						\$ 300	\$ 300	
	Nutrition Education materials - booklets, videos, administrative or educational materials that are required for delivery of critical program services; approx. 250 units @ \$4 max. per unit)						\$ 1,000	\$ 1,000	
	Food, utensils, plates, etc. for demonstrations and taste tests for target audience at nutrition education classes and events [10 events x \$1.00 per customer x 400 customers per event = \$4,000]						\$ 4,000	\$ 4,000	
	Data processing and software maintenance service for computer network connectivity (a County mandated cost for technical assistance) [\$77 per month per staff x 12 mo. x 2 staff (1.0 FTE Project Coordinators)]						\$ 1,848	\$ 1,848	
	SUBTOTAL:					\$ -	\$ 7,148	\$ 7,148	
H.	INDIRECT COSTS:								
	State Share:								
	24.27% of Personnel Costs (salary + fringe) based on SBPCPHD indirect cost rate proposal includes costs such as utilities, computer services, personnel services, payroll services, and motor pool services.					\$ 58,803	\$ 58,803	\$ 58,803	
	Santa Barbara County Schools Indirect Rate (8.5% of salary + fringe)					\$ 6,403	\$ 6,403	\$ 6,403	
	Diabetes Resource Center Indirect Rate (10% of salary + fringe)					\$ 13,241	\$ 13,241	\$ 13,241	
	Santa Barbara School District Indirect Rate (4.56% of salary + fringe)					\$ 4,905	\$ 4,905	\$ 4,905	
	Federal Share:								
	24.27% of total Personnel costs (SBPCPHD)					\$ 54,371	\$ 54,371	\$ 54,371	
	Indirect Cost for support services such as accounting, payroll, personnel, and computer support.								
	SUBTOTAL:					\$ 83,352	\$ 54,371	\$ 137,723	
	TOTAL					\$ 4,017,084.20	994.4240%	61.73%	980.19%
						\$ 640,941	\$ 294,783	\$ 935,724	



Community Action Commission
of Santa Barbara County Head Start



MEMORANDUM OF UNDERSTANDING

Between
Santa Barbara County Public Health Department, Network for a Healthy California
Program
And
Community Action Commission of Santa Barbara County, Head Start Program

This Memorandum of Understanding (hereinafter, "MOU"), is made by and between the County of Santa Barbara, Public Health Department, Network for a Healthy California Program (hereinafter "SBCPHD Network"), and the Community Action Commission of Santa Barbara County, Head Start Program (hereinafter "CAC Head Start").

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible (FSE) populations. In particular, this MOU is intended to enhance the nutrition education and physical activity promotion efforts of CAC Head Start in their work with FSE populations.

II. BACKGROUND

The Community Action Commission of Santa Barbara County (CAC) is the county's designated agency to serve the needs of the low-income community. CAC provided services to more than 9,500 low-income individuals and families in 2006. Services include early care and education for children and toddlers; teen pregnancy prevention, job placement and mental health services for high-risk youth and their families; home weatherization and utility assistance; and meals for the elderly. Children's Services provides high-quality full and part-day early care and education services to over 1,000 qualifying families at 36 sites and family child care homes across the county. The Head Start program serves the needs of children 0 to 5 years old, and pregnant women and expectant fathers at little or no cost to eligible low-income families who are at risk due primarily to socioeconomic factors.

III. SBCPHD NETWORK RESPONSIBILITIES UNDER THIS MOU

The SBCPHD Network shall undertake the following activities during the duration of the MOU term:

- Provide Harvest of the Month (HOTM) or other State-approved nutrition education materials on a quarterly basis to CAC Head Start through 9-13 Head Start sites in North County, reaching a minimum of 200 pre-school children and/or their families.

SBCPHD Network shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, SBCPHD Network should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.

3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to influence an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. CAC HEAD START RESPONSIBILITIES UNDER THIS MOU

CAC Head Start shall undertake the following activities during the duration of the MOU term:

- Support the SBCPHD Network staff's provision of Harvest of the Month (HOTM) or other State-approved nutrition education materials on a quarterly basis to CAC Head Start through 9-13 Head Start sites in North County, reaching a minimum of 200 pre-school children and/or their families.

V. FUNDING REQUIREMENTS

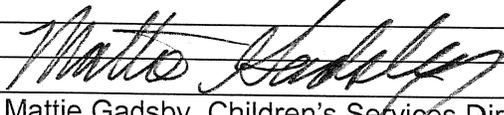
This MOU does not include the reimbursement of funds between the two parties.

VI. TERM

This MOU shall be in effect from October 1, 2008, through September 30, 2009. Either party may cancel or amend this MOU by providing thirty (30) days written notice. This MOU may be terminated (1) in the event that USDA funds are no longer available to the SBCPHD Network, necessitating a stoppage of the SBCPHD Network activities; (2) changes in allowable USDA activities are mandated that disallow the described activities.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of SBCPHD Network and CAC Head Start authorized officials. SBCPHD Network and CAC Head Start indicate agreement with this MOU by their signatures.

	
Elliot Schulman, MD, MPH SBCPHD Network	Mattie Gadsby, Children's Services Director Community Action Commission of Santa Barbara County 5638 Hollister Ave. Suite 230 Goleta, CA 93117 Phone 805 964-8857 Ext. 156
	
31 March 08	
Date	Date



www.FoodbankSBC.org

4554 Hollister Avenue
Santa Barbara, CA 93110
(805) 967-5741
Fax: (805) 683-4951

490 West Foster Road
Santa Maria, CA 93455
(805) 937-3422
Fax: (805) 937-8750

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MEMORANDUM OF UNDERSTANDING

Between
Santa Barbara County Public Health Department, Network for a Healthy California Program
And
Foodbank of Santa Barbara County

This Memorandum of Understanding (hereinafter, "MOU"), is made by and between the County of Santa Barbara, Public Health Department, Network for a Healthy California Program (hereinafter "SBCPHD Network"), and the Foodbank of Santa Barbara County (hereinafter "Foodbank").

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible (FSE) populations. In particular, this MOU is intended to enhance the nutrition education and physical activity promotion efforts of the Foodbank in their work with FSE populations.

II. BACKGROUND

The mission of the Foodbank is to feed hungry people by obtaining surplus food and distributing it to member agencies who serve a wide spectrum of individuals and families. During 2007, the Foodbank distributed 6.5 million pounds of food, from two warehouse locations in Santa Barbara and Santa Maria, to over 100,000 people, through 220 social service programs and agencies, churches, and community groups. The Foodbank has an established history of collaboration with the SBCPHD Network.

III. SBCPHD NETWORK RESPONSIBILITIES UNDER THIS MOU

The SBCPHD Network shall undertake the following activities during the duration of the MOU term:

- Distribute the Harvest of the Month (HOTM) family newsletter and Factoid Quiz to 50-75 Foodbank member agencies, providing copies for their clients.
- Facilitate a minimum of two fruit and vegetable tastings utilizing HOTM or other State-approved recipes.
- Partner with the Foodbank to utilize HOTM materials to incorporate nutrition education in the America's Second Harvest Backpack program, reaching 100 at-risk youth a minimum of four times per year.

SBCPHD Network shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, SBCPHD Network should be reimbursed for travel and per diem

expenses as established by the Department of Personnel Administration (DPA).

2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to influence an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. **FOODBANK RESPONSIBILITIES UNDER THIS MOU**

The Foodbank shall undertake the following activities during the duration of the MOU term:

- Support the distribution of the HOTM family newsletter and Factoid Quiz to 50-75 Foodbank member agencies.
- Support the provision of a minimum of two fruit and vegetable tastings utilizing HOTM or other State-approved recipes.
- Support the inclusion of HOTM nutrition education materials in the America's Second Harvest Backpack program, reaching 100 at-risk youth a minimum of four times per year.

V. **FUNDING REQUIREMENTS**

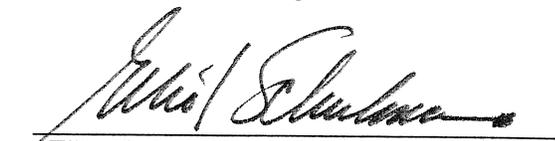
This MOU does not include the reimbursement of funds between the two parties.

VI. **TERM**

This MOU shall be in effect from October 1, 2008, through September 30, 2009. Either party may cancel or amend this MOU by providing thirty (30) days written notice. This MOU may be terminated (1) in the event that USDA funds are no longer available to the SBCPHD Network, necessitating a stoppage of the SBCPHD Network activities; (2) changes in allowable USDA activities are mandated that disallow the described activities.

VII. **EFFECTIVE DATE AND SIGNATURE**

This MOU shall be effective upon the signature of SBCPHD Network and Foodbank authorized officials. SBCPHD Network and the Foodbank indicate agreement with this MOU by their signatures.



Elliot Schulman, MD, MPH
SBCPHD Network

31 March 08

Date



Kathy Hayes, Director of Operations
Foodbank

3/24/08

Date



Santa Maria-Bonita School District

Food Services

SOUZA STUDENT SUPPORT CENTER
708 South Miller Street
Santa Maria, CA 93454-6230
(805) 361-8101
Fax (805) 928-1283

MEMORANDUM OF UNDERSTANDING

Between

Santa Barbara County Public Health Department, Network for a Healthy California Program
And

Santa Maria-Bonita School District

This Memorandum of Understanding (hereinafter, "MOU"), is made by and between the County of Santa Barbara, Public Health Department, Network for a Healthy California Program (hereinafter "SBCPHD Network"), and the Santa Maria-Bonita School District (hereinafter "SMBSD").

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible (FSE) populations. In particular, this MOU is intended to enhance the nutrition education and physical activity promotion efforts of SMBSD in their work with FSE populations.

II. BACKGROUND

The SMBSD is a K-8 public school district in Santa Maria, California, with an enrollment of approximately 13,000 students. Nineteen (19) schools have over 50% free and reduced meal eligible students.

III. SBCPHD NETWORK RESPONSIBILITIES UNDER THIS MOU

The SBCPHD Network shall undertake the following activities during the duration of the MOU term:

- Provide Harvest of the Month (HOTM) and other State approved educational materials to teachers at two eligible SMBSD schools reaching 200 elementary school students.
- Attend 2-4 meetings with the SMBSD Wellness Council to promote nutrition education.
- Distribute HOTM posters to 10-18 SMBSD eligible schools to be posted in the cafeterias reaching over 5,000 students.

SBCPHD Network shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, SBCPHD Network should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to influence an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. SMBSD RESPONSIBILITIES UNDER THIS MOU

The SMBSD shall undertake the following activities during the duration of the MOU term:

- Collaborate with the SBCPHD Network to plan dissemination of HOTM educational materials at two eligible schools.
- Support SBCPHD Network staff attendance at 2-4 SMBSD Wellness Council meetings.
- Support the distribution and posting of HOTM posters at 10-18 eligible schools.

V. FUNDING REQUIREMENTS

This MOU does not include the reimbursement of funds between the two parties.

VI. TERM

This MOU shall be in effect from October 1, 2008, through September 30, 2009. Either party may cancel or amend this MOU by providing thirty (30) days written notice. This MOU may be terminated (1) in the event that USDA funds are no longer available to the SBCPHD Network, necessitating a stoppage of the SBCPHD Network activities; (2) changes in allowable USDA activities are mandated that disallow the described activities.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of SBCPHD Network and SMBSD authorized officials. SBCPHD Network and SMBSD indicate agreement with this MOU by their signatures.



Elliot Schulman, MD, MPH, Director
SBCPHD



Phillip Alvarado, Assistant Superintendent
SMBSD

31 March 08
Date

3-25-08
Date



Santa Barbara County Education Office
 4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
 (805) 964-4711 • FAX: (805) 964-4712 • Direct Dial: 964-4710 plus extension
Service and Leadership • www.sbceo.org

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Santa Barbara County Public Health Department, Network for a Healthy California Program
 And

Santa Barbara County Education Office, Health Linkages Program

This Memorandum of Understanding (hereinafter, "MOU"), is made by and between the County of Santa Barbara, Public Health Department, Network for a Healthy California Program (hereinafter "SBCPHD Network"), and the Santa Barbara County Education Office, Health Linkages Program (hereinafter "Health Linkages").

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible (FSE) populations. In particular, this MOU is intended to enhance the nutrition education and physical activity promotion efforts of Health Linkages in their work with FSE populations.

II. BACKGROUND

Health Linkages under the direction of the Santa Barbara County Education Office's Child Development Program is in its seventh year of operation. Health Linkages reaches children from low-income families who show statistically poor outcomes with regard to health, development and school readiness. By placing a culturally competent Health Advocate in state-subsidized, center-based programs throughout Santa Barbara County, this program has established an important link between health services, childcare programs, and families who often lack knowledge or and access to health information and services. The Health Advocates provide health and safety consultation and direct services to State-sponsored preschool sites, Family Child Care Homes, Cal-SAFE child care centers and School Readiness Initiatives in Santa Barbara County. Health Linkages currently serves over 75 child care providers and 2,000 pre-school age children and their families. Health Linkages works with child care providers to lower illness rates by improving knowledge of health and safety standards, providing health education and training to staff, students and parents, observing and teaching health practices, including proper nutrition and physical activity, identifying children with health needs through daily and periodic health screenings, helping to develop plans to meet identified needs, and working with centers to assess facilities for health and safety risks.

III. SBCPHD NETWORK RESPONSIBILITIES UNDER THIS MOU

The SBCPHD Network shall undertake the following activities during the duration of the MOU term:

- Share educational and promotional materials and resources related to nutrition education and activity promotion
- Train and consult with Health Linkages staff as requested
- Collaborate with Health Linkages staff on program planning, implementation, and evaluation
- Support Health Linkages in required recordkeeping activities

SBCPHD Network shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, SBCPHD Network should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to influence an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. HEALTH LINKAGES RESPONSIBILITIES UNDER THIS MOU

Health Linkages shall undertake the following activities during the duration of the MOU term:

- Provide nutrition and physical activity education to State pre-school students, parents and teachers three times per year
- Provide consultation and support to promote healthy snacks in center based and Family Child Care programs
- Provide consultation and support to promote physical activity in center base and Family Child Care programs
- Document staff time spent on activities counted toward the State Share.

Health Linkages shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F)

V. STATE SHARE REQUIREMENTS

As requested by the SBCPHD Network or State *Network* office, Health Linkages shall provide documentation of qualifying services that they provide with their own resources to the total of \$81,738 each year. State Share funds are from a non-federal source.

VI. FEDERAL SHARE REQUIREMENTS

The SBCPHD Network is eligible to receive 50% of the cost of documented State Share approved activities, up to their approved Federal Share budget to the total of \$550,000. The Federal Share invoice must represent itemized allowable costs for the billing period.

VII. FUNDING REQUIREMENTS

This MOU does not include the reimbursement of funds between the two parties.

Funding requirements:

- None of the funds used in this MOU are federal funds or funds being used to match other federal funds.
- No portion of the proposed State Share funds is being counted more than once, or for another State agency, Local Incentive Awardee (LIA) or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity during the term of the contract.
- Health Linkages will provide State Share Budget documentation as requested by SBCPHD Network and/or the State *Network* office.
- None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

- Additional coordination with Regional Nutrition Education Coordinators will be required for any school-based programming funded at the state or local levels.

VIII. RECORD RETENTION

The SBCPHD Network and Health Linkages must maintain all records supporting the MOU and related activities for three years after the end of the contract term. Additionally, Health Linkages agrees to make all records relating to the MOU available upon request by SBCPHD Network, the State *Network* office, and/or USDA.

IX. TERM

This MOU shall be in effect from October 1, 2008, through September 30, 2009. Either party may cancel or amend this MOU by providing thirty (30) days written notice. This MOU may be terminated (1) in the event that USDA funds are no longer available to the SBCPHD Network, necessitating a stoppage of the SBCPHD Network activities; (2) changes in allowable USDA activities are mandated that disallow the described activities.

X. EFFECTIVE DATE AND SIGNATURE

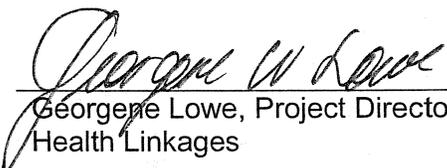
This MOU shall be effective upon the signature of SBCPHD Network and Health Linkages authorized officials. SBCPHD Network and Health Linkages indicate agreement with this MOU by their signatures.



Elliot Schulman, MD, MPH
SBCPHD Network

31 March 08

Date



Georgene Lowe, Project Director
Health Linkages

3/12/08

Date



Trudy Adair-Verbais, Director
Child Development

Date



Santa Barbara School Districts

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Santa Barbara County Public Health Department, Network for a Healthy California Program

And

Santa Barbara Elementary and High School Districts

This Memorandum of Understanding (hereinafter, "MOU"), is made by and between the County of Santa Barbara, Public Health Department, Network for a Healthy California Program (hereinafter "SBCPHD Network"), and the Santa Barbara Elementary and High School Districts (hereinafter "SBSD").

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible (FSE) populations. In particular, this MOU is intended to enhance the nutrition education and physical activity promotion efforts of SBSD in their work with FSE populations.

II. BACKGROUND

The SBSD includes 13 elementary schools and eight secondary schools, and has an enrollment of over 16,000 students. Ten schools have over 50% free and reduced meal eligible students. The SBSD is committed to the promotion of health among its students. Many elementary teachers, and secondary health, science and PE teachers, provide instruction on healthy foods and eating patterns, and the importance of physical activity. SBSD has worked collaboratively with the SBCPHD Network on the promotion of healthy eating for the past several years.

III. SBCPHD NETWORK RESPONSIBILITIES UNDER THIS MOU

The SBCPHD Network shall undertake the following activities with the participating schools (La Cumbre Junior High, Franklin, Harding, McKinley, Chavez, the Academy, and Child Development Program) during the duration of the MOU term:

- Provide educational and promotional materials and resources related to nutrition education and activity promotion to SBSD teachers and staff
- Train and consult with SBSD staff as requested
- Provide parent education as requested
- Collaborate with SBSD staff on program planning, implementation, and evaluation
- Support SBSD in required recordkeeping activities

SBCPHD Network shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, SBCPHD Network should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to influence an officer or employee of any agency,

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Equal opportunity employer/non-discrimination on the basis of race, color, ancestry, national origin, marital status, sex, sexual orientation, religious creed, physical handicap (including AIDS), medical condition (cancer-related), age (over 40), or political affiliation.

member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. SBSD RESPONSIBILITIES UNDER THIS MOU

SBSD shall undertake the following activities during the duration of the MOU term:

- Provide nutrition education to approximately 980 students in the participating schools (La Cumbre Junior High, Franklin, Harding, McKinley, Chavez, the Academy, and Child Development Program)
- Collaborate and consult with SBCPHD Network staff regarding the provision of nutrition education
- Document staff time spent on activities counted toward the State Share.

V. STATE SHARE REQUIREMENTS

As requested by the SBCPHD Network or State *Network* office, SBSD shall provide documentation of qualifying services that they provide with their own resources to the total of \$112,466 each year. State Share funds are from a non-federal source.

VI. FEDERAL SHARE REQUIREMENTS

The SBCPHD Network is eligible to receive 50% of the cost of documented State Share approved activities, up to their approved Federal Share budget to the total of \$590,000. The Federal Share invoice must represent itemized allowable costs for the billing period.

VII. FUNDING REQUIREMENTS

This MOU does not include the reimbursement of funds between the two parties.

Funding requirements:

- None of the funds used in this MOU are federal funds or funds being used to match other federal funds.
- No portion of the proposed State Share funds is being counted more than once, or for another State agency, Local Incentive Awardee (LIA) or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity during the term of the contract.
- SBSD will provide State Share Budget documentation as requested by SBCPHD Network and/or the State *Network* office.
- None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.
- Additional coordination with Regional Nutrition Education Coordinators will be required for any school-based programming funded at the state or local levels.

VIII. RECORD RETENTION

The SBCPHD Network and SBSD must maintain all records supporting the MOU and related activities for three years after the end of the contract term. Additionally, SBSD agrees to make all records relating to the MOU available upon request by SBCPHD Network, the State *Network* office, and/or USDA.

IX. TERM

This MOU shall be in effect from October 1, 2008, through September 30, 2009. Either party may cancel or amend this MOU by providing thirty (30) days written notice. This MOU may be

terminated (1) in the event that USDA funds are no longer available to the SBCPHD Network, necessitating a stoppage of the SBCPHD Network activities; (2) changes in allowable USDA activities are mandated that disallow the described activities.

X. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of SBCPHD Network and SBSD authorized officials. SBCPHD Network and SBSD indicate agreement with this MOU by their signatures.



Elliot Schulman, MD, MPH, Director
SBCPHD



Robin Sawaske, Assistant Superintendent
SBSD

31 March 08

Date

March 18, 2008

Date



Diabetes Resource Center
of Santa Barbara County

Joel Fisher MD
Medical Director
Marilyn J. Zellet
Executive Director

- prevention
- empowerment
- support

MEMORANDUM OF UNDERSTANDING

Between

Santa Barbara County Public Health Department, Network for a Healthy California Program
And
Diabetes Resource Center

This Memorandum of Understanding (hereinafter "MOU"), is made by and between the County of Santa Barbara, Public Health Department, Network for a Healthy California Program (hereinafter "SBCPHD Network"), and the Diabetes Resource Center (hereinafter "DRC").

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible (FSE) populations. In particular, this MOU is intended to enhance the nutrition education and physical activity promotion efforts of the DRC in their work with FSE populations.

II. BACKGROUND

The mission of the DRC is to prevent or delay diabetes and its complications by promoting public awareness, lifestyle changes, early detection and treatment, referral to resources, and education and support networks. The DRC provides nutrition education to high-risk, low-income populations in southern Santa Barbara County with the goal of preventing type-2 diabetes. The DRC currently operates programs in collaboration with schools and housing agencies in lower-income neighborhoods in Carpinteria. The DRC collaborates with the SBCPHD Network through local coalitions, including Partners for Fit Youth and the Gold Coast Collaborative.

III. SBCPHD NETWORK RESPONSIBILITIES UNDER THIS MOU

SBCPHD Network shall undertake the following activities during the duration of the MOU term:

- Share educational and promotional materials and resources related to nutrition education and activity promotion
- Train and consult with DRC staff as requested
- Provide parent education as requested
- Support DRC in required recordkeeping activities

SBCPHD Network shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, PHD should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to influence an officer or employee of any agency,

member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. DRC RESPONSIBILITIES UNDER THIS MOU

The DRC shall undertake the following activities during the duration of the MOU term:

- Provide nutrition education in Carpinteria schools with over 50% free and reduced meal eligible students, and in eligible lower-income neighborhoods.
- Collaborate and consult with SBCPHD Network staff regarding State-approved nutrition education materials and methods
- Document staff time spent on activities counted toward the State Share.

V. STATE SHARE REQUIREMENTS

As requested by the SBCPHD Network and/or the State Network office, the DRC shall provide documentation of qualifying services that they provide with their own resources to the total of \$145,649 each year. State Share funds are from a non-federal source.

VI. FEDERAL SHARE REQUIREMENTS

The SBCPHD Network is eligible to receive 50% of the cost of documented State Share approved activities, up to their approved Federal Share budget to the total of \$590,000. The Federal Share invoice must represent itemized allowable costs for the billing period.

VII. FUNDING REQUIREMENTS

This MOU does not include the reimbursement of funds between the two parties.

Funding requirements:

- None of the funds used in this MOU are federal funds or funds being used to match other federal funds.
- No portion of the proposed State Share funds is being counted more than once, or for another State agency, Local Incentive Awardee (LIA) or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity during the term of the contract.
- The collaborating/partnering organization will provide State Share Budget documentation as requested by SBCPHD Network and/or State Network.
- None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

VIII. RECORD RETENTION

The SBCPHD Network and DRC must maintain all records supporting the MOU and related activities for three years after the end of the contract term. Additionally, the DRC agrees to make all records relating to the contract available upon request by SBCPHD Network, the State Network, and/or USDA.

IX. TERM

This MOU shall be in effect from October 1, 2008, through September 30, 2009. Either party may cancel or amend this MOU by providing thirty (30) days written notice. This MOU may be terminated (1) in the event that USDA funds are no longer available to the SBCPHD Network, necessitating a stoppage of the SBCPHD Network activities; (2) changes in allowable USDA activities are mandated that disallow the described activities.

X. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of SBCPHD Network and DRC authorized officials. SBCPHD Network and DRC indicate agreement with this MOU by their signatures.

MJS
5-20-08



Elliot Schulman, MD, MPH, Director
SBCPHD

31 March 08

Date



Marilyn Zellet, Executive Director
DRC

3-20-08

Date



Santa Barbara School Districts

MEMORANDUM OF UNDERSTANDING

between

Santa Barbara Public Health Department Network for a Healthy California
and

La Cumbre Junior High School

THIS MEMORANDUM OF UNDERSTANDING (hereinafter, "MOU") is made by and between the County of Santa Barbara, Public Health Department, Network for a Healthy California program (hereinafter "SBCPHD Network") and La Cumbre Junior High School (hereinafter "LCJHS"), having its principal place of business at 2255 Modoc Road, Santa Barbara, CA 93101.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify and agree to the roles and responsibilities of each party related to providing nutrition education opportunities for Food Stamp Nutrition Education (FSNE) eligible students.

II. BACKGROUND

The SBCPHD Network is a recipient of a Healthy California Local Incentive, utilizing Food Stamp Nutrition Education (FSNE) funds to provide nutrition education and physical activity promotion to low-income (185% federal poverty level) students and families in the school community of LCJHS. SBCPHD Network provides education, outreach, and special programs to LCJHS, impacting approximately 40 teachers and staff, and approximately 500 students and their families. LCJHS is a secondary school in the Santa Barbara School District which has an enrollment of approximately 500 students of whom over 50% receive Free and Reduced Meals.

III. SBCPHD Network RESPONSIBILITIES

SBCPHD Network shall perform the following responsibilities:

- Work with La Cumbre Junior High School teachers to implement HOTM program in 10-12 classes during 6-8 months each year.
- Provide nutrition education which may include Harvest of the Month in three to five presentations to parent groups such as Parent Teacher Association or English Learners Advisory Council
- Assist school partners such as the Leadership Class students and teachers to promote a Walk to School Day and include nutrition education as a component of comprehensive nutrition efforts at the school.

SBCPHD Network shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, SBCPHD Network should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).

Administration Offices: • 720 Santa Barbara St. • Santa Barbara, CA 93101 • (805) 963-4338 • FAX (805) 963-1877

Equal opportunity employer/ non-discrimination on the basis of race, color, ancestry, national origin, marital status, sex, sexual orientation, religious creed, physical handicap (including AIDS), medical condition (cancer-related), age (over 40), or political affiliation.

2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to influence an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. LCJHS RESPONSIBILITIES

LCJHS shall perform the following responsibilities:

- Support SBCPHD Network staff implementation of the HOTM program in 10-12 classes during 6-8 months each year.
- Support SBCPHD Network staff provision of nutrition education which may include Harvest of the Month in three to five presentations to parent groups such as Parent Teacher Association or English Learners Advisory Council
- Support SBCPHD Network staff promotion of a Walk to School Day and include nutrition education as a component of comprehensive nutrition efforts at the school.

V. FUNDING

This MOU does not include the reimbursement or exchange of funds between the two parties.

VI. TERM

This MOU shall be in effect from October 1, 2008 through September 30, 2009. Either party may cancel or amend this MOU by providing thirty (30) days written notice. This MOU may be terminated (1) in the event that USDA funds are no longer available to the SBCPHD Network, necessitating a stoppage of SHCPHD Network activities; (2) changes in allowable USDA activities are mandated that disallow the described activities.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of SBCPHD Network and LCJHS authorized officials. SBCPHD Network and LCJHS indicate agreement with this MOU by their signatures.



Elliot Schulman, MD, MPH, Director
SBCPHD

31 March 08

Date



Jo Ann Caines, Principal
La Cumbre Junior High School

3/15/08

Date

BUDGET COVER SHEET

FFY 2009

(October 1, 2008 - September 30, 2009)

Organization: Santa Clara, County of, Public Health Department				
Contract Number: 07-65337				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 313,671	\$ 349,730	\$ 36,059.25	10.31%
Fringe Benefits	\$ 159,345	\$ 177,663	\$ 18,317.97	10.31%
Subcontractors	\$ -	\$ -	\$ -	
Contracts/Grant Agreements			\$ -	
Operating	\$ -	\$ 2,000	\$ 2,000.00	
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ -	\$ 50,804	\$ 50,804.00	
Materials			\$ -	
Travel	\$ -	\$ 1,500	\$ 1,500.00	
Equipment & Other Capital	\$ -	\$ -	\$ -	
Indirect Costs	\$ 93,421	\$ 104,160	\$ 10,739.16	10.31%
Total State Share	\$ 566,437	\$ 685,857	\$ 119,420.38	17.41%
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 189,200	\$ 190,777	\$ 1,577.00	0.83%
Fringe Benefits	\$ 96,114	\$ 96,915	\$ 800.72	0.83%
SubContracts	\$ -		\$ -	
Contracts/Grants/Agreements			\$ -	
Operating	\$ 5,000	\$ 4,999	\$ (1.00)	-0.02%
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ 17,080	\$ 16,082	\$ (998.00)	-6.21%
Materials			\$ -	
Travel	\$ 3,976	\$ 4,965	\$ 989.00	19.92%
Equipment & Other Capital	\$ -		\$ -	
Indirect Costs	\$ 31,137	\$ 28,769	\$ (2,367.83)	-8.23%
Total Federal Share	\$ 342,507	\$ 342,507	\$ -	0.00%

BUDGET JUSTIFICATION
FFY 2009
(October 1, 2008 - September 30, 2009)

Contractor: Santa Clara, County or, PHD
Contract #07-65337

A. PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
STATE SHARE POSITIONS							
1. Name: Bonnie Broderick ----- Title: Administrator (Senior Health Care Program Manager)	108,451	0.50	30%	20%	\$ 54,225	\$ -	\$54,225
2. Name: Lillian Castillo ----- Title: Dietitian (Public Health Nutritionist)	75,266	0.30	0%	30%	\$ 22,580	\$ -	\$22,580
3. Name: Evelyn Caceres-Chu ----- Title: Administrator (Health Care Program Manager I)	90,978	0.50	20%	30%	\$ 45,489	\$ -	\$45,489
4. Name: Tenly Petrino ----- Title: Dietitian (Public Health Nutritionist)	75,266	0.20	0%	20%	\$ 15,053	\$ -	\$15,053
5. Name: Jacinta Demayo ----- Title: Dietitian (Public Health Nutritionist)	75,266	0.20	0%	20%	\$ 15,053	\$ -	\$15,053
6. Name: Faye Hane ----- Title: Dietitian (Public Health Nutritionist)	75,266	0.20	0%	20%	\$ 15,053	\$ -	\$15,053
7. Name: Ramona Lawrence ----- Title: Dietitian (Public Health Nutritionist)	71,771	0.20	0%	20%	\$ 14,354	\$ -	\$14,354
8. Name: Erin Stenger ----- Title: Dietitian (Public Health Nutritionist)	73,546	0.20	0%	20%	\$ 14,709	\$ -	\$14,709
9. Name: Carol Danaher ----- Title: Dietitian (Public Health Nutritionist)	75,266	0.50	0%	50%	\$ 37,633	\$ -	\$37,633
10. Name: Erin Beinecke ----- Title: Dietitian (Public Health Nutritionist)	72,115	0.20	0%	20%	\$ 14,423	\$ -	\$14,423

BUDGET JUSTIFICATION
FFY 2009
(October 1, 2008 - September 30, 2009)

Contractor: Santa Clara, County or, PHD
Contract #07-65337

11. Name:	Judy Garcia	54,492	0.15	0%	15%	\$ 8,174	\$ -	\$8,174
Title:	Nutrition Educator (Public Health Nutrition Associate)							
12. Name:	Mario Raudez	54,492	0.15	0%	15%	\$ 8,174	\$ -	\$8,174
Title:	Nutrition Educator (Public Health Nutrition Associate)							
13. Name:	Carmen Sosa-Nevarez	54,492	0.15	0%	15%	\$ 8,174	\$ -	\$8,174
Title:	Nutrition Educator (Public Health Nutrition Associate)							
14. Name:	Van Vu	54,492	0.15	0%	15%	\$ 8,174	\$ -	\$8,174
Title:	Nutrition Educator (Public Health Nutrition Associate)							
15. Name:	Loan Kim Tram	54,492	0.15	0%	15%	\$ 8,174	\$ -	\$8,174
Title:	Nutrition Educator (Public Health Nutrition Associate)							
16. Name:	Tram Nguyen	54,492	0.15	0%	15%	\$ 8,174	\$ -	\$8,174
Title:	Nutrition Educator (Public Health Nutrition Associate)							
17. Name:	Maria Rojas	45,116	0.15	0%	15%	\$ 6,767	\$ -	\$6,767
Title:	Nutrition Educator (Public Health Nutrition Associate)							
18. Name:	Julia Lopez-Porres	48,827	0.15	0%	15%	\$ 7,324	\$ -	\$7,324
Title:	Nutrition Educator (Public Health Nutrition Associate)							
19. Name:	vacant	49,800	0.15	0%	15%	\$ 7,470	\$ -	\$7,470
Title:	Nutrition Educator (Public Health Nutrition Associate)							

**BUDGET JUSTIFICATION
FFY 2009
(October 1, 2008 - September 30, 2009)**

**Contractor: Santa Clara, County of, PHD
Contract #07-65337**

20. Name: vacant Title: Nutrition Educator (Public Health Nutrition Associate)	46,959	0.15	0%	15%	\$ 7,044	\$ -	\$7,044
21. Name: Maria Saavedra Title: Nutrition Educator (Public Health Nutrition Associate)	54,492	0.15	0%	15%	\$ 8,174	\$ -	\$8,174
22. Name: Teresa Santana Title: Nutrition Educator (Public Health Nutrition Associate)	49,195	0.15	0%	15%	\$ 7,379	\$ -	\$7,379
23. Name: vacant Title: Nutrition Educator (Public Health Nutrition Associate)	53,038	0.15	0%	15%	\$ 7,956	\$ -	\$7,956
FEDERAL SHARE POSITIONS							
1. Name: Mary Foley Title: Dietitian (Public Health Nutritionist)	75,266	1.00	30%	70%	\$ -	\$ 75,266	\$75,266
2. Name: Lillian Castillo Title: Dietitian (Public Health Nutritionist)	75,266	0.30	0%	30%	\$ -	\$ 22,580	\$22,580
3. Name: Florlyn Verano Taflinger Title: Dietitian (Public Health Nutritionist)	75,266	0.50	0%	50%	\$ -	\$ 37,633	\$37,633
4. Name: Minh Chau Trieu Title: Nutrition Educator (Public Health Nutrition Associate)	50,791	0.90	0%	90%	\$ -	\$ 45,712	\$45,712
5. Name: Liz Kasse Title: Secretary (Admitting/Registration Manager)	47,928	0.20	0%	20%	\$ -	\$ 9,586	\$9,586
PERSONNEL SUBTOTAL							
	\$ 1,792,087	7.85	80%	705%	\$ 349,730	\$ 190,777	\$ 540,507

BUDGET JUSTIFICATION
FFY 2009
(October 1, 2008 - September 30, 2009)

Contractor: Santa Clara, County or, PHD
Contract #07-65337

Carol Danaher took place of Kathy Sweeny; Maria Rojas took place of Angelina Davin; Katherine Lee's position is vacant; Juhi Affarwal's position vacant; Rosario Sandoval Gavan's position vacant; Kathy Sweeney will no longer work on LIA; Amy Origel left the position, hired Minh Trieu.

POSITION DESCRIPTIONS:

Administrator -- State Share Positions #1 and #3	Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.
Dietitian -- State Share Positions #2 and #4 thru 10; Federal Share Positions #1 thru 4	Oversees and supervises the nutrition education program including project administration, project coordination, the development of the nutrition education component and materials and other nutrition and physical activity promotion programs.
Nutrition Educator -- State Share Positions #11 thru 23; Federal Share Position #5	Provides nutrition education to the FSNE eligible population. Specific duties include: one-on-one general nutrition education, delivery of general nutrition education in a classroom or group setting, staffing health fairs and other community or promotional events where nutrition education messages are delivered, distribution of linguistically and culturally appropriate nutrition education materials, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reports and tracking system.
Secretary - FS Position #6	Provides general clerical support to the Program. Assists in development and maintenance of a data collection system with emphasis on fiscal information. Arranges meetings and trainings, orders supplies and materials, creates correspondence, photocopies, and other duties as required to support the nutrition education contract.

B. FRINGE BENEFITS:

FRINGE BENEFITS SUBTOTAL:

State Share: Payroll taxes and Benefits at 50.8% of salaries

Federal Share: Payroll taxes and Benefits at 50.8% of salaries

State Share Total Dollars	Federal Share Total Dollars	Total Dollars
\$ 177,663	\$ 96,915	\$ 274,578
\$ 177,663		\$ 177,663
\$ -	\$ 96,915	\$ 96,915
\$ 2,000	\$ 4,999	\$ 6,999

C. OPERATING EXPENSES:

OPERATING EXPENSES SUBTOTAL

**BUDGET JUSTIFICATION
FFY 2009
(October 1, 2008 - September 30, 2009)**

**Contractor: Santa Clara, County or, PHD
Contract #07-65337**

State Share: N/A

Printing, copying, and standard office supplies like tape, pens, ink and paper to support the day to day nutrition education activities in the Scope of Work.

\$	-	\$	-	\$	-
\$	2,000	\$	-	\$	2,000

Federal Share:

Routine duplicating and printing costs, office supplies (i.e., pens, pencils, ink cartridges, paper, etc.) as required to support nutrition education activities listed in the Scope of Work.

\$	-	\$	4,999	\$	4,999
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D. EQUIPMENT EXPENSES:

EQUIPMENT SUBTOTAL:

State Share: N/A

Federal Share: N/A

\$	-	\$	-	\$	-
\$	-	\$	-	\$	-
\$	-	\$	-	\$	-

E. TRAVEL AND PER DIEM:

TRAVEL AND PER DIEM SUBTOTAL:

State Share: N/A

Mileage for Network-sponsored work which supports the accomplishment of the goals in the Scope of Work.
(2,970 miles x \$.505)

Federal Share:

See attached Travel Worksheet for travel detail (all travel has been prorated as appropriate). The purpose of all Network-sponsored travel is to meet infrastructure objective as listed in the Scope of Work. All non-Network travel requests will be submitted for approval prior to travel occurring with cost ultimately prorated as appropriate based on nutrition education content and percent of FTE.

\$	1,500	\$	4,965	\$	6,465
\$	-	\$	-	\$	-
\$	1,500	\$	-	\$	1,500
\$	-	\$	4,965	\$	4,965

F. SUBCONTRACTORS:

SUBCONTRACTORS SUBTOTAL:

State Share: N/A

Federal Share: N/A

\$	-	\$	-	\$	-
\$	-	\$	-	\$	-
\$	-	\$	-	\$	-

G. OTHER COSTS:

OTHER COSTS SUBTOTAL:

State Share: N/A

\$	50,804	\$	16,082	\$	66,886
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**BUDGET JUSTIFICATION
FFY 2009
(October 1, 2008 - September 30, 2009)**

**Contractor: Santa Clara, County or, PHD
Contract #07-65337**

- | | | | |
|--|-----------|------|-----------|
| 1) Provide training to childcare providers, physicians, parents and community members on Early Childhood Feeding Practices. | \$ 28,961 | \$ - | \$ 28,961 |
| 2) Educational and training materials for classes on Early Childhood Feeding Practices. | \$ 6,843 | \$ - | \$ 6,843 |
| 3) Evaluation Support. Develop, implement and report on evaluation methodologies for Early Childhood Feeding Practices trainings, collaborative, and messaging. | \$ 15,000 | \$ - | \$ 15,000 |

Federal Share:

- | | | | |
|---|------|----------|----------|
| 1) Training costs as required to meet Scope of Work objectives. Training costs include potential room rental & speaker fees (3 trainings @ \$1000 each). | \$ - | \$ 3,000 | \$ 3,000 |
| 2) Targeted communication expenses: may include purchase of targeted bus placards (10 @ \$300 each). All advertisements will be submitted and approved by CPNS Program Manager prior to distribution. | \$ - | \$ 3,000 | \$ 3,000 |
| 3) Food for food demonstrations and taste testing activities at targeted community events (50 taste test events @ \$100 each). | \$ - | \$ 5,000 | \$ 5,000 |
| 4) Nutrition education materials required for the delivery of critical program services*. All items purchased will have a cost not to exceed \$4.00 per item (at least 1,270 items) and will contain a nutrition education message. These items will be used along with the Scope of Work activities which may include nutrition education at targeted community events, schools and trainings. | \$ - | \$ 5,082 | \$ 5,082 |

H. INDIRECT COSTS:

State Share: = 19.75% Total Direct Costs of \$ 527,393

Federal Share: = 10% Total Direct Costs of \$ 287,692

Santa Clara County Public Health Department is electing to take a lower indirect cost rate at this time to preserve funding for program activities.

INDIRECT COSTS SUBTOTAL:

\$ 104,160	\$ 28,769	\$ 132,929
------------	-----------	------------

\$ 104,160	\$ -	\$ 104,160
------------	------	------------

\$ -	\$ 28,769	\$ 28,769
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TOTAL

\$ 685,857	\$ 342,507	\$ 1,028,364
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**CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE FAMILIES
QUARTERLY TIME STUDY REQUEST FORM**

Return this form to your *Network Contract Manager* by fax or mail

Date: October 17, 2007

Contract #:04-35881

Contractor Name: Santa Clara County Public Health Department

Contract Term: January 05 - September 2008

Project Coordinator: Joe Prickitt

Phone: (408) 792-5118

1) Check one box only (two separate request forms must be filled out if you want staff on both the Local and State Share budgets to complete a time study).

[] ^{State} Local Share [X] ^{Federal} State Share and/or special projects (e.g., Regional Nutrition Networks, Faith-Based, Food Security, etc.)

2) Fill in the chart below. Indicate the month of each quarter you plan to sample for each year of your contract term. Please use the following guidelines when selecting the sampling months:

- The same month cannot be used each quarter. For example, the first month of each quarter cannot be used. Instead, the sample month should vary each quarter (e.g., the 1st month of 1st Qtr, 2nd month of 2nd Qtr, 3rd month of 3rd Qtr and 1st month of 4th Qtr would be acceptable if the months represent the quarters in which they fall.)
- The sampling months should vary from year to year.
- The month used for each quarter must be a valid representation of the entire quarter. Where this is not possible, you may opt to use a weekly time log for that quarter. In this case, write "weekly time log" in the box for that quarter.

Quarter	Year 1 (2007-2008)	Year 2 (2008-2009)	Year 3 (2009 - 2010)
Qtr1 (Oct-Dec)	November	---	---
Qtr2 (Jan-Mar)	March	---	---
Qtr3 (Apr-June)	April	---	---
Qtr4 (July-Sept)	September	---	---

3) Please attach a list of the names and titles of staff members who will use the time study. Personnel listed should have fairly evenly distributed activities across the quarters you will sample. (Note: these names and titles should correspond with your budget justification.)

Joe Prickitt
Signature of Project Coordinator

10/17/07
Date

Approved by:

_____ Signature of Authorized CPNS Staff	_____ Date
---	---------------

**CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE FAMILIES
QUARTERLY TIME STUDY REQUEST FORM**

Return this form to your *Network* Contract Manager by fax or mail

Date: October 17, 2007

Contract #: 07-65337

Contractor Name: Santa Clara County Public Health Department

Contract Term: October 2007 - September 2010

Project Coordinator: Mary Foley von Ploennies

Phone: (408) 792-5245

1) Check one box only (two separate request forms must be filled out if you want staff on both the Local and State Share budgets to complete a time study).

- ^{State} Local Share ^{Federal} State Share and/or special projects (e.g., Regional Nutrition Networks, Faith-Based, Food Security, etc.)

2) Fill in the chart below. Indicate the month of each quarter you plan to sample for each year of your contract term. Please use the following guidelines when selecting the sampling months:

- The same month cannot be used each quarter. For example, the first month of each quarter cannot be used. Instead, the sample month should vary each quarter (e.g., the 1st month of 1st Qtr, 2nd month of 2nd Qtr, 3rd month of 3rd Qtr and 1st month of 4th Qtr would be acceptable if the months represent the quarters in which they fall.)
- The sampling months should vary from year to year.
- The month used for each quarter must be a valid representation of the entire quarter. Where this is not possible, you may opt to use a weekly time log for that quarter. In this case, write "weekly time log" in the box for that quarter.

Quarter	Year 1 (2007-2008)	Year 2 (2008 - 2009)	Year 3 (2009 - 2010)
Qtr1 (Oct-Dec)	November	October	December
Qtr2 (Jan-Mar)	March	February	Jan
Qtr3 (Apr-June)	April	June	May
Qtr4 (July-Sept)	September	July	August

3) Please attach a list of the names and titles of staff members who will use the time study. Personnel listed should have fairly evenly distributed activities across the quarters you will sample. (Note: these names and titles should correspond with your budget justification.)

Mary Foley von Ploennies
Signature of Project Coordinator

10/15/07
Date

Approved by:

Signature of Authorized CPNS Staff

Date

**CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE FAMILIES
QUARTERLY TIME STUDY REQUEST FORM**

Return this form to your *Network Contract Manager* by fax or mail

Date: October 17, 2007

Contract #:07-65337

Contractor Name: Santa Clara County Public Health Department

Contract Term: October 2007 - September 2010

Project Coordinator: Mary Foley von Ploennies

Phone: (408) 792-5245

1) Check one box only (two separate request forms must be filled out if you want staff on both the Local and State Share budgets to complete a time study).

- ^{State} Local Share ^{Federal} State Share and/or special projects (e.g., Regional Nutrition Networks, Faith-Based, Food Security, etc.)

2) Fill in the chart below. Indicate the month of each quarter you plan to sample for each year of your contract term. Please use the following guidelines when selecting the sampling months:

- The same month cannot be used each quarter. For example, the first month of each quarter cannot be used. Instead, the sample month should vary each quarter (e.g., the 1st month of 1st Qtr, 2nd month of 2nd Qtr, 3rd month of 3rd Qtr and 1st month of 4th Qtr would be acceptable if the months represent the quarters in which they fall.)
- The sampling months should vary from year to year.
- The month used for each quarter must be a valid representation of the entire quarter. Where this is not possible, you may opt to use a weekly time log for that quarter. In this case, write "weekly time log" in the box for that quarter.

Quarter	Year 1 (2007-2008)	Year 2 (2008 - 2009)	Year 3 (2009 - 2010)
Qtr1 (Oct-Dec)	November	October	December
Qtr2 (Jan-Mar)	March	February	Jan
Qtr3 (Apr-June)	April	June	May
Qtr4 (July-Sept)	September	July	August

3) Please attach a list of the names and titles of staff members who will use the time study. Personnel listed should have fairly evenly distributed activities across the quarters you will sample. (Note: these names and titles should correspond with your budget justification.)

Mary Foley von Ploennies
Signature of Project Coordinator

10/15/07
Date

Approved by:

_____ Signature of Authorized CPNS Staff	_____ Date
---	---------------



DATE: September 10, 2008

TO: Shelly Martin, Contract Manager
Network for a Healthy California

FROM: Bonnie Broderick, MPH, RD, Senior Healthcare Program Manager
Nutrition & Wellness

RE: Quarterly Time Studies justification for both *Network* LIA & Bay Area Region

Quarterly time studies have been previously requested by Santa Clara County using the state “Quarterly Time Study Request Form.” These requests have been submitted on 4/8/05, 8/1/05, 10/17/07, & 3/18/08 and all have been re-faxed to you on 9/8/08. We have never received denial to these requests since they were first submitted in April 2005.

Santa Clara County elects to use the quarterly time studies for the following reasons:

- 1) Monthly time studies are cumbersome and difficult to complete for our WIC staff, whose salaries are used as part of the state share. A significant percentage of staff complete time studies and WIC staff are only required to do quarterly time studies by their own program. It makes much more sense to have WIC and *Network* staff on the same quarterly time study schedule then to require WIC staff to do additional monthly time studies, especially when they are required to only complete quarterly time studies by their own program.
- 2) Activities captured in the WIC match remain fairly consistent throughout the year, so monthly time studies are representative of time spent on *Network*-qualifying activities for the entire year.

In addition, during last year’s site visit, we had a fiscal and program review in which quarterly time studies were deemed acceptable. We have never received a denial to any of the memos and request forms we have previously submitted.



DATE: September 10, 2008

TO: Shelly Martin, Contract Manager
Network for a Healthy California

FROM: Bonnie Broderick, MPH, RD, Senior Healthcare Program Manager
Nutrition & Wellness

RE: Request for Quarterly Time Studies

I would like to request permission for the both the Network for a Healthy California Santa Clara LIA and the Bay Area Regional Nutrition Network part time staff to conduct quarterly time studies in lieu of monthly time logs. The request has gone in previously for agreement #04-35461, 04-35881, 07-65337 and I would like to include #08-85173. At this time only Lillian Castillo, Mary Hernandez, Asse Kassa, William Martin and I are required to do time studies.

In order to rotate time study months we have submitted a schedule that rotates months in a random manner. The following schedule is requested for FFYs 2008-2011.

2007-2008 1st Q: November
2nd Q: March
3rd Q: April
4th Q: September
2008-2009 1st Q: October
2nd Q: February
3rd Q: June
4th Q: July
2009-2010 1st Q: December
2nd Q: January
3rd Q: May
4th Q: August
2010-2011 1st Q: October
2nd Q: March
3rd Q: May
4th Q: July

Please let me know if any additional information is required. Thanks you for our ongoing support and assistance.

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182

A PERSONNEL SALARIES:									
1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total	Dollars
STATE SHARE POSITIONS									
1.	Name: Gloria Espinosa-Hall Title: Administrator	\$ 77,584	0.6900	5.00%	64.00%	\$ 53,533		\$	53,533
2.	Name: Sheryl Vietti Title: Coordinator of Other Program	\$ 64,556	0.4800	5.00%	43.00%	\$ 30,987		\$	30,987
3.	Name: Robin Schurig Title: Research Specialist	\$ 46,460	0.0100	1.00%		\$ 465		\$	465
4.	Name: Laura Gore Title: Research Specialist	\$ 42,156	0.0500	5.00%		\$ 2,108		\$	2,108
5.	Name: Merry Eaton Title: Accountant/Finance Analyst	\$ 50,924	0.0199	1.99%		\$ 1,018		\$	1,018
6.	Name: Laura Fox Title: Office Manager/Secretary/Admin Asst	\$ 26,658	0.0899	8.99%		\$ 2,399		\$	2,399
7.	Name: Ann Przybyla Title: Office Manager/Secretary/Admin Asst	\$ 31,719	0.4899	48.99%		\$ 15,542		\$	15,542
8.	Name: Judy Cassidy Title: Nurse	\$ 71,196	0.3700		37.00%	\$ 26,343		\$	26,343
9.	Name: Claudia Stadille Title: Office Manager/Secretary/Admin Asst	\$ 29,772	0.4199	41.99%		\$ 12,504		\$	12,504
10.	Name: Susan Spencer Title: Health Educator	\$ 56,144	0.7000		70.00%	\$ 39,301		\$	39,301
11.	Name: Rita Mendoza Title: Community Outreach Worker	\$ 34,971	0.3299		32.99%	\$ 11,540		\$	11,540
12.	Name: Stephanie Taylor Title: Research Specialist	\$ 50,737	0.0500	5.00%		\$ 2,537		\$	2,537
13.	Name: Tonya Moore Title: Coordinator of Other Program	\$ 57,610	0.2199	2.00%	19.99%	\$ 12,674		\$	12,674
14.	Name: Phyllis West Title: Program Assistant	\$ 30,108	0.0499		4.99%	\$ 1,505		\$	1,505
15.	Name: Carmen Schutte Title: Health Educator	\$ 51,120	0.7500		75.00%	\$ 38,340		\$	38,340
16.	Name: Erika Rambur Title: Nutritionist	\$ 52,397	0.6499		64.99%	\$ 34,058		\$	34,058
17.	Name: Jeri Butler Title: Program Assistant	\$ 34,007	0.6500		65.00%	\$ 22,105		\$	22,105
18.	Name: Christine Haggard, Sylvia Yzaguirre, Manuel Meza Ave Sal \$ 37,629 FTE .267 pp Title: Community Outreach Worker	\$ 112,887	0.8010		80.10%	\$ 30,103		\$	30,103
19.	Name: Amy Pendergast Title: Health Educator	\$ 56,144	0.1500	5.00%	10.00%	\$ 8,422		\$	8,422
20.	Name: Melinda Shaffer Title: Nutritionist	\$ 52,600	0.1000	5.00%	5.00%	\$ 5,260		\$	5,260
21.	Name: Sherrie Brookes Title: Health Educator	\$ 52,788	0.1800	2.00%	16.00%	\$ 9,502		\$	9,502
22.	Name: Christina Piles, Candace McHatton Title: Graphic Illistrator Ave Sal \$56,144, FTE .075 pp	\$ 112,288	0.1500	15.00%		\$ 8,422		\$	8,422
PAGE 1 SUBTOTAL		\$ 1,194,826	7.4002	151.96%	588.06%	\$ 368,668	\$ -	\$	368,668

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182

1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
STATE SHARE POSITIONS								
23	Name: Terri Fields-Hosler Title: Administrator	\$ 87,660	0.2000	20.00%		\$ 17,532		\$ 17,532
24	Name: Loni Henderson Title: Community Outreach Worker	\$ 33,003	0.0199		1.99%	\$ 660		\$ 660
25	Name: Audrey Lane Title: Community Outreach Worker	\$ 34,591	0.0200		2.00%	\$ 692		\$ 692
26	Name: Jessica Duckett Title: Community Outreach Worker	\$ 34,269	0.2000		20.00%	\$ 6,854		\$ 6,854
27	Name: Joe Brouillard Title: Coordinator of Other Program	\$ 64,556	0.1000		10.00%	\$ 6,456		\$ 6,456
28	Name: Thomas Silva Title: Accountant/Finance Analyst	\$ 46,188	0.1499	14.99%		\$ 6,928		\$ 6,928
29	Name: Laura McDuffey Title: Coordinator of Other Program	\$ 54,808	0.1000		10.00%	\$ 5,481		\$ 5,481
30	Name: Kristen Logan Title: Coordinator of Other Program	\$ 77,584	0.2000	2.00%	18.00%	\$ 15,517		\$ 15,517
31	Name: Kathey Kakiuchi Title: Coordinator of Other Program	\$ 77,584	0.0999	2.00%	7.99%	\$ 7,758		\$ 7,758
32	Name: Matthew Richards Title: Nurse	\$ 67,301	0.1999		19.99%	\$ 13,460		\$ 13,460
33	Name: Diane Hawthorne Title: Office Manager/Secretary/Admin Asst	\$ 28,354	0.0199	1.99%		\$ 567		\$ 567
34	Name: Minnie Sagar Title: Coordinator of Other Program	\$ 58,378	0.2199		21.99%	\$ 12,843		\$ 12,843
35	Name: Melissa Stecklien Title: Program Assistant	\$ 29,483	0.1099		10.99%	\$ 3,243		\$ 3,243
36	Name: Chris Peaslee Title: Nutrition Educator	\$ 42,573	0.2499		24.99%	\$ 10,643		\$ 10,643
37	Name: Melanie Harrison, Debbie Basile, Donna Kohn, Pamela Power, Gen Saechao, Anissa Dallen, Lucille Ryland, Karen Steppat (8) FTE .2125 pp Title: Nutrition Educator Ave Salary \$32,189	\$ 257,512	1.7000		170.00%	\$ 54,721		\$ 54,721
38	Name: Kristopher Hall Title: Nutrition Educator	\$ 28,395	0.2500		25.00%	\$ 7,099		\$ 7,099
39	Name: Heather Lighthbody Title: Nutrition Educator	\$ 28,323	0.2500		25.00%	\$ 7,081		\$ 7,081
40	Name: Delia Frias Title: Nutrition Educator	\$ 50,478	0.1727		17.27%	\$ 8,716		\$ 8,716
41	Name: Kristi Richie Title: Nutritionist	\$ 60,010	0.1000		10.00%	\$ 6,001		\$ 6,001
42	Name: Kathrine Cramer Title: Nutritionist	\$ 57,152	0.1000		10.00%	\$ 5,715		\$ 5,715
43	Name: Jeanette Cardoza Title: Nutrition Educator	\$ 41,544	0.1000		10.00%	\$ 4,154		\$ 4,154
44	Name: Wern Jiem Pien Title: Community Outreach Worker	\$ 34,971	0.2500		25.00%	\$ 8,743		\$ 8,743
PAGE 2 SUBTOTAL		\$ 1,294,717	4.8119	40.98%	440.21%	\$ 210,864	\$ -	\$ 210,864

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182

1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
STATE SHARE POSITIONS								
45	Name: Jennifer Gideon Title: Community Outreach Worker	\$ 33,435	0.2000		20.00%	\$ 6,687		\$ 6,687
46	Name: Eddie McAllister Title: Community Outreach Worker	\$ 37,629	0.1499		14.99%	\$ 5,644		\$ 5,644
47	Name: Noemi Anguiano Title: Community Outreach Worker	\$ 32,514	0.0999		9.99%	\$ 3,251		\$ 3,251
48	Name: Paula Martin Title: Community Outreach Worker	\$ 31,081	0.1100		11.00%	\$ 3,419		\$ 3,419
49	Name: Shellisa Moore Title: Coordinator of Other Program	\$ 64,556	0.1000		10.00%	\$ 6,456		\$ 6,456
FEDERAL SHARE POSITIONS								
1	Name: Michelle Sabol Title: Contract Manager	\$ 65,069	0.9597	5.00%	90.97%		\$ 62,446	\$ 62,446
2	Name: April Jurisich Title: Nutritionist	\$ 60,010	0.7500	2.00%	73.00%		\$ 45,008	\$ 45,008
3	Name: Mary Messier Title: Nutritionist	\$ 60,010	0.5900	2.00%	57.00%		\$ 35,406	\$ 35,406
4	Name: Karen Zynda Title: Project Coordinator	\$ 52,978	0.9799		97.99%		\$ 51,918	\$ 51,918
5	Name: Sherrie Brookes Title: Health Educator	\$ 52,788	0.2500		25.00%		\$ 13,197	\$ 13,197
6	Name: Phyllis West Title: Program Assistant	\$ 30,108	0.9500	10.00%	85.00%		\$ 28,603	\$ 28,603
7	Name: Laura Gore Title: Research Specialist	\$ 42,156	0.0500	5.00%			\$ 2,108	\$ 2,108
8	Name: Laura Fox Title: Office Manager/Secretary/Admin Asst	\$ 26,658	0.6000	60.00%			\$ 15,995	\$ 15,995
9	Name: Theresa Rickard-Borba Title: Health Educator	\$ 48,641	0.9799		97.99%		\$ 47,668	\$ 47,668
10	Name: Merry Eaton Title: Accountant/Finance Analyst	\$ 50,924	0.2999	29.99%			\$ 15,277	\$ 15,277
11	Name: Karrie Isaacson Title: Nutritionist	\$ 56,842	0.9799		97.99%		\$ 55,705	\$ 55,705
12	Name: Melissa Puckett Title: Health Educator	\$ 56,144	0.8800		88.00%		\$ 49,407	\$ 49,407
PAGE 3 SUBTOTAL		\$ 801,543	8.9291	113.99%	778.92%	\$ 25,457	\$ 422,738	\$ 448,195
PERSONNEL SALARIES SUBTOTAL:		\$ 3,291,086	21.1412	306.93%	1807.19%	\$ 604,989	\$ 422,738	\$ 1,027,727

**BUDGET JUSTIFICATION
FFY 2009**

**Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182**

State Share Position Description														
5, 28 Accountant/Finance Analyst	Serves as internal auditor and controller. Assists with processing purchase orders, invoices, preparation of vouchers for payment as related to the Network program, as well as monitoring the budgets.													
1, 23 Administrator (e.g., Director of Programs)	Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.													
11, 18 (3), 24-26, 44-48 Community Outreach Worker/Community Liaison	Conducts nutrition education, physical activity promotion interventions in the community setting. Works with CBOs to increase the reach of nutrition education interventions to FSNE eligibles.													
2, 13, 27, 29-31, 34, 49 Coordinator of Other Program (e.g., Teen program, Healthy Start, etc.)	Supervises, coordinates, facilitates nutrition education activities, workshops, special events related to the recreation and community center planning and working together with other community center groups. Supervises staff implementing the nutrition education contract, prepare invoices, prepare and collect documentation, prepare and collect progress reports.													
22 (2) Graphic Illustrator	Develop local promotional nutrition education materials such as community flyers/ newsletters and/or to develop local nutrition/physical activity promotional/educational materials under the direction of the nutrition staff.													
10, 15, 19, 21 Health Educator (including Health Aide, Health Promotion Instructor, etc.)	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and health benefits of proper nutrition and physical activity.													
8, 32 Nurse/Nurse Supervisor/Nurse Aide RN	Provides nutrition and physical activity promotion to students enrolled in nutrition education programs and their families. Supports nutrition education goals through interventions; local, regional, and statewide collaboration and interventions. (This does not include any medical nutrition therapy).													
16, 20, 36-43 (15) Nutritionist/Nutrition Educator/Nutrition Aide	Provides nutrition education to the FSNE eligible population. Specific duties include: one-on-one general nutrition education, delivery of general nutrition education in a classroom or group setting, staffing health fairs and other community or promotional events where nutrition education messages are delivered, distribution of linguistically and culturally appropriate nutrition education materials, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reports and tracking system.													
6, 7, 9, 33 Office Manager/Secretary/Admin Asst	Provides general clerical support to the Program. Assists in development and maintenance of a data collection system with emphasis on fiscal information. Arranges meetings and trainings, orders supplies and materials, creates correspondence, photocopies, and other duties as required to support the nutrition education contract.													
14, 17, 35 Program Assistant	Assists the Project Coordinator with nutrition education program planning and development. Under the direction of Project Coordinator, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education and physical activity targeted to FSNE eligibles.													
3, 4, 12 Research Specialist	Evaluates nutrition education, and physical activity promotion interventions in a variety of community channels. Methods can include process and impact evaluations, pre and post tests, surveys, focus/discussion roundtables, photo documentaries, and case studies.													

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C. OPERATING EXPENSES:													
State Share:													
[Allocations are based on % of FTE of program personnel for building/utilities, maintenance of equipment, educational materials, professional services/advertising, office supply/printing, vehicle and travel costs, and communications/IT (Sub-budgets: 41171, 41168, 41110, 41111, 41112, 41113, 41172, 41130, 41131)													
School Partnerships (sub-budget 41171) expenses associated with provision of nutrition education in low-income schools and school based programs - Public Health expenses based on staff time spent participating in FSNE activities. Staff positions: 1, 3, 4, 5, 6, 7, 12, 22, 23													
	Building/Utilities	Gas, electric, water, sewage, etc.						385			\$	6,994	
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing						5,943					
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.						666					
								Total			\$	6,994	
Nutrition and Physical Activity Promotion (NPAP) Admin(sub-budget 41110) Provides supervision and oversight of nutrition and physical activity programs - Public Health expenses based on staff time spent participating in FSNE activities. Staff positions: 1, 23													
	Building/Utilities	Gas, electric, water, sewage, etc.						873			\$	2,839	
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing						786					
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.						1,180					
								Total			\$	2,839	
Community Nutrition (sub-budget 41131) expenses for administration of community programs promoting healthy eating and active living . - Public Health expenses allocated based on staff time spent participating in FSNE activities. Staff positions: 1, 3, 4, 5, 6, 7, 12, 14, 17, 18, 21, 22, 23, 24, 25, 26, 27, 29, 30, 32, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49													
	Building/Utilities	Gas, electric, water, sewage, etc.						573			\$	1,639	
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing						386					
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.						680					
								Total			\$	1,639	
Healthy Eating Active Communities (HEAC) grant from the California Endowment (TCE) (sub-budget 41168) - Public Health expenses based on staff time spent participating in FSNE activities. Staff Positions: 2, 5, 15, 16, 17, 18, 22, 30, 32, 33													
	Building/Utilities	Gas, electric, water, sewage, etc.						10,491			\$	24,986	
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing						2,693					
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.						11,802					
								Total			\$	24,986	

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars	
Healthy Shasta (sub-budget 41111) expenses for administration of community education campaigns promoting healthy eating and active living based on staff time spent participating in FSNE activities. Staff Positions: 1, 3, 4, 5, 6, 7, 12, 13, 14, 19, 20, 21, 22, 23, 34, 35														
	Building/Utilities	Gas, electric, water, sewage, etc.									2,762	\$ 13,008		
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing									6,670			
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.									3,576			
										Total	\$ 13,008			
Healthy Communities (sub-budget 41112) expenses for administration of community programs promoting healthy eating and active living based on staff time spent participating in FSNE activities. Staff Positions: 1, 3, 4, 5, 6, 7, 12, 13, 21, 22, 23, 34, 35														
	Building/Utilities	Gas, electric, water, sewage, etc.									482	\$ 1,719		
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing									331			
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.									906			
										Total	\$ 1,719			
Worksite Wellness (sub-budget 41113) expenses for administration of worksite programs promoting healthy eating and active living -- Public Health expenses allocated based on staff time spent participating in FSNE activities. Staff Positions: 1, 3, 4, 5, 6, 7, 12, 13, 14, 21, 22, 23														
	Building/Utilities	Gas, electric, water, sewage, etc.									181	\$ 498		
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.									317			
										Total	\$ 498			
BFSC (sub-budget 41172) Public Health expenses allocated based on staff time spent participating in FSNE activities. Staff Positions: 3, 4, 8, 9, 10, 11, 12, 22, 23, 28, 31														
	Building/Utilities	Gas, electric, water, sewage, etc.									7,979	\$ 26,262		
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing									11,173			
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.									7,110			
										Total	\$ 26,262			
WIC (sub-budget 41130) - Operating expenses in excess of those reimbursed by state WIC -- Public Health expenses allocated based on staff time spent participating in FSNE activities. Staff Positions: 3, 4, 22, 23, 31, 36-43														
	Building/Utilities	Gas, electric, water, sewage, etc.									15,727	\$ 45,108		
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing									13,050			
	Communications/IT	Telephone, fax, e-mail, LAN drops, computer maintenance and support.									16,331			

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182

						State Share Total Dollars	Federal Share Total Dollars	Total Dollars
REGIONAL SHAPE MTG							\$ 60	
	Travel/Mileage		0	4 staff (Contract Manager, Project Coordinator, Health Educator, Nutritionist), 1 day, (X1), Redding				
	Registration Fee		60	Included in miscellaneous mileage below				
				\$15.00/attendee x 4				
CX 3 trainings							\$ 1,556	
	Travel/Mileage		808	2 staff, 2 days each (X4), Sacramento/Oakland				
	Lodging		400	Calculated at 0.505/mile, 400 miles X 4 trips				
	Meals and Incidentals		144	100.00/night (sharing room) x 4 trips				
	Parking		60	36.00/day/attendee 36 x 4				
	Conference Registration		144	parking \$15 per day x 4				
				Registration \$ 36 x 4				
REGIONAL NETWORK MTG/TRNG							\$ 483	
	Travel/Mileage		323	3-4 staff (Contract Manager, Project Coordinator, Health Educator, Nutritionist), 1 day, (X4), Chico				
	Lodging		0	Calculated at 0.505/mile, 106.60 miles X 6 trips				
	Meals and Incidentals		160	40.00/day/attendee X 4 days				
	Conference Registration		0					
CA Association for Education of Young Children (25% Network funded)							\$ 211	
	Travel/Mileage		187	1 staff (Health Educator), 2 days, Sacramento		Conference Total	prorate	
	Lodging		250	Calculated at 0.505/mile, 370 miles		\$ 844	25%	
	Meals and Incidentals		72	125.00/night x2				
	Parking		30	36.00/day/attendee x2				
	Conference Registration		305	parking \$15 per day x2				
MILEAGE / FLEET / PH VEHICLES INCLUDED ABOVE (\$0.505/mile reimb; \$2/hr vehicle rental) (990 miles @ \$.505 & 250 mi x \$2 =)							\$ 1,000	
SUBTOTAL:						\$ 4,514	\$ 12,874	\$ 17,389
F. SUBCONTRACTORS:						\$ -	\$ -	\$ -
State Share: (See attached subcontractor budget justification)								
	Anderson Partnership for Healthy Children (HEAC):					\$ 50,000		
	Salaries and benefits associated with staff time for developing FSNE allowable activities to increase access, availability and opportunities for all children to eat healthy foods and engage in physical activity during the school day, in after school programs, and in their neighborhoods.							
Federal Share:								
(Efforts and materials targeted to FSNE eligible population)								
	Contractor: Nirvanha: Translation of nutrition education materials into Laotian that focus on increasing fruit & vegetable consumption and promote physical activity at \$25 per hour for no more than 20 hours, not to exceed \$500, potentially reaching 4075 FSNE eligible Laotian people.					\$ 500		
	Contractor: Abra: Healthy Shasta Website maintenance & expansion of the FSNE portion at \$60 per hour for up to 21 hours of maintenance and \$75 per hour for up to 10 hours of expansion, not to exceed \$2,000, potentially reaching 58,304 FSNE eligible people.					\$ 2,000		
	Contractor: Sportime: SPARK training with nutrition education provided to a group of 40 non-duplicated afterschool and/or K-6 school and program personnel at \$2,000 for training program fee, \$800 for trainer transportation, and \$2,700 for instructional materials, not to exceed \$5,500, potentially reaching 3,000 FSNE eligible students per school year.					\$ 5,500		
SUBTOTAL:						\$ 50,000	\$ 8,000	\$ 58,000

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
G. OTHER COSTS:												
State Share:												
[Allocations for building/utilities, maintenance of equipment, educational materials, professional services/advertising, office supply/printing,												
School Partnerships (sub-budget 41171) expenses associated with provision of nutrition education in low-income schools and school based programs - Public Health expenses based on staff time spent participating in FSNE activities. Staff positions: 1, 3, 4, 5, 6, 7, 12, 22, 23												
	Nutrition Educational Materials	Nutrition Education Materials required for the delivery of critical nutrition education programs not to exceed \$4 each. (1586.75 x \$4)								6,347	\$ 14,747	
	Prof Svcs/Advertising	Includes media such as radio, television, bus ads, movie screen ads, bill boards, magazine, and newspaper advertisements. (Any media needs to be preapproved by Network Staff)								8,400		
										Total	\$ 14,747	
Nutrition and Physical Activity Promotion (NPAP) Admin(sub-budget 41110) Provides supervision and oversight of nutrition and physical activity programs - Public Health expenses based on staff time spent participating in FSNE activities. Staff positions: 1, 23												
	Nutrition Educational Materials	Nutrition Education Materials required for the delivery of critical nutrition education programs not to exceed \$4 each. (16.50 x \$4)								66	\$ 66	
										Total	\$ 66	
Community Nutrition (sub-budget 41131) expenses for administration of community programs promoting healthy eating and active living . - Public Health expenses based on staff time spent participating in FSNE activities. Staff positions: 1, 3, 4, 5, 6, 7, 12, 14, 17, 18, 21, 22, 23, 24, 25, 26, 27, 29, 30, 32, 36, 37, 38, 39, 44, 45, 46, 47, 48, 49												
	Nutrition Educational Materials	Nutrition Education Materials required for the delivery of critical nutrition education programs not to exceed \$4 each. (16.50 x \$4)								66	\$ 66	
										Total	\$ 66	
Healthy Eating Active Communities (HEAC) grant from the California Endowment (TCE) (sub-budget 41168) - Public Health expenses based on staff time spent participating in FSNE activities. Staff Positions: 2, 5, 15, 16, 17, 18, 22, 30, 32, 33												
	Nutrition Educational Materials	(598.25 x \$4)								2,393	\$ 2,668	
	Prof Svcs/Advertising	Includes media such as radio, television, bus ads, movie screen ads, bill boards, magazine, and newspaper advertisements. (Any media needs to be preapproved by Network Staff)								275		
										Total	\$ 2,668	
Healthy Shasta (sub-budget 41111) expenses for administration of community education campaigns promoting healthy eating and active living based on staff time spent participating in FSNE activities. Staff Positions: 1, 3, 4, 5, 6, 7, 12, 13, 14, 19, 20, 21, 22, 23, 34, 35												
	Nutrition Educational Materials	Nutrition Education Materials required for the delivery of critical nutrition education programs not to exceed \$4 each. (913 x \$4)								3,652	\$ 11,660	
	Prof Svcs/Advertising	Includes media such as radio, television, bus ads, movie screen ads, bill boards, magazine, and newspaper advertisements. (Any media needs to be preapproved by Network Staff)								8,008		
										Total	\$ 11,660	
Healthy Communities (sub-budget 41112) expenses for administration of community programs promoting healthy eating and active living based on staff time spent participating in FSNE activities. Staff Positions: 1, 3, 4, 5, 6, 7, 12, 13, 21, 22, 23, 34, 35												
	Nutrition Educational Materials	Nutrition Education Materials required for the delivery of critical nutrition education programs not to exceed \$4 each. (133.75 x \$4)								535	\$ 2,845	
	Prof Svcs/Advertising	Includes media such as radio, television, bus ads, movie screen ads, bill boards, magazine, and newspaper advertisements. (Any media needs to be preapproved by Network Staff)								2,310		
										Total	\$ 2,845	

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Shasta County
Health and Human Services Agency,
Public Health Department
Contract #:08-85182

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars	
Worksite Wellness (sub-budget 41113) expenses for administration of worksite programs promoting healthy eating and active living based on staff time spent participating in FSNE activities. Staff Positions: 1, 3, 4, 5, 6, 7, 12, 13, 14, 21, 22, 23													
	Nutrition Educational Materials	Nutrition Education Materials required for the delivery of critical nutrition education programs not to exceed \$4 each. (459.25 x \$4)								1,837	\$ 2,474		
	Office Supply/Printing	General Office supplies (paper, pens, pencils, etc), Postage, Shipping, and Printing								637			
								Total	\$ 2,474				
BFSC (sub-budget 41172) - - Public Health expenses allocated based on staff time spent participating in FSNE activities. Staff Positions: 3, 4, 8, 9, 10, 11, 12, 22, 23, 28, 31													
	Nutrition Educational Materials	Nutrition Education Materials required for the delivery of critical nutrition education programs not to exceed \$4 each. (6255 x \$4)								25,020	\$ 26,220		
	Prof Svcs/Advertising	Includes media such as radio, television, bus ads, movie screen ads, bill boards, magazine, and newspaper advertisements. (Any media needs to be preapproved by Network Staff)								1,200			
								Total	\$ 26,220				
Federal Share:													
SPARK curriculum binders (40 x \$150) \$6,000.												\$ 6,000	
Nutrition Education Materials such as teaching models, newsprint and markers, reference materials, posters, and other resources to support scope of work activities. (\$2,000)												\$ 2,000	
Nutrition Education Materials required for the delivery of critical nutrition education programs not to exceed \$4 each.												\$ 4,000	
OTHER PROMOTIONAL COSTS such as food (\$800), paper products (\$75), and cleaning materials (\$50) for taste tests. Ten food demonstrations with 25 participants each, Walk this Way 1000, and Lean-N-green 1000 (participant projection is approximate).												\$ 925	
MEDIA such as radio, television, bus ads, movie screen ads, billboards, and newspaper advertisements to support scope of work activities through community events and partnerships. (Any media needs to be preapproved by Network Staff)												\$ 10,000	
PRINTING materials to support scope of work activities such as, Walk This Way (\$5000), Lean-N-Green (\$500), and school (\$1448).												\$ 6,948	
"Expenditures on nutrition education reinforcement items or promotion items must have prior California Department of Public Health approval and must comply with all State and Federal safety requirements with respect to production including Prop 65 requirements for lead content."													
										SUBTOTAL:	\$ 60,746	\$ 29,873	\$ 90,619
H. INDIRECT COSTS:													
State Share: 18% of Total Salaries													
*	18% of Personnel and Benefits - Nutrition Network - Includes insurances, A-87 costs of county, and Public Health administrative costs. (Public Health's indirect expenses are allocated based on FTE using A-87 cost allocation methods and the calculated indirect cost rate is currently approximately 18%.)								\$ 979,717	\$ 176,349			
A	Nutrition Network - Includes insurances, A-87 costs of county, and Public Health administrative costs. (Public Health's indirect expenses are allocated based on FTE using A-87 cost allocation methods and the calculated indirect cost rate is currently approximately 18% this is the difference between the reimbursed amount (10%) and the actual rate.)								\$ 510,670	\$ 51,067			

Subcontractor Budgets
 (Year 1) State Share
 (10/1/08 – 9/30/09)

Name of Subcontractor #1: Anderson Partnership for Healthy Children

Expense Category	Totals
Personnel Costs	\$ 36,657.00
Fringe Benefits	\$ 8,797.00
Operating Expenses	
Subcontract Expenses	
Travel Expenses	
Other Costs	
Indirect Costs (10%** of Salaries and Benefits)	\$ 4,546.00
TOTAL	\$ 50,000.00

**Cannot exceed 26%.

Name of Subcontractor #2:

Expense Category	Totals
Personnel Costs	
Fringe Benefits	
Operating Expenses	
Subcontract Expenses	
Travel Expenses	
Other Costs	
Indirect Costs (__%** of Salaries and Benefits)	
TOTAL	\$ -

**Cannot exceed 26%.

Name of Subcontractor #3:

Expense Category	Totals
Personnel Costs	
Fringe Benefits	
Operating Expenses	
Subcontract Expenses	
Travel Expenses	
Other Costs	
Indirect Costs (__%** of Salaries and Benefits)	
TOTAL	\$ -

**Cannot exceed 26%.

Name of Subcontractor #4:

Expense Category	Totals
Personnel Costs	
Fringe Benefits	
Operating Expenses	
Subcontract Expenses	
Travel Expenses	
Other Costs	
Indirect Costs (__%** of Salaries and Benefits)	
TOTAL	\$ -

**Cannot exceed 26%.

Subcontractor Budgets
 (Year 1) Federal Share
 (10/1/08 – 9/30/09)

Name of Subcontractor #1: Nirvanha

Expense Category	Totals
Personnel Costs	\$ 500.00
Fringe Benefits	
Operating Expenses	
Subcontract Expenses	
Travel Expenses	
Other Costs	
Indirect Costs (___%** of Salaries and Benefits)	
TOTAL	\$ 500.00

**Cannot exceed 26%.

Name of Subcontractor #2: Abra

Expense Category	Totals
Personnel Costs	\$ 2,000.00
Fringe Benefits	
Operating Expenses	
Subcontract Expenses	
Travel Expenses	
Other Costs	
Indirect Costs (___%** of Salaries and Benefits)	
TOTAL	\$ 2,000.00

**Cannot exceed 26%.

Name of Subcontractor #3: Sportime

Expense Category	Totals
Personnel Costs	\$ 4,000.00
Fringe Benefits	
Operating Expenses	
Subcontract Expenses	
Travel Expenses	\$ 1,100.00
Other Costs	\$ 400.00
Indirect Costs (___%** of Salaries and Benefits)	
TOTAL	\$ 5,500.00

**Cannot exceed 26%.

Name of Subcontractor #4:

Expense Category	Totals
Personnel Costs	
Fringe Benefits	
Operating Expenses	
Subcontract Expenses	
Travel Expenses	
Other Costs	
Indirect Costs (___%** of Salaries and Benefits)	
TOTAL	\$ -

**Cannot exceed 26%.

Contractor: Shasta County Health and Human Services Agency, Public Health Department
BUDGET JUSTIFICATION
 FFY 2009

SubContractor: Anderson Partnership for Health Children
 Contract #: 08-85182

A PERSONNEL SALARIES:											
1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars			
STATE SHARE POSITIONS											
1.	Name: Michelle Erickson Title: Coordinator of Other Program	\$ 48,471	0.4440		44.40%	\$ 21,531		\$ 21,531			
2.	Name: Melissa Peterson Title: Program Assistant	\$ 28,358	0.3550		35.50%	\$ 10,068		\$ 10,068			
3.	Name: Barbara Jackson Title: Community Outreach Worker	\$ 28,358	0.3550		35.50%	\$ 10,068		\$ 10,068			
FEDERAL SHARE POSITIONS											
1.	Name: Title:										
2.	Name: Title:										
3.	Name: Title:										
SUBTOTAL		\$ 105,187	1.1540	0.00%	115.40%	\$ 41,667	\$ -	\$ 41,667			
SAMPLE POSITION DESCRIPTIONS:											
Community Outreach Worker/Community Liaison		Conducts nutrition education, physical activity promotion interventions in the community setting. Works with CBOs to increase the reach of nutrition education interventions to FSNE eligibles.									
Coordinator of Other Program (e.g., Teen program, Healthy Start, etc.)		Supervises, coordinates, facilitates nutrition education activities, workshops, special events related to the recreation and community center planning and working together with other community center groups. Supervises staff implementing the nutrition education contract, prepare invoices, prepare and collect documentation, prepare and collect progress reports.									
Program Assistant		Assists the Project Coordinator with nutrition education program planning and development. Under the direction of Project Coordinator, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education and physical activity targeted to FSNE eligibles.									

BUDGET COVER SHEET
FFY 2009

Organization: Solano County Health and Social Services Department				
Contract Number: 06-55116				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 343,628	\$ 343,628	\$ -	0.00%
Fringe Benefits	\$ 103,088	\$ 103,088	\$ -	0.00%
Subcontractors	\$ -	\$ -	\$ -	
Contracts/Grant Agreements			\$ -	
Operating	\$ -	\$ -	\$ -	
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ -	\$ -	\$ -	
Materials			\$ -	
Travel	\$ -			
Equipment & Other Capital	\$ -			
Indirect Costs	\$ 80,409	\$ 80,409	\$ -	0.00%
Total State Share	\$ 527,125	\$ 527,125	\$ -	0.00%
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 157,693	\$ 157,693	\$ -	0.00%
Fringe Benefits	\$ 47,308	\$ 47,308	\$ -	0.00%
SubContracts	\$ -			
Contracts/Grants/Agreements			\$ -	
Operating	\$ 13,702	\$ 13,388	\$ (314.00)	-2.29%
Non-Capital Equipment Supplies	\$ -		\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ 5,532	\$ 5,278	\$ (254.00)	-4.59%
Materials			\$ -	
Travel	\$ 2,427	\$ 2,995	\$ 568.00	23.40%
Equipment & Other Capital	\$ -			
Indirect Costs	\$ 36,900	\$ 36,900	\$ -	0.00%
Total Federal Share	\$ 263,562	\$ 263,562	\$ -	0.00%
Note: if % difference in a line is greater than 10%, please provide an explanation. If the total % difference is greater than 5% consult your Contract Manager. FFY09 <i>Network</i> Growth Policy restricts contract growth. Federal Share: Travel and Per Diem: Increase in mileage reimbursement rate up to 50.5 cents.				

**BUDGET JUSTIFICATION
FFY 2009**

**Contractor: Solano County Health Social Services Dept.
Contract #: 06-55116**

A PERSONNEL SALARIES:									
1. Name and Position Title			2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Match Total Dollars	7. Federal Match Total Dollars	8. Total Dollars
STATE SHARE POSITIONS									
1.	Name: Denise Kirnig								
	Title: Contract Manager/Project	\$89,494	0.50	0%	50%	\$ 44,747	\$0	\$44,747	
2.	Name: Rosalinda Toledo								
	Title: Office Manager	\$53,804	0.50	50%	0%	\$ 26,902	\$0	\$26,902	
3.	Name: Gabriela Stumbaugh								
	Title: Administrative Assistant	\$49,411	0.30	0%	30%	\$ 14,823	\$0	\$14,823	
4.	Name: Maria Chavez								
	Title: Secretary	\$46,423	0.60	60%	0%	\$ 27,854	\$0	\$27,854	
5.	Name: Cynthia Symons								
	Title: Program Assistant/Dietitian	\$64,816	0.60	0%	60%	\$ 38,890	\$0	\$38,890	
6.	Name: Winona Sales								
	Title: Nutritionist	\$60,740	0.35	0%	35%	\$21,259	\$0	\$21,259	
7.	Name: Maria T. Hernandez								
	Title: Nutrition Educator	\$46,145	0.75	0%	75%	\$ 34,609	\$0	\$34,609	
8.	Name: Judy Novoa Rios								
	Title: Nutrition Educator	\$46,145	0.75	0%	75%	\$ 34,609	\$0	\$34,609	
9.	Name: Wanda Escalante								
	Title: Nutrition Educator	\$46,145	0.75	0%	75%	\$ 34,609	\$0	\$34,609	
10.	Name: Susana Hernandez								
	Title: Nutrition Educator	\$46,145	0.75	0%	75%	\$ 34,609	\$0	\$34,609	
11.	Name: Linda Riley								
	Title: Nutrition Aide	\$30,717	1.00	0%	100%	\$ 30,717	\$0	\$30,717	
FEDERAL SHARE POSITIONS									
1.	Name: Denise Kirnig								
	Title: Contract ManagerProject Coordinator	\$89,494	0.30	0%	30%	\$0	\$ 26,848	\$26,848	

**BUDGET JUSTIFICATION
FFY 2009**

**Contractor: Solano County Health Social Services Dept.
Contract #: 06-55116**

1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Match Total Dollars	7. Federal Match Total Dollars	8. Total Dollars	
2.	Name: Rosalinda Toledo Title: Office Manager	\$53,804	0.25	25%	0%	\$0	\$ 13,451	\$13,451	
3.	Name: Gabriela Stumbaugh Title: Administrative Assistant	\$49,411	0.20	0%	20%	\$0	\$ 9,882	\$9,882	
4.	Name: Maria Chavez Title: Secretary	\$46,423	0.10	10%	0%	\$0	\$ 4,642	\$4,642	
5.	Name: Teresa Broadhurst Title: Program Assistant/Dietitian	\$64,816	0.45	0%	45%	\$0	\$ 29,167	\$29,167	
6.	Name: Monique Sims Title: Program Assistant/Dietitian	\$64,816	0.15	0%	15%	\$0	\$ 9,722	\$9,722	
7.	Name: Winona Sales Title: Nutritionist	\$60,740	0.25	0%	25%	\$0	\$ 15,185	\$15,185	
8.	Name: Thelma Daez-Sy Title: Nutritionist	\$60,740	0.25	0%	25%	\$0	\$ 15,185	\$15,185	
9.	Name: Wendi Myers Title: Nutritionist	\$60,740	0.50	0%	50%	\$0	\$ 30,370	\$30,370	
10.	Name: Cynthia Symons Title: Program Assistant/Dietitian	\$64,816	0.05	0%	5%	\$0	\$ 3,241	\$3,241	
PERSONNEL SALARIES TOTAL		\$1,195,785	9.35	145%	790%	\$ 343,628	\$ 157,693	\$501,321	
SAMPLE POSITION DESCRIPTIONS:									
Contract Manager		Manages the nutrition education contract including budgets, invoices, local share documentation reports, time studies, fiscal reporting and adherence to funding requirements. Prepares Budget Adjustment Requests (BAR) as necessary.							

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Solano County Health Social Services Dept.

Contract #: 06-55116

Dietitian	Oversees and supervises the nutrition education program including project administration, project coordination, the development of the nutrition education component and materials and other nutrition and physical activity promotion programs.			
Health Educator (including Health Aide, Health Promotion Instructor, etc.	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and health benefits of proper nutrition and physical activity.			
Nutritionist/Nutrition Educator/Nutrition Aide	Provides nutrition education to the FSNE eligible population. Specific duties include: one-on-one general nutrition education, delivery of general nutrition education in a classroom or group setting, staffing health fairs and other community or promotional events where nutrition education messages are delivered, distribution of linguistically and culturally appropriate nutrition education materials, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reporting and tracking systems.			
Office Manager/Secretary/Admin Asst	Provides general clerical support to the Program. Assists in development and maintenance of a data collection system with emphasis on fiscal information. Arranges meetings and trainings, orders supplies and materials, creates correspondence, photocopies, etc.			

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Solano County Health Social Services Dept.
Contract #: 06-55116

<p>Program Assistant</p>	<p>Assists the Project Coordinator with nutrition education program planning and development. Under the direction of Project Coordinator, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education and physical activity targeted to FSNE eligibles.</p>			
<p>Project Coordinator</p>	<p>Coordinate program staff and nutrition education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition curriculum and educational materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and expand our existing community outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and health active lifestyles.</p>			

**BUDGET JUSTIFICATION
FFY 2009**

**Contractor: Solano County Health Social Services Dept.
Contract #: 06-55116**

						State Match Total Dollars	Federal Match Total Dollars	Total Dollars
B. FRINGE BENEFITS:								
State Match:						\$ 103,088	\$0	\$ 103,088
Includes payroll taxes and medical/dental benefits at 30% of salaries.								\$ -
Federal Match:						\$0	\$ 47,308	\$ 47,308
Includes payroll taxes and medical/dental benefits at 30% of salaries.								
SUBTOTAL						\$ 103,088	\$47,308	\$ 150,396
C. OPERATING EXPENSES:								
State Match:						\$0	\$0	\$0
None								
Federal Match:								
Reprographics/Printing/Duplicating for network activities/education;including:						\$5,573	\$0	\$13,388
-Guide to Access Healthy Foods & Physical Activity Resources:								
1561 copies in blk/white x 21 pages x .17 cents per copy = approx \$5,573								
(The total cost of this project is \$9,288; the Network will fund \$5,573 of this project and an additional \$3,715 will be obtained from a non-FSNE funded partner).								
-Health newsletter for clients:29,960 pages x .14/per page in black and white = \$4,194						\$4,194		
- Health newsletter for Providers in color : 200 copies x 3x/yr = 600 cc x .40/pg						\$480		
x 2 pgs ea = \$480								

**BUDGET JUSTIFICATION
FFY 2009**

**Contractor: Solano County Health Social Services Dept.
Contract #: 06-55116**

							State Match Total Dollars	Federal Match Total Dollars	Total Dollars
Annual Network Conference in Sacramento for Contract Manager/Project Coordinator, 2 Nutritionists and Program Assistant/Dietitian,							\$1,344		
mileage 90 mi/day x .505 cents/mi =\$45.45/day x 2 days x 4 people =\$364;									
Registration \$165/person x 4 people=\$660									
Per Diem \$40/day x 2 days x 4 people = \$320									
Regional Network meetings/trainings, Sacto, for 1 Program Assistant							\$625		
90 mi/day @.505 cent/mi = \$45.45/day x 12/mos =\$545									
\$20 registration for regional meetings x 1 person x 4/yr = \$80									
CCLHDN for Contract Manager:							\$751		
Hotel@\$110/day x 3 days = \$330									
Per Diem@\$40/day x 3 days = \$120									
Registration @\$150 for conference;									
mileage round trip .505 cents/mi x 300 miles round trip = \$151= total \$751									
For partially and non-funded <i>Network</i> meeting, trainings, and conferences, travel funds will be utilized upon the approval of state Network staff. These funds will be used to cover the proportion of costs associated with nutrition education and determined as reasonable by <i>Nutrition Network</i> staff following a review of the training and conference agenda.									
SUBTOTAL:							\$0	\$2,995	\$ 2,995
F. SUBCONTRACTORS:									
State Match:							\$0	\$0	\$0
None									
Federal Match:							\$0	\$0	\$0
None									
SUBTOTAL:							\$0	\$0	\$0

**BUDGET JUSTIFICATION
FFY 2009**

**Contractor: Solano County Health Social Services Dept.
Contract #: 06-55116**

						State Match Total Dollars	Federal Match Total Dollars	Total Dollars
G. OTHER COSTS:								
State Match:						\$0	\$0	\$0
None								
Federal Match:						\$0	\$5,278	\$5,278
Recipe taste tests 16 groups x 40 avg clients per group = 640 clients						\$ 1,600		
@ no more than 2.50/pclient = \$1,600/yr								
Recipe testing for 30 Food Pantry volunteers @ no more than \$2.50 pperson = \$75						\$ 75		
Nutrition education materials required for the delivery of critical program services						\$ 3,603		
to include a nutrition message, not to exceed \$4.00 per item, that include								
Nutrition and Fitness Challenge, provider trainings and recipe taste testing.								
SUBTOTAL:						\$0	\$5,278	\$5,278
*Expenditures on nutrition education reinforcement items or promotional items must have prior California Department of Public Health approval and must comply with all State and with respect to production including Prop 65 requirements for lead content.								
H. INDIRECT COSTS:								
State Match: 18 % of Total Salaries/Fringe Benefits (Total Personnel) = \$446,716						\$80,409	0	\$80,409
Federal Match: 18 % of Total Salaries/Fringe Benefits (Total Personnel) = \$205,001						\$0	\$36,900	\$36,900
SUBTOTAL:						\$80,409	\$36,900	\$117,309
TOTAL						\$527,125	\$ 263,562	\$790,687

Solano County Health & Social Services Department

Mental Health Services
Public Health Services
Substance Abuse Services
Elder & Disabled Adult Services



Patrick Duterte, Director

Eligibility Services
Employment Services
Children's Services
Administrative Services

Letter of Agreement

Between

**Solano County Health and Social Services Nutrition Network Project
and**

**University of California Cooperative Extension, Solano County Office,
Food Stamp Nutrition Education Program (FSNEP)**

This is a letter of agreement between "Solano County Health and Social Services Solano Nutrition Services Program Nutrition Network Project", hereinafter called Solano Nutrition Network Project and "University of California Cooperative Extension Food Stamp Nutrition Education Program", hereinafter called FSNEP.

PURPOSE AND SCOPE

The purpose of this letter of agreement is to identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption, promote physical activity and work toward obesity prevention among food stamp eligible families in Solano County as part of the Network Local Incentive Award (LIA).

BACKGROUND

The Nutrition Services Program is in the Public Health Division of Solano County Health and Social Services Department. The Nutrition Services Program provides public health nutrition programs for the entire county in geographically based teams that focus on families at or below 185% of the poverty level and indigent clients. The Nutrition Services Program includes: the WIC Program, Breastfeeding projects, the Farmers Market Nutrition Program, WIC Immunization Project, Clinical Nutrition Unit, the Substance Abuse Nutrition Program and the Solano Nutrition Network Project. The Nutrition Services Program assists with coordination and leadership of several collaborative efforts that include the Children and Weight Coalition, Food and Nutrition Network, and the Breastfeeding Coalition.

The Solano Nutrition Network's goal is to encourage the recommended amounts of fruits and vegetables, increase daily physical activity to at least 30 minutes a day for adults and 60 minutes a day for children and work toward obesity prevention with food stamp eligible Solano County residents.

UC-FSNEP is a statewide nutrition education program for food stamp eligible individuals and families. UC-FSNEP serves approximately 45,000 ethnically diverse individuals annually to improve the health and well-being of eligible audiences. Nutrition classes are offered for individuals and groups on a variety of current up-to-date topics and implemented by UC-Cooperative Extension offices in 42 California counties. Cooperative Extension, Solano County office is funded collaboratively through the United States Department of Agriculture, the State of California through the University of California and the County of Solano.

The UC-FSNEP Program is administered and managed by the University of California at Davis. Funding is through an inter-agency agreement between the following organizations: University of California, California Department of Social Services, University of California Cooperative Extension, the County of Solano and the

United States Department of Agriculture. FSNEP nutrition assistants, supervised by county advisors through U. C. Cooperative Extension teach nutrition education classes to eligible individuals and families.

UC-FSNEP: Program Delivery

Adult Program: Nutrition education classes: Uses up-to-date research from campus faculty. Staff members are trained in nutrition by academic staff on campus and in counties on nutrition subject matter. Food stamp eligible participants (<185% poverty level) are recruited at USDA approved sites.

Youth Program: Uses extender delivery methods by training teachers to deliver curriculum. Eligible schools are targeted (50% free or reduced-price school lunch) for teachers in K-3, 4-6 grades as well as and High Schools. Up-to-date research-based educational materials that meet the California educational standards are used for direct education in classes. Teachers who are recruited to participate maintain teacher-time records for FSNEP accountability.

Solano Nutrition Network project has been a partner with FSNEP since 1999 in providing education about fruits and vegetables and promotion of physical activity through the Network LIA. FSNEP and the Solano Nutrition Network do not share funding or state or federal match contributions, but coordinate services to enhance services and to prevent duplication. FSNEP is a partner in the county-wide Healthy Eating, Active Living (HEAL) campaign.

Solano Nutrition Network Project Responsibilities under this Letter of Agreement

- Share in the leadership of the *Food and Nutrition Network County Nutrition Action Plan of Solano County* collaborative meeting whose goal is to promote healthy and affordable foods for FSNE eligible Solano County residents.
- Develop the Healthy Eating, Active Living theme four times a year and the seasonal fruit or vegetable to promote.
- Develop, copy and distribute the Healthy, Eating Active Living newsletters for food stamp eligible clients.
- Develop and display the Healthy, Eating Active Living bulletin boards.
- Develop and update the *Guide to Find Ways to Access Healthful Foods and Physical Activity Resources* twice a year.
- Conduct recipe taste testing in Food Stamp and WIC offices four times during the year on alternate weeks of FSNEP.
- Plan, implement and evaluate one workshop in August for the volunteers that work in emergency food sites.
- Coordinate a training session for Food Stamp staff about the Healthy Eating, Active Living campaign and ways staff can include nutrition education in their work setting. Co-teach these annual trainings for Food Stamp staff.

FSNEP Responsibilities under this Letter of Agreement

- Share in the leadership of the *Food and Nutrition Network County Nutrition Action Plan of Solano County* collaborative meeting whose goal is to promote healthy and affordable foods for food stamp eligible Solano County residents.
- Assist with development of the Healthy Eating, Active Living theme four times a year and the seasonal fruit or vegetable to promote.
- Modify, copy and distribute sending the Healthy Eating, Active newsletter to Food Stamp clients.

- Distribute the *Guide to Find Ways to Access Healthful Foods and Physical Activity Resources* to food stamp eligible clients.
- Conduct recipe taste testing in Food Stamp and WIC offices (on alternate weeks as the Solano Nutrition Network project) four months during the year.
- Plan, implement and evaluate two quarterly workshops, usually held in March and November, for the Food Pantry volunteers.
- Co-teach annual trainings for staff that work in the Food Stamp Program about Healthy Eating, Active Living campaign and ways to incorporate nutrition and physical activity into their work setting.

It is mutually understood and agreed by and between the parties that:

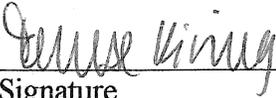
- This agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposals considered by the legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer funding for this program, the agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving a written notice 30 calendar days in advance to the other party.
- No portion of the activities will be counted more than once, or for another LIA contract, or for a FSNEP activity, during the term of the contract.
- None of the funds used in this letter of agreement are federal funds being used to match other federal funds.
- This letter of agreement does not include the reimbursement of funds between the two parties.

Effective Date and Signatures

This letter of agreement shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2006 to September 30, 2009. Parties A and B indicate agreement with this letter of agreement by their signatures.

Denise Kirnig, RD, MS
 Solano County Health and Social Service
 Solano Nutrition Network
 Contract Manager

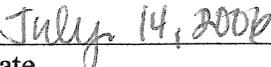
Diane L. Metz
 University of California Cooperative Extension
 Food Stamp Nutrition Education Program
 Nutrition, Family & Consumer Science Advisor



 Signature



 Signature



 Date

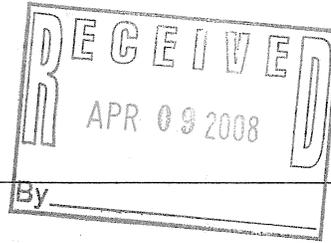


 Date

Solano County Health & Social Services Department



Patrick Duterte, Director



Eligibility Services
Employment Services
Children's Services
Administrative Services

Health Services
Health Services
Substance Abuse Services
Elder & Disabled Adult Services

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Solano County Health and Social Services Nutrition Services Network for a Healthy California Project and Food Bank of Contra Costa and Solano

This is an agreement between "Solano County Health and Social Services Solano Nutrition Services Program Solano Network for a Healthy California Project", hereinafter called "Solano Network" and "Food Bank of Contra Costa and Solano", hereinafter called Food Bank.

Purpose and Scope

The purpose of this agreement is to clearly identify the roles and responsibilities of each party as they relate to collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this agreement is intended to increase fruit and vegetable consumption, promote physical activity and work toward obesity prevention among food stamp eligible families in Solano County as part of the Network Local Incentive Award (LIA).

Background

Solano Network has been a partner with the Food Bank since 1999 in providing education about fruits and vegetables and promotion of physical activity through the Network LIA. The Food Bank and the Solano Network for a Healthy California do not share funding or state or federal match contributions, but coordinate services to enhance services and to prevent duplication. The Food Bank is a partner in the county-wide nutrition action plan Food and Nutrition Network of Solano County.

Solano Network

The Nutrition Services Program is in the Public Health Division of Solano County Health and Social Services Department. The Nutrition Services Program provides community nutrition education for the county in geographically based teams for households at or below 185% of the Federal Poverty Level. The Nutrition Services Program includes: the WIC Program, Breastfeeding Promotion and Support projects, the Farmers Market Nutrition Program, Clinical Nutrition Unit, the Substance Abuse Nutrition Program and the Solano Network for a Healthy California Project. The Nutrition Services Program collaborates with the Food and Nutrition Network of Solano, a county-wide Healthy Eating, Active Living (HEAL) campaign which includes, newsletter, bulletin boards, nutrition events, recipe taste testings, recipe bulletin boards for Food Stamp-eligible clients, and the Breastfeeding Coalition.

The Solano Network's goal is to encourage the recommended amounts of fruits and vegetables, increase daily physical activity to at least 30 minutes a day for adults and 60 minutes a day for children and work toward obesity prevention with food stamp eligible Solano County residents.

Food Bank

The mission of the Food Bank of Contra Costa and Solano is to alleviate hunger and provide an efficient, coordinated system for collecting and distributing food that reduces food waste and increases public awareness regarding hunger and food security issues in Contra Costa and Solano counties.

The Food Bank was founded in 1975 by people who saw the need for a central clearinghouse for food donations. The Food Bank was incorporated as a 501(c)(3) nonprofit organization at that time. The Food Bank was certified by the America's Second Harvest Food Bank Network in 1981. In 1995, the Solano Food Bank merged with the Contra Costa Food Bank, and became the Food Bank of Contra Costa and Solano. The Food Bank presently serves over 82,000 people every month and distributes over 9 million pounds a year. The Food Bank employs 36 staff members in Contra Costa and Solano counties.

Solano Network project shall undertake the following activities during the duration of this Agreement term:

- Share in the leadership of the *Food and Nutrition Network County Nutrition Action Plan of Solano County* collaborative.
- Develop the Healthy Eating, Active Living theme four times a year and the seasonal fruit or vegetable to promote.
- Develop, copy and distribute the Eat Smart, Be Active newsletters for food stamp eligible clients.
- Develop and display the Healthy, Eating Active Living bulletin boards.
- Develop and update the *How to Find Healthful Foods and Ways to be Active* twice a year.
- Plan, implement and evaluate one workshop in July or August for the volunteers that work in emergency food sites.
- Develop and deliver recipe booklet to be included in the Food for Children box of food.
- Solano Network shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:
 - Travel and Per Diem Reimbursement - Unless otherwise specified, Solano Network should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
 - Lobbying Restrictions – No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

The Food Bank shall undertake the following activities during the duration of this Agreement term:

- Share in the leadership of the *Food and Nutrition Network County Nutrition Action Plan of Solano County* collaborative.
- Assist with development of the Healthy Eating, Active Living theme four times a year and the seasonal fruit or vegetable recipes for recipe taste testings.
- Distribute the *Eat Smart, Be Active* newsletter to Food Stamp eligible clients.
- Display the *Healthy Eating, Active Living* bulletin board.
- Help keep the *How to Find Healthful Foods and Ways to be Active Resources* updated and distribute to Food Stamp eligible clients.
- Assist with the planning of the workshops for Food Pantry provider workshops.

- Food Bank shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D(F). These may include, but are not limited to:
 - Travel and Per Diem Reimbursement - Unless otherwise specified, Solano Network should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
 - Lobbying Restrictions
No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of congress, or an employee of a member of congress in connection with specific federal actions.

It is mutually understood and agreed by and between the parties that:

- This agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this agreement is made contingent upon availability of funds. Proposals considered by the legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer funding for this program, the agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving a written notice 30 calendar days in advance to the other party.

Funding Requirement

This agreement does not include the reimbursement of funds between the two parties.

- No portion of the activities will be counted more than once, or for another LIA contract, or for another State agency or for a Food Bank activity, during the term of the contract.
- None of the funds used in this agreement are federal funds being used to match other federal funds.
- None of the activities funded through Federal or State share budget shares supplant existing nutrition education efforts or funding.
- The collaborating partnering organizations will provide through Federal Share and State Share Budget documentation as requested by Solano Network and/or Network.
- Additional coordination with Regional Nutrition Education Coordinators will be required for any school-based programming funded at the State or local levels.

Record Retention

Solano Network and Food Bank must maintain all records supporting the MOU and related activities for three years after the end of the contract year. Additionally, FSNEP agrees to make all records relating to the contract available upon request by Solano Network, the Network and/or USDA.

Effective Date and Signatures

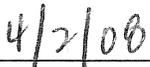
This agreement shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2008 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Denise Kirnig, RD, MS
Solano County Health and Social Service
Solano Network for a Healthy California
Contract Manager/Project Coordinator

Larry Sly
Executive Director
Food Bank of Contra Costa and Solano



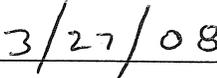
Signature



Date



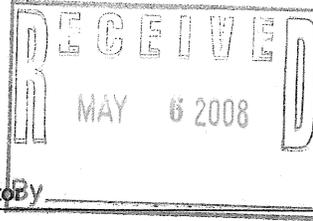
Signature



Date

Solano County Health & Social Services Department

Mental Health Services
Health Services
Substance Abuse Services
Older & Disabled Adult Services



Eligibility Services
Employment Services
Children's Services
Administrative Services

Patrick Duterte, Director

MEMORANDUM OF UNDERSTANDING (MOU)

Between

**Solano County Health and Social Services Nutrition Services Network for a Healthy California Project
and
The Regents of the University of California, Cooperative Extension Solano County
Food Stamp Nutrition Education Program (Solano County FSNEP)**

This is an agreement between between "Solano County Health and Social Services Solano Nutrition Services Program Solano Network for a Healthy California Project", hereinafter called "Solano Network" and "The Regents of the University of California, Cooperative Extension Solano County", hereinafter called "Solano County FSNEP."

Purpose and Scope

The purpose of this agreement is to clearly identify the roles and responsibilities of each party as they relate to collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this agreement is intended to increase fruit and vegetable consumption, promote physical activity and work toward obesity prevention among food stamp eligible families in Solano County as part of the Network Local Incentive Award (LIA).

Background

The Nutrition Services Program is in the Public Health Division of Solano County Health and Social Services Department. The Nutrition Services Program provides community nutrition education for the county in geographically based teams for households at or below 185% of the Federal Poverty Level. The Nutrition Services Program includes: the WIC Program, Breastfeeding Promotion and Support projects, the Farmers Market Nutrition Program, Clinical Nutrition Unit, the Substance Abuse Nutrition Program and the Solano Network for a Healthy California Project. The Nutrition Services Program collaborates with the Food and Nutrition Network of Solano, a county-wide Healthy Eating, Active Living (HEAL) campaign which includes, newsletter, bulletin boards, nutrition events, recipe taste testings, recipe bulletin boards for Food Stamp-eligible clients, and the Breastfeeding Coalition.

The Solano Network's goal is to encourage the recommended amounts of fruits and vegetables, increase daily physical activity to at least 30 minutes a day for adults and 60 minutes a day for children and work toward obesity prevention with food stamp eligible Solano County residents.

UC-FSNEP is a statewide nutrition education program for food stamp eligible individuals and families. UC-FSNEP serves approximately 45,000 ethnically diverse individuals annually to improve the health and well-being of eligible audiences. Nutrition classes are offered for individuals and groups on a variety of current up-to-date topics and implemented by UC-Cooperative Extension offices in 42 California counties. Cooperative

Extension, Solano County office is funded collaboratively through the United States Department of Agriculture, the State of California through the University of California and the County of Solano.

The UC-FSNEP Program is administered and managed by the University of California at Davis. Funding is through an inter-agency agreement between the following organizations: University of California, California Department of Social Services, University of California Cooperative Extension, the County of Solano and the United States Department of Agriculture. FSNEP nutrition assistants, supervised by county advisors through U. C. Cooperative Extension teach nutrition education classes to eligible individuals and families.

UC-FSNEP: Program Delivery

Adult Program: Nutrition education classes: Uses up-to-date research from campus faculty. Staff members are trained in nutrition by academic staff on campus and in counties on nutrition subject matter. Food stamp eligible participants (<185% poverty level) are recruited at USDA approved sites.

Youth Program: Uses extender delivery methods by training teachers to deliver curriculum. Eligible schools are targeted (50% free or reduced-price school lunch) for teachers in K-3, 4-6 grades as well as and High Schools. Up-to-date research-based educational materials that meet the California educational standards are used for direct education in classes. Teachers who are recruited to participate maintain teacher-time records for FSNEP accountability.

Solano Network Project has been a partner with Solano County FSNEP since 1999 in providing education about fruits and vegetables and promotion of physical activity through the Network LIA. FSNEP and the Solano Network for a Healthy California do not share funding or state or federal match contributions, but coordinate services to enhance services and to prevent duplication. FSNEP is a partner in the county-wide Healthy Eating, Active Living (HEAL) campaign.

Solano Network project shall undertake the following activities during the duration of this Agreement term:

- Share in the leadership of the *Food and Nutrition Network County Nutrition Action Plan of Solano County* collaborative.
- Develop the Healthy Eating, Active Living theme four times a year and the seasonal fruit or vegetable to promote.
- Develop, copy and distribute the Healthy, Eating Active Living newsletters for food stamp eligible clients.
- Develop and display the Healthy, Eating Active Living bulletin boards.
- Develop and update the *How to Find Healthful Foods and Ways to be Active* twice a year.
- Conduct recipe taste testing in Food Stamp and WIC offices sixteen times during the year on alternate weeks of FSNEP.
- Plan, implement and evaluate one workshop in July or August for the volunteers that work in emergency food sites.
- Coordinate a training session for Food Stamp staff about the Healthy Eating, Active Living campaign and ways staff can include nutrition education in their work setting. Co-teach these annual trainings for Food Stamp staff.

Solano County FSNEP shall undertake the following activities during the duration of this Agreement term:

- Share in the leadership of the *Food and Nutrition Network County Nutrition Action Plan of Solano County* collaborative.
- Assist with development of the Healthy Eating, Active Living theme four times a year and the seasonal fruit or vegetable recipes for recipe taste testings.

- Modify, copy and distribute sending the Healthy Eating, Active newsletter to Food Stamp clients.
- Distribute the *How to Find Healthful Foods and Ways to be Active Resources* to food stamp eligible clients.
- Conduct recipe taste testing in Food Stamp and WIC offices (on alternate weeks as the Solano Network for a Healthy California Project) four months during the year.
- Plan, implement and evaluate two quarterly workshops, usually held in March and November, for the Food Pantry volunteers.
- Co-teach annual trainings for staff that work in the Food Stamp Program about Healthy Eating, Active Living campaign and ways to incorporate nutrition and physical activity into their work setting.

It is mutually understood and agreed by and between the parties that:

- This agreement is subject to prior review and written approval of the California Department of Health Services and the University of California. The parties understand and agree that this agreement is made contingent upon availability of funds. Proposals considered by the legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer funding for this program, the agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving a written notice 30 calendar days in advance to the other party.

Funding Requirement

This agreement does not include the reimbursement of funds between the two parties.

- No portion of the activities will be counted more than once, or for another LIA contract, or for another State agency or for a FSNEP activity, during the term of the contract.
- None of the funds used in this letter of agreement are federal funds being used to match other federal funds.
- None of the activities funded through Federal or State share budget shares supplant existing nutrition education efforts or funding.

Record Retention

Solano Network and Solano County FSNEP must maintain all records supporting the MOU and related activities for three years after the end of the contract year. Additionally, Solano County FSNEP agrees to make all records relating to the contract available upon request by Solano Network, the Network and/or USDA.

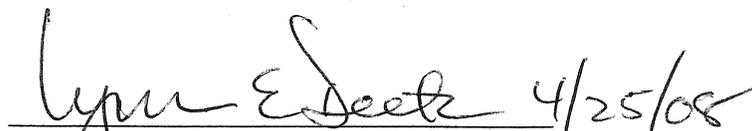
Effective Date and Signatures

This letter of agreement shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2008 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Denise Kirnig, RD, MS
 Solano County Health and Social Service
 Solano Network for a Healthy California
 Contract Manager/Project Coordinator

Lynn E. Deetz
 The Regents of the University of California
 Principal Contracts & Grants Analyst


 Signature Date


 Signature Date

**Budget Cover Sheet
FFY 2009**

Organization: Stanislaus County Health Services Agency				
Contract Number: 06-55118				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 118,100	\$ 168,044	\$ 49,944	42.29%
Fringe Benefits	\$ 42,516	\$ 60,496	\$ 17,980	42.29%
Subcontractors	\$ -	\$ -	\$ -	0.00%
Contracts/Grant Agreements			\$ -	0.00%
Operating	\$ -	\$ 2,500	\$ 2,500	100.00%
Non-Capital Equipment Supplies			\$ -	0.00%
Building Space			\$ -	0.00%
Maintenance			\$ -	0.00%
Other Costs	\$ -	\$ 5,526	\$ 5,526	100.00%
Materials			\$ -	0.00%
Travel	\$ 329	\$ 644	\$ 315	95.74%
Equipment & Other Capital	\$ -	\$ -	\$ -	0.00%
Indirect Costs	\$ 40,154	\$ 57,135	\$ 16,981	42.29%
Total State Share	\$ 201,099	\$ 294,344	\$ 93,245	46.37%
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 81,004	\$ 78,666	\$ (2,338)	-2.89%
Fringe Benefits	\$ 29,161	\$ 28,320	\$ (841)	-2.88%
SubContracts	\$ -	\$ -	\$ -	0.00%
Contracts/Grants/Agreements			\$ -	0.00%
Operating	\$ 3,811	\$ 5,051	\$ 1,240	32.54%
Non-Capital Equipment Supplies			\$ -	0.00%
Building Space			\$ -	0.00%
Maintenance			\$ -	0.00%
Other Costs	\$ 22,897	\$ 3,000	\$ (19,897)	-86.90%
Materials			\$ -	0.00%
Travel	\$ 5,952	\$ 5,389	\$ (563)	-9.46%
Equipment & Other Capital	\$ -	\$ -	\$ -	0.00%
Indirect Costs	\$ 27,541	\$ 26,746	\$ (795)	-2.89%
Total Federal Share	\$ 170,366	\$ 147,172	\$ (23,194)	-13.61%
<p>*Reason for state share increase: in FFY 08 removed WIC state share that was determined questionable. However, Federal Share for FFY 08 maintained to minimize the impact on the agency until other state share sources could be developed. Contractor was able to identify additional sources of state share for FFY 09 to partially make up for lost WIC monies. Federal Share for FFY 09 decreased because Contractor was not able to fully realize the State Share lost from WIC.</p>				

BUDGET JUSTIFICATION
FFY 2009

A

1. Name and Position Title	2. Annual Salary	Adjusted Annual Salary Based on USDA Salary Cap	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
STATE SHARE POSITIONS								
Stanislaus County Health Services Agency								
1 Name: Phoebe Leung (Director, Health Promotion) Title: Administrator	115,815	112,320	0.30		30%	\$ 33,696		\$ 33,696
2 Name: Elaine Emery (Nutrition Services Program Manager) Title: Dietician	94,929		0.10		10%	\$ 9,493		\$ 9,493
3 Name: Esmeralda Gonzalez (Health Educator) Title: Coordinator of Other Programs	66,194		0.80		80%	\$ 52,955		\$ 52,955
4 Name: Laura Shinn Title: Accountant III	65,220		0.08	8%		\$ 5,218		\$ 5,218
5 Name: Pat Taylor (Account Clerk III) Title: Finance Analyst	41,453		0.08	8%		\$ 3,316		\$ 3,316
6 Name: Adelfa Laboca-Chaney Title: Dietician	60,375		0.05		5%	\$ 3,019		\$ 3,019
7 Name: Tanya Stowe Title: Dietician	58,882		0.03		3%	\$ 1,766		\$ 1,766
8 Name: Jeri Van Vooren (Public Health Nurse) Title: Nurse Supervisor	84,365		0.05		5%	\$ 4,218		\$ 4,218
9 Name: Lynn Lundgren (Public Health Nurse) Title: Nurse	76,685		0.05		5%	\$ 3,834		\$ 3,834
10 Name: Maricel Torres Title: Dietician	55,127		0.25		25%	\$ 13,782		\$ 13,782
11 Name: Joan Donlon (Clinic Manager) Title: Nurse	108,807	93,600	0.10		10%	\$ 9,360		\$ 9,360
12 Name: Joann McManis (Community Health Worker, CHWIII) Title: Community Outreach	38,829		0.10		10%	\$ 3,883		\$ 3,883
13 Name: Melanie Briones (Epidemiologist) Title: Research Specialist	68,133		0.10		10%	\$ 6,813		\$ 6,813
West Modesto Kennedy Neighborhood Collaborative								
14 Name: Carol Collins Title: Coordinator of Other Programs	41,787		0.05		5%	\$ 2,089		\$ 2,089
15 Name: TBD Title: Admin Assistant	29,203		0.50	50%		\$ 14,602		\$ 14,602
FEDERAL SHARE POSITIONS								
1 Name: Rocio Huerta (Staff Services Coordinator) Title: Project Coordinator	60,578		0.60		60%		\$ 36,347	\$ 36,347
2 Name: Ana Torres-Astorga (Community Health Worker, CHWIII) Title: Community Outreach Worker	39,399		1.00		100%		\$ 39,399	\$ 39,399
3 Name: Stephanie Bowers (Admin Clerk III) Title: Admin Assistant	29,203		0.10	10%			\$ 2,920	\$ 2,920
SUBTOTAL	\$ 1,134,984	\$ 205,920.00	4.34	76%	358%	\$ 168,044	\$ 78,666	\$ 246,710

BUDGET JUSTIFICATION
FFY 2009

POSITION DESCRIPTIONS:

State Share Positions

Administrator (e.g., Director of Programs) (State position 1)	Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.
Dietitian (State positions 2,6,7,10)	Oversees and supervises the nutrition education program including project administration, project coordination, the development of the nutrition education component and materials and other nutrition and physical activity promotion programs.
Coordinator of Other Programs (State positions 3,14)	Supervises, coordinates, facilitates nutrition education activities, workshops, special events related to the recreation and community center planning and working together with other community center groups. Supervises staff implementing the nutrition education contract, prepares invoices, prepares and
Accountant/Financial Analyst (State positions 4, 5)	Serves as internal auditor and controller. Assists with processing purchase orders, invoices, preparation of vouchers for payment as related to the Network program, as well as monitoring the budgets.
Nurse/Nurse Supervisor/Nurse Aide RN (State positions 8,9,11)	Provides nutrition and physical activity promotion to students enrolled in nutrition education programs and their families. Supports nutrition education goals through interventions; local, regional, and statewide collaboration and interventions. (This does not include any medical nutrition therapy).
Admin Assistant (State position 15)	Provides general clerical support to the program. Assists in development and maintenance of a data collection system with emphasis on fiscal information. Arranges meetings and trainings, orders supplies and materials, creates correspondence, photocopies, etc.
Research Specialist (State position 13)	Evaluates nutrition education, and physical activity promotion interventions in a variety of community channels. Methods can include process and impact evaluations, pre and post test, surveys, focus/discussion roundtables, photo documentaries, case studies, etc.
Community Outreach Worker/Community Liaison (State position 12)	Conducts nutrition education, physical activity promotion interventions in the community setting. Works with CBOs to increase the reach of nutrition education interventions to FSNE eligible.
Federal Share Positions	
Project Coordinator (e.g., Director of Other Programs) (Federal position 1)	Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.
Community Outreach Worker/Community Liaison (Federal position 2)	Conducts nutrition education, physical activity promotion interventions in the community setting. Works with CBOs to increase the reach of nutrition education interventions to FSNE eligible.
Admin Assistant (Federal position 3)	Provides general clerical support to the program. Assists in development and maintenance of a data collection system with emphasis on fiscal information. Arranges meetings and trainings, orders supplies and materials, creates correspondence, photocopies, etc.

							State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS									
State Share						\$ 60,496		\$ 60,496	
Includes payroll taxes and medical/dental benefits at 36% of salaries									
Federal Share							\$ 28,320	\$ 28,320	
Includes payroll taxes and medical/dental benefits at 36% of salaries									
SUBTOTAL:							\$ 60,496	\$ 28,320	\$ 88,816

BUDGET JUSTIFICATION
FFY 2009

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C. OPERATING EXPENSES <i>All operating expenses are based on historical usage for FSNE activities.</i>			
State Share			
1. Office supplies-pens, paper, and training materials	\$ 2,000		\$ 2,000
2. Telephone (landline)/Communication (fax, internet, etc.) prorated for nutrition education use.	\$ 100		\$ 100
3. Photocopier lease - prorated for nutrition education use.	\$ 200		\$ 200
4. Printing - includes in-house photocopying as well as outside vendor printing of flyers, posters, brochures, etc.	\$ 200		\$ 200
Federal Share			
1. Office Supplies - pens, paper, and training materials		\$ 1,296	\$ 1,296
2. Communications - landline phones, fax, internet, etc.		\$ 1,312	\$ 1,312
3. Postage - mailing correspondences, etc.		\$ 855	\$ 855
4. Printing - includes in-house photocopying as well as outside vendor printing of flyers, posters, brochures, etc.		\$ 1,588	\$ 1,588
SUBTOTAL:	\$ 2,500	\$ 5,051	\$ 7,551
D. EQUIPMENT EXPENSES			
State share	\$ -	\$ -	\$ -
Federal Share	\$ -	\$ -	\$ -
SUBTOTAL:	\$ -	\$ -	\$ -
E. TRAVEL AND PER DIEM			
State Share			
1) CCLHDN Annual Meeting*			
Administrator (10%), and Dietician (30%)	\$ 329		\$ 329
Registration: \$150/person			
Hotel: \$150 per night x 3 nights (meals included) (\$450 x 10.5%) per person = \$ 497			
Mileage: \$.485 per mile x 300 miles (estimated trip) = \$146			
Parking fee \$10 per day x 3 days=\$30			
Subtotal per person = \$823			
Prorated amounts =			
Dietician @ .30 FTE = \$ 247; Administrator @ .10 FTE = \$82			
Subtotal: \$329			
2) Other Nutrition Related Training: Childhood Obesity Conference Anaheim, CA*	\$ 315		\$ 315
Staff to attend: Dietician (.10%) Administrator (30%)			
Registration: \$150 per person = \$150			
Hotel: \$84/night plus 10.5% tax x 3 nights = \$278			
Airfare:\$150 per person = \$150			
Mileage: \$.485 per mile x 180 miles = \$87			
Meals: \$40 per person x 3 days = \$120			
Subtotal per person = \$785			
Prorated amounts =			
Dietician @ .10 FTE = \$79; Administrator @ .30 FTE = \$ 236			
Subtotal: \$315			

BUDGET JUSTIFICATION
FFY 2009

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
Federal Share			
1) Annual Network Conference (2 day conference)			
Staff to attend: Project Coordinator (.60 FTE) and Community Outreach Worker (1.FTE)	\$ -	\$757	\$ 757
Registration: \$150 per person x 2 staff = \$300			
Hotel (1 rooms x for 2 night): \$84/night plus 10.5% tax* = \$186			
Mileage: \$.485 per mile x 180 miles = \$87			
Meals: \$40 per person x 2 days x 2 staff = \$160			
Parking \$12.00 per day x 2 days=\$24			
Subtotal: \$757			
2) CCLHDN Annual Meeting*			
Project Coordinator (.60 FTE) to attend	\$ -	\$ 494	\$ 494
Registration: \$150 per person = \$150			
Hotel: \$150 per night x 3 nights (meals included) (\$450 x 10.5%) = \$497			
Mileage: \$.485 per mile x 300 miles (estimated trip) = \$146			
Parking fee \$10 per day x 3 days=\$30			
Subtotal = \$823			
Prorated amount = Project Coordinator @ .60 FTE = \$494			
3) 4 Network Sponsored Skill Training - include trainings such as CX3, facilitation, program delivery, and harvest of the month.			
Staff to attend: Project Coordinator (.60 FTE) and Community Outreach Worker (1.FTE)	\$ -	\$ 1,164	\$ 1,164
Registration: \$40 per person x 2 staff x 4 training = \$320			
Mileage: \$.485 per mile x 270 miles x 4 training = \$524			
Meals: \$40 per person x 2 staff x 4 training = \$320			
Subtotal: \$1,164			
4) Gold Country Regional Trainings and Meetings			
Staff to attend: Project Coordinator (.60 FTE) and Community Outreach Worker (1.FTE)	\$ -	\$ 1,048	\$ 1,048
Mileage: \$.485 per mile x 180 miles x 12 meetings/trainings = \$1,048			
5) Other Nutrition Related Training: Childhood Obesity Conference Anaheim, CA*			
Staff to attend: Project Coordinator (.60 FTE)	\$ -	\$ 471	\$ 471
Registration: \$150 per person = \$150			
Hotel: \$84/night plus 10.5% tax x 3 nights = \$278			
Airfare: \$150 per person = \$150			
Mileage: \$.485 per mile x 180 miles = \$87			
Meals: \$40 per person x 3 days = \$120			
Subtotal per person = \$785			
Prorated amounts =			
Project Coordinator @ .60 FTE = \$471			
6) Local Travel to conduct SOW activities			
Local mileage to deliver program services throughout Stanislaus County. \$.485 per mile* x 3000 miles = \$1,455.	\$ -	\$ 1,455	\$ 1,455
*These funds are to be utilized upon the approval of state Network staff to attend partially and non-funded Network meetings, trainings and conferences. Monies will be used to cover the proportion of costs associated with nutrition education and determined as reasonable by Nutrition Network staff following a review of the training and conference agenda.			
** Travel costs will not exceed State DPA rates.			
SUBTOTAL:	\$ 644	\$ 5,389	\$ 6,033

BUDGET JUSTIFICATION
FFY 2009

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
F. SUBCONTRACTORS												
State Share										\$ -	\$ -	\$ -
Federal Share										\$ -	\$ -	\$ -
SUBTOTAL:										\$ -	\$ -	\$ -
G. OTHER COSTS												
State Share										\$ 5,526	\$ -	\$ 5,526
1. Nutrition Education Materials required for the delivery of critical program areas												
Federal Share										\$ -	\$ 1,500	\$ 1,500
1. Nutrition Education Materials required for the delivery of critical program areas*												
* Expenditures on nutrition education reinforcement items or promotional items must have prior CDPH approval and must comply with all State and Federal Safety requirements with respect to production including Prop. 65 requirements for lead content.												
2. Food Demonstrations										\$ -	\$ 1,500	\$ 1,500
Sample food items for demonstrations, nutrition education presentations, and/or cooking classes.												
Number of anticipated food demonstrations: 45 with approximately 15-20 participants each.												
Number of anticipated participants reached: 45 classes x 20 participants = 900												
SUBTOTAL:										\$ 5,526	\$ 3,000	\$ 8,526
H. Indirect Costs												
State Share										\$ 57,135	\$ -	\$ 57,135
25% of Total Personnel Expenses to include agency and county overheads: CEO's office, County Counsel, Risk Management, Purchasing, Personnel, Payroll, and Auditor's office. 25% is based on average indirect cost rate.												
Federal Share										\$ -	\$ 26,746	\$ 26,746
25% of Total Personnel Expenses to include: CEO's office, County Counsel, Risk Management, Purchasing Personnel, Payroll, and Auditor's office. 25% is based on average indirect cost rate.												
SUBTOTAL:										\$ 57,135	\$ 26,746	\$ 83,881
TOTAL										\$ 294,344	\$ 147,172	\$ 441,517

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California

and

Modesto City Schools

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, hereinafter called SCN and Modesto City Schools, hereinafter called MCS.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The after school programs within the Modesto City area have been operating for 9 years. The program has a daily attendance of approximately 1500 students. Homework help, PE, academics, art, music, and other activities are provided. Students are also provided with a nutritional snack. The program operates from the end of the school day for at least 3 hours, and at least until 6:00 p.m. Family activities are provided during the year. MCS is a partner with the local LIA in providing nutrition education to the after school sites.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion via presentations, educational material or individual contacts at special events (health fairs).
- Provide nutrition reinforcement items.

IV. MODESTO CITY SCHOOLS RESPONSIBILITIES UNDER THIS MOU

Modesto City Schools After School Program shall work with the LIA in providing parent involvement activities, assemblies for students, and trainings for Site Coordinators and After School Leads. These trainings, parent involvement, and assemblies will take place on MCS sites approximately 6 times a year. After school Site Coordinators will complete an evaluation of each activity for the SCN.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposals considered by the Legislature, including those made by the Governor, could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU *does not* include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. SCN and MCS indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager



Date

Debbe Bailey
Deputy Superintendent, MCS



Date



Ceres Unified School District

ADMINISTRATION
WALT HANLINE, Ed.D.
District Superintendent

JAY SIMMONDS
Director, Educational Options

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Ceres Unified School District
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Ceres Unified School District, "Party B", hereinafter called CUSD

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The after school programs with the Ceres Unified School District have been in operation for 1999 years. The program has a daily attendance of 2100 students. Academic intervention, homework assistance, art, and many other activities are provided. Students are also provided a nutritional snack. The program operates from the end of the school day to six o'clock. Family activities are provided during the school year. CUSD has been a partner with the local LIA, in providing nutrition education to the after school sites since 2007.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities.

- Oversee all activities covered by the LIA contract
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion, via presentations, educational material or individual contacts at special events (health fairs)
- Provide nutrition reinforcement items.

IV. CERES UNIFIED SCHOOL DISTRICT RESPONSIBILITIES UNDER THIS MOU

Ceres USD After School Program shall undertake the following activities.

- Support SCN in nutrition education activities/efforts.
- Provide facility for SCN to conduct activities.
- Provide appropriate personnel (site coordinators, and after school leads) to assist SCN.
- After school staff to complete evaluation form and return to SCN
- Schools to be served: Walter White, Westport, Don Pedro, Caswell, Carroll Fowler, Sinclear, Virginia Parks, La Rosa, Adkison, Hidahl, and Sam Vaughn Elementary School, as well as Whitmore Charter School.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

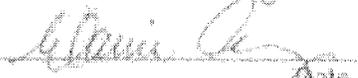
Additional coordination with CDHS Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.

VII. EFFECTIVE DATE AND SIGNATURE

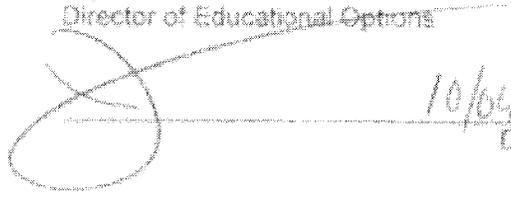
This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager


Date 10/15/07

Jay Simmonds
Director of Educational Options


Date 10/04/07

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Oakdale Joint USD
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Oakdale Joint USD, "Party B", hereinafter called OJUSD.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

Oakdale Joint Unified School District currently operates after school programs at the following sites: Cloverland Elementary, Fair Oaks Elementary, Magnolia Elementary and Oakdale Junior High School. Approximately 100-150 students participate daily at each site in a program which includes a snack, homework/academic intervention, educational enrichment activities and a safe place to be until 6:00 p.m. As part of the enrichment activities, we feature classes focusing on nutrition, cooking and physical fitness. Our goal is to educate and

teach students to make wise nutrition choices and participate in physical fitness activities.

OJUSD has been a partner with the local LIA, in providing nutrition education to the after school sites since 2007.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion, via presentations, educational material or individual contacts at special events (health fairs).

IV. Oakdale Joint USD RESPONSIBILITIES UNDER THIS MOU

shall undertake the following activities:

- Support SCN in nutrition education activities/efforts
- Provide facility for SCN to conduct activities
- Provide appropriate personnel (site coordinators, and after school leads) assist SCN
- After school staff to complete evaluation form and return to SCN

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU *does not* include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with CDHS Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.

VII. EFFECTIVE DATE AND SIGNATURE

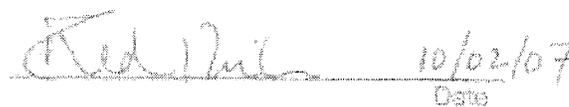
This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager

Fred Rich
Deputy Superintendent


Date


Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Stanislaus County Aging and Veteran Services
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Stanislaus County Aging and Veteran Services, "Party B", hereinafter called SCAVS.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The Stanislaus County Aging and Veteran Services is the designated "Area Agency on Aging" (AAA) for Stanislaus County. Responsible for the administration and oversight of the programs of the Older Americans and Older Californians Acts. These program include Elderly Nutrition Programs (Congregate and Home Delivered meals), the Brown Bag supplemental food program and the Senior Farmers' Market Nutrition Program.

SCAVS has been a partner with the local LIA, in providing nutrition education to senior sites since 2007.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Collaborate with Aging and Veteran Services in nutrition education activities.
- Provide nutrition education, physical activity promotion, and food stamp information via presentations, food demonstrations or individual contacts at special events (health fairs).

IV. STANISLAUS COUNTY AGING AND VETERAN SERVICES RESPONSIBILITIES UNDER THIS MOU

Stanislaus County Aging and Veteran Services shall undertake the following activities:

- Collaborate with SCN in nutrition education activities
- Provide technical support for nutrition related activities

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU *does not* include the reimbursement of funds between the two parties

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with CGHS Nutrition Education Consultants will be required for any school-based program not funded at the State or Local level.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager

Jill Erickson, R.D.
Aging and Veterans Services Manager II



Date 10/18/07



Date 9/20/07

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Sylvan Union Unified School District
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Sylvan Union Unified School District, "Party B", hereinafter called SUUSD.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The after school programs in the Sylvan Union Unified School District area have been in operation for Four Years. The programs have a daily attendance of approximately 86 students. Homework help, PE art, music, karate and many other activities are provided. Students are also provided a nutritional snack. The programs operate from the end of the school day to six o'clock. Family activities are provided during the school year. SUUSD has been a partner with the local LIA, in providing nutrition education to the after school sites since 2007.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion, via presentations, educational material or individual contacts at special events (health fairs).
- Provide nutrition reinforcement items.

IV. SYLVAN UNION UNIFIED SCHOOL DISTRICT RESPONSIBILITIES UNDER THIS MOU

Sylvan Union USD After School Program shall undertake the following activities:

- Support SCN in nutrition education activities/efforts.
- Provide facility for SCN to conduct activities.
- Provide appropriate personnel (site coordinators, and after school leads) to assist SCN.
- After school staff to complete evaluation form and return to SCN.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU *does not* include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with CDHS Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager



Date

Patrick James
After School Site Coordinator



Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Empire Unified School District
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Empire Unified School District, "Party B", hereinafter called EUSD.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The after school programs with the Empire Unified School District have been in operation for 6 months (ASES ONLY). The program has a daily attendance of 70 - 120 students. Homework help, PE, art, music, karate and many other activities are provided. Students are also provided a nutritional snack. The program operates from the end of the school day to six o'clock. Family activities are provided during the school year. EUSD has been a partner with the local LIA, in providing nutrition education to the after school sites since 2007.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion, via presentations, educational material or individual contacts at special events (health fairs).
- Provide nutrition reinforcement items.

IV. EMPIRE UNIFIED SCHOOL DISTRICT RESPONSIBILITIES UNDER THIS MOU

Empire USD After School Program shall undertake the following activities:

- Support SCN in nutrition education activities/efforts.
- Provide facility for SCN to conduct activities.
- Provide appropriate personnel (site coordinators and after school leads) to assist SCN.
- After school staff to complete evaluation form and return to SCN.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU *does not* include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with CDHS Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager

Elaine Emery *10/18/07*
Date

~~Kim Bystrom~~
~~After School Site Coordinator~~

Kim Bystrom
Date
KBystrom *10/14/07*

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Newman Crows-landing Unified School District
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Newman Crows-landing Unified School District, "Party B", hereinafter called NCUSD.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The after school programs in the Newman Crows-Landing Unified School District area have been in operation for six years. The programs have a daily attendance of approximately 525 students. Homework help, PE art, music, karate and many other activities are provided. Students are also provided a nutritional snack. The programs operate from the end of the school day to six o'clock. Family activities are provided during the school year. NCUSD has been a partner with the local LIA, in providing nutrition education to the after school sites since 2007.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion, via presentations, educational material or individual contacts at special events (health fairs).
- Provide nutrition reinforcement items.

IV. NEWMAN CROWS-LANDING UNIFIED SCHOOL DISTRICT RESPONSIBILITIES UNDER THIS MOU

Newman Crows Landing USD After School Program shall undertake the following activities:

- Support SCN in nutrition education activities/efforts.
- Provide facility for SCN to conduct activities.
- Provide appropriate personnel (site coordinators, and after school leads) to assist SCN.
- After school staff to complete evaluation form and return to SCN.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU *does not* include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or *Network*.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

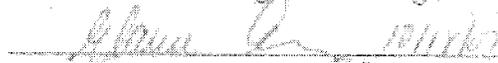
Additional coordination with CDHS Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.

VII. EFFECTIVE DATE AND SIGNATURE

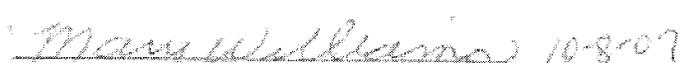
This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager


Date 10/11/07

Mary Williams
After School Site Coordinator


Date 10-8-07

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Patterson Joint Unified School District
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Patterson Joint Unified School District, "Party B", hereinafter called PJUSD.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The after school programs in the Patterson Joint Unified School District area have been in operation for 3 years. The programs have a daily attendance of approximately 85, with the exception of one site that has 112 students. Homework help, PE art, music, karate and many other activities are provided. Students are also provided a nutritional snack. The programs operate from the end of the school day to six o'clock. Family activities are provided during the school year. PJUSD has

been a partner with the local LIA, in providing nutrition education to the after school sites since 2007.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion, via presentations, educational material or individual contacts at special events (health fairs).
- Provide nutrition reinforcement items.

IV. PATTERSON JOINT UNIFIED SCHOOL DISTRICT RESPONSIBILITIES UNDER THIS MOU

Patterson Joint USD After School Program shall undertake the following activities:

- Support SCN in nutrition education activities/efforts.
- Provide facility for SCN to conduct activities.
- Provide appropriate personnel (site coordinators, and after school leads) to assist SCN.
- After school staff to complete evaluation form and return to SCN.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU does *not* include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with CDHS Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager


Date 10/1/07

Nora Hana
After School Site Coordinator


Date 10-1-07

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Stanislaus Union Unified School District
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Stanislaus Union Unified School District, "Party B", hereinafter called SUUSD.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The after school programs within the Stanislaus Union Unified School District have been in operation for one and a half years. The program has a daily attendance of 80 students. Homework help, PE art, music, karate and many other activities are provided. Students are also provided a nutritional snack. The program operates from the end of the school day to six o'clock. Family activities are provided during the school year. SUUSD has been a partner with the local LIA, in providing nutrition education to the after school sites since 2007.

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion, via presentations, educational material or individual contacts at special events (health fairs).
- Provide nutrition reinforcement items.

IV. STANISLAUS UNION UNIFIED SCHOOL DISTRICT RESPONSIBILITIES UNDER THIS MOU

Stanislaus Union USD After School Program shall undertake the following activities:

- Support SCN in nutrition education activities/efforts.
- Provide facility for SCN to conduct activities.
- Provide appropriate personnel (site coordinators, and after school leads) to assist SCN.
- After school staff to complete evaluation form and return to SCN.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU *does not* include the reimbursement of funds between the two parties.

Funding requirements

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or *Network*.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with CDHS Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager


Date

Dru Howenstine
After School Site Coordinator


Date

Form #6

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Stanislaus County Network for a Healthy California
[Party A]

and

Waterford Unified School District
[Party B]

This is an agreement between Stanislaus County Health Services Agency's Network for a Healthy California, "Party A", hereinafter called SCN and Waterford Unified School District, "Party B", hereinafter called WUSD.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption among food stamp eligible families in Stanislaus County as part of the Network Local Incentive Award (LIA).

In particular, this MOU is intended to:

- Enhance nutrition education efforts.

II. BACKGROUND

Stanislaus County Health Services Agency (HSA) consists of a network of ambulatory clinics, public health services, health promotion services, and nutrition services. The vision of HSA is "Leading the Way to a Health Community", with the mission of leading the development, implementation and promotion of public policy and health care services to achieve excellent physical, psychological and social well being. HSA operates the Network for a Healthy California Program and has participated as an LIA in the Network Food Stamp Nutrition Education Program since 2001.

The after school programs with the Waterford Unified School District have been in operation for 6 years. The program has a daily attendance of 210 students. Homework help, PE art, music, karate and many other activities are provided. Students are also provided a nutritional snack. The program operates from the end of the school day to six o'clock. Family activities are provided during the school year. WUSD has been a partner with the local LIA, in providing nutrition education to the after school sites since 2007.

Form #8

III. NETWORK FOR A HEALTHY CALIFORNIA RESPONSIBILITIES UNDER THIS MOU

Network for a Healthy California shall undertake the following activities:

- Oversee all activities covered by the LIA contract.
- Participate in community collaboratives/coalitions and agency workgroups as related to LIA contract.
- Prepare and submit all required program deliverables as required by the LIA program.
- Provide nutrition education, physical activity promotion, via presentations, educational material or individual contacts at special events (health fairs).
- Provide nutrition reinforcement items.

IV. WATERFORD UNIFIED SCHOOL DISTRICT RESPONSIBILITIES UNDER THIS MOU

Waterford USD After School Program shall undertake the following activities:

- Support SCN in nutrition education activities/efforts.
- Provide facility for SCN to conduct activities.
- Provide appropriate personnel (site coordinators, and after school leads) to assist SCN.
- After school staff to complete evaluation form and return to SCN.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the California Department of Health Services. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposal considered by the Legislature, including those made by the Governor could potentially reduce or defer funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding of this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30-calendar day advanced written notice to the other party.

VI. FUNDING

This MOU *does not* include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

Form #8

No portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA organization and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

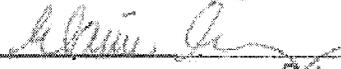
Additional coordination with CDHS Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2007 to September 30, 2009. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Elaine Emery, R.D.
Nutrition Services Program Manager

 10/03/07
Date

Michelle Bell
After School Site Coordinator

 10/03/07
Date

**BUDGET COVER SHEET
FFY 2009**

Organization: County of Tulare Health & Human Services Agency					
Contract Number: 08-85161					
State Share Budget	FFY 2008	FFY 2009	Total	Amount Difference	% Difference
Personnel Salaries	\$ 378,059	\$ 426,821	\$ 804,880	\$ 48,762	11.42%
Fringe Benefits	\$ 125,184	\$ 145,119	\$ 270,303	\$ 19,935	13.74%
Subcontractors	\$ -	\$ 46,822	\$ 46,822	\$ 46,822	100.00%
Operating	\$ 105,507	\$ 49,234	\$ 154,741	\$ (56,273)	-114.29%
Other Costs	\$ 44,166	\$ 21,029	\$ 65,195	\$ (23,137)	-110.02%
Travel	\$ 12,523	\$ 10,395	\$ 22,918	\$ (2,128)	-20.47%
Equipment & Other Capitol	\$ -	\$ -	\$ -	\$ -	
Indirect Costs	\$ 47,841	\$ 48,388	\$ 96,229	\$ 547	1.13%
Total State Share	\$ 713,280	\$ 747,808	\$ 1,461,088	\$ 34,528	4.62%
		5%			
Federal Share Budget	FFY 2008	FFY 2009	Total	Amount Difference	% Difference
Personnel Salaries	\$ 226,023	\$ 187,669	\$ 413,692	\$ (38,354)	-20.44%
Fringe Benefits	\$ 73,198	\$ 63,808	\$ 137,006	\$ (9,390)	-14.72%
SubContracts	\$ 6,500	\$ 81,291	\$ 87,791	\$ 74,791	92.00%
Operating	\$ 4,385	\$ 4,577	\$ 8,962	\$ 192	4.19%
Other Costs	\$ 11,916	\$ 4,000	\$ 15,916	\$ (7,916)	-197.90%
Travel	\$ 16,184	\$ 11,514	\$ 27,698	\$ (4,670)	-40.56%
Equipment & Other Capitol	\$ -	\$ 1,668	\$ 1,668	\$ 1,668	100.00%
Indirect Costs	\$ 18,434	\$ 19,377	\$ 37,811	\$ 943	4.87%
Total Federal Share	\$ 356,640	\$ 373,904	\$ 730,544	\$ 17,264	4.62%
		5%			
Note: If % difference in a line is greater than 10%, please provide an explanation.					
If the total % difference is greater than 5% consult your Contract Manager. FFY 2008					
Network Growth Policy restricts contract growth.					

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: **08-85161**

A PERSONNEL SALARIES:									
1. Name and Position Title			2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
STATE SHARE POSITIONS									
1	Name:	Peggy Redfern							
	Title:	Supervising Public Health Nutritionist	85,356	0.1500	15.00%	0.00%	12,803	-	12,803
2	Name:	Tiffany Lu							
	Title:	Dietitian II	76,075	0.1000	1.00%	9.00%	7,608	-	7,608
3	Name:	Susan Macaluso							
	Title:	Dietitian II	76,075	0.1000	1.00%	9.00%	7,608	-	7,608
4	Name:	Lauri Conrad							
	Title:	Dietitian II	76,075	0.1000	1.00%	9.00%	7,608	-	7,608
5	Name:	Laura Sanders							
	Title:	Dietitian II, Nutrition Education Coordinator	76,075	0.1000	1.00%	9.00%	7,608	-	7,608
6	Name:	Linda Sward							
	Title:	Dietitian II	76,075	0.1000	1.00%	9.00%	7,608	-	7,608
7	Name:	Janet Grimmius							
	Title:	Dietitian II	76,075	0.1000	1.00%	9.00%	7,608	-	7,608
8	Name:	Vacant (Extra Help NA II Mary Canales)							
	Title:	Dietitian I (.5 FTE)	67,677	0.1736	0.00%	17.36%	11,749	-	11,749
9	Name:	Vacant (Extra Help NA II Leticia Morin)							
	Title:	Dietitian I (.75 FTE)	70,037	0.1736	0.00%	17.36%	12,158	-	12,158
10	Name:	Josefina Frame							
	Title:	Dietitian I	72,398	0.1736	0.00%	17.36%	12,568	-	12,568
11	Name:	Laura Fisher							
	Title:	Dietitian I	72,398	0.1736	0.00%	17.36%	12,568	-	12,568
12	Name:	Cynthia Hilton							
	Title:	Dietitian I	72,398	0.1736	0.00%	17.36%	12,568	-	12,568
13	Name:	Juli Romine							
	Title:	Dietitian I	72,398	0.1736	0.00%	17.36%	12,568	-	12,568
14	Name:	Ah Yang							
	Title:	Dietitian I	72,398	0.1736	0.00%	17.36%	12,568	-	12,568
15	Name:	Jeanne Wheaton							
	Title:	Dietitian I	72,398	0.1736	0.00%	17.36%	12,568	-	12,568
16	Name:	Patricia Castillo							
	Title:	Health Program Assistant-B	32,978	0.2500	0.00%	25.00%	8,245	-	8,245
17	Name:	Vacant 6430							
	Title:	Health Program Assistant-B	32,978	0.2500	0.00%	25.00%	8,245	-	8,245
18	Name:	Yolanda Arevalo							
	Title:	Health Program Assistant-B	32,978	0.2500	0.00%	25.00%	8,245	-	8,245
19	Name:	Vacant 6459							
	Title:	Health Program Assistant-B	32,978	0.2500	0.00%	25.00%	8,245	-	8,245
20	Name:	Emma Reynaga							
	Title:	Health Program Assistant-B	32,978	0.2500	0.00%	25.00%	8,245	-	8,245
21	Name:	Myrna Ramos							
	Title:	Health Program Assistant-B	32,978	0.2500	0.00%	25.00%	8,245	-	8,245

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: 08-85161

	1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
22	Name:	Monica Lopez	32,978	0.2500	0.00%	25.00%	8,245	-	8,245
	Title:	Health Program Assistant-B							
23	Name:	Maria Aguirre	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
24	Name:	Michelle Deleon	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
25	Name:	Elizabeth Diaz	26,055	0.1500	0.00%	15.00%	3,908	-	3,908
	Title:	Nutrition Assistant II-B							
26	Name:	Patricia Avila	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
27	Name:	Veronica Brummer	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
28	Name:	Esperanza Bryant	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
29	Name:	Yesenia Camacho	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
30	Name:	Andrea Avina	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
31	Name:	Dora Duran	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
32	Name:	Linda Duran	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
33	Name:	Ana Lidia Garcia	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
34	Name:	Frances Gonzales	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
35	Name:	Helen Gonzalez	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
36	Name:	Raquel Martinez	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
37	Name:	Carmen Mata	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
38	Name:	Veronica Venegas	27,375	0.1500	0.00%	15.00%	4,106	-	4,106
	Title:	Nutrition Assistant II-B							
39	Name:	Maria Loftin	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
40	Name:	Deborah Perez	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
41	Name:	Maria Perez	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
42	Name:	Beatrice Platas	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							
43	Name:	Lidia Ramos	30,220	0.1500	0.00%	15.00%	4,533	-	4,533
	Title:	Nutrition Assistant II-B							

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: **08-85161**

	1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
44	Name: Araceli Rodriguez Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
45	Name: Maria Koo Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
46	Name: Luz Delia Rivas Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
47	Name: Belen Sanchez Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
48	Name: Karen Snyder Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
49	Name: Nalleli Gallegos Title: Nutrition Assistant I-B		23,603	0.1500	0.00%	15.00%	3,540	-	3,540
50	Name: Magdalena Truesdell Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
51	Name: Janie Martinez Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
52	Name: Guadalupe Rodriguez Title: Nutrition Assistant II-B		27,375	0.1500	0.00%	15.00%	4,106	-	4,106
53	Name: Esther Quintana Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
54	Name: Candelaria Sanchez Title: Nutrition Assistant II-B		30,220	0.1500	0.00%	15.00%	4,533	-	4,533
55	Name: Leonor Bantuelos Title: Office Assistant IV-B		32,515	0.0635	6.35%	0.00%	2,065	-	2,065
56	Name: Barbara Arias Title: Office Assistant II-B		26,770	0.0635	6.35%	0.00%	1,700	-	1,700
57	Name: Carmen Chavez Title: Office Assistant II-B		26,770	0.0635	6.35%	0.00%	1,700	-	1,700
58	Name: Vacant 1139 Title: Office Assistant II-B		26,770	0.0635	3.81%	2.54%	1,700	-	1,700
59	Name: Irma Fierro Title: Office Assistant II-B		26,770	0.0635	3.81%	2.54%	1,700	-	1,700
60	Name: Betty Guerrero Title: Office Assistant II-B		26,770	0.0635	6.35%	0.00%	1,700	-	1,700
WIC	Name: Rachel Wilson Title: Office Assistant II-B		26,770	0.0635	3.81%	2.54%	1,700	-	1,700
62	Name: Angie Tipton Title: Unit Manager I		60,372	0.1000	8.00%	2.00%	6,037	-	6,037
63	Name: JoAnn Schnell Title: Health Education Specialist		43,166	1.0000	10.00%	90.00%	43,166	-	43,166
64	Name: Elizabeth Anguiano Title: Community Education Specialist		36,444	0.1000	0.00%	10.00%	3,644	-	3,644
Health Promotion	Name: Judy Garcia Title: Community Education Specialis		36,444	0.1000	0.00%	10.00%	3,644	-	3,644

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: 08-85161

1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
FEDERAL SHARE POSITIONS								
1	Name: Peggy Redfern Title: Supervising Public Health Nutritionist	85,356	0.2163	21.63%	0.00%	-	18,463	18,463
2	Name: Tiffany Lu Title: Dietitian II	76,075	0.0100	0.10%	0.90%	-	761	761
3	Name: Susan Macaluso Title: Dietitian II	76,075	0.0100	0.10%	0.90%	-	761	761
4	Name: Lauri Conrad Title: Dietitian II	76,075	0.0100	0.10%	0.90%	-	761	761
5	Name: Laura Sanders Title: Dietitian II, Nutrition Education Coordinator	76,075	0.0100	0.10%	0.90%	-	761	761
6	Name: Linda Sward Title: Dietitian II	76,075	0.0100	0.10%	0.90%	-	761	761
7	Name: Janet Grimmitus Title: Dietitian II	76,075	0.0100	0.10%	0.90%	-	761	761
8	Name: Vacant (Extra Help NA II Mary Canales) Title: Dietitian I (.5 FTE)	67,677	0.0100	0.10%	0.90%	-	677	677
9	Name: Vacant (Extra Help NA II Leticia Morin) Title: Dietitian I (.75 FTE)	70,037	0.0100	0.10%	0.90%	-	700	700
10	Name: Josefina Frame Title: Dietitian I	72,398	0.0100	0.10%	0.90%	-	724	724
11	Name: Laura Fisher Title: Dietitian I	72,398	0.0100	0.10%	0.90%	-	724	724
12	Name: Cynthia Hilton Title: Dietitian I	72,398	0.0100	0.10%	0.90%	-	724	724
13	Name: Juli Romine Title: Dietitian I	72,398	0.0100	0.10%	0.90%	-	724	724
14	Name: Ah Yang Title: Dietitian I	72,398	0.0100	0.10%	0.90%	-	724	724
15	Name: Jeanne Wheaton Title: Dietitian I	72,398	0.0100	0.10%	0.90%	-	724	724
16	Name: Patricia Castillo Title: Health Program Assistant-B	32,978	0.0200	0.00%	2.00%	-	660	660
17	Name: Vacant 6430 Title: Health Program Assistant-B	32,978	0.0200	0.00%	2.00%	-	660	660
18	Name: Yolanda Arevalo Title: Health Program Assistant-B	32,978	0.0200	0.00%	2.00%	-	660	660
19	Name: Vacant 6459 Title: Health Program Assistant-B	32,978	0.0200	0.00%	2.00%	-	660	660
20	Name: Emma Reynaga Title: Health Program Assistant-B	32,978	0.0200	0.00%	2.00%	-	660	660
21	Name: Myrna Ramos Title: Health Program Assistant-B	32,978	0.0200	0.00%	2.00%	-	660	660

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: 08-85161

	1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
22	Name:	Monica Lopez	32,978	0.0200	0.00%	2.00%	-	660	660
	Title:	Health Program Assistant-B							
23	Name:	Maria Aguirre	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
24	Name:	Michelle Deleon	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
25	Name:	Elizabeth Diaz	26,054	0.0100	0.00%	1.00%	-	261	261
	Title:	Nutrition Assistant II-B							
26	Name:	Patricia Avila	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
27	Name:	Veronica Brummer	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
28	Name:	Esperanza Bryant	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
29	Name:	Yesenia Camacho	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
30	Name:	Andrea Avina	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
31	Name:	Dora Duran	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
32	Name:	Linda Duran	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
33	Name:	Ana Lidia Garcia	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
34	Name:	Frances Gonzales	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
35	Name:	Helen Gonzalez	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
36	Name:	Raquel Martinez	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
37	Name:	Carmen Mata	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
38	Name:	Veronica Venegas	27,375	0.0100	0.00%	1.00%	-	274	274
	Title:	Nutrition Assistant II-B							
39	Name:	Maria Loftin	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
40	Name:	Deborah Perez	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
41	Name:	Maria Perez	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
42	Name:	Beatrice Platas	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							
43	Name:	Lidia Ramos	30,220	0.0100	0.00%	1.00%	-	302	302
	Title:	Nutrition Assistant II-B							

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: **08-85161**

	1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
44	Name:	Araceli Rodriguez							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
45	Name:	Maria Koo							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
46	Name:	Luz Delia Rivas							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
47	Name:	Belen Sanchez							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
48	Name:	Karen Snyder							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
49	Name:	Nalleli Gallegos							
	Title:	Nutrition Assistant I-B	23,604	0.0100	0.00%	1.00%	-	236	236
50	Name:	Magdalena Truesdell							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
51	Name:	Janie Martinez							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
52	Name:	Guadalupe Rodriguez							
	Title:	Nutrition Assistant II-B	27,375	0.0100	0.00%	1.00%	-	274	274
53	Name:	Esther Quintana							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
54	Name:	Candelaria Sanchez							
	Title:	Nutrition Assistant II-B	30,220	0.0100	0.00%	1.00%	-	302	302
55	Name:	Leonor Bantuelos							
	Title:	Office Assistant IV-B	32,515	0.0100	1.00%	0.00%	-	325	325
56	Name:	Barbara Arias							
	Title:	Office Assistant II-B	26,770	0.0100	1.00%	0.00%	-	268	268
57	Name:	Carmen Chavez							
	Title:	Office Assistant II-B	26,770	0.0100	1.00%	0.00%	-	268	268
58	Name:	Vacant 1139							
	Title:	Office Assistant II-B	26,770	0.0100	0.60%	0.40%	-	268	268
59	Name:	Irma Fierro							
	Title:	Office Assistant II-B	26,770	0.0100	0.60%	0.40%	-	268	268
60	Name:	Betty Guerrero							
	Title:	Office Assistant II-B	26,770	0.0100	1.00%	0.00%	-	268	268
61	Name:	Rachel Wilson							
	Title:	Office Assistant II-B	26,770	0.0100	0.60%	0.40%	-	268	268
62	Name:	Michelle Brown							
	Title:	Staff Services Analyst III	59,979	0.1500	15.00%	0.00%	-	8,997	8,997
63	Name:	Maria Benavides							
	Title:	Administrative Aide	39,067	1.0000	90.00%	10.00%	-	39,067	39,067
64	Name:	Vacant							
	Title:	Health Education Specialist	50,068	1.0000	20.00%	80.00%	-	50,068	50,068

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: 08-85161

1. Name and Position Title			2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars	
WIC	65	Name: Marina Avila Title: Health Education Assistant -B	38,696	1.0000	20.00%	80.00%	-	38,696	38,696	
Health Promotion	66	Name: Angie Tipton Title: Unit Manager I	60,372	0.1000	8.00%	2.00%	-	6,037	6,037	
SUBTOTAL			5,401,522	14.5696	258%	1199%	426,821	187,669	614,490	
State Share										
1	1	Supervising Public Health Nutritionist	Supervises and coordinates all nutrition education related activities for the WIC Program, coordinates the implementation and evaluation of <i>Network</i> related activities, coordinates community outreach, collaborates with other agencies regarding health initiatives, and produce records and reports for various programs. (Activities are above and beyond regular WIC activities and are FSNE allowable)							
2-4, 6-7	2-4,	Dietitian II	They supervise clinic staff, prepare and manage client appointment schedules, develop and implement staff training programs, as well as provide nutrition assessment and education, referrals to healthcare and other social services, breastfeeding promotion, as well as assist in the overall operations and supervision of assigned clinics. (Activities are above and beyond regular WIC activities and are FSNE allowable)							
5	5	Dietitian II, Nutrition Education Coordinator	Coordinates and consults with dietitians in developing nutrition education curriculum, class schedules, and staff training in the WIC Program. Will coordinate nutrition related grant activities within the WIC agency. (Activities are above and beyond regular WIC activities and are FSNE allowable)							
8-15	8-15	Dietitian I	Participates in the development of nutrition education classes, They provide nutrition assessment and education, referrals to healthcare and other social services, breastfeeding promotion, as well as assist in the operations and supervision of assigned clinics. (Activities are above and beyond regular WIC activities and are FSNE allowable)							
16-22	16-22	Health Program Assistant-B	Conducts nutrition education sessions for the promotion of positive health, prenatal, infant, and child nutrition, growth and development. Conducts individualized nutrition education for WIC clients. Teaches basic nutrition concepts to clients including food preparation and dietary needs to improve nutritional status. Assists in the development of nutrition education classes and materials by providing Spanish translations for the NE materials used in the classes. Spends time completing documentation for the Network. (Activities are above and beyond regular WIC activities and are FSNE allowable, including							
23-54	23-54	Nutrition Assistant II-B	Teaches basic nutrition education and physical activity promotion concepts to clients including food preparation and safety, dietary guidelines. Promotes the recommended American Dietary Guidelines, the benefits of increased consumption of fruits and vegetables, and increased physical activity, and participation in other federally funded nutrition assistance programs. Assists in the development of nutrition education materials by providing Spanish translations for the NE materials used in the classes. Spends time completing documentation for the <i>Network</i> . (Activities are above and beyond regular WIC activities and are FSNE allowable. In total WIC time, 44% of this FTE's activities is direct Nutrition Education)							
55	55	Office Assistant IV-B	Delegates and oversees work assignments of OAIL staff. Functions as the clerical support for the WIC allocation of the <i>Network</i> LIA. Provides support services to program staff nutrition education efforts. Distribute Network program materials as well as other pertinent nutrition, physical activity, Food Stamp Program and other food assistance programs information to all of the WIC clinics as well as to TCNC funded and unfunded partners. Spends time completing documentation for the Network. (Activities are above and beyond regular WIC activities and are FSNE allowable)							

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: 08-85161

56-61	56-61	Office Assistant II-B	Compiles data from nutrition project surveys, processes reports, prepares handouts, flyers, brochures on computer based on information and specifications provided by the dietitians for <i>Network</i> activities. Types lesson plans and other nutrition related materials promoting healthy eating, increased consumption of fruits and vegetables and increased physical activity from drafts prepared by dietitians. Schedules participant appointments in <i>Network</i> related classes. Spends time completing documentation for the <i>Network</i> . (Activities are above and beyond regular WIC activities and are FSNE allowable)		
62	62	Unit Manager I	Supervises and coordinates all nutrition education related activities for the Health Promotion Programs inclusive of nutrition education and physical education activities, ensures that Scope of Work objectives are met, coordinates community outreach collaborates with other agencies regarding health initiatives, and produce records and reports for various programs. Programs serve the FSNE eligible population.		
63	63	Health Education Specialist	Provides primary promotion and coordination for the Central California Regional Obesity Prevention Project Grant program activities. The Health Education Specialist supervises the Health Education Assistant and is responsible for training the Health Education Assistant and ensuring that Scope of Work objectives are met. Responsible for monitoring the budget and State Share documentation, Scope of Work changes, quarterly reports for nutrition education and physical activity promotion.		
64-65	64-65	Community Education Specialist	Performs Dental education and nutrition education in a vast number of elementary schools in the county. Approximately 3,000 students are educated each year. The students are taught nutrition as it relates to healthy teeth. Each classroom also receives preventative diet instructions to keep dental decay at a minimum. The State Share hours are solely the hours spent on the dental nutrition component, which is one of the three classes provided each year.		
Federal Share					
1	1	Supervising Public Health Nutritionist	Supervises and coordinates all nutrition education related activities for the WIC Program, coordinates the implementation and evaluation of <i>Network</i> related activities, coordinates community outreach, collaborates with other agencies regarding health initiatives, and produce records and reports for various programs. (Activities are above and beyond regular WIC activities and are FSNE allowable)		
2-4,6-7	2-4,	Dietitian II	They supervise clinic staff, prepare and manage client appointment schedules, develop and implement staff training programs, as well as provide nutrition assessment and education, referrals to healthcare and other social services, breastfeeding promotion, as well as assist in the overall operations and supervision of assigned clinics. (Activities are above and beyond regular WIC activities and are FSNE allowable)		
5	5	Dietitian II, Nutrition Education Coordinator	Coordinates and consults with dietitians in developing nutrition education curriculum, class schedules, and staff training in the WIC Program. Will coordinate nutrition related grant activities within the WIC agency. (Activities are above and beyond regular WIC activities and are FSNE allowable)		
8-15	8-15	Dietitian I	Participates in the development of nutrition education classes, They provide nutrition assessment and education, referrals to healthcare and other social services, breastfeeding promotion, as well as assist in the operations and supervision of assigned clinics. (Activities are above and beyond regular WIC activities and are FSNE allowable)		

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: 08-85161

16-22	16-22	Health Program Assistant-B	Conducts nutrition education sessions for the promotion of positive health, prenatal, infant, and child nutrition, growth and development. Conducts individualized nutrition education for WIC clients. Teaches basic nutrition concepts to clients including food preparation and dietary needs to improve nutritional status. Assists in the development of nutrition education classes and materials by providing Spanish translations for NE materials used in classes. (Activities are above and beyond regular WIC activities and are FSNE allowable, including the translation of materials). In total WIC time, 50% of this FTE activities is direct Nutrition Education)		
23-54	23-54	Nutrition Assistant II-B	Conducts individualized nutrition education for WIC clients. Teaches basic nutrition concepts to clients including food preparation and dietary needs to improve nutritional status. Assists in the development of nutrition education materials by providing Spanish translations for NE material used for participant education. (Activities are above and beyond regular WIC activities and are FSNE allowable. In total WIC time, 44% of this FTE's activities is direct Nutrition Education)		
55	55	Office Assistant IV-B	Compiles data from nutrition and project surveys, processes reports, prepares handouts, flyers, brochures on computer based on information and specifications provided by the dietitians. Types lesson plans and other nutrition related materials from drafts prepared by dietitians. (Activities are above and beyond regular WIC activities and are FSNE allowable)		
56-61	56-61	Office Assistant II-B	Compiles data from nutrition and project surveys, processes reports, prepares handouts, flyers, brochures on computer based on information and specifications provided by the dietitians. Types lesson plans and other nutrition related materials from drafts prepared by dietitians. (Activities are above and beyond regular WIC activities and are FSNE allowable)		
62	62	Staff Services Analyst III	Participates in preparation of State Share and Federal Share <i>Network</i> budget documents and all required revisions, reviews data and prepares county <i>Network</i> budget through doing salary projects, compiling and analyzing relevant data for specific budget line items, and budget justification. Monitors <i>Network</i> expenditures, reconciles <i>Network</i> invoice to county general ledger. Prepares agenda items for Board of Supervisors to obtain contract approval for the <i>Network</i> Local Incentive Award. Spends time completing documentation for the <i>Network</i> . (Activities are above and beyond regular WIC activities and are FSNE allowable)		
63	63	Administrative Aide	The LIA Administrative Aide is responsible for monitoring and tracking of the TCNC partner program activities as set forth in the Scope of Work. In addition, this position is responsible for preparation of monthly reports, attending relevant meetings (prepares Agendas and records meeting Minutes), and generating various forms, reports, notices, and quarterly documentation. maintains file of back up documentation from all funded partners. Spends considerable time completing documentation for the <i>Network</i> . (Activities are above and beyond regular WIC Activities and are FSNE allowable)		
64	64	Health Education Specialist	Provides primary promotion and coordination for the <i>Network</i> , Family Challenge program activities. The Health Education Specialist supervises the Health Education Assistant and is responsible for training the Health Education Assistant and ensuring that Scope of Work objectives are met. Also is responsible for Family Challenge activity tracking quarterly report and monitoring of budget. Acts as the primary Family Challenge contact for the Tulare County Nutrition Collaborative and participates in TCNC activities. Spends time completing documentation for the <i>Network</i> .		
65	65	Health Education Assistant-B	The Health Education Assistant networks with collateral agencies and coordinates all nutritional presentations and events for the <i>Network</i> , Family Challenge program activities. She is responsible for the development, implementation and/or procurement of nutrition education materials and curriculum. She provides Family Challenge classes in communities throughout the county. She is responsible for compiling program related data from the evaluation efforts and assists in the preparation of quarterly <i>Network</i> reports. In addition, the HEA provides nutrition related outreach at health fairs and conducts nutritional presentations for various groups identified by the Scope of Work. Spends time completing documentation for the <i>Network</i> .		

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: 08-85161

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
	Health Promotion	Local Nutrition Education related mileage @ \$.505									\$ 916		
		Health Ed Specialist - 752 miles											
		Health Ed Assistant - 572 miles											
		Community Ed Specialists - 491 miles											
		<i>Network Annual Conference</i>									\$ 855		
		Two Community Education Specialists to attend Annual <i>Network</i> Conference in Sacramento.											
		Registration \$125/person x 2 people = \$250											
		Transportation 500 miles x \$.505/mile = \$253											
		Lodging \$96 (\$84 plus tax) x 2 nights = \$192											
		Per Diem \$40/24 hour period x 3 days x 2 people = \$240											
		TCNC Meetings									\$ 158		
		Health Education Specialist											
		Mileage \$.505/mile x 26 miles per month x 12 months											
		CCROPP Council Meetings									\$ 424		
		Health Education Specialist											
		Mileage \$.505/mile x 70 Miles per month x 12 months = \$424											
		Farmers' Market Meetings									\$ 85		
		Health Education Specialist											
		Mileage \$.505/mile x 14 miles per month x 12 months = \$85											
		**Childhood Obesity Conference									\$ 526		
		Attended by Health Education Specialist and Unit Manager I											
		Registration \$125/person x 2 people = \$250							Prorated =				
		Auto Rental Fee (\$30/day x 3 days includes 100 mi/day) = \$90							HES @ 1.0 FTE x \$492 = \$492				
		Mileage 120 miles [over 100/day] x \$.505 = \$61							UM I @ .10 FTE x \$341 = \$34				
		Lodging \$96 (\$84 plus tax) x 2 nights = \$192											
		Per Diem \$40/24 hr x 3 days x 2 people = \$240											
		California Conference of Local Health Department Nutritionists (CCLHDN) Annual Conference. Nutrition education related.									\$ 668		
		Attended by Health Education Specialist and Unit Manager I											
		Combined Registration & Lodging (3 nights) = \$350 x 2 = \$700							Prorated =				
		Auto Rental Fee (\$30/day x 3 days includes 100 mi/day) = \$90							HES @ 1.0 FTE x \$621 = \$621				
		Mileage 120 miles [over 100/day] x \$.505 = \$61							UM I @ .10 FTE x \$470 = \$47				
		Per Diem (\$40/24 hour period x 3 days x 2) = \$240											

**BUDGET JUSTIFICATION
FFY 2009**

County of Tulare Health Human Services Agency
Contract #: 08-85161

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
	Health Promotion	One time demo item supplies:								Unit Cost			
		100 Jump Ropes for one time physical activity demonstrations with nutrition education								\$ 0.50	\$ 50		
		1 Slip N Slide for one time physical activity demonstrations with nutrition education								\$ 35.00	\$ 35		
		15 Sponges for Fruit & Veggie Toss game for one time physical activity demonstrations with nutrition education								\$ 1.00	\$ 15		
		3 Healthy Choices Posters Sets								\$ 44.00	\$ 132		
		30 Nutrition Ed brochures 50/pk								\$ 10.00	\$ 300		
		1 Fight Fat Nutrition Kit								\$ 190.00	\$ 135		
		1 How Much Fat and Food Replica Kit								\$ 140.00	\$ 140		
		4 Nutrition Education DVD/videos								\$ 50.00	\$ 200		
		Nutrition Educational handouts prepared by Family Challenge educator									\$ 200		
		Supplies for food demos:								Unit Cost			
		4 pkg Disposable Plates 500 ct								\$ 10.00	\$ 40		
		1700 Napkins, Forks, Knives, Spoons								\$ 0.15	\$ 255		
		1700 8 oz Cups, 3 oz cups								\$ 0.10	\$ 170		
		3 Mixing Bowls								\$ 5.00	\$ 15		
		10 Serving utensils								\$ 3.00	\$ 30		
		Nutrition education materials required for the delivery of critical program services:*											
		1000 Teflon pans with a nutrition education message,10week participant								\$ 2.00	\$ 2,000		
		1000 Measuring cup sets with a nutrition education message								\$ 0.50	\$ 500		
		1000 Measuring spoon sets with a nutrition education message								\$ 0.25	\$ 250		
		Fruit and vegetables for healthy food demonstrations and taste testing for Family Challenge classes.									\$ 600		
		Average cost = \$1.00 per. Average cost = \$1 x 600 per year = \$600											
		Billboard Campaign in local Food Stamp eligible communities on the promotion of Healthy Eating, Physical activity, and Healthy Lifestyle. Network developed Billboard. 3 @ \$700 each									\$ 2,100		
		"Expenditures on nutrition education materials must have prior California Department of Public Health approval and must comply with all State and Federal safety requirements with respect to production including Prop 65 requirements for lead content."											
	Federal Share:												
	WIC	Supplies for taste testing:											
		20 Family Challenge Classes * 20 Students * 10 Weeks											
		4,000 plates, cups, napkins, forks, straws for sampling healthy recipes										\$ 1,200	
		Food for Taste Testing for Family Challenge Classes (4,000 * \$.70)										\$ 2,800	

Subcontractor Budgets

(Year 2009)

(10/1/08 – 9/30/09)

Name of Subcontractor #1:

FoodLink - federal

Expense Category

Totals

Personnel Costs	\$	47,150
Fringe Benefits	\$	14,145
Operating Expenses	\$	600
Subcontract Expenses	\$	-
Travel Expenses	\$	12,896
Other Costs	\$	-
Indirect Costs (__%** of _____)	\$	-
Total Costs	\$	74,791
**Cannot exceed 26%.	TOTAL	\$ 74,791

Name of Subcontractor #2:

Susan Elizabeth - Federal

Expense Category

Totals

Personnel Costs	\$	6,000
Fringe Benefits	\$	
Operating Expenses	\$	
Subcontract Expenses	\$	
Travel Expenses	\$	500
Other Costs	\$	
Indirect Costs (__%** of _____)	\$	
Total Costs	\$	6,500
**Cannot exceed 26%.	TOTAL	\$ 6,500

Subcontractor Budgets
 (Year 2009)
 (10/1/08 – 9/30/09)

Name of Subcontractor #1:

FoodLink State

Expense Category

Totals

Personnel Costs		\$	30,150
Fringe Benefits		\$	9,045
Operating Expenses		\$	-
Subcontract Expenses		\$	-
Travel Expenses		\$	270
Other Costs		\$	-
Indirect Costs (__%** of _____)		\$	7,357
Total Costs		\$	46,822
**Cannot exceed 26%.	TOTAL	\$	46,822

BUDGET COVER SHEET
FFY 2009

Organization: Ventura County Public Health Department				
Contract Number: 06-55123				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 219,095.00	\$ 348,383	\$ 129,288.00	37.11%
Fringe Benefits	\$ 92,020	\$ 146,321	\$ 54,301.00	37.11%
Subcontractors			\$ -	
Contracts/Grant Agreements			\$ -	
Operating	\$ 12,387	\$ 23,111	\$ 10,724.00	46.40%
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ 2,815	\$ 3,435	\$ 620.00	18.05%
Materials			\$ -	
Travel	\$ 1,655	\$ 2,600	\$ 945.00	36.35%
Equipment & Other Capital			\$ -	
Indirect Costs	\$ 80,030	\$ 59,364	\$ (20,666.00)	-34.81%
Total State Share	\$ 408,002.00	\$ 583,214	\$ 175,212.00	30.04%
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 156,755.00	\$ 167,184	\$ 10,429.00	6.24%
Fringe Benefits	\$ 68,579.00	\$ 70,217	\$ 1,638.00	2.33%
SubContracts			\$ -	
Contracts/Grants/Agreements			\$ -	
Operating	\$ 11,919	\$ 10,835	\$ (1,084.00)	-10.00%
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ 9,300	\$ 4,800	\$ (4,500.00)	-93.75%
Materials			\$ -	
Travel	\$ 8,236	\$ 7,709	\$ (527.00)	-6.84%
Equipment & Other Capital	\$ 1,825		\$ (1,825.00)	
Indirect Costs	\$ 27,040	\$ 30,862	\$ 3,822.00	12.38%
Total Federal Share	\$ 283,654.00	\$ 291,607	\$ 7,953.00	2.73%
<i>Note: The State Share increased due to their WIC being disallowed in FFY 2008</i>				

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Ventura County Public Health Dept
Contract #: 06-55123

PERSONNEL SALARIES:									
1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. % FTE Time for Administrative Duties	5. % FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars	
STATE SHARE POSITIONS									
1	Name: Dennis Hopkins Title: Accountant (Fiscal Assistant)	\$63,721	0.1000	10%	0%	\$6,372	\$0	\$6,372	
2	Name: Rigoberto Vargas Title: Administrator	\$103,350	0.1000	10%	0%	\$10,335	\$0	\$10,335	
3	Name: Erika Perez Title: Program Assistant (Health Education Assistant II)	\$45,870	0.2500	10%	15%	\$11,468	\$0	\$11,468	
4	Name: Delores Morales Title: Program Assistant (Health Education Assistant I)	\$35,420	0.7500	25%	50%	\$26,565	\$0	\$26,565	
5	Name: Susan Attaway Title: Administrator [PH Program Coordinator]	\$72,508	0.3000	30%	0%	\$21,752	\$0	\$21,752	
6	Name: TBD Average Salary \$70,950 Title: 20 Nurses @ .05 FTE (Public Health Nurse)	\$1,419,000	1.0000	25%	75%	\$70,950	\$0	\$70,950	
7	Name: Robert Levin M.D. Health Educator Title: Health Officer (Physician)	\$112,320	0.0400	2%	2%	\$4,493	\$0	\$4,493	
8	Name: Silvia Lopez-Navarro Title: Program Coordinator (PH Nutritionist III)	\$61,118	0.3000	5%	25%	\$18,335	\$0	\$18,335	
9	Name: Kathleen Rowe Title: Director, WIC (Administrator)	\$98,671	0.0300	3%	0%	\$2,960	\$0	\$2,960	
10	Name: Mary Arevalo Title: Health Educator (Community Services Coord)	\$52,163	0.2000	5%	15%	\$10,433	\$0	\$10,433	
11	Name: Jennifer Dayrit Title: Health Educator	\$50,000	0.3000	0%	30%	\$15,000	\$0	\$15,000	
12	Name: George Arce, Community Outreach Worker Title: HCA Training & Ed Asst.	\$42,000	0.3000	10%	20%	\$12,600		\$12,600	
13	Name: TBD VCMC Ambulatory Clinic Staff (average salary \$35,000) Title: 8 CPSP Community Health Workers @ .25 FTE	\$280,000	2.0000	50%	150%	\$70,000	\$0	\$70,000	
14	Name: Adolescent Family Life Program Title: 3CHW & 5 PHSWII, 1PHSW III	\$41,404	1.0000	50%	50%	\$41,404		\$41,404	
15	Name: Sara Rivera Title: Health Educator (Community Services Coord)	\$51,433	0.5000	20%	30%	\$25,717	\$0	\$25,717	
SUBTOTAL		\$2,528,978	7.1700	255%	462%	\$348,383	\$0	\$348,383	

**BUDGET JUSTIFICATION
FFY 2009**

Contractor:Ventura County Public Health Dept
Contract #: 06-55123

			2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars	
FEDERAL Share POSITIONS										
1	Name:	Susan Attaway								
	Title:	Administrator- PH Prog. Coord.	\$72,508	0.5000	50%	0%	\$0	\$36,254	\$36,254	
2	Name:	Lizet Garcia								
	Title:	Health Educator, HCA TEA	\$42,721	1.0000	0%	100%	\$0	\$42,721	\$42,721	
3	Name:	Lupe Ledesma								
	Title:	Health Educator, HCA TEA	\$51,538	1.0000	0%	100%	\$0	\$51,538	\$51,538	
4	Name:	Silvia Lopez Navarro								
	Title:	Project Coordinator, PH Nutritionist III	\$61,118	0.6000	20%	40%	\$0	\$36,671	\$36,671	
TOTAL			\$2,528,978	10.2700	325%	702%	\$348,383	\$167,184	\$515,567	
							State Share Total Dollars	Federal Share Total Dollars	Total Dollars	
* position descriptions on page 5										
B.	FRINGE BENEFITS:	Includes payroll taxes and medical/dental benefits at 42% of salaries								\$216,538
	State Share:			\$146,321			\$146,321			
	Federal Share:									
		Includes payroll taxes and medical/dental benefits at 42% of salaries		\$70,217				\$70,217		
SUBTOTAL							\$146,321	\$70,217	\$216,538	
C.	OPERATING EXPENSES:									\$33,946
	State Share:			\$23,111			\$23,111			
	1.	Copy machine rental, supplies, computer, printing/duplication -prorated at \$1936				\$1,936				
		Prorating is based on FTE dedicated to nutrition education to FSNE eligible population.								
	2.	Telephone and postage -7.27 FTEs at \$2,500/FTE				\$18,175				
	3.	Office Supplies (paper, toner, pens, notepaper, etc.)				\$3,000				
	Federal Share:			\$10,835				\$10,835		
	1.	Office Supplies (paper, toner, pens, notepaper, etc.)				\$1,806				
	2.	Communications (telephone, fax, email, etc., \$2,200 per FTE for 3.2 FTE)				\$7,040				

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Ventura County Public Health Dept
Contract #: 06-55123

	Transportation (transfers hotel/airport)	(\$30 RT transfers for 2 persons)	\$60			
3	<u>Travel to Target Areas</u>		\$4,895		\$4,895	
	Mileage @ \$.445 per mile (11,000 miles @ \$.445)					
	SUBTOTAL:			\$2,600	\$7,709	\$10,309
F.	SUBCONTRACTORS:					
	State Share:					
	Federal Share:					
	SUBTOTAL:			\$0	\$0	\$0
				State Share	Federal	Total Dollars
				Total Dollars	Share	
					Total	
					Dollars	
					Dollars	
G.	OTHER COSTS:					\$8,235
	State Share:		\$3,435		\$3,435	
	Includes nutrition education materials such as 1800 of the National Institutes of Health's "Cut Down on Fat not Taste" and Stay Active and Feel Better at \$.75 each and various CA Nutrition Network brochures and cookbooks (\$1,350). Also, nutrition educational materials not to exceed \$4 each (\$2,085) for FSNE eligible participants at nutrition education activities.					
	Federal Share:		\$4,800			
1	<u>Nutrition Education Materials required for the Nutrition</u>		\$2,000		\$2,000	
	(\$1000 brochures, \$500 pamphlets, \$500 fact sheets, etc)					
2	Nutrition Education Materials to accompany nutrition education.		\$1,000		\$1,000	
	for the Food Stamp eligible population 250 items not to exceed \$4 per item.)					
3	Food Demonstrations and Taste Testing		\$1,800		\$1,800	
	for the Food Stamp eligible population (for food samples associated with the nutrition education lesson & food for recipes/taste testing purposes, \$1500 groceries & \$300 for paper products, cooking equipment, such as, knives, bowls, blenders, etc)					
	SUBTOTAL:			\$3,435	\$4,800	\$8,235

**BUDGET JUSTIFICATION
FFY 2009**

Contractor: Ventura County Public Health Dept
Contract #: 06-55123

H. INDIRECT COSTS:										\$90,226
State Share:	12% of total salaries	\$494,704				\$59,364		\$59,364		
Federal Share:	13% of Total Salaries	\$237,401				\$ 30,862		\$30,862		
SUBTOTAL:								\$59,364	\$30,862	\$90,226
TOTAL			\$2,528,978	10.27	325%	702%	\$583,214	\$291,607	\$874,821	
Position Descriptions:										
Accountant/Finance Analyst		Serves as internal auditor and controller. Assists with processing purchase orders, invoices, preparation of vouchers for payment as related to the Network program, as well as monitoring the budgets.								
Administrator (e.g., Director of Programs)		Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.								
Community Outreach Worker/Community Liaison		Conducts nutrition education, physical activity promotion interventions in the community setting. Works with CBOs to increase the reach of nutrition education interventions to FSNE eligibles.								
Health Educator (including Health Aide, Health Promotion Instructor, etc.)		Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and health benefits of proper nutrition and physical activity.								
Nurse/Nurse Supervisor/Nurse Aide RN		Provides nutrition and physical activity promotion to students enrolled in nutrition education programs and their families. Supports nutrition education goals through interventions; local, regional, and statewide collaboration and interventions. (This does not include any medical nutrition therapy).								
Program Assistant		Assists the Project Coordinator with nutrition education program planning and development. Under the direction of Project Coordinator, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education and physical activity targeted to FSNE eligibles.								

BUDGET JUSTIFICATION
FFY 2009

Contractor: Ventura County Public Health Dept
Contract #: 06-55123

	Project Coordinator	Coordinate program staff and nutrition education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition curriculum and educational materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and expand our existing community outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and healthy active lifestyles.		
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BUDGET COVER SHEET
FFY 2009

Organization: YOLO, COUNTY OF				
Contract Number: 07-65346				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 145,593.00	\$ 125,074.00	\$ (20,519.00)	-14.09%
Fringe Benefits	\$ 77,992.00	\$ 65,547.00	\$ (12,445.00)	-15.96%
Subcontractors			\$ -	
Contracts/Grant Agreements			\$ -	
Operating	\$ 28,856.00	\$ 24,350.00	\$ (4,506.00)	-15.62%
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ 24,250.00	\$ 23,747.00	\$ (503.00)	-2.07%
Materials			\$ -	
Travel	\$ 4,100.00	\$ 4,110.00	\$ 10.00	0.24%
Equipment & Other Capital	\$ 1,863.00	\$ -	\$ (1,863.00)	-100.00%
Indirect Costs	\$ 22,006.00	\$ 20,968.00	\$ (1,038.00)	-4.72%
Total State Share	\$ 304,660.00	\$ 263,796.00	\$ (40,864.00)	-13.41%
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 56,375.00	\$ 60,543.00	\$ 4,168.00	7.39%
Fringe Benefits	\$ 27,921.00	\$ 33,606.00	\$ 5,685.00	20.36%
SubContracts			\$ -	
Contracts/Grants/Agreements			\$ -	
Operating	\$ 12,497.00	\$ 11,183.00	\$ (1,314.00)	-10.51%
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ 39,339.00	\$ 9,061.00	\$ (30,278.00)	-76.97%
(2008 includes \$20,000 for CX3)			\$ -	
Materials			\$ -	
Travel	\$ 4,496.00	\$ 3,956.00	\$ (540.00)	-12.01%
Equipment & Other Capital	\$ -	\$ -	\$ -	
Indirect Costs	\$ 8,077.00	\$ 10,356.00	\$ 2,279.00	28.22%
Total Federal Share	\$ 148,705.00	\$ 128,705.00	\$ (20,000.00)	-13.45%
Note: If (%) difference in a line is greater than 10%, please provide an explanation.				
State Share explanation -				
*No increase greater than 10%				
Federal Share explanation --				
Fringe: Health premiums increased on 1/2008 by 18.90% and County of Yolo budgeted for only 11.50%. Agency also budgeted for another possible 11.50% increase on 1/2009.				
Indirect Costs: Due to approved County increases for staff COLAs and equity increases for 11/2008 and 11/2009, our Network (Federal Share) personnel cost (not including extra help employees in 2008) increased \$13,382 from 2008 to 2009 and we are claiming 11% of program personnel expenses as the program share of Indirect cost, as per indirect certificate form.				
* Total Federal Share budget decreased by \$20,000 in 2009 as CX3 was funded in 2008 only.				

PERSONNEL SALARIES:									
1. Name and Position Title - (FFY 0809)		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars	
STATE SHARE POSITIONS									
1.	Name: Cheryl Boney Title: Administrator/Deputy Director-Health Program	\$ 93,661.00	0.10	6%	4%	\$ 9,366.00		\$ 9,366.00	
2.	Name: Ada Barros -replacing Maryfrances Collins Title: Project Coordinator / Health Educator	\$ 59,322.00	0.10	2%	8%	\$ 5,932.00		\$ 5,932.00	
3.	Name: Beate Booth Title: Community Outreach Worker/ Comm Outreach Specialist II	\$ 52,404.00	1.00	25%	75%	\$ 52,404.00		\$ 52,404.00	
4.	Name: Ana Enriquez-Alcala Title: Health Educator/Comm Health Assistant II	\$ 36,925.00	0.5250	11.50%	41%	\$ 19,386.00		\$ 19,386.00	
5.	Name: Olga Myslivec - replacing Lorena Palomar Title: Community Outreach Worker/Community Health Asst II	\$ 37,986.00	1.00	0	100%	\$ 37,986.00		\$ 37,986.00	
FEDERAL SHARE POSITIONS									
1.	Name: Cheryl Boney Title: Administrator/Deputy Director-Health Program	\$ 93,661.00	0.05	3%	2%		\$ 4,683.00	\$ 4,683.00	
2.	Name: Charlene Shon - replacing Maryfrances Collins Title: Contract Manager/Health Program Coordinator	\$ 69,626.00	0.05	3%	2%		\$ 3,481.00	\$ 3,481.00	
3.	Name: Connie Melgoza Title: Project Coordinator / Outreach Specialist II	\$ 52,379.00	1.00	50%	50%		\$ 52,379.00	\$ 52,379.00	
SUBTOTAL		\$ 495,964.00	\$ 3.8250	100.50%	282.00%	\$ 125,074.00	\$ 60,543.00	\$ 185,617.00	
SAMPLE POSITION DESCRIPTIONS:									
Administrator (e.g., Director of Programs)		Administer the nutrition education contract and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate contract reporting requirements.							
Contract Manager		Manages the nutrition education contract including budgets, invoices, State Share documentation reports, time studies, fiscal reporting and adherence to funding requirements. Prepares Budget Adjustment Requests (BAR) as necessary.							
Community Outreach Worker/Community Liaison		Conducts nutrition education, physical activity promotion interventions in the community setting. Works with CBOs to increase the reach of nutrition education interventions to FSNE eligibles.							
Health Educator (including Health Aide, Health Promotion Instructor, etc.)		Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and health benefits of proper nutrition and physical activity.							

H. INDIRECT COSTS:																	
State Share:							\$	20,968	\$	20,968							
11% of Total Personnel (\$190,621) - covers administrative & fiscal personnel expenses that support project deliverables.																	
Our department's indirect rate is 11%, based on the Indirect Cost Certificate form submitted to CPNS Contract Manager.																	
Federal Share:							\$	10,356	\$	10,356							
11% of Total Personnel (\$94,149) - covers administrative & fiscal personnel expenses that support project deliverables.							SUBTOTAL:		\$	20,968	\$	10,356	\$	31,324			
Our department's indirect rate is 11%, based on the Indirect Cost Certificate form submitted to CPNS Contract Manager.																	
TOTAL							\$	495,964.00	3.8250	100.50%	282.00%	\$	263,796.00	\$	128,705.00	\$	392,501.00

Travel Worksheet

This number must be shown as a decimal and should agree with FTE on budget page.

Insert your total miles x .505

State Share
 In-State Travel
 Network Sponsored Trainings, and Mileage Only Claims

Staff Name	Travel Code	# of Days	Registration Fee	Airfare	Total Per Diem	Total Lodging	Round Trip Mileage	Prorate by FTE %	Prorate by Agenda %	Total
Cheryl Boney	M	52					735			735
Ada Barros	M	52					735			735
Beate Booth	M	67					880			880
Ana Enriquez	M	67					880			880
Olga Myslivec	M	67					880			880
Other Trainings (Requires Proration)										
Totals	5	305	0	0	0	0	4110	0		\$4,110

Insert total number of staff traveling (not FTEs)
 Any one of the staff may be involved in travel at this point because of staffing changes.

mfwalker:
67 X 26mi X .505

mfwalker:
67 X 26mi X .505

mfcollins:
estimated at 25-30 mi each:
52 x 28mi x .505

mfcollins:
estimated at 25-30 mi each:
52 x 28mi x .505

mfwalker:
67 X 26mi X .505

If not Network sponsored, insert pre-determined % of allowable agenda; consult with your program manager to determine %.

TRAVEL CODES

Name	Staff Code	Prorate %	Total
Annual Network Conference (ANC)			
Network Skills Training (NSK)			
CCLHDN Annual Meeting (CCLH)			
Shape Meeting (SHP)			
Impact Evaluation Training (IET)			
CX3 Training -participating county health departments (CX3)			
Mileage Only (Field work, etc.) (M)			
Other: List Out Here (OTH)			
Obesity Conference (OTH 1)			
TOTAL			

Travel Worksheet

Federal Share
In-State Travel

This number must be shown as a decimal.

Staff Name	Number of Trips	# Days	Airfare	Total Per Diem	Total Lodging	Round Trip Mileage	Prorate by FTE %	Total
Charlene Shon	24	24			mfwalker: 24 X 59mi X .505	715.00		715.00
Cheryl Boney	11	200				111.00		111.00
Connie Melgoza	120	200				1212.00		1212.00

mfwalker:
120 X 20mi X .505

mfwalker:
11 X 20mi X

Totals	Total number of Staff:	3	155	424	0	0	0	2038.00	0	2038.00
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CONFERENCE

Add total number of staff traveling (Not FTEs)

mfwalker:
\$175 X 2 staff

Conference Name	Staff Code	Conference Cost	Airfare	Per Diem	Lodging	Round Trip Mileage	Total	Prorate %
Annual Network Conference (ANC)	2	2,3	350			165.00	515.00	
Network Skills Training (NSK)	1	2	150			61.00	211.00	
CCLHDN Ann. Mtg. (CCLHDN)	1	2	180			182.00	821.00	
Shape Meeting (SHP)	1	3	15		459	121.00	136.00	
Impact Evaluation Training (IET)								
CX3 Training -participating county health departments (CX3)	1	2				0.00	0.00	
HEAL Collaborative monthly meetings	1	2				162.00	162.00	100
HEAL Quarterly Trainings	1	2				73.00	73.00	100

mfwalker:
40mi X 3 X .505

Health Department:
Mileage for 2 days at .505 for two staff (52 miles per day), plus two days of parking at \$15 ea

mfwalker:
360 X .505

mfwalker:
\$50 X 3 trainings

mfwalker:
Asilomar rate for FY 06 07

mfwalker:
60mi X 4 X .505

Some conferences listed may not be applicable to your organization.
CCLHDN - county health departments
Shape meeting - school districts and LIAs working in schools
Impact Evaluation Training - those contractors with Federal Share budgets over \$350,000

mfwalker:
36 mi X 4 trainings X .505

mfwalker:
40mi X 8 meetings X .505

Insert the percentage of agenda which is allowable per USDA; consult with your Program Manager.

Totals							1918.00	3956.00
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MEMORANDUM OF UNDERSTANDING (MOU)

Between
County of Yolo

And

Woodland Joint Unified School District

This is an agreement between "County of Yolo", hereinafter called CY and "Woodland Joint Unified School District", hereinafter called District.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations.

In particular, this MOU is intended to:

- Develop and deliver enjoyable, developmentally-appropriate, and culturally relevant interactive nutrition education activities, such as; nutrition education classes/presentations, poster contests, national and statewide health promotions, health cooking demonstrations and taste testing at qualifying school sites.
- Encourage low-income families to consume the recommended daily amounts of colorful fresh fruits and vegetables, to participate in daily physical activity, and to increase the knowledge and access to federal nutrition assistance programs.
- Increase access to fruits and vegetables through nutrition education, curricula, and outreach.
- Support and promote community awareness about the relationship between healthy lifestyles and the reduction of chronic disease through nutrition education classes for students and parents.
- Enhance nutrition education in the classroom, school events, and after school programs.

II. BACKGROUND

Current activities and accomplishments:

- CY has integrated nutrition education component in 2 after school programs within the District. District provides schedule of events and space for activities.
- CY has implemented statewide initiatives in conjunction with the District. Events held at qualifying schools within the District include, Walk to School, National Nutrition Month, Public Health Week, etc. District provides schedule of events and space for activities.
- CY continues to conduct interactive classroom cooking demonstrations and taste testing at qualifying state preschools, elementary schools, teen parent program, adult education, English Learners Advisory Committee (ELAC) meetings, and nutrition

education staff trainings within the District. District provides schedule of events and space for activities.

- CY provides outreach and nutrition promotion at school events such as open houses, back to school nights, and school carnivals. District provides schedule of events and space for activities.

III. CY RESPONSIBILITIES UNDER THIS MOU

CY shall undertake the following activities during the duration of the MOU term:

CY shall not provide transportation nor subcontract for transportation services for DISTRICT students unless the DISTRICT and the CY agree otherwise in writing.

- Collaborate with WJUSD Adult Education Director to coordinate and implement two nutrition education series of five (5) one hour nutrition education presentations, including physical activity promotion, for 200-250 adult education students at-qualifying school sites.
- Collaborate with Women, Infants, and Children Program, WJUSD State Preschool/Teen Parent Coordinator, and Adolescent Family Life Program (AFLP) to plan and implement nutrition education presentations at qualified sites to a minimum of 40 teen parents.
- Conduct a series of four (4) 1 ½ hour interactive nutrition education classes, including physical activity promotion, for 100- 200 parents at qualifying elementary schools & state preschool programs.
- Conduct four (4) nutrition education events (e.g., fruits and veggies carnival) with 150 preschoolers and parents at five (5) qualifying preschool sites.
- Conduct Harvest of the Month (HOTM) in three to four (3-4) qualifying school sites to promote fruit and vegetable consumption among 100-150 elementary school students
- Participate in one to two (1-2) school events at three (3) qualifying elementary schools to reach 300 students.

1. Independent Contractor Status: CY shall be an independent contractor and not an agent or employee of the DISTRICT under this Agreement. DISTRICT shall have no right to control and shall not attempt to control the method and manner used to accomplish projects assigned to CY. CY shall generally provide the tools, materials, facilities and the place of work to all its employees, volunteers, subcontractors and agents for the performance of this Agreement. If DISTRICT facilities are utilized by CY representatives, CY agrees to work within the conditions of said facility, with provided furniture and materials, and maintain said facility in its current state, replacing any items damaged or consumed, at current market cost, as a result of CY's work. When CY provides services on DISTRICT public school campuses, CY shall comply with Penal Code Section 627.1 *et. seq.*, and DISTRICT procedures regarding visitors to school campuses specified by DISTRICT policy and the procedures of the campus being visited.

2. Services for Others: CY is free to perform services for other agencies or businesses during the period of this Agreement.

3. Performance of Agreement: CY agrees that during the term of this Agreement, CY will perform, to the best of CY'S abilities and experience, all of the duties and obligations either expressly or implicitly required by this Agreement. CY agrees to devote the amount of time necessary to complete projects assigned under this Agreement in a timely fashion.

4. Fingerprint Clearance: CY shall require each applicant for employment, any subcontractors and any volunteer in a position requiring contact with minor pupils to submit

fingerprints consistent with California Education Code sections 33192, 44237. CY shall comply with the requirements of Education Code section 45125.1 including, but not limited to: obtaining California Department of Justice (CDOJ) clearance for CY's employees, subcontractors and volunteers; prohibiting its employees, subcontractors and volunteers from coming in contact with pupils until CDOJ clearance is ascertained; certifying [by signing below] to the DISTRICT that none of its employees, subcontractors nor volunteers who may come in contact with pupils have been convicted of or pleaded nolo contendere to a felony, unless that individual's employment is authorized under the California Education Code, nor will any person be employed who has been convicted of or entered a plea of nolo contendere to charges of any sex offense as defined in Education Code section 44011, or to a felony that would disqualify that person from employment pursuant to Education Code section 44237.

5. Child Abuse Reporting: Both parties shall direct its employees, subcontractors and volunteers to comply with current child abuse reporting law.

6. Authority: It is expressly agreed that CY shall have no right or authority at any time to make any contract or binding promises of any nature on behalf of DISTRICT, whether oral or written, without the express written consent of DISTRICT.

7. Termination: Either party may terminate this Agreement by giving thirty (30) calendar days written notice to the other party.

If either DISTRICT or CY fails to perform any of its obligations under this Agreement, within the time and in the manner provided, or otherwise violates any of the terms of this Agreement, either party may terminate this Agreement by giving seven (7) days notice of such termination, stating the reason for such termination.

8. Ownership of Records: All records, reports, files and supporting data accumulated and/or prepared by CY in the course of performance of this Agreement shall be and remain the property of the CY in perpetuity. Reproductions maintained by DISTRICT shall be kept separately from students' educational records and confidential.

9. Confidentiality: CY and DISTRICT acknowledge that staff providing treatment services are bound by federal and state laws regulating confidentiality and are prohibited from making further disclosure of information without specific written consent of the person to whom it pertains or as otherwise permitted by such regulations. On a case by case basis, a Consent to Release Information form may be obtained for students receiving services so that CY may exchange information with DISTRICT as appropriate regarding enrollment and discharge, test results, program participation, attendance and progress, attitude and prognosis. All information exchanged will become confidential student record and may not be redisclosed except as allowed by law.

10. Assignment: Neither this Agreement nor any duties or obligations hereunder shall be assignable to any other agency, including subcontractors, by the CY without the prior written consent of DISTRICT. In the event of an assignment by the CY to which DISTRICT has consented, the assignee or his/her legal representative shall agree, in writing on file with DISTRICT, to personally assume, perform and be bound by the covenants, obligations and agreements contained herein.

11. Successors and Assigns: Subject to the provisions regarding assignments, this Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the respective parties.

12. Indemnification: CY and District agree to indemnify and hold each party harmless, its officers, board members, agents and employees from and against any and all liabilities, losses, claims, lawsuits, judgments, obligations, costs, damages or expenses including attorney's fees arising from any act or omission of either party or any agent.

13. Insurance and Taxes: CY shall be responsible for carrying its own workers' compensation insurance. DISTRICT shall not withhold or set aside state or federal income tax, FICA taxes, unemployment insurance, disability insurance or any other federal or state taxes or payments whatsoever. CY shall be responsible for collection and payment of any and all sales and/or use taxes. It shall be the sole responsibility of CY to account for all of the above and CY agrees to hold DISTRICT harmless for all liability for these taxes.

14. Business Licenses and Permits: As an independent contractor, it shall be the sole responsibility of CY to obtain any needed business licenses or permits to conduct business under this Agreement.

15. Legal Compliance: CY and all representatives, subcontractors, employees and volunteers thereof shall be, at the start of the contract period, and remain, throughout the period of the contract, in current compliance with all relevant federal, state and local requirements for licensure, certification and other applicable regulations, per the standards of CY's industry. CY agrees to take full responsibility for any legal proceedings resulting from any breach by CY in this compliance during the term of this Agreement, including paying attorney's fees and resulting claims.

16. Non-Discrimination: CY shall comply with all applicable federal, state, and local laws, rules and regulations in regard to non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All non-discrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

17. Entire Agreement: This Agreement contains all the understanding and agreements between the parties and CY acknowledges that there are no other written or oral understandings, agreements, covenants or provisions governing the relationship between CY and DISTRICT. Any modification or waiver of this Agreement must be expressly made in writing signed by both parties.

18. Severability: In the event that any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, no other provision of this Agreement will be affected by such holding and all of the remaining provisions of this Agreement shall continue in full force and effect.

19. Attorney's Fees: If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which the prevailing party may be entitled.

20. Injunctive Relief: CY consents and agrees that, for any violation of any of the provisions of this Agreement, a restraining order and injunction may be issued against CY in addition to any other rights the DISTRICT may have.

21. Representations by CY: CY warrants all information given by CY in connection with entering into this Agreement is true and correct.

CY shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D (F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, CY should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. DISTRICT RESPONSIBILITIES UNDER THIS MOU

District shall undertake the following activities during the duration of the MOU term:

- Provide space, as needed, for mutually agreed upon nutrition education activities, events and trainings.

District shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D (F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, District should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

Either party may terminate this MOU without cause on 30 days written notice. CY or District may terminate this agreement immediately upon oral notice should funding cease or be materially decreased during the term of the MOU. Oral notice needs to be followed by a written notice of termination.

VI. STATE SHARE REQUIREMENTS

No State Share dollars are involved in this MOU.

VII. FUNDING REQUIREMENTS

This MOU does not include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, Local Incentive Awardee (LIA) or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by CY and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with Regional Nutrition Education Coordinators will be required for any school-based programming funded at the state or local levels.

VIII. RECORD RETENTION

CY and District must maintain all records supporting the MOU and related activities for three years after the end of the contract term. Additionally, District agrees to make all records relating to the contract available upon request by CY, the Network, and/or USDA.

IX. EFFECTIVE DATE AND SIGNATURE

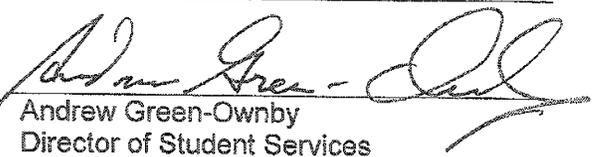
This MOU shall be effective upon the signature of CY and District authorized officials. It shall be in force from October 1, 2008 to September 30, 2010. CY and District indicate agreement with this MOU by their signatures.

Signatures and dates


 Bette Hinton M.D., MPH
 Director/Health Officer
 County of Yolo
 Health Department
 137 N. Cottonwood Street, Suite 2100
 Woodland, CA 95695

 5-16-08

 Date


 Andrew Green-Ownby
 Director of Student Services
 Site/Program Administrator
 194 West Main Street
 Woodland, CA 95697

 20 May 08

 Date

Form #8



Kelly Morgan
Assistant Superintendent
194 West Main Street
Woodland, CA 95695

5/20/08
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

County of Yolo

And

Food Bank of Yolo County

This is an agreement between "County of Yolo", hereinafter called CY and "Food Bank of Yolo County", hereinafter called FB.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations.

In particular, this MOU is intended to:

- Develop and deliver nutrition education curricula, and materials that are age and culturally appropriate for low income populations.
- Provide nutrition education promotion and activities, such as; nutrition education classes/presentations, national and statewide health promotions, healthy cooking demonstrations and taste testing at qualifying sites.
- Encourage low-income families to consume the recommended daily amounts of colorful fresh fruits and vegetables, to participate in daily physical activity, and to increase the knowledge and access to federal nutrition assistance programs.
- Increase access to fruits and vegetables through nutrition education, curricula, and outreach.
- Support and promote community awareness about the relationship between healthy lifestyles and the reduction of chronic disease through nutrition education classes for students and parents.

II. BACKGROUND

CY Get Ready Program in conjunction with the FB provides and promotes nutrition education and physical activity among Yolo County communities with limited resources or access to health information. Through the mobile outreach program, parents and their children are motivated to encourage their families to read and lead a healthier lifestyle. Together CY and FB select food items for the CY Get Ready Program. In addition, the FB Moveable Produce Market provides fresh local produce at 10 CY Get Ready sites. Every family or individual that participates in the program receives one bag of fresh produce per visit and nutrition education handouts and

recipes. On going collaboration presents an opportunity to bring together school, home and community to promote a common goal of a healthier lifestyle and increases consumption of fruits and vegetables.

III. CY RESPONSIBILITIES UNDER THIS MOU

CY shall undertake the following activities during the duration of the MOU term:

- CY will enhance and deliver nutrition education curricula, Harvest of the Month.
- CY will provide nutrition education classes/presentations for parents and child nutrition-oriented activities.
- CY will increase access to fruits and vegetables through taste-testing and cooking demonstrations.
- CY will participate and support statewide initiatives such as, National Nutrition Month.
- CY will maintain client participation records

CY shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D (F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, CY should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. FB RESPONSIBILITIES UNDER THIS MOU

FB shall undertake the following activities during the duration of the MOU term:

- FB staff will coordinate with CY staff to select food items for the CY Get Ready Program taste testing component.
- FB will provide access for timely pick up of food items by CY staff.
- FB will deliver and maintain records of food items provided for timely invoice, in accordance with established procedures.
- FB will participate and support statewide and local initiatives such as, National Nutrition Month.

FB shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D (F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, FB should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

Either party may terminate this MOU without cause on 30 days written notice. CY or FB may terminate this agreement immediately upon oral notice should funding cease or be materially decreased during the term of the MOU. Oral notice needs to be followed by a written notice of termination.

VI. STATE SHARE REQUIREMENTS

No State Share dollars are involved in this MOU.

VII. FUNDING REQUIREMENTS

This MOU does not include reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, Local Incentive Awardee (LIA) or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by Yolo County Health Department and/or *Network*.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with Regional Nutrition Education Coordinators will be required for any school-based programming funded at the state or local levels.

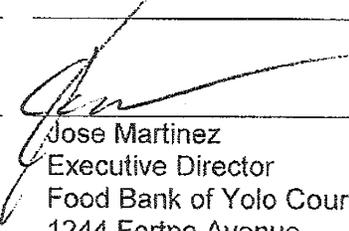
VIII. RECORD RETENTION

CY and FB must maintain all records supporting the MOU and related activities for three years after the end of the contract term. Additionally, *FB* agrees to make all records relating to the contract available upon request by *CY*, the Network, and/or USDA.

IX. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of CY and FB authorized officials. It shall be in force from October 1, 2008 to September 30, 2010.
CY and FB indicate agreement with this MOU by their signatures.

Signatures and dates

<hr/>  <hr/> <p>Bette Hinton M.D., MPH Director/Health Officer County of Yolo Health Department 137 N. Cottonwood Street, Suite 2100 Woodland, CA 95695</p> <p style="text-align: center;">5-16-08</p> <hr/> <p>Date</p>	<hr/>  <hr/> <p>Jose Martinez Executive Director Food Bank of Yolo County 1244 Fortna Avenue Woodland, CA 95776</p> <p style="text-align: center;">5-16-08</p> <hr/> <p>Date</p>
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MEMORANDUM OF UNDERSTANDING (MOU)

Between

County of Yolo

And

Yolo County Housing

This is an agreement between "County of Yolo", hereinafter called CY and "Yolo County Housing", hereinafter called YCH.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations.

In particular, this MOU is intended to:

- Develop and deliver nutrition education curricula, and materials that are age and culturally appropriate for low income populations.
- Provide nutrition education promotion and activities, such as; nutrition education classes/presentations, national and statewide health promotions, health cooking demonstrations and taste testing at qualifying sites.
- Encourage low-income families to consume the recommended daily amounts of colorful fresh fruits and vegetables, to participate in daily physical activity, and to increase the knowledge and access to federal nutrition assistance programs.
- Increase access to fruits and vegetables through nutrition education, curricula, and outreach.
- Support and promote community awareness about the relationship between healthy lifestyles and the reduction of chronic disease through nutrition education classes for students and parents.

II. BACKGROUND

CY Get Ready Program in conjunction with YCH provides and promotes nutrition education and physical activity among Yolo County communities with limited resources or access to health information. Through the mobile outreach program, parents and their children are motivated to encourage their families to read and lead a healthier lifestyle. Ongoing collaboration presents an opportunity to bring together school, home and community to promote the common goal of a healthier lifestyle and increased consumption of fruits and vegetables.

III. CY RESPONSIBILITIES UNDER THIS MOU

CY shall undertake the following activities during the duration of the MOU term:

- Enhance and deliver nutrition education curricula, Harvest of the Month;
- Provide nutrition education classes/presentations for parents and child nutrition-oriented activities;
- Increase access to fruits and vegetables through taste-testing and cooking demonstrations;
- Participate and support statewide initiatives such as, National Nutrition Month;
- Maintain client participation records

CY shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D (F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, CY should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. YCH RESPONSIBILITIES UNDER THIS MOU

YCH shall undertake the following activities during the duration of the MOU term:

- Provide space, as needed, for mutually agreed upon nutrition education activities, events and trainings.
- Participate in and support local and statewide initiatives such as, National Nutrition Month.

YCH shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D (F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, YCH should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.
3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

Either party may terminate this MOU without cause on 30 days written notice. CY or YCH may terminate this agreement immediately upon oral notice should funding cease or be materially decreased during the term of the MOU. Oral notice needs to be followed by a written notice of termination.

VI. STATE SHARE REQUIREMENTS

No State Share dollars are involved in this MOU.

VII. FUNDING REQUIREMENTS

This MOU does not include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, Local Incentive Awardee (LIA) or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by CY and/or *Network*.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with Regional Nutrition Education Coordinators will be required for any school-based programming funded at the state or local levels.

VIII. RECORD RETENTION

CY and YCH must maintain all records supporting the MOU and related activities for three years after the end of the contract term. Additionally, YCH agrees to make all records relating to the contract available upon request by CY, the Network, and/or USDA.

IX. EFFECTIVE DATE AND SIGNATURE

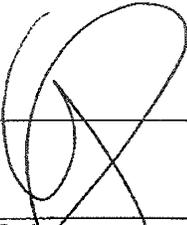
This MOU shall be effective upon the signature of CY and YCH authorized officials. It shall be in force from October 1, 2008 to September 30, 2010. CY and YCH indicate agreement with this MOU by their signatures.

Signatures and dates



Bette G. Hinton M.D., MPH
Director/Health Officer
County of Yolo
Health Department
137 N. Cottonwood Street, Suite 2100
Woodland, CA 95695
5/23/08

Date



Lisa A. Baker
Executive Director
Yolo County Housing Authority
147 W. Main Street
Woodland, CA 95695
5/21/08

Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between
County of Yolo

And

Washington Unified School District

This is an agreement between "County of Yolo", hereinafter called CY and "Washington Unified School District", hereinafter called District.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations.

In particular, this MOU is intended to:

- Develop and deliver enjoyable, developmentally-appropriate, and culturally relevant interactive nutrition education activities, such as; nutrition education classes/presentations, poster contests, national and statewide health promotions, health cooking demonstrations and taste testing at qualifying school sites.
- Encourage low-income families to consume the recommended daily amounts of colorful fresh fruits and vegetables, to participate in daily physical activity, and to increase the knowledge and access to federal nutrition assistance programs.
- Increase access to fruits and vegetables through nutrition education, curricula, and outreach.
- Support and promote community awareness about the relationship between healthy lifestyles and the reduction of chronic disease through nutrition education classes for students and parents.
- Enhance nutrition education in the classroom, school events, and after school programs.

II. BACKGROUND

Current activities and accomplishments:

- CY has implemented statewide initiatives such as National Nutrition Month at qualifying school sites within the District. District provides scheduled time and space for activities.
- CY provides interactive classroom cooking demonstrations and taste testing at qualifying sites such as preschools, elementary schools, teen parent programs, and nutrition education staff trainings. District coordinates and provides scheduled time and space for activities.
- CY provides outreach and nutrition promotion at school events such as open houses and health fairs within District. District provides scheduled time and space for activities.

III. CY RESPONSIBILITIES UNDER THIS MOU

CY shall undertake the following activities during the duration of the MOU term:

CY shall not provide transportation nor subcontract for transportation services for DISTRICT students unless the DISTRICT and the CY agree otherwise in writing.

- CY will select one to two (1-2) qualifying elementary school site(s) after school programs to implement Harvest of the Month (HOTM) curriculum and one (1) qualifying elementary school as the control group.
- CY will implement a series of 5 one hour HOTM nutrition education activities and cooking demonstrations, including physical activity promotion at qualifying school sites after school programs.

1. Independent Contractor Status: CY shall be an independent contractor and not an agent or employee of the DISTRICT under this Agreement. DISTRICT shall have no right to control and shall not attempt to control the method and manner used to accomplish projects assigned to CY. CY shall generally provide the tools, materials, facilities and the place of work to all its employees, volunteers, subcontractors and agents for the performance of this Agreement. If DISTRICT facilities are utilized by CY representatives, CY agrees to work within the conditions of said facility, with provided furniture and materials, and maintain said facility in its current state, replacing any items damaged or consumed, at current market cost, as a result of CY's work. When CY provides services on DISTRICT public school campuses, CY shall comply with Penal Code Section 627.1 *et. seq.*, and DISTRICT procedures regarding visitors to school campuses specified by DISTRICT policy and the procedures of the campus being visited.

2. Services for Others: CY is free to perform services for other agencies or businesses during the period of this Agreement.

3. Performance of Agreement: CY agrees that during the term of this Agreement, AGENCY will perform, to the best of CY'S abilities and experience, all of the duties and obligations either expressly or implicitly required by this Agreement. CY agrees to devote the amount of time necessary to complete projects assigned under this Agreement in a timely fashion.

4. Fingerprint Clearance: CY shall require each applicant for employment, any subcontractors and any volunteer in a position requiring contact with minor pupils to submit fingerprints consistent with California Education Code sections 33192, 44237. CY shall comply with the requirements of Education Code section 45125.1 including, but not limited to: obtaining California Department of Justice (CDOJ) clearance for CY's employees, subcontractors and volunteers; prohibiting its employees, subcontractors and volunteers from coming in contact with pupils until CDOJ clearance is ascertained; certifying [by signing below] to the DISTRICT that none of its employees, subcontractors nor volunteers who may come in contact with pupils have been convicted of or pleaded nolo contendere to a felony, unless that individual's employment is authorized under the California Education Code, nor will any person be employed who has been convicted of or entered a plea of nolo contendere to charges of any sex offense as defined in Education Code section 44011, or to a felony that would disqualify that person from employment pursuant to Education Code section 44237.

5. Child Abuse Reporting: Both parties shall direct its employees, subcontractors and volunteers to comply with current child abuse reporting law.

6. Authority: It is expressly agreed that CY shall have no right or authority at any time to make any contract or binding promises of any nature on behalf of DISTRICT, whether oral or written, without the express written consent of DISTRICT.

7. Termination: Either party may terminate this Agreement by giving thirty (30) calendar days written notice to the other party.

If either DISTRICT or CY fails to perform any of its obligations under this Agreement, within the time and in the manner provided, or otherwise violates any of the terms of this Agreement, either party may terminate this Agreement by giving seven (7) days notice of such termination, stating the reason for such termination.

8. Ownership of Records: All records, reports, files and supporting data accumulated and/or prepared by CY in the course of performance of this Agreement shall be and remain the property of the CY in perpetuity. Reproductions maintained by DISTRICT shall be kept separately from students' educational records and confidential.

9. Confidentiality: CY and DISTRICT acknowledge that staff providing treatment services are bound by federal and state laws regulating confidentiality and are prohibited from making further disclosure of information without specific written consent of the person to whom it pertains or as otherwise permitted by such regulations. On a case by case basis, a Consent to Release Information form may be obtained for students receiving services so that CY may exchange information with DISTRICT as appropriate regarding enrollment and discharge, test results, program participation, attendance and progress, attitude and prognosis. All information exchanged will become confidential student record and may not be redisclosed except as allowed by law.

10. Assignment: Neither this Agreement nor any duties or obligations hereunder shall be assignable to any other agency, including subcontractors, by the CY without the prior written consent of DISTRICT. In the event of an assignment by the CY to which DISTRICT has consented, the assignee or his/her legal representative shall agree, in writing on file with DISTRICT, to personally assume, perform and be bound by the covenants, obligations and agreements contained herein.

11. Successors and Assigns: Subject to the provisions regarding assignments, this Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the respective parties.

12. Indemnification: CY and District agree to indemnify and hold each party harmless, its officers, board members, agents and employees from and against any and all liabilities, losses, claims, lawsuits, judgments, obligations, costs, damages or expenses including attorney's fees arising from any act or omission of either party or any agent.

13. Insurance and Taxes: CY shall be responsible for carrying its own workers' compensation insurance. DISTRICT shall not withhold or set aside state or federal income tax, FICA taxes, unemployment insurance, disability insurance or any other federal or state taxes or payments whatsoever. CY shall be responsible for collection and payment of any and all sales

and/or use taxes. It shall be the sole responsibility of CY to account for all of the above and CY agrees to hold DISTRICT harmless for all liability for these taxes.

14. Business Licenses and Permits: As an independent contractor, it shall be the sole responsibility of CY to obtain any needed business licenses or permits to conduct business under this Agreement.

15. Legal Compliance: CY and all representatives, subcontractors, employees and volunteers thereof shall be, at the start of the contract period, and remain, throughout the period of the contract, in current compliance with all relevant federal, state and local requirements for licensure, certification and other applicable regulations, per the standards of CY's industry. CY agrees to take full responsibility for any legal proceedings resulting from any breach in this compliance during the term of this Agreement, including paying attorney's fees and resulting claims.

16. Non-Discrimination: CY shall comply with all applicable federal, state, and local laws, rules and regulations in regard to non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All non-discrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

17. Entire Agreement: This Agreement contains all the understanding and agreements between the parties and CY acknowledges that there are no other written or oral understandings, agreements, covenants or provisions governing the relationship between CY and DISTRICT. Any modification or waiver of this Agreement must be expressly made in writing signed by both parties.

18. Severability: In the event that any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, no other provision of this Agreement will be affected by such holding and all of the remaining provisions of this Agreement shall continue in full force and effect.

19. Attorney's Fees: If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which the prevailing party may be entitled.

20. Injunctive Relief: CY consents and agrees that, for any violation of any of the provisions of this Agreement, a restraining order and injunction may be issued against CY in addition to any other rights the DISTRICT may have.

21. Representations by CY: CY warrants all information given by CY in connection with entering into this Agreement is true and correct.

CY shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D (F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, CY should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
2. **Subcontract Agreements** – As it relates to securing bids for subcontractor services and subcontractor selection approval.

3. **Lobbying Restrictions** – No federally appropriated funds may be used to pay any person influencing or attempting to include an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with specific federal actions.

IV. DISTRICT RESPONSIBILITIES UNDER THIS MOU

District shall undertake the following activities during the duration of the MOU term:

- District shall provide space, as needed, for mutually agreed upon nutrition education activities, events and trainings.

Agency shall follow all relevant and applicable regulations as specified in the California Department of Public Health's "Special Terms and Conditions," also known as Exhibit D (F). These may include, but are not limited to:

1. **Travel and Per Diem Reimbursement** – Unless otherwise specified, District should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
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V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

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VI. STATE SHARE REQUIREMENTS

No State Share dollars are involved in this MOU.

VII. FUNDING REQUIREMENTS

This MOU does not include the reimbursement of funds between the two parties.

Funding requirements:

None of the funds used in this MOU are federal funds or funds being used to match other federal funds.

No portion of the proposed State Share funds is being counted more than once, or for another State agency, Local Incentive Awardee (LIA) or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity during the term of the contract.

The collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by Agency and/or Network.

None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.

Additional coordination with Regional Nutrition Education Coordinators will be required for any school-based programming funded at the state or local levels.

VIII. RECORD RETENTION

CY and District must maintain all records supporting the MOU and related activities for three years after the end of the contract term. Additionally, District agrees to make all records relating to the contract available upon request by Agency, the Network, and/or USDA.

IX. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of CY and District authorized officials. It shall be in force from October 1, 2008 to September 30, 2010. CY and District indicate agreement with this MOU by their signatures.

Signatures and dates

 _____  _____

Bette G. Hinton M.D., MPH
Director/Health Officer
County of Yolo
Health Department
137 N. Coitwood Street, Suite 2100
Woodland, CA 95695

6/04/08

Date

Diane Blackmon, Ed.D.
Director of Special Services
Washington Unified School District
930 West Acre Road
West Sacramento, CA 95691

6-4-08

Date

FFY 09
California State Plan for Federal Fiscal Year 2009

1. Local Incentive Awardees

PARKS AND RECREATION

Duarte, City of, Parks and Recreation Department

San Bernardino, City of, Parks, Recreation and Community
Services Department

BUDGET COVER SHEET
FFY 2009

Organization: City of Duarte				
Contract Number: 08-85129				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 45,315.00	\$ 49,791.00	\$ 4,476.00	9.88%
Fringe Benefits	\$ 13,818	\$ 15,053	\$ 1,235.00	8.94%
Subcontractors	\$ -	\$ -	\$ -	
Contracts/Grant Agreements			\$ -	
Operating	\$ 7,500	\$ 7,259	\$ (241.00)	-3.21%
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ 18,000	\$ 14,635	\$ (3,365.00)	-18.69%
Materials			\$ -	
Travel	\$ -	\$ 1,587	\$ 1,587.00	
Equipment & Other Capitol	\$ -	\$ -	\$ -	
Indirect Costs	\$ 8,870	\$ 9,727	\$ 857.00	9.66%
Total State Share	\$ -	\$ 97,960.00	\$ 97,960.00	
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	\$ 30,992.00	\$ 33,633.00	\$ 2,641.00	8.52%
Fringe Benefits	\$ 8,191.00	\$ 9,089.00	\$ 898.00	10.96%
SubContracts	\$ -	\$ -	\$ -	
Contracts/Grants/Agreements			\$ -	
Operating	\$ -	#REF!	#REF!	
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	\$ 365	\$ -	\$ (365.00)	-100.00%
Materials			\$ -	
Travel	\$ 1,300	\$ -	\$ (1,300.00)	-100.00%
Equipment & Other Capitol	\$ -	\$ -	\$ -	
Indirect Costs	\$ 5,877	\$ 6,255	\$ 378.00	6.43%
Total Federal Share	\$ -	\$ 48,977.00	\$ 48,977.00	

**BUDGET JUSTIFICATION
FFY 2009**

A PERSONNEL SALARIES:									
1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars	
STATE SHARE POSITIONS									
1.	Name: Jasmine Klintong Title: Health Educator (Recreation Coordinator)	\$ 41,829	0.2	0	20%	\$ 8,366	\$ -	\$ 8,366	
2.	Name: Cesar Monsalve Title: Project Coordinator	\$ 75,650	0.32	16%	16%	\$ 24,208	\$ -	\$ 24,208	
3.	Name: Donna Georgino Title: Contract Manager (Director of Parks and Recreation)	\$ 112,320	0.1042	10.42%	0%	\$ 11,700	\$ -	\$ 11,700	
4.	Name: Vacant Title: Recreation Leaders	\$ 20,030	0.2754	0%	27.54%	\$ 5,517	\$ -	\$ 5,517	
FEDERAL SHARE POSITIONS									
1.	Name: Jasmine Klintong Title: Health Educator (Recreation Coordinator)	\$ 41,829	0.5	10%	40%	\$ -	\$ 20,915	\$ 20,915	
2.	Name: Donna Georgino Title: Contract Manager (Director of Parks and Recreation)	\$ 112,320	0.0518	5.18%	0%	\$ -	\$ 5,818	\$ 5,818	
3.	Name: Vacant 5 Title: Tutor (Teen Nutrition Council)	\$ 12,000	0.5	0%	50%	\$ -	\$ 6,000	\$ 6,000	
4.	Name: Vacant Title: Health Educator (Cooking Instructor)	\$ 52,000	0.0173	0%	1.73%	\$ -	\$ 900	\$ 900	
SUBTOTAL		\$ 467,978	1.9687	41.60%	155.27%	\$ 49,791	\$ 33,633	\$ 83,424	
STATE SHARE POSITION DESCRIPTIONS:									
Health Educator Position #1		Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and health benefits of proper nutrition and physical activity.							
Project Coordinator Position #2		Coordinate program staff and nutrition education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition curriculum and education materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and expand our existing community outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and healthy active lifestyles.							

**BUDGET JUSTIFICATION
FFY 2009**

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
D. EQUIPMENT EXPENSES:													
State Share:											\$ -	\$ -	\$ -
Federal Share:													
SUBTOTAL:											\$ -	\$ -	\$ -
E. TRAVEL AND PER DIEM:											\$ 1,587	\$ -	\$ 1,587
State Share:													
Annual Network Conference in Sacramento, (2) Attendees:													
Jasmine Klinton, Health Educator; Donna Georgino, Contract Manager													
Registration @ \$180 X 2 = \$360													
Lodging @ \$157.18 X 2 days X 2 = \$629													
Per Diem @ \$40 X 2 days X 2 = \$160													
Air Fare @ \$150 X 2 = \$300													
Airport Parking @ \$45 X 2 = \$90													
Shuttle to and from Hotel @ \$24 X 2 = \$48													
Federal Share:													
SUBTOTAL:											\$ 1,587	\$ -	\$ 1,587
F. SUBCONTRACTORS:											\$ -	\$ -	\$ -
State Share:													
Federal Share:													
SUBTOTAL:											\$ -	\$ -	\$ -
G. OTHER COSTS:											\$ 14,635	\$ -	\$ 14,635
State Share:													
Food for taste testing, include supplies such as folks, spoons, napkins, etc													
Healthy Cooking Classes - 40 students X 6 classes @ not to exceed \$2.50 per person = \$600													
Parent Nutrition Class - 10 classes X 12 students/class @ not to exceed \$2.50 per person = \$300													
Teen Health Day - 120 students @ not to exceed \$2.50 per person = \$300													
Summer Health Camp - 20 students X 5 days @ \$2.40 per student/per day = \$240													
Youth Nutrition Education - 30 students X 20 days @ \$2 per student/per day = \$1,200													
Total \$2,640													
Kitchen supplies such as Pots, Pans, Skillet, Griddle, Knives, Grater, Spoons, Spatulas, Containers, Blender,													
Measuring Cups, Peeler, Tongs, Cookie Sheets, Can Opener, approximately \$700 for the events listed above.													
Total \$700													

**BUDGET JUSTIFICATION
FFY 2009**

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars				
*Nutrition Education Supplies																
Includes: Food Pyramid Posters, Food Relicas, Fat Models, Vat O Fat, Portion Size Kit, Nutrition Balls, Bingo, Brochures, etc.																
	•	Local Harvest 12 distributions @ \$30 per month for 50 participants per distribution = \$360														
	•	Senior Center Food Distribution 12 distributions @ \$100 per month for 200 participants/distribution = \$1,200														
	•	Parent Nutrition 10 classes @\$12 per class (12 participants per class) = \$120														
	•	Teen Nutrition Council 25 meetings @ \$10 per meeting for 5 members per meeting = \$250														
	•	Healthy Cooking Classes 24 classes @ \$10 per class (10 participants per class) = \$240														
	•	Summer Health Camp 20 participants X 5 days @ \$30 per day = \$150														
	•	Youth Nutrition Education 40 classes @ \$25/class (15 participants each class) = \$1,000														
	•	Nutrition Education Activity at Summer Lunch Programs 5 site visits @ \$40 per visit for 75 participants each visit = \$200														
	•	Senior Nutrition Education 12 days @ \$50 per day for 50 participants = \$600														
	•	Teen Health Day @\$150 for 120 participants														
	•	Time Physical Activity Promotion Demonstration 1 day X 400 participants = \$400														
*Nutrition Education Materials required for the delivery of critical program services, to include a nutrition message, not to exceed \$4.00 per item. Nutrition Education materials for \$6,137 will be used to support all above projects.																
Healthy Cities Collaborative Supplies																
		8 meetings X \$61 per meeting = \$488														
Federal Share:																
										SUBTOTAL:	\$ 14,635	\$ -	\$ 14,635			
H. INDIRECT COSTS:																
State Share:																
		15 % of Total Salaries and benefits \$64,844								\$ 9,727	\$ -	\$ 9,727				
Federal Share:																
		14.64 % of Total Salaries and benefit \$42,722								\$ 6,255	\$ 6,255	\$ 6,255				
										SUBTOTAL:	\$ 9,727	\$ 6,255	\$ 15,982			
TOTAL										\$ 467,978	\$ 1,9687	41.60%	155.27%	\$ 97,960	\$ 48,977	\$ 146,937
*Note: expenditure on nutrition education materials must have prior CA Department of Public Health approval and must comply with all state and federal safety requirements with respect to production including Prop 65 requirements for lead content.																

BUDGET COVER SHEET
FFY 2009

Organization: San Bernardino, City of, Parks, Recreation, & Community Services Department				
Contract Number: 06-55112				
State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	104,009	102,165	\$ (1,844)	-1.77%
Fringe Benefits	26,002	25,541	\$ (461)	-1.77%
Subcontractors	0	0	\$ -	
Contracts/Grant Agreements			\$ -	
Operating	57,600	57,600	\$ -	0.00%
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	0	0	\$ -	
Materials			\$ -	
Travel	0	0	\$ -	
Equipment & Other Capital	0	0	\$ -	
Indirect Costs	0	2,305	\$ 2,305	100.00%
Total State Share	187,611	187,611	\$ -	0.00%
Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	39,312	41,278	\$ 1,966	5.00%
Fringe Benefits	9,828	10,320	\$ 492	5.00%
SubContracts	0	0	\$ -	
Contracts/Grants/Agreements			\$ -	
Operating	0	0	\$ -	
Non-Capital Equipment Supplies			\$ -	
Building Space			\$ -	
Maintenance			\$ -	
Other Costs	42,440	39,668	\$ (2,772)	-6.53%
Materials			\$ -	
Travel	2,225	2,339	\$ 114	5.12%
Equipment & Other Capital	0	200	\$ 200	100.00%
Indirect Costs	0	0	\$ -	
Total Federal Share	93,805	93,805	\$ -	0.00%
<p>Note: If % difference in a line is greater than 10%, please provide an explanation. If the total % difference is greater than 10% consult your Contract Manager. FFY 2009 <i>Network Growth Policy restricts contract growth.</i></p>				
<p>Equipment: Program is in need of toaster ovens for use in cooking classes for (2) sites in FFY 09.</p>				
<p>Indirect Costs: Previous years inadvertently omitted indirect cost but now have been added for FFY 09.</p>				

A PERSONNEL SALARIES:									
1. Name and Position Title		2. Annual Salary	Adjusted Annual Salary based on USDA salary cap	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administrative Duties	5. Percentage FTE Time for Direct Delivery Duties	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
STATE SHARE POSITIONS									
1.	Name: Kevin Hawkins * Principal 1 position		\$ 112,320						
	Title: Chief Executive Officer	\$ 157,584		0.0179	1.79%		\$ 2,019		\$ 2,019
2.	Name: Curtis Brown								
	Title: Assistant Chief Executive Officer	\$ 95,700		0.0800	8.0%		\$ 7,656		\$ 7,656
3.	Name: Glenda Robinson								
	Title: Project Manager	\$ 78,384		0.2500	25.0%		\$ 19,596		\$ 19,596
4.	Name: Ken Joswiak								
	Title: Administrator	\$ 70,944		0.1000	10.0%		\$ 7,094		\$ 7,094
5.	Name: Aaliyah Harkley								
	Title: Administrator	\$ 70,944		0.1000	10.0%		\$ 7,094		\$ 7,094
6.	Name: Mitch Assumma								
	Title: Administrator	\$ 78,384		0.1000	10.0%		\$ 7,838		\$ 7,838
7.	Name: Jan Wages								
	Title: Administrative Coordinator	\$ 82,404		0.0500	5.0%		\$ 4,120		\$ 4,120
8.	Name: Lynn Knutson								
	Title: Asst. Administrator	\$ 61,092		0.1000		10.0%	\$ 6,109		\$ 6,109
9.	Name: Tyrone Traylor								
	Title: Coordinator of Other Programs	\$ 52,596		0.1500		15.0%	\$ 7,889		\$ 7,889
10.	Name: Julio Salcedo								
	Title: Coordinator of Other Programs	\$ 52,596		0.1500		15.0%	\$ 7,889		\$ 7,889
11.	Name: Mike Miller								
	Title: Coordinator of Other Programs	\$ 52,596		0.1500		15.0%	\$ 7,889		\$ 7,889
12.	Name: Tracey Parker								
	Title: Family Advocate	\$ 19,890		0.1500		15.0%	\$ 2,984		\$ 2,984
13.	Name: VACANT								
	Title: Family Advocate	\$ 19,890		0.1500		15.0%	\$ 2,984		\$ 2,984
14.	Name: Carmen Clement								
	Title: Family Advocate	\$ 19,890		0.1500		15.0%	\$ 2,984		\$ 2,984
15.	Name: Juanita Webster								
	Title: Family Advocate	\$ 19,890		0.1500		15.0%	\$ 2,984		\$ 2,984
16.	Name: VACANT								
	Title: Recreation Family Advocate	\$ 33,576		0.1500		15.0%	\$ 5,036		\$ 5,036
*Annual Salary is above the maximum cap. Reduced to the cap for purposes of the budget & will bill at the cap for State Share.									

**BUDGET JUSTIFICATION
FFY 2009**

FEDERAL SHARE POSITIONS									
1.	Name:	Traci Burnett							
	Title:	Community Liaison	\$ 41,278	1.0000	100.0%		\$ 41,278	\$ 41,278	
SUBTOTAL			\$ 1,007,638	2.9999	69.79%	230.0%	\$ 102,165	\$ 41,278	\$ 143,443
POSITION DESCRIPTIONS:									
SS	1)	Chief Executive Officer	Provides overall guidance for all operations, personnel, and fiscal responsibilities required within the Parks, Recreation and Community Services Department.						
SS	2)	Assistant Chief Executive Officer	Specifically provides overall guidance for all operations, personnel, and fiscal responsibilities required within the Parks, Recreation and Community Services Department.						
SS	7)	Administrative Coordinator	Provides administrative and office support for the project staff and is responsible for the reporting requirements.						
SS	4,5,6)	Administrators	Oversees and supervises the nutrition education program including project administration, project coordination, the development of the nutrition education component and materials, and other nutrition and physical activity promotion programs within their areas of responsibilities.						
SS	8)	Assistant Administrator	Provides nutrition education and physical activity promotion to students enrolled in the City's CAPS and After-School programs and their families.						
SS	9, 10, 11)	Coordinator of Other Programs	Supervises, coordinates, facilitates nutrition education activities, workshops, and special events related to the recreation and community center planning and working together with other community center groups. Supervises staff implementing the nutrition education.						
SS	12, 13, 14, 15, 16)	Family Advocate	Provides nutrition and physical activity promotion to students enrolled in nutrition education programs and their families. Conduct weekly cooking classes for youth ages 8 to 14 yrs. from FSNE families.						
SS	3)	Project Manager	Administer the nutrition education contract and budget, supervising nutrition staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional Collaborative. Coordinate contract-reporting requirements.						
FS	1)	Community Liaison	Plan and facilitate nutrition education activities for recreation programming in after-school setting for different age groups of children; teens; seniors; special populations, such as mothers with young children and families; nutrition education special events and workshops. Develops and secures curriculum for nutrition education and physical activity intervention in a variety of different channels/venues.						
							State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:							\$ 25,541	\$ 10,320	\$ 35,877
State Share: Payroll taxes and medical/dental benefits at 25% of salaries.									
Federal Share: Payroll taxes and medical/dental benefits at 25% of salaries.									
SUBTOTAL:							\$ 25,541	\$ 10,320	\$ 35,861

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C. OPERATING EXPENSES:				
State Share:	All of the City's community and senior centers (8) will use their multi-purpose rooms twice a week to facilitate nutrition education and physical activity promotion, and food stamp promotion at an average rental/utility cost of \$75/day. Each of the eight centers will conduct an average of 96 eligible programs every year. Annual rental cost per center is \$7,200 per site. Rental and utility costs were taken from the Parks, Recreation & Community Services Department Fee Schedule which establishes and modifies fees for use of certain equipment and services. (resolution #2004-252) \$75/day x 2 days= \$150/wk x 48 wk./yr/ = \$7,200 x 8 centers/sites = \$57,600	\$ 57,600		\$ 57,600
Federal Share:				
		SUBTOTAL:		
		\$ 57,600	-	\$ 57,600
D. EQUIPMENT EXPENSES:				
State Share:				
Federal Share:	1. Purchase two (2) toaster ovens for nutrition education cooking classes at the Ruben Campos & Rudy C Hernandez Community Centers = ~\$100/unit x 2 = \$200	\$ -	\$ 200	\$ 200
		SUBTOTAL:		
		\$ -	\$ 200	\$ 200
E. TRAVEL AND PER DIEM:				
State Share:				
Federal Share:	1. Project Mgr & Comm Liaison to attend the Annual <i>Network</i> Conference in Sacramento Reg: \$165 + Flight: \$200 + Per Diem: \$18 x 2 nights + Hotel: \$280 (\$129 + tax = \$140 @ 2 nights) = \$681 x 2 staff = \$1,362 (Breakfast & Lunch included at Conference.) 2. Project Mgr & Comm Liaison to attend Regional Network collaborative meetings/trainings Registration: \$25/mtg x 5 mtgs x 2 staff = \$250 3. Community Liaison: Travel necessary to carry out program activities. Avg. 37.5 miles/mo. = 450 miles/yr x .505/mile = \$227 4. Project Mgr to attend the California Childhood Obesity Conference January 2009 in Anaheim, California, estimated cost of \$500/person, to include registration, per diem and hotel. This conference may be prorated. <i>Due to the shortage of Federal Share staff, during times of travel, state share staff will assume the responsibilities/duties in the Scope of Work.</i>	\$ -	\$ 2,339	\$ 2,339
		SUBTOTAL:		
		\$ -	\$ 2,339	\$ 2,339

					State Share Total Dollars	Federal Share Total Dollars	Total Dollars				
F. SUBCONTRACTORS:					\$ -	\$ -	\$ -				
State Share:											
Federal Share:											
SUBTOTAL:					\$ -	\$ -	\$ -				
G. OTHER COSTS:					\$ -	\$ 39,668	\$ 39,668				
State Share:											
Federal Share:											
1. Food for cooking classes and tasting demonstrations (\$2.50/person x 5,100 persons) = \$12,750 2. Purchase Network approved nutrition education & physical activity promotional training/survey materials = \$3,015 3. Misc. cooking supplies, i.e., hand-mixers, mixing bowls, cooking utensils, blenders, etc necessary to conduct nutrition education classes at five (5) Community Centers. (\$278 estimate) 4. To purchase through Lamar Advertising Agency, (~30) transit shelter posters and (6) billboards advertising the benefits of healthy eating and daily physical activity in low-income neighborhoods. This advertisement will increase the likelihood of low-income residents to eat more fruits & vegetables per day, and increase their daily physical activity to 30 minutes for adults and 60 minutes for youth. \$23,625											
"Expenditures on nutrition education materials must have prior California Department of Public Health approval and must comply with all State and Federal safety requirements with respect to production including Prop 65 requirements for lead content."											
SUBTOTAL:						\$ 39,668	\$ 39,668				
H. INDIRECT COSTS:											
State Share: _____ % of Total Salaries or _____ % Total Direct Costs or 4.0% of Modified Direct (Information Services/Internet @ \$57,600/yr)					\$2,305						
Federal Share: _____ % of Total Salaries or _____ % Total Direct Costs or _____ % of Modified Directs (provide what costs to be included)											
SUBTOTAL:					\$ 2,305	\$ -	\$ 2,305				
TOTAL					\$1,007,638	2.9999	69.8%	230.0%	\$187,611	\$ 93,805	\$281,416



...TION / WIC PROGRAM
... North Mountain View Avenue, Room 104 ♦ San Bernardino, CA 92415-0010
(909) 387-9320 / 6315 ♦ Fax (909) 387-6899

JIM LINDLEY
Interim Public Health Director
PAULA MEARES-CONRAD
Interim Assistant Director of Public Health
MARGARET M. BEED, MD
Health Officer

Letter of Intent
Memorandum of Agreement
FFY 2008 - 2009

It is the intent of County of San Bernardino, Department of Public Health, Nutrition Program to enter into a Memorandum of Agreement (MOA) with San Bernardino County Superintendent of Schools, Preschool, for the fiscal period beginning October 1, 2008 and ending September 30, 2009. The MOA shall; 1) identify the partnering organization(s), 2) describe major proposed activities, 3) specify the state share amount if applicable, 4) ensure that none of the activities funded through Federal or State Food Stamp Nutrition Education (FSNE) budget shares supplant existing nutrition education efforts or funding of the contractor, 5) ensure coordination with *Network for a Healthy California (Network)* on all FSNE school-based programming funded at the state or local levels, 6) ensure that no portion of the proposed State Share funds is being counted more than once, or for another State Agency during the term of the contract, 7) specify that all state/federal share will be documented and made available for review and be signed by all partners, 8) ensure that none of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding of the contractor, and 9) ensure coordination with California Department of Public Health on all FSNE school-based programming funded at the State or local levels.

It is understood that the formal MOA must be submitted to the *Network for a Healthy California* once all signatures are obtained. The MOA is subject to review and approval by the *Network*.

Jeanne Silberstein

April 3, 2008

Contract Project Officer or Representative

Date

MARK UFFER
County Administrative Officer

Board of Supervisors
BRAD MITZELFELT.....First District DENNIS HANSBERGER.....Third District
PAUL BIANE.....Second District GARY C. OVITT.....Fourth District
JOSIE GONZALES.....Fifth District



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MARGARET M. BEED, MD
Health Officer

Letter of Intent
Memorandum of Agreement
FFY 2008 - 2009

It is the intent of County of San Bernardino, Department of Public Health, Nutrition Program to enter into a Memorandum of Agreement (MOA) with **Rialto United School District**, for the fiscal period beginning October 1, 2008 and ending September 30, 2009. The MOA shall; 1) identify the partnering organization(s), 2) describe major proposed activities, 3) specify the state share amount if applicable, 4) ensure that none of the activities funded through Federal or State Food Stamp Nutrition Education (FSNE) budget shares supplant existing nutrition education efforts or funding of the contractor, 5) ensure coordination with *Network for a Healthy California (Network)* on all FSNE school-based programming funded at the state or local levels, 6) ensure that no portion of the proposed State Share funds is being counted more than once, or for another State Agency during the term of the contract, 7) specify that all state/federal share will be documented and made available for review and be signed by all partners, 8) ensure that none of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding of the contractor, and 9) ensure coordination with California Department of Public Health on all FSNE school-based programming funded at the State or local levels.

It is understood that the formal MOA must be submitted to the *Network for a Healthy California* once all signatures are obtained. The MOA is subject to review and approval by the *Network*.

Jeanne Silberstein

April 3, 2008

Contract Project Officer or Representative

Date

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County Administrative Officer

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JOSIE GONZALES.....Fifth District



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JIM LINDLEY
Interim Public Health Director

PAULA MEARES-CONRAD
Interim Assistant Director of Public Health

MARGARET M. BEED, MD
Health Officer

Letter of Intent
Memorandum of Agreement
FFY 2008 - 2009

It is the intent of County of San Bernardino, Department of Public Health, Nutrition Program to enter into a Memorandum of Agreement (MOA) with **Ontario-Montclair School District**, for the fiscal period beginning October 1, 2008 and ending September 30, 2009. The MOA shall; 1) identify the partnering organization(s), 2) describe major proposed activities, 3) specify the state share amount if applicable, 4) ensure that none of the activities funded through Federal or State Food Stamp Nutrition Education (FSNE) budget shares supplant existing nutrition education efforts or funding of the contractor, 5) ensure coordination with *Network for a Healthy California (Network)* on all FSNE school-based programming funded at the state or local levels, 6) ensure that no portion of the proposed State Share funds is being counted more than once, or for another State Agency during the term of the contract, 7) specify that all state/federal share will be documented and made available for review and be signed by all partners, 8) ensure that none of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding of the contractor, and 9) ensure coordination with California Department of Public Health on all FSNE school-based programming funded at the State or local levels.

It is understood that the formal MOA must be submitted to the *Network for a Healthy California* once all signatures are obtained. The MOA is subject to review and approval by the *Network*.

Jeanne Silberstein

April 3, 2008

Contract Project Officer or Representative

Date

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County Administrative Officer

Board of Supervisors
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PAUL BIANE.....Second District GARY C. OVITT.....Fourth District
JOSIE GONZALES.....Fifth District



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PAULA MEARES-CONRAD
Interim Assistant Director of Public Health
MARGARET M. BEED, MD
Health Officer

Letter of Intent
Memorandum of Agreement
FFY 2008 - 2009

It is the intent of County of San Bernardino, Department of Public Health, Nutrition Program to enter into a Memorandum of Agreement (MOA) with San Bernardino City Unified School District, for the fiscal period beginning October 1, 2008 and ending September 30, 2009. The MOA shall; 1) identify the partnering organization(s), 2) describe major proposed activities, 3) specify the state share amount if applicable, 4) ensure that none of the activities funded through Federal or State Food Stamp Nutrition Education (FSNE) budget shares supplant existing nutrition education efforts or funding of the contractor, 5) ensure coordination with *Network for a Healthy California (Network)* on all FSNE school-based programming funded at the state or local levels, 6) ensure that no portion of the proposed State Share funds is being counted more than once, or for another State Agency during the term of the contract, 7) specify that all state/federal share will be documented and made available for review and be signed by all partners, 8) ensure that none of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding of the contractor, and 9) ensure coordination with California Department of Public Health on all FSNE school-based programming funded at the State or local levels.

It is understood that the formal MOA must be submitted to the *Network for a Healthy California* once all signatures are obtained. The MOA is subject to review and approval by the *Network*.

Jeanne Silberstein

April 3, 2008

Contract Project Officer or Representative Date

MARK UFFER
County Administrative Officer

Board of Supervisors
BRAD MITZELFELT.....First District DENNIS HANSBERGER.....Third District
PAUL BIANE.....Second District GARY C. OVITT.....Fourth District
JOSIE GONZALES.....Fifth District